



BIDDING DOCUMENT

FOR

“SINDH ENTERPRISE INCUBATION CENTER” (On Turnkey basis)

January, 2025

SCIENCE & INFORMATION TECHNOLOGY DEPARTMENT
GOVERNMENT OF SINDH

Note:

1. 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.
2. Tender bids must be submitted electronically through EPADS, any clause in this tender document asking for manual submission must be replaced and read as “through EPADS”.
3. Please attach a copy of Bid Security with the financial proposal through EPADS.
4. Only the Bid Security Pay Order in favor of Section Officer(G), Science & Information Technology Department, Government of Sindh is to be sent in original on/before the last date & time for electronics bid submission through EPADS.



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INVITATION TO BID

Date: _____

Bid Reference No: _____

Science & Information Technology Department, Govt. of Sindh (hereinafter referred as the Purchaser), invites sealed bids from eligible bidders for "Sindh Enterprise Incubation Center" Youth Development Center Gulistan-e-Johar Karachi"

Bids in sealed envelopes as per information are required. Proponents applying for bids should submit proposals (Technical & Financial) electronically through EPAD as per Single Stage - Two Envelope process of SPPRA Rules, 2010 (updated 2024). The interested bidder must have a valid NTN, income tax, sales tax, and SRB; FBR/SECP registered firms are eligible to participate.

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.

All bids must be accompanied by Bid Security 2.5 % 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.

Science & Information 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.

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.

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.

Science & Information Technology Department, Government of Sindh shall have right of rejecting all or any of the tenders as per provisions of SPPRA RULES, 2010 (updated 2024). Rule No 25(1)

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.

Failure to Complete the Task within the stipulated time will invoke penalty of 0.25% 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.



GENERAL INSTRUCTIONS TO BIDDERS

1	Scope of Bid & Source of Funds	1.1	The procuring agency as defined in the bidding data wishes to receive electronically submitted bids through EPADS for establishment of "Sindh Enterprise Incubation Center" Science & Information Technology Department, Government of Sindh.
		1.2	Source of funding have been kept by Science & Information Technology Department, Government of Sindh through its ADP Scheme "Sindh Enterprise Incubation Center".
2	Eligible Bidders	2.1	Bidding is open to all firms/companies/organizations and persons meeting the Mandatory requirements and Evaluation Criteria and other conditions as mentioned in this document. The bidder can be single company or JV/Consortium.
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) Terms of Reference / Scope of Work d) Evaluation Criteria with Mandatory requirements e) Payment Terms f) Forms g) Conditions of the Contract The Proposal, in binder form, with serial number of each page should comprise the following: Technical Proposal The Technical Proposal is to consist of the following: a) Checklist (Mandatory Requirements/ Documents required with the Proposal). b) Technical Proposal Submission Form. c) Compliance sheet. d) Profile of the Lead Bidder. e) Renovation assessment report with details and quantity and cost of items as per the table given in this bidding document (BIDDING DOCUMENT). f) Relevant Experience of the Bidder. g) Proposed Methodology aligned with the ToR given in this document. h) Proposed Curriculum. i) Proposed Project Team j) Roles and Responsibilities of Consortium/JV Partners/Partnership.
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			Technical Proposal should not contain any financial proposal information. Cost and financial estimates need to be provided in a separate sealed envelope clearly indicating Financial Proposal. The Technical Proposal must not contain any pricing information whatsoever on the services being offered. Non-compliance may lead to rejection of the Proposal. Financial Proposal The Financial Proposal is to consist of the following: a) Financial Proposal submission form. b) Summary of costs. c) Detailed itemized breakup of the cost d) Details of Remuneration of Proposed Team Members for the centre management. e) All taxes should be part of the proposed costing. The Financial Proposal should provide detailed costing related to the operations and management of Sindh Enterprise Incubation Centre.
		4.2	The Bidder should 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 on EPAD shall comprise the following: Technical proposal with sealed Bid Security, Covering offer letter, Compliance sheet and other sealed envelope for financial proposal. Covering Letter Schedules Bid Security furnished in accordance. Power of attorney for authorized person of the bidder Documentary evidence
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.



12	Documents Establishing Works' Conformity to Bidding Documents	12.1	The documentary evidence of the Works and/or Services' conformity to the bidding documents may be in the form of literature, drawings, information and data and the bidder shall furnish documentation sufficient to fairly assess and compare the bids by the committee.
		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 the bid, at the option of the bidder, a bid security of 2.5% of the bid price or in the amount stipulated in the bidding data sheet or in this document in Pak Rupees in the form Deposit at call or Pay order or Demand Draft or a Bank guarantee issued by a schedule bank in Pakistan or from a foreign bank duly countersigned by a scheduled bank in Pakistan in favor of Section Officer(G), Science & Information Technology Department, Govt. of Sindh. Bank draft or pay order should be valid for additional one month beyond the validity of the bid. Bid Security should be placed in Technical Proposal Envelope along with the mandatory documentation
		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 shall not be more than original period of Bid Validity. 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 SPPRA rules 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 submitted through EPADS, However the copy of the same bidding document should also be delivered to S&ITD before submission last date & Time. In addition, the

SUBMISSION OF BID

15	Deadline for Submission, Modification & Withdrawals of Bid.	15.1	Bids must be submitted through EPADS as mentioned in the N.I.T. Additionally, a copy of the bid uploaded on EPADS should also be submitted in physical form before the specified opening date and time. In all cases, the bid uploaded on EPADS will take precedence.
		15.2	Bids submitted through any other means shall not be accepted.
		15.3	Any bidder can withdraw his bid after bid submission, fulfilling the requirements of EPADS system for withdrawal.
		15.4	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 electronically (EPADS) submitted, 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: - which affect in any substantial way the scope, quality or performance of the works; - 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 and/or Services 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/Services 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 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 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 three (03) 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.
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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 contractors' 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 bidders 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 most advantageous Bid, 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).



CONSORTIUM AGREEMENT

23	In case of Consortium of two or more firms, the proposal shall be accompanied by a certified true copy of the Consortium Agreement. The Consortium Agreement as applicable shall confirm the following therein: i. Date and place of signing; ii. Purpose of consortium (must include the details of contract works for which the consortium has been invited to bid); iii. A clear and define description of the proposed administrative arrangements for the management and execution of the assignments. iv. Delineation of duties, responsibilities and scope of work to be undertaken by each along with resources committed by each partner / member of the consortium for the proposed services; v. An undertaking that the firms are jointly and severally liable to the Client for the performance of the services; vi. Duties, responsibilities and powers of the lead firm; vii. The authorized representative of the consortium.
23.2	In case of Consortium, it is expected that the lead partner would be authorized to incur liabilities and to receive instructions and payments for and on behalf of the consortium. For a consortium to be eligible for bidding, the experience of lead partner and other partners should be indicated. Lead partner may use experience and other required documents of other partner.
23.3	Any alternative proposal, such as one by a firm in sole capacity and another in Consortium with another firm or as a part of 2 or more consortiums, for the assignment will be summarily rejected. In such an event, all the proposals submitted by such firm and its Consortium or associate shall be rejected.
23.4	The proposal of a firm is liable to be rejected if the firm makes any false or misleading statement in the proposal(s), without prejudice to the rights of the client to initiate further proceedings against the said firm(s).
23.5	Notwithstanding anything to the contrary contained in this bidding / tender document, the detailed terms specified in the draft contract agreement shall have overriding effect; provided, however, that any conditions or obligations imposed on the bidder hereunder shall continue to have effect in addition to its obligations under the contract.
23.6	Bidders not complying with any of the above eligibility pre-requisites would be disqualified. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.
23.7	Bidders or any of its consortium partners must not have been black listed or declared bankrupt by any Government or Financial institution.



