

Expression of Interest (EOI)

**CONSULTANCY SERVICES FOR INSTALLATION OF SPRINKLER
SYSTEM IN THE NEW AND OLD WAREHOUSES AT SDPT, SAMBRIAL,
PUNJAB.**

Dry Port Road, Tehsil Sambrial, Distt. Sialkot

SIALKOT DRY PORT TRUST (SDPT)
EXPRESSION OF INTEREST (EOI)
CONSULTANCY SERVICES (FIRM SELECTION)

Sialkot Dry Port Trust (SDPT) intends to pre-qualify / Shortlist the services of consultancy firms with relevant experience to provide Consultancy Services for Installation of Sprinkler System in the new and old warehouses at SDPT, Sambrial, Punjab.

The firm for above referred assignment will be selected in accordance with the least cost selection method as defined under Procurement of Consultancy Regulations 2010.

Interested firms may purchase the tender documents along with terms of references (TORs) upon submission of a written application on firm's / company's letterhead to the undersigned and upon payment of a non-refundable fee of PKR 5,000/- which should be deposited in bank (Title: Up gradation of Sialkot Dry Port Trust A/C, Account No: 0481 4169758318, National Bank Branch, Sambrial).

The sealed applications strictly in accordance with the tender document must be delivered to the undersigned on or before **25 January 2023 at 01:30 PM**. The same will be opened after 30 minutes of the closing date and time in presence of the firms' representatives who choose to attend at the address below.

Chairman

Sialkot Dry Port Trust

Dry Port Road, Tehsil Sambrial, Distt. Sialkot.

Phone No: +92 52 9200528-9 Email: info@sdpt.org.pk

Serial No. -----

EXPRESSION OF INTEREST TENDER DOCUMENTS

1. **Name of Project** Hiring of Consultancy Services for Installation of Sprinkler System in the new and old warehouses at SDPT.
2. **Estimated Cost** PKR _____
3. **Name of Firm / Company** _____
4. **Tender Fee PKR** PKR 5,000/-
5. **Bank Receipt No.** -----
6. **Dated:** _____ -
7. **Deadline for submission of Tender** 25 January 2023 at 01:30 PM
8. **Opening of Tender** 25 January 2023 at 02:00 PM

Manager Procurement

Date: _____

Note: *The officer opening the tender shall reject the tender which does not bear the stamp and signature of the issuing official and which is not submitted by the same contractor to whom the tender form was issued.*

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DISCLAIMER

1. The information contained in this document or subsequently provided to Applicant(s), whether verbally or in written form by or on behalf of the Sialkot Dry Port Trust (SDPT), (the Client) or any of their employees or advisors, shall be subject to the terms and conditions set out in this document and any other terms and conditions subject to which such information is provided.
2. The Client may, in their absolute discretion, but without being under any obligation to do so, update, amend, add to any or all of the provisions or supplement the information of this document or cancel the present Expression of Interest (EOI) and call for fresh Invitations under Procurement of Consultancy Regulations 2010. Such changes would be intimated to all Applicants through its website.
3. The Client reserves the right to reject the EOIs submitted in response to this documents at any stage under Procurement of Consultancy Regulations 2010. The Client also reserves the right to hold or withdraw or cancel the process at any stage up to the final shortlisting under Procurement of Consultancy Regulations 2010. The Client may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this documents.
4. The issue of this document does not imply that the Client is bound to select and shortlist applications for Bid Stage or to appoint the selected Applicant, as the case may be, for the project and the Client reserves the right to reject the Applications with assigning reasons whatsoever under Procurement of Consultancy Regulations 2010.
5. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client or any other costs incurred in connection with or relating to its Application.
6. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the process.
7. Neither the Client nor their employees or representative will have any liability in case of non-receipt of any correspondence from them to the Applicants due to the postal delays.
8. Mere submission of Application / EOI or issuance of RFP does not vest any right in the Applicant for being selected for the project.

SECTION I

INSTRUCTION TO APPLICANTS

A. Scope of Application

1. The Client invites Expression of Interests (EOIs) proposals to shortlist experienced and capable Applicants/firms for the Request for Proposals (RFPs) stage through least cost selection method under Procurement of Consultancy Regulations 2010.
2. Shortlisted Applicants would be subsequently invited to submit the technical and financial proposals for **“Installation of Sprinkler System in the new and old warehouses at SDPT, Sambrial, Punjab”**.

B. Eligible Applicants

1. A single firm/entity/company or a group of firms/entity/companies (Joint Venture), coming together to prepare the **“Installation of Sprinkler System in the new and old warehouses at SDPT, Sambrial, Punjab”**. The term Applicant used hereinafter would therefore apply to a single firm/entity and/or an Association.
2. The Applicant should submit a Power of Attorney as per the format enclosed at **Annexure- G** authorizing the signatory of the EOI for submission.
3. Complete details of litigation history as per Annex.: H
4. Notwithstanding anything stated elsewhere in this document, the Client shall have the right to seek updated information and supplementary information from the Applicant to ensure their continued eligibility. Applicant(s) shall provide evidence of their continued eligibility in a manner that is satisfactory to the Client. Applicant may be disqualified if it is determined by the Client, at any stage of the process, that the Applicant will be unable to fulfil the requirements of the Project or fails to continue to satisfy the Eligibility Criteria.
5. A firm which has been barred or blacklist either by any department / agencies / donors / Ministries of the Government of Pakistan / Punjab or Government departments/agencies of their respective country, in case of Applicant(s) would not be eligible to submit an EOI

Application, either individually or as member of a Consortium. Applicant to submit an affidavit to this effect.

C. Number of EOIs

Each Applicant shall submit only one (1) EOI Application, in response to this shortlisting document. Any Applicant, which submits or participates in more than one EOI Application will be disqualified and will also cause the disqualification.

D. EOI Preparation Cost

The Applicant shall be responsible for all of the costs associated with the preparation of its EOI and its participation in the shortlisting process. The Client will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the shortlisting process.

E. Examination of Shortlisting Document

1. It would be deemed that by submitting the EOI, Applicant has:
 - a. Made a complete and careful examination of the shortlisting document; and
 - b. Received all relevant information requested from the Client.
2. The Client shall not be liable for any mistake or error on the part of the Applicant in respect of the above.

F. Right To Accept Or Reject All Applications

1. Notwithstanding anything contained in this shortlisting document, the Client reserves the right to accept or reject EOI and to annul the shortlisting process and reject all EOIs / proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment under Procurement of Consultancy Regulations 2010.
2. The Client reserves the right to not to shortlist EOI Application if:
 - a. At any time, a material misrepresentation is made or uncovered, or
 - b. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.
3. Such misrepresentation / improper response would lead to the disqualification of the Applicant. If the Applicant is a Consortium, then the entire Consortium would be disqualified / rejected.

G. Contents of Shortlisting Document

The Shortlisting Document comprises the contents as given in the Table of Contents and would additionally include any Addenda issued in accordance with the provisions of this document.

H. Clarifications

Interested parties may address their queries relating to the shortlisting process to the Office of the Client mentioning E-mail. The queries should reach the above within ten (10) days of publishing of this EOI. The Client would endeavor to respond to the queries. The responses will be sent by email/courier. The delivery of clarifications to the Applicant shall not be responsibility of the Client. A communication of clarification is considered to be made by the Client if transmittal of email/courier has been made to the Applicant from the Client.

I. Amendment of Shortlisting Document

1. At any time prior to the deadline for submission of EOI Application, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by any Applicant, modify the shortlisting Document by the issuance of an Addendum.
2. Any Addendum thus issued will be sent in writing to all those who have sent queries to the Document and shall also be uploaded on the website of Client and Federal Public Procurement Regulatory Authority.

J. Language

The EOI and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the EOIs should also be in English language.

K. Validity of EOIs

EOIs shall remain valid for a period not less than 90 days from the EOI Application due date. The Client reserves the right to reject any EOI Application, which does not meet this requirement.

L. Format and Signing of EOI Application

1. The Applicant would provide all the information as per this document. The Client would evaluate only those EOIs that are received in the required format and are complete in all respects.
2. The EOI Application shall be typed or written in indelible ink and each page shall be initialed and stamped by the Applicant. All the alterations, omissions, additions, or any other amendments made to the EOI Application shall be initialed by the person(s) signing the EOI Application. All documents submitted with EOI must be signed and stamped by the authorized signatory. All pages of documents must be signed and stamped in addition to other documents.