BID DATA SHEET

(All mandatory/required documents must be properly annexed)

Sr. No	Categories	Details
01	Name of Procuring Agency	Science & Information Technology Department, Government of Sindh
02	Website	istd.sindh.gov.pk , www.sindh.gov.pk & https://portalsindh.eprocure.gov.pk
03	Mode of Tendering	Bidding / Tender Document
04	Method of procurement	46(2) Single Stage - Two Envelope Procedure
05	Cost of the Bidding Document	Rs.2000/-
06	Bid Currency	Bids shall be quoted entirely in Pak Rupees.
07	Bid Security	A bid security amounting to 2.5% of the Bid Prices shall be paid in favor of Section Officer (G), Science & Information Technology Department, Govt. of Sindh in Pak Rupees in the form of Deposit at call or Pay order or Demand Draft or a Bank guarantee issued by a schedule bank in Pakistan or from a foreign bank duly countersigned by a scheduled bank in Pakistan.
08	Bid Validity	The bid shall be valid for 90 days after the bid opening date.
09	No. of Copies to be submitted	Bids must be submitted through EPADS as mentioned in the N.I.T. Additionally, a copy of the bid uploaded on EPADS should also be submitted in physical form before the specified opening date and time. In all cases, the bid uploaded on EPADS will take precedence.
10	Performance Security	5% of the Bid Price shall be paid in Pak Rupees in the form of Deposit at call or Pay order or Demand Draft or a Bank guarantee issued by a schedule bank in Pakistan or from a foreign bank duly countersigned by a scheduled bank in Pakistan in favor of Section Officer (G), Science & Information Technology Department, Govt. of Sindh.
11	TAX	Quoted costs should be inclusive of all applicable (direct & indirect) taxes. Financial Proposal will be scored based upon the bid amount inclusive of all taxes. All prices must be quoted in PKR. Price inclusive of quoted tax, quoted by the bidder shall be considered for evaluation irrespective of the tax rate. The successful bidder shall be responsible of the quoted tax in its bid and any demand from tax authorities shall be payable by that bidder.



12	Date for issuance of Bidding Documents	Date of publishing in leading newspapers, during office hours till 27 th February, 2025 at 01:00 PM from office of Section officer (G), Science & Information Technology Department, Govt. of Sindh.
13	Date of Pre-Bid Meeting	Pre-bid meeting will be held on 17 th February, 2025 at 02.00 pm at Committee Room, Science & Information Technology Department, 1 st Floor Sindh Secretariat Building No.6, Sindh Secretariat Sindh.
14	Last Date & Time for submission of Bids electronically on EPAD	27 th February, 2024 till 2:00 PM Office of Section officer (G), Science & Information Technology Department, Govt. of Sindh.
15	Date & Time for Opening of Technical Bids on EPAD	27 th February, 2025 at 2:45 PM at Committee Room, Science & Information Technology Department, Govt. of Sindh
16	Language of Bid	English
17	Bidding / tender document qualification criteria	The bidder firm/company/JV should first meet the mandatory evaluation criteria, and those eligible will be further evaluated against the Evaluation criteria as mentioned in this bidding document. Those obtaining minimum 70% marks in technical proposal, their financial proposal opened for further evaluation.
18	Contact Details	Mr. FAHAD WARSI Deputy Director/PC Science & Information Technology Department, Government of Sindh fahad.warsi@sindh.gov.pk Phone # 021-99213811 Mr. ADNAN Sr. Data Processing Officer/JPC Science & Information Technology Department, Government of Sindh Adnan.ist@sindh.gov.pk Phone # 021-9911978 1st Floor, Building No. 6, Sindh Secretariat, Saddar Karachi 021-99213406
19	Address for Submission of Bids	SECTION OFFICER (GENERAL) Science & Information Technology Department, Government of Sindh 1st Floor, Building No. 6, Sindh Secretariat, Saddar Karachi 021-99213841



Terms of Reference

S&ITD invites proposals from bidders to renovate and manage the operations of incubator i.e. the Sindh Enterprise Incubation Center (SEIC) Karachi as per details mentioned in this Bidding document (BIDDING DOCUMENT).

The Successful Bidder is required to run startups' pre-incubation, incubation and acceleration program on cohort basis with induction of founders/teams by selecting the founder/team that meet the benchmarks that would meet the International standards, clearly described in the mutually agreed and approved selection criteria. The successful bidder will also utilize the facility for related skills development for willing youth of the province. The successful bidder will also develop and operate the web platform for public reporting along with virtual training and mentoring of the startups besides those who will be attending physically. The successful bidder will also renovate the center with new aesthetic look.

There is a need to encourage the entrepreneurs in technological field to improvise the priority sectors, for instance agriculture, education, health, e-commerce, Artificial Intelligence, Cyber Security etc., on the modern and commercial terms. The youth have to be facilitated by providing the platform of triggering concepts of startups and facilitation by the government. Public and private sides of Sindh province can directly get benefit from startups and new products and services being created in these startups. The goal is to enable a ripple effect from this program, enhancing the peripheral sectors as well. The youth group is having problems in shared spaces, mentoring, training, marketing, financial feasibility making, finding the target audience for the startups and early-stage funding. This scheme will primarily be opportunistic but will focus on the use of Information Technology with advanced technologies like Web 3.0, AI, Blockchain, Augmented Reality/Virtual Reality, Wearables/ Implantables. The ideas will be more prioritized around Agriculture, Education, Health, Finance, Businesses, Social Sector. However, there is no bar on allowing and facilitating any promising idea in purely other sectors. IT entrepreneurship is the area where Pakistan, particularly Sindh province needs to focus on. This initiative will help youth to be able to polish their ideas, interact with the professionals, attend trainings and relevant workshops so that they can achieve their goals.

SEIC will be setup in Karachi at a buildup building block within the boundary of **Youth Development Center by Sports & Youth Affairs Department Government of Sindh, in block 15, Gulistan-e-Johar, Karachi. The GPS coordinates are 24°55'23.9"N 67°07'28.1"E.** The building block is built few years back and required complete renovation and new aesthetic look.

The Sindh Enterprise Incubation Center (SEIC) operations have to be run by the successful bidder who will also be responsible to appoint a full-time professional management team to run and manage the (SEIC).

SEIC will be an open platform for all eligible entrepreneurs without any discrimination.



ToR - Detailed Scope of this Bidding Document (BIDDING DOCUMENT) for Renovation and Services of Sindh Enterprises Incubation Center (SEIC)

1. Renovation

1.1 The successful bidder is required to design, renovate, furnish & equip the Sindh Enterprises Incubation Center at the allocated buildup block of Youth Development Center and will be required to provide ICT infrastructure for startups, other allied infrastructure facilities, Internet, furniture, fixtures, utilities and accessories. All the planning and resources for infrastructure to accommodate 20-25 startups with max 5 members each, management team and seminar/workshop facilities.

2. Service

2.1 Manage the SEIC operations and cultivate (select, incubate, and accelerate) 75-100 startups (2 cohorts per year) over the contract period as per the scope.

3. Service – Outreach and Communication

3.1 The successful bidder must devise and ensure a comprehensive outreach & communication strategy to identify and attract key entrepreneurial talent in Sindh province by encouraging and facilitating them to induct into Sindh Enterprises Incubation Center for generation & transformation of ideas into an MVP (minimum viable product) and a successful business. It will also be ensured by the successful bidder to reach out to all key stakeholders that can become part of incubation centers through effective strategy using key digital and non-digital methods and tools. Outreach plan/Marketing / Advertisement would include and limited to awareness, identification, idea generation and entrepreneurship risk taking willingness sessions and two (02) visit cycles to all the districts, social media paid campaign. Also plan outreach activities at universities and colleges to inform, educate and explore good ideas and founders, may also explore final year projects. There are people engaged in jobs in IT and other different sectors who have first hand knowledge of problems in the field and are willing to step into entrepreneurial world, but are unable to do so due resources and linkages, the bidder can work on identifying such people and gathering them, nurturing good ideas for solutions eventual successful startups.

3.2 The Bidder will have responsibility to find out startups which have viable ideas for this they have to do extensive market outreach to obtain such ideas which become fruitful and identify the problems of the market so that startups can work on them. Bidder also list ideas to give challenge to the startups so that those ideas can also be worked upon if promising.

3.3 The Bidder will be required to reach out to different industry like Agriculture sector, financial market, ecommerce, Digital Marketing, IT, Medical fields, Education, Textile and other sectors, so that those problems can be addressed through solutions from the startups.