M. Sealing and Marking of EOI Applications

1. The envelopes then be sealed in an outer envelope super scribing 'EOI for **“Installation of Sprinkler System in the new and old warehouses at SDPT, Sambrial, Punjab”** and also the name(s) of Applicant / association.

2. The envelope shall be addressed to: “The Chairman, Sialkot Dry Port Trust (SDPT), Dry Port Road, Tehsil Sambrial, Distt. Sialkot.
3. If the envelope is not sealed and marked as instructed above, the Client assumes no responsibility for the misplacement or premature opening of the contents of the EOI Application submitted.

N. EOI Application Due Date

EOI Applications should be submitted on or before **25 January 2023, 01:30 PM** on the due date, at the address provided above in the manner and form as detailed in this shortlisting document. EOI Applications submitted by either facsimile transmission, telex or e-mail will not be considered for evaluation and shortlisting. However, the Client reserves the right to extend the EOI Application Due Date and Time, at any time prior to closing/opening of EOIs in response to this shortlisting document. In such cases the EOI applications received prior to such extension shall not be opened. Further, if the document is materially modified during such extended period, the EOI application received prior to extension shall be returned to the Applicants and appropriate time shall be allowed for resubmission of the EOI applications.

O. Late EOI Applications

EOI Applications received after the Due Date and time shall not be considered

P. Modifications/ Substitution/ Withdrawal of EOIs

The Applicant may modify, substitute, or withdraw its EOIs after submission, provided that written notice of the modification, substitution or withdrawal is received by the Client before the EOI's Due Date. No EOI shall be modified or substituted or withdrawn by the Applicant after the EOI Due Date and time.

Q. Evaluation of EOI – Criteria

The Client would subsequently examine and evaluate EOIs in Accordance with the criteria set out in Section 3.

R. Evaluation of EOI - Supporting Documents

The Client reserves the right to call for supporting documentation to verify the data provided by Applicant, at any time during the shortlisting process. The Applicant in such cases would need to provide the requested clarification / documents promptly and within the stipulated time failing which the Applicant is liable to be disqualified at any stage of the shortlisting process.

S. Evaluation of EOI - Right to Reject

The Client reserves the right to reject EOI Application if:

1. At any time, a material misrepresentation is made or uncovered; or

2. The Applicant does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the EOI.

T. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the short-listed Applicants shall not be disclosed to any person not officially concerned with the process. The Client will treat all information submitted as part of EOI Application in confidence and would require all those who have access to such material to treat the same in confidence. The Client will not divulge any such information unless it is ordered to do so by higher authority that has the power under law to require its disclosure.

U. Clarifications

To facilitate evaluation of EOIs, the Client may at its sole discretion, seek clarifications in writing from any Applicant regarding its EOI or reject the incomplete EOI proposal.

V. Qualification and Notification

After the evaluation of EOIs, the Client would announce a list of shortlisted Applicants who meet the Qualification Criteria. At the same time, the Client would notify other Applicants that their EOI Applications have been unsuccessful. The shortlisted Applicants would then be requested by the Client to submit a detailed Proposal in the form and manner to be set out in the RFP Document.

SECTION 2

BRIEF BACKGROUND OF THE ASSIGNMENT INSTALLATION OF SPRINKLER SYSTEM IN THE NEW AND OLD WAREHOUSES AT SDPT, SAMBRIAL, PUNJAB.

1. Background of the Project:

The Sialkot Dry Port Trust has the unique honor of being the first ever dry port established in private sector in Asia in 1985. Its establishment was the result of collective efforts of progressive exporters of Sialkot, the officials of the Pakistan Customs and allied departments. President (Late) General Muhammad Zia-ul-Haq formally inaugurated it in 1986. Its strategic location is such that it has benefited main industrial cities of Sialkot, Gujranwala, Wazirabad and Gujrat in providing export facilities at their doorstep. It is almost equi-central to Gujranwala, Wazirabad, Daska, Gujrat and Sialkot. It has been the enthusiastic and determined efforts of Seth Muhammad Iqbal, Founder Chairman of Sialkot Dry Port Trust (Late) and its trustees, importers, exporters, management and staff, that this institution has achieved unprecedented success. It has over 300 employees, one regional office each at Lahore, Islamabad and a terminal office at Karachi. It has developed its own fleet of customs bonded vehicles, which is the first largest Bonded Carrier in private sector and 4th overall after the Pakistan Railway, National Logistics Cell and PIA, all three in the public sector. The primary objective of the trust to enhancement of exports to help strengthen the economy of Pakistan as well. Since its inception it has progressed to such an extent whereby it has established itself as one of the busiest Dry Port in the country.

2. Objective of Consultancy

The objective of hiring consultancy firm is to ensure that work is being executed as per standards and in furtherance of preparing bid documents for the procurement, requirements of donor agency and ensure quality of the work on site.

3. Scope of Consultancy Services:

- 3.1 The consultant will prepare and check all the drawings, estimates, specifications, BOQs tender documents relevant clauses, specifications and tendering process and will certify that there is no ambiguity in all these documents.
- 3.2 The consultant will provide all necessary support and services required for quality assurance and quality control in order to complete the project with utmost quality within stipulated time period and allocated budget.
- 3.3 Consultant will visit the site twice weekly and will provide monthly progress report to the client as well as donor agency/its monitoring agency and also give brief presentation on the installation progress, compliance status with work schedule mutually decided. Consultant will make sure the implementation of designs, Specifications and there are no technical flaws in structure/designs/Specifications during the execution and as per approved design.
- 3.4 Consultant will not submit the bill during suspension period of installation/work.
- 3.5 Consultancy firm will make sure that all drawings provided will be 100% implemented and according to the 3D drawings showed to the trust. In case if any change is required in the drawings due to any reason beyond the control of consultants, prior approval will be obtained from the Client.
- 3.6 If any additional work/alternation is required keeping in view the practical and onground requirement, the same will be submitted to the client by the consultant along with

additional items BOQs, rate analysis etc. (complete in all respect) and this will be the duty of the Consultant to execute the same with the prior approval of the client.

- 3.7 Work schedule shall be prepared and submitted by the contractor and approved by the consultant. Consultant will monitor that installation progress is as per schedule or not. In case it is slow, penalty is recommended against the contractor as per agreement.
- 3.8 If any issue arises regarding the quality of the material or quality of the material is not as per approved sample or according to the bid document or any delay occur on contractor end, then consultant will report in writing to the client immediately.
- 3.9 Consultant is bound to send recommendations along with draft letter of acceptance/work order, agreement need to be signed with the Bidder & any other official letter required on their letter head and then client will issue the same to the bidder on client's letter head.
- 3.10 Consultant will also sign on each type of communications with contractor and donor agency/its monitoring agency as and when required by the client.
- 3.11 In case of any dispute/issue belongs to installation work or any other type or matter belongs to SDPT and consultant, then decision of Chairman of Board of Trustees of SDPT will be binding upon both parties in true spirit and letter without any objection.
- 3.12 Consultant will verify and recommend the final bill amount to be paid to the contractor after verification including issuance of completion certificate and site handing certificate to the client as per client format.
- 3.13 Consultant will submit progress report on approved format by the client (having detailed pictures of the site on monthly bases), working of physical progress in percentage and percentage of bill claimed against physical development on site.
- 3.14 Consultant will be bound to maintain proper measurement book of the work executed and will be available for inspection by any officer of the client.
- 3.15 Discussion / Review of existing data available with the client related to the assignment.
- 3.16 Preparation of tender documents as per PPRA rules 2004 and regulations for procurement of goods and equipment.
- 3.17 Vetting the bidding documents whether are fully in compliance with PPRA rules 2004.
- 3.18 Vetting the Technical Specifications of Procuring items before and after the approval of Technical Committee of SDPT.
- 3.19 Include technical Specifications of the goods & equipment in Tender Document as finalized by the client.
- 3.20 Providing soft copy of the draft documents, incorporating the agreed changes and issuance of final documents.
- 3.21 Participate in Pre-bid meeting (if any)
- 3.22 Guide / Assist Regarding the Tendering Process as in conducted as per PPRA rules 2004.
- 3.23 Evaluation of the Tender documents and issuance of report.