3.4 The Bidder propose to create and establish a startup ecosystem keeping in mind the existing Incubators and learning opportunities. And the various studies/reports on the matter.

3.5 The will offers access to funding resources and explore potential partnerships with angel investors, venture capitalists, and other funding programs

3.6 The bidder will develop a platform for virtually connecting the individuals/teams to create startups, discuss/share ideas, incubating and networking among the teams/startups. Connecting with other businesses for understanding the industry problems and finding their solutions.

4. Service – Selection of Idea/Founder

4.1 The team, its founder and idea, should meet the international benchmarks, like that of Silicon Valley, and be selected for incubation/acceleration programs. Devise stringent selection criteria for Ideas/Founder and the team based on international best practices assuring clear Idea/solution, capable and motivated founder. Focus should be on the founder of the startup. It must be founder driven, as he/she is the one who eventually drives the business. However, ensure that the startups are NOT merely being engaged to occupy space and/or deploy their own interneers.

5. Service – Professional Management

5.1 The successful bidder shall be responsible to deploy a full time Center Management Team to manage and run the SEIC and all its key activities during the engagement period. The positions mentioned in team structure must be relevant and effective to manage the operations of the Center. It is also insured that during the course of the project all the key positions do not remain vacant for a more than a month.

5.2 Run the affairs of the Sindh Enterprises Incubation Center in the most prudent and professional manner in line with international best practices (with due care).

5.3 Induct around 20 startups in each cohort, meeting the benchmarks and processed through the stringent criteria

5.4 Devise and implement incubation program comprising maturing idea and solution design, business planning, product development, and marketing/sales.

5.5 Impart a comprehensive curriculum during incubation cycle and moving them to accelerator cycle. The successful bidder must ensure that as per mutual agreement, the proposed curriculum and incubation program may have specialized modules & components to cater to the needs of all types of startups.

5.6 Maintain disciplined/conducive environment and attendance.

5.7 Establishment of an environment and processes to accommodate virtual tenancy.

5.8 Arrange workshops on requirement basis including but not limited to, New idea generation and validation through market surveys, Writing a professional business plan covering strategy, financial planning, marketing, and operations, GTM (Go to Market) strategies, Presentation skills (how to pitch a business plan to investors), Developing a



prototype and then to Minimum Viable Product (MVP), Marketing and sales (finding the first paying customer).

5.9 Organize regular guest speaker sessions featuring prominent professionals.

5.10 Create a collaborative environment, both physically and virtually, with other technology incubators in Pakistan and globally (if needed), to support the Incubatees and their innovative ideas.

5.11 Invite stakeholders from various sectors, including chambers of commerce, agriculture, health, education, and finance, to the Enterprises Incubation Center. Their role will be to evaluate the products and services offered by startups and identify additional sector-specific needs that can be addressed through digitalization.

5.12 Arrange Investors summit and invite investors to evaluate startups with main purpose to enable startups to raise funds/investments.

5.13 Provide legal, administrative and marketing consultation support.

5.14 Identify and arrange funding opportunities to participate in relevant exhibitions, conferences and events, both national & international.

5.15 Arrange access & linkages to venture capitalists/angel investors/ private equity funds and other such avenues.

5.16 Explore investment opportunities, induction of seed money through potential venture capitalist and investors for projects completed and ready for commercialization.

5.17 Development, mapping and implementation of curriculum with incubation cycle.

5.18 Develop portal and Include an online library module in Sindh Incubation portal, having recording & archiving of all of the workshops/guest speaker sessions conducted in Sindh Enterprise Incubation Center.

5.19 Includes relevant material on Sindh Incubation Portal pertaining to different incubation activities and other information considered important for different stakeholders.

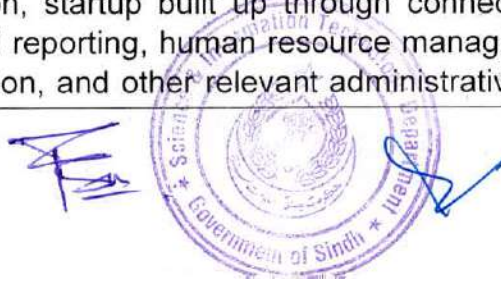
5.20 Maintain all the activities record through digital tools and on the portal.

5.21 Ensure vibrant and regular digital presence on social media platforms.

5.22 Enable and facilitate incubatees to grow their business ideas and become successful and sustainable businesses.

5.23 Facilitate the startups to explore avenues for generating revenue.

6. Develop, implement and monitor all relevant Policies and Procedures in order to efficiently and effectively manage the operations of Sindh Enterprises Incubation Center. The relevant policies and procedures include outreach activities, Idea/business plan/POC selection, founders/teams onboarding, training, workshops, seminar, guest speaker, MVP development facilitation, startup built up through connecting the like minded people, regular monitoring and reporting, human resource management, procurement, health & safety, facilities provision, and other relevant administrative policies. These policies will



have to be developed and submitted during inception phase of this project and will be implemented for effective operations of Sindh Enterprises Incubation Center. All such policies will be duly approved by the notified committee of IS&T Department before their implementation. Any subsequent changes for improvement in policies & procedures will have to be approved by notified committee of IS&T Department, Government of Sindh.

7. Startups are usually small, early stage, emerging businesses that have limited interaction with demand side/customers and overall learning, development and business ecosystem. The bidder's center management team shall strive to establish relevant linkages especially with the demand side/customers, partners and investors, and also leverage the existing stakeholders in the province that will maximize the success rate of startups enhancing commercialization potential of the final product and reduce time to market.

8. The center management will develop and maintain a pool of domain specialists willing to serve as mentors, advisors and business counselors for the startup teams with matching expertise and domains. These mentors and business counselors shall be selected based upon their repute and potential to leverage the startup's development and commercialization potential. The center management will follow up with mentors on a routine basis to stay abreast of the startups' performance and progress. Feedback mechanisms shall be put in place to ensure that mentorship is putting their best efforts to provide the desired value to the Sindh Enterprises Incubation Center.

9. Startups Management in collaboration with S&IT Department shall align and interact with the industry in the province on regular basis and share the updates with S&IT department. The center management shall also strive to attract investors, venture capitalists, private equity Funds and arrange sessions to educate them about the Sindh Enterprises Incubation Center's activities. Also network and interact with corporate and other relevant individuals and entities to mobilize resources that may impact the sustainability of the Incubatees/startup teams.

10. The Successful bidder may require provisioning resources to about 25% beyond initial capacity in terms of number of startups at any time.

11. The center management shall be responsible for routine monitoring of the incubates/startups/accelerators and other relevant being facilitated at the center. The successful bidder must also ensure and develop process to enable the center management to gather key information and data of successful graduated startup for at least 3 years after its graduation and a proper digitalized mechanism would be formulated for updates and networking. The center management will also ensure that all key data of startups, provided to the S&IT Department, is verifiable and also ensure development of a process to authenticate and verify all the provided information. At the time of induction, the SEIC bidder management team shall develop KPIs of inducted startups to monitor their progress during program cycle. The metric parameters should include information about number of customers, business canvas models prepared by each team, revenue generated, investments raised, quarterly profits, if any, financial sustainability as per realistic business plan, number of employees, growth rate, exports of the companies (quarterly export revenue), development and Innovation, competitor analysis, market



research, and other such important parameters. Notwithstanding the aforementioned, each Incubatees will also provide its KPIs for monitoring its business canvass model / business plan.

12. There will be well defined performance KPIs for Sindh Enterprises Incubation Center to assess the progress and effectiveness of successful bidder and its deployed center management team. The quantitative and qualitative KPI's should include but not be limited to, proper SEIC Setup and efficient utilization of space, effective & extensive outreach for selection of startups for each cohort inducted, timely selection of ideas/founders/teams, quality of Incubatees selected as per the international benchmarks, number of successful seminars, workshops & industry events, number of women empowered, successful completion of proposed curriculum/training, industry alignment and awareness generated, Incubatees/startup satisfaction surveys, arrangement of pitching events, number of venture capitalists/ angel investors/other investors onboard, number of mentors engaged/linked, number of investment summits organized, total investment raised by Incubatees/startups, total revenue generated by Incubatees/startups, jobs created by Incubatees/startups both direct and indirect, number of successful graduates, mentoring sessions, road shows and digital presence to exhibit successful startups, collaboration activities with other national & international incubators/startups, collaboration/Affiliation/Partnership with corporate sector, level of Innovation (Note: First Year will be treated as Base/Reference Year).

Like, the bidder will provide;

12.1 Youth Satisfaction on Outreach activities. A Net Promoter Score (NPS) summary at the end of each activity. And quarterly detailed report.

12.2 Quarterly report on efforts to target for an annual growth rate of 20% or more in startup applications. This suggests increasing visibility and appeal.

12.3 Participate in the relevant competitions and/or award nominations for the work done by the startups.

12.4 Take all due efforts so that the graduating startups should demonstrate strong investment readiness. Submit annual summary that should depict what efforts were taken to ensure the required readiness of the startups.

12.5 Training and Mentorship satisfaction survey. Summary at the end of each activity. And quarterly detailed report

12.6 Strive for opportunities to women founders or individuals from underrepresented regions. Submit report annually.

12.7 Track the startups for job creation and average annual revenue growth. Graduated startups be guided to at-least create new jobs within a year of graduation. Submit report.

12.8 Facilitate graduating startups in their exit strategies, if there by any such situation.



12.9 Maintain multimedia diary. (Daily significant activities visual and textual recording and digital publishing)

13. Following are the expected outcomes from the successful bidder for center's operations.

13.1 Incubate/Accelerate – the time period can spread over 6-12 months. Further time, max 6 months (making total 18 months) can be extended as per the evaluated and approved case.

13.2 Market research & business planning. Output should be business plan.

13.3 Product/Service development. Output should be MVP.

13.4 Marketing & Sales. Output should be paying customers. However, some of the activities in incubation cycle as mentioned may vary due to need and stage of startups.

13.5 The successful bidder would hold Pre-incubation activities, host around 20 startups per cohort, and become successful through competitive stringent selection process **(TEAM OF S&ITD DEPARTMENT ALONG WITH OTHER MARKET EXPERTS SHOULD SELECT THE STARTUPS AFTER DIFFERENT PITCHING)**. Two cohorts per year to be engaged and establish an alignment with the startup ecosystem.

14. Regular monitoring of Sindh Enterprises Incubation Center will be done by the S&IT Department.

Responsibilities:

1. The successful bidder will be reimbursed for the expenses made against the services rendered. They will submit quarterly invoices along with proof of expenses and the activities report as per the KPIs. The invoices will be evaluated by the financial committee at the S&IT department, upon recommendation of the committee the invoices will be forwarded to the finance section of the department for payment process as per the prevailing government rules. Further, all payments to the successful bidder for required renovation / infrastructure development will be made as per the Payment Plan / milestones agreed with the Successful bidder, upon submission of invoices of actual work done and after completion of all required formalities.

2. Successful bidder is required to complete the infrastructure development/renovation in agreed upon period, about 3-5 months from the date of "Award of Contract" after which the Sindh Enterprises Incubation Center operations will commence. An Agreement will be signed with the successful bidder on the payments of reimbursement model for the performed activities along with the service fee as per the evaluated and accepted financial proposal. The Agreement tenure with the bidder for the operations & management services of Sindh Enterprises Incubation Center will be three (03) years from the date of commencement of the operations. After 03 years tenure, the S&ITD will decide on further course of action for Service Level Agreement (SLA) as per Government procedure. In addition, after successful completion of project and approval of PC-IV, an open bidding process may be initiated in order to enter into Service Level Agreement.



3. The S&ITD has already identified the space of already build up building, which need extensive redesign and renovations, at Youth Development Center, Block-15, Gulistan-e-Johar, Karachi for Sindh Enterprises Incubation Center. The successful firm / organization is required to submit the comprehensive layout/design/plan for developing & renovating the space into state-of-the-art incubation center having all the modern amenities & facilities required for startups.

4. The Successful bidder shall be responsible for the development of necessary infrastructure required to commence the operations of the Sindh Enterprises Incubation Center within agreed upon period, about 3-5 months. This should include, inter alia, provisioning of power, HVAC, ICT infrastructure, Internet power backups, fire safety/security system, Solar System, furnishing, meeting/conference rooms, session hall etc. along with any other related infrastructure / materials /supplies. Accordingly, the identified space shall be converted/renovated by the Successful firm / Organization into the Sindh Enterprises Incubation Center as per best international practices and standards.

5. Startups will graduate from the center upon successfully achieving mutually agreed Key Performance Indicators (KPIs), to be determined collaboratively between the Sindh Enterprises Incubation Center management and the founder/startup in consultation with S&ITD.

6. If investment is made by the successful bidder against equity in the startups during the graduation period, the same has to be informed by successful bidder to the S&ITD. However, this investment option by the firm will only be approved by the S&ITD after consideration with these suggested conditions of investment that it must not have conflict of interest and must not defeat the objective of the center and rights of other potential investors.

7. The successful bidder will facilitate through their connections and networking to access seed funding, investment capital, and other financing options to help startups get off the ground and grow. However, the successful bidder will support selected needy individuals for commutation and meals during the incubation period of that individual, assessed through the committee and set criteria.



Bid Submission Checklist Form

I hereby confirm that as per the following checklist the bid is being submitted

(Note: This checklist should be part of the technical proposal and must also be submitted separately at the time of bid submission, to ensure that all the requirements are fulfilled)

S#	Requirement	Yes/No/Partial	Remarks
1	Mandatory requirements ensured?		
2	Technical Evaluation criteria related information/documents shared?		
3.	Clearly bear the name "TECHNICAL PROPOSAL – SINDH ENTERPRISE INCUBATION CENTER" Technical Proposal original scan copy shall be submitted electronically through EPAD of SPPRA: https://portalsindh.eprocure.gov.pk. A hardcopy of the same technical proposal may also be submitted to this department; however, the version submitted via EPAD will take precedence and consider as final in the technical evaluation process. Bidders are to make sure that Financial Proposal is not part of the Technical Proposal in any form.		
4.	Cost of Bidding Document in the form of Pay Order/Banker's Cheque of Amount of Rs.2000/=		
5.	Clearly bear the name "FINANCIAL PROPOSAL – SINDH ENTERPRISE INCUBATION CENTER" Financial Proposal must be submitted electronically through EPAD of SPPRA : https://portalsindh.eprocure.gov.pk and ensure that it should not be part of Technical Proposal in any form).		
6.	A sealed financial proposal (in original) may also be submitted to this department; however, the version submitted via EPAD will take precedence and consider as final in the financial evaluation process. Financial Proposal must be accompanied with 2.5% Bid Security of total Quoted Bid Amount		



Proposal Evaluation

The bidder must satisfy that it has sufficient financing capacity for the operations and management of SEIC Karachi and to provide all the relevant services without any interruption.

Only those bidder's technical proposal shall be evaluated further, that meet the following mandatory requirements including the minimum financing capacity requirements. The technical evaluation of the bidders will not be carried out if the bidder does not meet the following mandatory requirements including the minimum financing capacity requirements.

Only those Bidder's Financial Proposals will be opened who will score 70% or more in the technical evaluation. Bidders obtaining less than 70% marks in Technical evaluation, their financial proposal shall be returned unopened.

Combined Total Score (Technical & Financial); 80% Technical + 20% Financial

Technical Score (TS) shall be calculated as follows:

$(\text{Technical score obtained by the Bidder} / \text{Total Technical score}) \times 80$.

Financial Score (FS) shall be calculated as follows: $(\text{Lowest Bidder's total cost} / \text{Bidder's total cost}) \times 20$.

Combined Score (Total Score) = TS+FS

All Bidders will be ranked based upon the combined technical and financial score.



Mandatory Evaluation Criteria

S#	Requirement	Yes /No	Document Reference	Remarks
01	Registered age of the firm/company minimum 3 years with SECP or relevant concerned authority.			
02	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) having NTN Number of company /JV and Registration with Sindh Revenue Board (SRB).			
03	Affidavit that firm is not blacklisted and involved in any active litigation in Pakistan on stamp paper.			