- 3.24 Consultant will submit entire satisfaction report along with final bill submitted by the contractor with clear recommendation of payment.
- 3.25 Consultant will entirely be responsible for execution and compliance of Bidding documents clauses applicable on site.
- 3.26 At the end of the project, consultant will ensure all codal formalities as applicable from time to time, for closure of the project properly along with issuance of completion certificate and final payment release certificate
- 3.27 It will also be part of consultant TORs/scope of work to issue final completion of defect liability period certificate and for release of performance guarantee on successful completion of the same.
- 3.28 In case of any defect or works not executed as per approved BOQs/specification, the entire responsibility of the consultant and same will be rectified free of cost without any further fee payment to the consultant.
- 3.29 Consultant will be responsible for fulfill of all codal /procedural formalities related to the procurements/work/expenditures from the donor funding and will ensure that all the procurements/works/expenditures are in accordance with the award of work (terms & conditions) and Government rules, regulations and shall be liable accordingly.
- 3.30 In first phase consultant will prepare the Engineering Estimates/Designs/Tender and other documents as per requirements of client/donor agency and In second phase consultant will be responsible to complete the tendering process, selection of contractor as per PPRA rules 2004, contract execution and validation/certification of all the documents relevant to the project till the final payment of the contractor/ as per the requirements of client/donor agency.
- 3.31 The Consultant/Consultancy firm must have the relevant code for this specific assignment.

SECTION 3

EVALUATION CRITERIA

The minimum qualifying marks is **65**

Sr. No.	Criteria	Marks
1	General	
1.1	Legal status of firm (registration with registrar of firm or SECP, etc). or registration with relevant professional body i.e PEC etc. with latest renewal letter, where required)	Mandatory Criteria
1.2	Registration with relevant tax authorities (FBR & PRA/SRB/BRA etc.)	Mandatory Criteria
1.3	Declaration on stamp paper regarding non-black listing/delisting of applicant and all of its practice in Pakistan	Mandatory Criteria
1.4	Basic information of applicant as per attached format at Annex.: A	Mandatory Criteria
1.5	Checklist as per annex.: F	Mandatory Criteria

MARKS'S ALLOCATION:

Sr. #	Criteria	Marks	Minimum Qualifying Marks (in Percentage)
1	Financial Position	10	50%
2	Relevant Experience and duration	40	60%
3	Technical Team	50	70%
Total		100	

Note: *Minimum qualifying marks in each criteria / category as mentioned above is mandatory in order to prequalify for further proceedings.*

Sr. #	Criteria	Max. Marks	Description
1.	Financial Position Average turnover of at least Rs. 5 million in last three financial years supported with FY 2019-20, 2020-21 and 2021-22 Annual Income Tax Returns filed with FBR.	10	a. Turnover up to Rs. 5 Million = 3 Marks b. Turnover from 5 million to 10 Million = 7 Marks c. Turnover from 10 million or above = 10 Marks (To be attached as per Annex.: E)
2.	Experience: Completion of similar/ relevant assignments duly supported with documentary evidence i.e.; completion certificates / contract agreement / work orders must be attached otherwise shall not be considered for evaluation etc.)	30	Assignment completed by the firm based upon project cost: (To be attached as per Annex.: B) Up to Rs. 2 Million = 15 Marks Rs. 2 Million to Rs. 5 Million = 20 Marks Rs. 5 Million to Rs. 10 Million = 25 Marks Rs. 10 Million or above = 30 Marks
2.1	Duration: Time spent by the firm in completion of the assignment project.	10	1 to 2 Months = 5 Marks 2 to 3 Months = 8 Marks 3 Months or above = 10 Marks

3. Technical Team:

Sr. No.	Proposed Position	Required Qualification	Required Experience	Marks
1	Team leader	M.Sc. / MS / M.Phil. in Project Management / Engineering Management / Civil/Electrical/Electronic Engineering / Architecture	Min 5 years' experience in Infrastructure including 05 years' experience in leading role and able to manage cross-sectoral team.	(Max. 25 Marks)
2	Engineer	B.Sc/B.S/B. Tec in Electronic/Electrical /Mechanical Engineering	Min. 5 years' relevant experience	(Max. 20 Marks)
3	Sub Engineer Electrical	Diploma in Electrical/Mechanical Engineering	Min. 3 years' relevant experience	(Max. 5 Marks)

Note:

1. Only post-qualification relevant experience shall be considered.
2. 16 years of master shall be considered equivalent to B.Sc. / BS / BE (Hons.)
3. CVs of technical team to be attached as per Annex: C & D.