Technical Evaluation Criteria

S#	Technical Evaluation Criteria	Documentary Evidence and Reference in this document	Maximum Marks (100)	Remarks
1.	A company that has Initiated, successfully executed/deployed Software Product/IT Services/ product development and commercialization/ project management. a) Local b) Local & International	Company Profile/documentary evidence / proof should be attached in the technical bid on (at least of 3 years)	10 Marks a) 7.5 b) 10	
2.	An incubation services experience covering significant market at least 2 years.	Relevant documentary evidence should be provided	10 Marks	
3.	1) Net worth Rs.100 to 200 Million 2)Net worth Rs 201 to 300 Million 3)Net worth Rs 301 or higher	Audited Financial Statement of last 03 years of the company	15 Marks. 1)5 2)10 3)15	
4.	Organizational Background and Capacity of the bidder to implement activities to achieve planned results aligned with the scope and objective of this project.	The bidder will deliver presentation at S&IT department regarding understanding, implementation and execution of project.	10 Marks	
5.	Outreach: Marketing/Advertisement capacity of the bidder		10 Marks a) 10	



	a) The company has Internal unit/team, perform outreach activities for own company and also get done from external parties. Properly defined with job roles. b) The company has Internal unit/team, do not perform outreach activities for own company themselves but get done from external parties. Properly defined with job roles. c) Does not have internal unit/team. Perform outreach activities for own company from external parties.	Provide documentary evidence	b) 7.5 c) 5	
6.	Marketing: Outreach and selection Plan 1) Marketing and Outreach plan 2) Onboarding and selection Criteria		10 Marks 1. 5 2. 5	
7.	Trainings & Development capacity of the bidder a) Has an internal team that provides training for the company and also uses external trainers. Job roles are clearly defined. b) Has an internal team but doesn't provide training themselves. Instead, they use external trainers. Job roles are clearly defined. c) No internal team, but training is done by external trainers.	(Provide documentary evidence)	10 Marks a) 10 b) 7.5 c) 5	
9.	Training and Development Plan 1) Incubation Training curriculum		10 Marks 1) 5 2) 5	



	2)Mentoring and Networking plan			
10.	Local & International Linkages a) Local b) International c) Local & International It is not about clients partnerships, participation in Global & international forums tech related with active role in their team.	(Provide documentary evidence)	10 Marks. a) 5 b) 7.5 c) 10	
11.	Evaluation of Design and Renovation a) Provide document and 2D/3D images to visually assess, completeness of all the work, aesthetics of the work, comparison with the baseline. b) Provide list in tabular form with confirmation of proposed items/material/equipment details including bill of quantity, bill of material along with material specification, quality with respect to availability in the market.	The bidder will deliver presentation to the committee for evaluation of the of both the parts	5 Marks a) 2.5 b) 2.5	



Financial Proposal Evaluation- 1-Overall Renovation of SEIC, 2-Plant & Machinery,3- Hardware & Network, 4- Furniture & Fixture

All the mentioned amounts must be inclusive of all applicable taxes.

Renovation work payment will be paid upon invoices with required documents and verification. Services payments along with management fee to run the center will be based on reimbursed model and will be reimbursed, within approved budget, upon quarterly invoicing with required reports, documents and verification.

1. Overall Renovation of the SEIC

All potential bidders must visit the building location for assessment of all required renovation work as mentioned below as per terms & condition of this BIDDING DOCUMENT. Provide their assessment report with details (in hard and soft media) on proposed renovation of the center with respect to Aesthetics, Design, Layout, Quality/Class of equipment/furniture/building material/works, quantity and cost.

For reference baseline the bidder can check out the already existing incubation and co-working spaces in Karachi.

(The assessment report with details will be evaluated by the committee having experts).

Map of the site (enclosed)

- 1) Sitting space for 25 teams having max 5 members.
- 2) Manager sitting area.
- 3) Manager team area.
- 4) House-keeping staff sitting area.
- 5) Four meeting rooms for 3-4 persons.
- 6) Conference room / Seminar room/ individual talk, around capacity of around 100 people.
- 7) Two Break out areas for about 20 people.
- 8) Reception area and waiting area.
- 9) Working space on roof, under the solar installation.



10) Washroom renovations with proper drainage systems.

11) Entry doors renovations.

12) Open area roof and stairs construction with concrete

13) Wet area for tea/coffee.

14) Cafeteria renovation.

15) Out door tech look facade.

For each row below, the actual estimates (material, labor, and taxes included and separately mentioned) based on the visits and drawings should be provided. The material used must of A quality and of well known brand.

Furniture to be used as per the details given in the furniture and fixture section below.

S. No.	Items & Specifications	QTY	Unit Cost (Inclusive of all Taxes)	Total Cost (inclusive of all Taxes)
1. Renovation				
1	Flooring/Tiling. (may split this item into different types or include different types of tiles in it, if required: (with proper dismantling of existing floor) also include treatment of floor for seepage control. Provide qty in Sq.ft.			

TS



	Providing & Laying Full Body Porcelain Tile in Flooring or Facing of Approved Design Set in Grey Cement Mortar 1:2 or 3/4" Thickness in/c washing & joints with white Cement slurry using colour pigment for matching complete as per specification.			
2	Plumbing. Provide qty in number of jobs with material and labor included (include dismantling and replacement of existing pipes, fittings, fixtures)			
3	Electrical work. Provide qty in number of jobs (with material and labor include dismantling of old wiring and replacement with new fixtures, panels, and fittings).			
4	Paint. (Split this item into different types if required). Provide qty/cost in Sqft. Split into interior and exterior paint options if required. Provide quantities in sq. ft. with dismantling (scraping off old paint, if applicable).			
5	Wood work using solid wood. Provide qty in number of jobs with material and labor Using solid wood for furniture, cabinetry, doors, etc. Specify termite-resistant treatments and durable finishes			



6	Interior designing. Comprehensive design services, including layouts, furnishings, wall décor, lighting, and finishing touches..	One Job		
7	Landscaping of about 2000 sqft area around the center. Provide qty/cost in per Sqft. There is plenty of space outside around the building. Landscaping be done with grass, plants, floral, outdoor seating with sun protections, durable pathways, seasonal plants. Upon visit determine and give cost in per sqft.			
8	Façade. A wall extension from the corner of the building with the center emblem and some eye catching outdoor material with durability. Provisions for lighting and signage.	One Job		
9	Open area roof and stairs. Provide qty/cost in Sqft. Concrete Roof or any other durable material and the durability of the roof should be such that it can bear the load of about 10 people on the roof. The stairs should be permanent kind and wide enough that at least two people can easily openly cross.			
10	Breakout Area setup. Two breakout areas with seating capacity of 10 each. One within the building, and one above the roof under solar panels.			
11	Masonry work. Including material, labour and taxes. Reinforce structural integrity and waterproofing for exposed masonry. Provide qty/cost in Sqft.			



12	Doors, iron and glass work. Include fire-rated options (fire extinguishers along with fire exit) for safety compliance. Provide qty/cost in Sqft.			
13	Meeting & Conference Room, Acoustic insulation, conference table, chairs, smart screens, and lighting. Provide Wi-Fi and power outlet installations.			
14	Reception & Waiting Area Furniture, reception desk, waiting chairs, and décor elements). Ensure accessibility and visitor-friendly layout.			
15	Working Space on Roof Under Solar Installation. (Seating, shading)			
16	Washroom Renovation with proper draining			
17	Cafeteria Renovation Establish some space for cafeteria inside the center			
18	Wait Area for Tea & Coffee			
Sub-Total of Renovation inclusive taxes				
2. Plant & Machinery				
2.1	Air Conditioning (02 Tons). Total tonnage should not exceed 24 tones.	12		
2.2	Solar System - 40 KVA This should accommodate the electricity requirement of whole	01		



	center. With following estimated solar system items. Inverter about 3, Solar Panels like 580 Watt, about 70, DBs, Controlling, Lugs, Breakers, Wiring, Structure elevated with walkway, Earthing, Pipes and ducts, Batteries like 48V 100AH, about 10. The Solar system installation at the roof top should be deployed in such a way that under the installed panels proper modern looking sitting/breakout area can be established.		
2.3	Smart Locking System of the Center (Complete solution for the center) Card enabled door opening, in/out record. Network based operation/record access.	01	
2.4	Conference room audio device like Jabra Panacast or equivalent	01	
2.5	Water dispenser	02	
2.6	Tea/Coffee maker	02	
Sub-Total of Plant & Machinery inclusive taxes			



3. HARDWARE & NETWORK				
3.1	International branded Laptop Business Class 13th Gen or higher Core i5 or higher 16GB RAM or higher HDD 256GB or higher Branded Bag (Essential Licensed Software)	5		
3.2.	International branded Desktops for Business Area, core i7, 12 th Gen, 6GB, 512 SSD, 21 inch display, Keyboard, mouse with licensed Win OS.	5		
3.3	Wi-Fi Devices (Wi-Fi Access Points/Routers indoor and outdoor along with controller)	10		
3.4	Switch (48 Giga Ports Giga Bit, Layer 3 with security features and 3 years backup support)	1		
3.5	Server Machines (2 CPU with 8 core each or higher, 256GB RAM, 3 HDD of 1TB each) (Essential Software with License)	2		
3.6	CCTV Surveillance System (12 x CCTV Cameras 4MP with complete with accessories wiring and installation along with NVR with one month recording storage)	1		
3.7	Printer (Black & white) Laser Jet printer HP or equivalent	4		
3.8	Scanners (Feeder scanner)	2		
3.9	LEDs TV displays 50" or higher, Samsung or equivalent	4		
3.10	Multimedia Projector	1		
Sub-Total Hardware & Network inclusive all taxes				



4. Furniture & Fixture				
4.1	Small auditorium chairs	80		
4.2	Computer / Meeting tables for Group of 5 members of Startups for sitting of 100 participants. (One Modular table, 5 Chairs	20		
4.3	Almirah & Cabinets for Files, Documents Storing	3		
4.4	Furniture Set for Manager/Director room (Table, 2 chairs, two seat sofa, coffee table, etc.)	1		
4.5	Furniture for Officer room for 5 (Tables, chairs, one sofa set with center table)	1		
4.6	Sofa and Couches and Vases	10		
4.7	Staff room furniture set (two tables and chairs and storage)	1		
4.8	Meeting room furniture (Table and Chairs, LEDs)	2		
4.9	One Reception and two break out area furniture	3		
Sub-Total of Furniture & Fixture inclusive all taxes				



Financial Proposal Evaluation - Incubation Operational Services

(Note: This cost will be reimbursed to the contracted service firm as per actual expenses)

S#	Incubation Services – 1. Services and work details
	The overall Center Operations Service fee Management Fee is a lump based on the performance of all the operations and management of the center as listed below, which include ensuring above mentioned core actives as well. The similar practice is adopted in other outsourced NICs. • Outreach Plan (Advertisements, Promotions, branding etc.) and ability to create local & international collaborations with relevant entities. • Induction & Selection Process & Criteria, i.e., Business Canvas Model or Business Plan • Start-up Graduation criteria & evaluation • Complete training curriculum and its execution ◦ Germinate – Inspire, nurture and develop early stage ideas ◦ Pre-Incubate – Assess and validate early assumptions, engage customer early on, get ready for MVP ◦ Incubate – Develop minimum viable product as fast as possible ◦ Post-Incubate – Revenue generating startup, getting ready for fast growth (Accelerate) ◦ Accelerate – Grow as fast as possible • Incubation Cycle Activities (Mentorship Program, workshops, customized programs relevant to growth of Startups etc.), Mentoring Strategy, Culture & Work Environment • Project Plan including Charter • Monitoring & Evaluation Process, Project Success, Scalability etc., and Monitoring Mechanism & KPI's to assess the performance of Incubatees • Investor linkages/ Methodology to attract for financing/investments (List of Venture Capitalists, Angel Funding, Private Equity etc. • Development and operations of the website and Incubation center management portal with end to end startup cycle and the details of outreach activities. • Collaborate with relevant NGOs to gather data on the social impact of startups' solutions. • Conduct surveys with beneficiaries and showcase successful social impact stories through case studies.



	- Activities from S#1 to S#10 should be paid through reimbursement as per actual expenditure incurred. - S#11, the management service fee must be mentioned.			
Sno.	Items & Specifications	Qty	Unit Cost (Inclusive of all taxes)	Total Cost (Inclusive of all Taxes)
1	Outreach plan/Marketing / Advertisement (awareness, identification, idea generation and entrepreneurship risk taking willingness sessions, at least two (02) visit cycles to all the districts, social media paid campaign)			
2	Two set of Trainings			
3	12 Workshops/Event/Seminars per year			
4	Graduation ceremony (one per year)			
5	Domain Specialists / Mentorship / Consultants (10 individuals / companies per year)			
6	Pitching Competitions/ Investment Summit (2 events per year)			
7	Registration of Startups with regulatory bodies such as SECP, SRB, FBR, Legal Tax, Professional Services etc.			
8	Domain, Hosting services and any specialized requirement (please mention)			
9	Services of Physical security (guards, etc.), Cleaning/Sanitary work, and other office maintenance through third party outsource.			
10	Utilities (Electricity, Gas, Water etc.)			
11	Overall Center Operations Service fee, this also includes development and operations of Sindh Incubation portal.			
Sub-Total inclusive all taxes - Incubation Services - 1				



Incubation Services – 2. Human Resource		Yes/No for S#2.1 to S#2.7	Unit Cost inclusive of all taxes	Total cost inclusive of all taxes
Activities from S#2.1 to S#2.7 should be within the below mentioned annual budget for each HR position. And to be paid through reimbursement as per actual.(Market competitive salary)				
2.1	Director / Manager Incubation Center (1 for 3 years)			
2.2	Assistant Manager Operations (1 for 3 years)			
2.3	Assistant Manager (Admin & Finance) (1 for 3 years)			
2.4	Digital Strategist (1 for 3 years)			
2.5	Assistant Digital Strategist (1 for 3 years)			
2.6	IT Technician (1 for 3 years)			
2.7	Office Boy (1 for 3 years)			
Sub-Total inclusive all taxes of Incubation Services – 2 (Human Resource)				
Incubation Services – 3. Internet bandwidth (Electronic Communication & Internet services)				
3.1	CIR 100 Mbps + 8X static IP charges (Commissioning, Installation, Testing & Running complete in all respect). Please provide the cost	Qty	Unit Cost inclusive of all taxes	Total Cost inclusive of all Taxes.
Sub-Total of Incubation Services – 3. Internet bandwidth with all taxes				



FINANCIAL PROPOSAL – SUMMARY

Please provide summary of the detailed costing provided above, the financial comparison will be based on One time/3 years total bid cost inclusive of taxes.

S#	Description	Estimated Cost as Per PC-I (in Million)	Remarks	One time / 3 years cost (Inclusive of all taxes)
1	Renovation of the Center	16.250	OTC	
2	Plant & Machinery Cost	15.990	OTC	
3	Hardware, Network & ICT and Allied infrastructure	6.447	OTC	
4	Furniture & Fixture	13.050	OTC	
5	Human Resources (Resource Management Team) Salaries	80.632		
6	Electronic Communication & Internet Services at Center	16.200		
7	Incubation Services Cost	83.760		
	Total Bid Cost (Inclusive of all taxes)	232.329		



TIMELINES OF THE PROJECT

PLEASE PROVIDE TENTATIVE ACTIVITY-WISE IMPLEMENTATION PLAN



SAMPLE FORMS
BID FORM (LETTER OF OFFER)

To

The Secretary,
Science & Information 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 one hundred eighty (180) 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 Bid or proposal that you may receive.

Dated this-----day of -----2025

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 "Sindh Enterprise Incubation Center" at Youth Development Center Gulistan-e-Johar Karachi, (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 Science & Information 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 -----, 2025.

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 -----2025, 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,
Science & Information 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 "**Sindh Enterprise Incubation Center**" Youth Development Center Gulistan-e-Johar Karachi, dated _____ 2024, (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 _____, 2025, 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,
Science & Information 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.

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.
Add compliance requirement
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,
Science & Information Technology Department
Government of Sindh

Subject: Technical & Financial proposal for "Sindh Enterprise Incubation Center" Youth Development Center Gulistan-e-Johar Karachi

Dear Sirs:

We, the undersigned, offer to provide the financial proposal for **Establishment of "Sindh Enterprise Incubation Center"** Youth Development Center Gulistan-e-Johar Karachi 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.]



Human Resource – SEIC Operations Team

1. Job Title: Director / Manager of the Incubation Center

Qualifications Required: Master's degree (16 years) in (Computer Science, Software Engineering , IT or MBA from HEC recognized Institution)

Age: 30- 50 years

Experience: 05 years of relevant technical & managerial experience preferably in entrepreneurial /incubation management environment / product development and management in private sector. Well-versed with digital media, mentoring and training Preference will be given to someone having experience of developing and/or managing incubation center.

Job Description and Major Responsibilities:

- Develops and administers the business incubation programs and develops and coordinates business accelerator initiatives or programs.
- Works closely with Sindh S&IT Department to provide a range of support services and seeks innovative funding mechanisms for clients.
- As an entrepreneurial hub, develops and implements cutting-edge programs to support new and growing businesses with co-work space, affordable office space, professional development, and a wide array of mentors and opportunities for Startup Companies.
- Establishes highly effective business incubation programs with robust value proposition metrics grounded on industry best practices.
- Exhibits and maintains a willingness to include professional growth with training and mentoring.
- Conducts community outreach programs to recruit new clients, mentors, and strategic partners, organizes special events; makes presentations to a variety of community organizations, conferences, and workshops; meets with business and community leaders to promote business incubation and develops marketing materials.
- Coordinates with strategic stakeholders to enhance the entrepreneurial community; develops and maintains an active advisory council, creates partnerships with local, regional, and state economic development organizations; attends meetings to enhance knowledge and create partnerships.



2. Job Title: Assistant Manager Operations of the Incubation Center

Qualifications Required: Bachelor's degree (16 years) in Computer Science, Software Engineering, IT, BBA or related discipline from HEC Recognized Institution

Age: 22-40 years.

Experience: 02 years of relevant technical & managerial experience preferably in entrepreneurial /incubation management environment / product development and management in private sector. Well-versed with digital media, mentoring and training Preference will be given to someone having experience of developing and/or managing incubation center.

Job Description and Major Responsibilities:

- Skilled in account management, relationship management, operations, and or marketing in startups or startup ecosystem.
- Entail skills of Market research/Data driven/Analytical/Benchmarking/Decision support
- Experience in sectors like Agriculture/Medtech/Edutech/ Fintech will be added advantage.
- Have worked with incubators, accelerators, startups, or have been an entrepreneur by yourself (preferred)
- Passionate individuals with a learning attitude who aspire to be entrepreneurial and create a nurturing environment for entrepreneurs
- Excellent written and verbal communication skills
- Confidence to think outside the box and suggest growth ideas both big and small to improve how we do things
- Manage the day-to-day interaction with the Incubatees.
- Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage
- Ensure management of milestones and progress of entrepreneurs and startup companies
- Connect startups with resources and opportunities that can enable growth
- Enable strategic guidance to entrepreneurs in areas such as business modeling sales, and marketing, financing, fundraising, overall strategy, operations, Guide and support start-ups for fundraising activity.



3. Job Title: Assistant Manager Admin and Finance of the Incubation Center

Qualifications Required: Bachelor's degree in Accounts / Finance/ Commerce/ Business Management from HEC recognized Institution.

Age: 22-40 years.

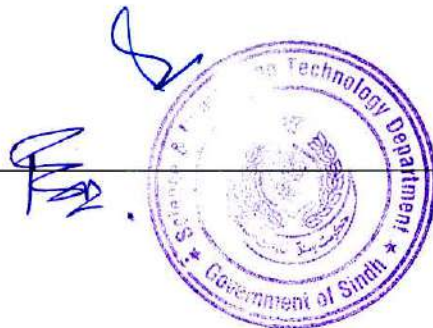
Experience: 03 years of relevant Financial , Budgeting & Accounting experience in Administration matters with reputed firms and well versed with MS office, MS Excel spreadsheets and other accounting related softwares.

Job Description and Major Responsibilities:

- Taking responsibility for the planning and execution of financial and administration duties.
- Preparing financial statements, reports, and forecasts for the business to ensure financial stability.
- Drafting budgets, income statements, balance sheets, tax returns, and reports required by regulatory authorities.
- Managing the risks involved in the financial activities of the business.
- Estimating short and long-term financial objectives by setting performance targets.
- Compiling financial reports and supervising month-end processes.
- Drafting procurement processes and signing off on purchase orders.
- Managing and monitoring metrics, KPI tracking, and reports for the financial department.
- Evaluate the financial performance of the organization and measure returns on investments.
- Providing training to staff members regarding financial processes.
- Coordinating with the Audit & Accounts office of Sindh for all financial processes in liaison with IS&T Department Govt. of Sindh.
- Manage general Administration matters related with the Center with close coordination with Director/ Manager.
- Assistant Manager Admin / Finance Qualification:
 - A Masters / bachelor's degree in finance, accounting, or a related field.
 - A good understanding of financial management obligations, especially statutory obligations and requirements.
 - Be an analytical thinker with strong investigative and problem-solving skills.
 - Outstanding attention to detail with excellent organizational skills.



- Ability to work under pressure and meet tight deadlines.
- Excellent report-writing and communication skills.
- Proficiency in financial planning software such as Microsoft Excel and SAP .
- The ability to work independently.



4. Job Title: Digital Strategist

Qualifications Required: Bachelor's degree in Computer science / IT/ Business Management Communication/ Marketing from HEC recognized Institution.

Age: 22-40 years.

Experience: 02 years of relevant Professional working experience in Incubation Services with reputed firms and working experience as Digital Strategists at marketing agencies, corporations, startups, or freelance in various industries from tech to retail.

Job Description and Major Responsibilities:

- Meets with potential clients and administers application.
- approval, and admissions processes, coordinates services for business incubation and accelerator clients.
- Advises Startup Incubates in business development, strategic planning, marketing, and other areas; monitors Startups progress toward business goals; develops training for Startup Companies.
- Researches and develops new programs and special projects.
- Adheres to and operates the incubator and accelerator within the business standard of best practices



5. Job Title: Assistant Digital Strategist

Qualifications Required: Bachelor's degree in Computer science / IT/ Business Management/ Communication/ Marketing from HEC recognized Institution.

Age: 22-35 years.

Experience: Working experience in various industries from tech to retail.

Job Description and Major Responsibilities:

Job Description / Skills

- Manage the day-to-day interaction with the Incubates.
- Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage
- Ensure management of milestones and progress of entrepreneurs and startup companies
- Connect startups with resources and opportunities that can enable growth
- Enable strategic guidance to entrepreneurs in areas such as business modeling sales, and marketing, financing, fundraising, overall strategy, operations, Guide and support start-ups for fundraising activity.



6. Job Title: IT Technician

Qualifications Required: Intermediate preferably DAE (CIT) or CompTIA or Google IT Support Professional Certificate or similar certification

Age: 20-27 years

Experience: Related Working experience.

Job Description and Major Responsibilities:

1. To provide services for maintaining and smooth operation of network LAN environment, its devices, Wi-fi Internet system, IT services in IT Center. He is officially responsible to perform variety of troubleshooting, install various hardware and software, Manage network and internet connectivity / Wi-Fi system, responsibilities as an Information Technology assistant.
2. Manage and maintain all computer systems / server / Wi-Fi network, Windows applications and networking related issues.
3. Ensure security of the network by defining and enforcing security policies Control the flow of network traffic and define tools to control the access flow of network.
4. Collectively plan to introduce IT setup improvement and advancement.
5. Help to Install Windows, MS Office, Outlook and other required application on each computer desktop/Laptop.
6. Help to ensure that all required software are installed on windows computers for example Microsoft Office, Outlook, Antivirus, WinZip, Acrobat reader, Skype, drop box, Firefox, google chrome, scanner, printer and if any applicable user requirement, etc.
7. Assist to ensure each computer has a virus checking and cleaning software installed, that is set up for automated updates every time the new version is released.
8. Ensure the number of installation commensurate the number of licenses in hand.
9. Ensure every computer has an update antivirus and the updates and scan schedule is set to standard settings
10. Maintain User Attendance/Log Register.
11. Any Duty Assigned by Project Coordinator.



7. Office Boy

Qualification Required: Matric with English understanding and basic computer skills

Age: 18-25 years

Job Description and Major Responsibilities:

- Carrying official files/papers from one place to another within and without office premises
- General arrangement and tidiness of the office, furniture including re-dusting of office furniture, record etc.
- Providing drinking water to the officers and staff.
- Carriage of steel boxes containing secret/confidential files from one officer to another.
- Shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office premises.
- Another duty that may be assigned to him by his Officer In-charge during working hours.



OTHER IMPORTANT CONDITIONS:

1. The Sindh Enterprise Incubation Center may be functional from 10.00 AM to 7.00 P.M (excluding public holidays and Saturday & Sunday). These timings will be fluid as per the situation and needs of the working. At other hours the center may be partially operating as formally approved by the management.
2. Users of the center may consists of startups, freelancers, seminars attendees, meetings participants, Co-Working Space dwellers, skills development attendees, management/staff of the center, S&ITD officers.
3. The Monitoring of CCTV Cameras and other accessories will be responsibility of Center Services operation team/successful bidder.
4. Subject to availability of vacant space and approval from the S&ITD, the SEIC may provides co-working space for startups, with access to high-speed internet, meeting rooms, and other facilities.
5. The SEIC can be provisioned for different related events as well.
6. The Successful bidder acquiring the contract of the project will be responsible to establish, renovate and operations of the Sindh Enterprise Incubation Center within execution time of project and run the Center for 03 years. Afterwards, IS&T Department Govt. of Sindh as an authority responsible for Operation & Maintenance will cover operation and maintenance and run the Sindh Enterprise Incubation Center through Annual Recurring Cost either with the same earlier vendor subject to its performance or new vendor through competitive process.



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]

[Successful Bidder]



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, email & website)	



SUGGESTED FORMAT OF INFORMATION FOR PROPOSED SEIC OPERATIONS TEAM

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

To:

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

Re: **Technical & Financial for the project Establishment of "Sindh Enterprise Incubation Center" Youth Development Center Gulistan-e-Johar Karachi**

[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
Science & Information Technology Department,
Government of Sindh

**REFERENCE: Tender/Bidding document for "Sindh Enterprise Incubation Center"
Executed by Science & Information 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 Establishment of "Sindh Enterprise Incubation Center" Youth Development Center Gulistan-e-Johar Karachi. The scheme is executed by the Science & Information 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		
Email		

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 Science & Information 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 favored 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 DOCUMENT/Bidding document advertised on _____ is valid as per the bid validity period defined in the BIDDING DOCUMENT.

Duly authorized to sign the bidding document /BIDDING DOCUMENT response for and on behalf of _____

Sincerely,

(Signature) Managing Director

Name: Title/Appointment with Name of the company: Address

Date & (Seal/Stamp of the Bidder)

Certificate as to Authorize Signatories

I, _____, certify that I am the Company Secretary of _____, 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
2021-22	
2022-23	
2023-24	

Note:

Please attach relevant documents such as Financial Annual Audit Report as evidence of last three years Average Annual Turn



RELEVANT EXPERIENCE

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	Letter 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



IMPORTANT ATTACHEMENTS

Note: Either place the required information here or provide mention here the reference of such information provided else within the submitted proposal.

ATTACH RENOVATION DETAILS WITH 2D/3D DESIGN IMAGES AND WORK SCHEDULE AS PER TOR

ATTACH SEIC OPERATIONS DETAILS AND ACTIVITES PLAN AS PER TOR

ATTACH SEIC TEAM OPEARTIONS DETAILS WITH ROLES AND RESPONSIBILITIES AS PER THE OPERATION AND ACTIVITIES PLAN



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GENERAL CONDITIONS OF THE CONTRACT

1 Definitions

1.1

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

- a. "Purchaser" means the Science & Information 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.

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| 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), Science & Information 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 Science & Information 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. |



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| 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 SCIENCE & INFORMATION 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 | Science & Information 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 it's 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

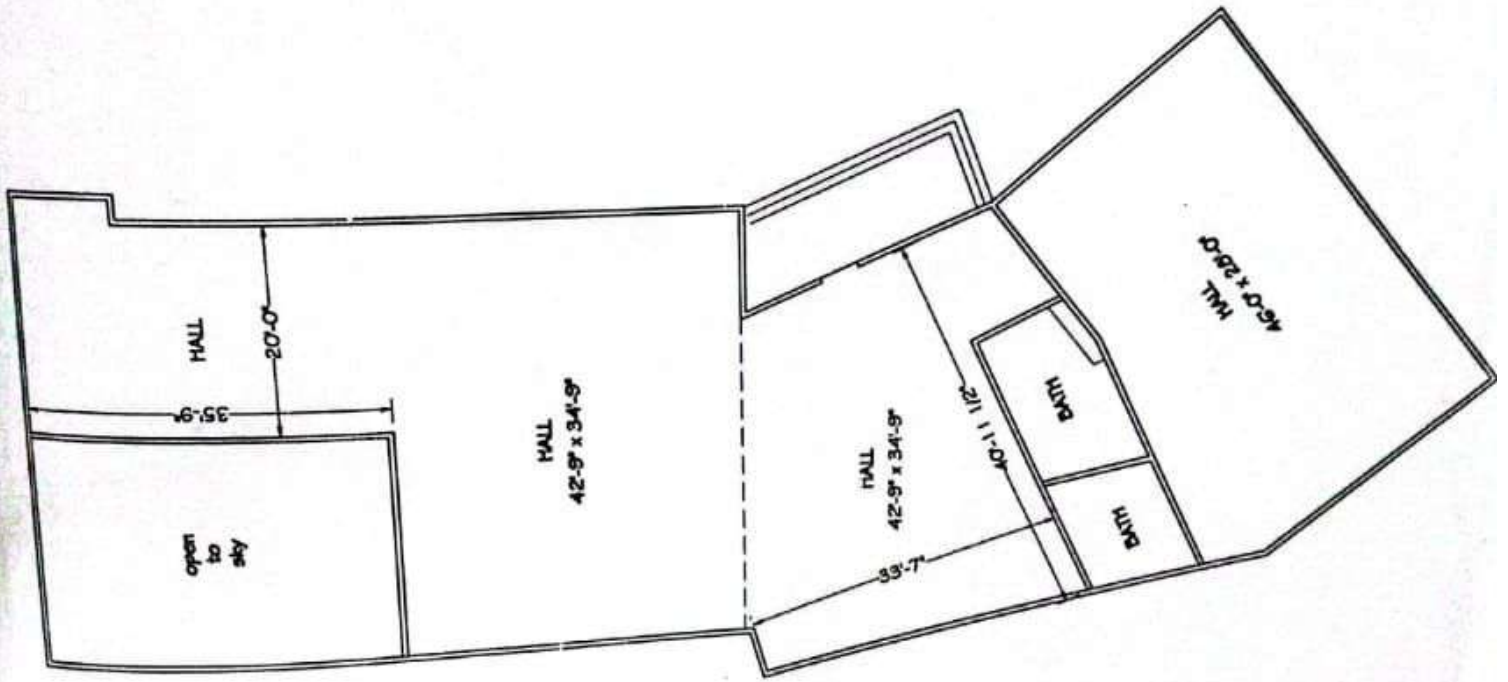
14.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes Bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, if such termination will not prejudice or affect any right of action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

15 Resolution of Disputes

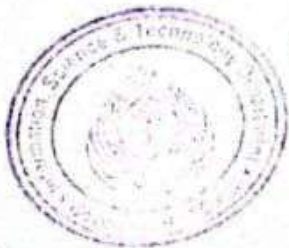
15.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.







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Handwritten signature or mark.