FORMS

Annex. A

FIRM'S INFORMATION **BASIC INFORMATION OF APPLICANT** **Prospective Applicant**

Sr. #	Description	Detail(s)
1	Name:	
2	Country of Incorporation:	
3	Address of the corporate headquarters and its branch office (s), Pakistan:	
4	Date of incorporation and / or commencement of business:	
5	Type (corporation, partnership, etc):	
6	Telephone No:	
7	Cell No:	
8	Fax:	
9	mail:	
10	NTN Registration No. and STN No.	
11	Registration with professional body:	

CONSORTIUM MEMBER'S INFORMATION

Sr. #	Description	Detail(s)
1	Name:	
2	Designation:	
3	Bidder's Company:	
4	Address:	
5	Telephone No:	
6	Cell No:	
7	Fax No:	
8	E-mail:	
9	Address:	
10	Primary area of business:	
11	NTN Registration No.: and STN No.:	
12	Registration with professional body:	

Details of individual (s) who will serve as the point of contact / communication for the Bidder's company

Sr. #	Description	Detail(s)
1	Name:	
2	Designation:	
3	Address:	
4	Telephone No.:	
5	Cell No.:	
6	E-mail address:	
7	Fax No.:	

Signature & Seal of Authorize Representative

Index of Firm Experience (Relevant)

Annex-B

Name of Consortium Members: _____, _____, _____

Sr. #	Name of Project	Project Location	Client Name	Project Description	Execution of Project		Total Cost of the Project (PKR)	Period of Services Provided by the Consultant		Cost of Consultant Services Provided by the Firm	Actual Scope of Services Provided by the Firm
					Start Date	End Date		Start Date	End Date		
1											
2											
3											
4											
5											

Note:

1. The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of SDPT for further evaluation. Above table (template) is just for reference / guidance.
2. Project/Assignment provided must be supported with the completion certificate issued by the procuring agency/executing agency of that particular project.

Index of Key Personnel
Annex-C

Sr. #	Name	Qualification	Total Experience in Years	Position Proposed	Current Responsibilities

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of SDPT for further evaluation. Above table (template) is just for reference / guidance.

1. The list of key personnel should be in accordance with proposed positions mentioned in Human Resource Capacity.
2. 40% weightage shall be given to qualification whereas 60% weightage shall be assigned to experience for each proposed resource given in above table.
3. Only one human resource can apply in one sector / sub-sector with single firm against each post. Similarly, one human resource can be quoted/entered by single firm and no other firm can quote/enter that human resource in any sector/sub-sector.
4. It is mandatory for each proposed resource to fulfil minimum eligibility criteria mentioned in this EOI to be qualified for score assignment.

**CURRICULUM VITAE
(CV)**

Sr. #	Particulars	Detail(s)
1	Name of Personnel	
2	Current Position in Firm	
3	Date of Birth	
4	Nationality	
5	CNIC / NICOP No.	
6	Passport No.	

7. Education:

Sr. #	Name of Degree	Subjects	Name of Institution	Completion Date
a.				
b.				
c.				
d.				

8. Membership of Professional Associations

Sr. #	Particulars of Association	Name of Body	Date of Association	Valid till (Date)
a.				
b.				
c.				

9. **Other Training** [*Indicate significant training since degrees - Education were obtained;*
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 reverse order every employment held by staff member since graduation, giving for each employment (see format here below):*

Name of Employer	Position Held	From (MM/YYYY)	To (MM/YYYY)

12. Detail of Work Undertaken

Name of assignment or Project:			
Cost of the Project:	Rs.	Project Location:	
Project Start Date:		Project End Date:	
Name of Client:			
Project Description:			
Position Held:		Actual time spent on the project:	
Activities Performed:			

13. Certifications				
Sr. #	Particulars of Association	Name of Body	Date of Association	Valid till (Date)
a.				
b.				
c.				

Undertaking

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of the proposed staff]

Date: _____

DD/MM/YY

[Counter Signature of authorized signatory]

DD/MM/YY

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents must be submitted to the office of SDPT for further evaluation. Above table (template) is just for reference /guidance.

Financial Capabilities
Annex-E

Fiscal Year	Turnover
2019-2020	
2020-2021	
2021-2022	

Note: The firm/company should submit above information through hard copies of the same duly signed along with required supporting documents as prescribed hereunder must be submitted to the office of SDPT for further evaluation. Above table (template) is just for reference / guidance.

1. Data provided under the head of financial capabilities must be supported by the Authenticated Audited Annual Financial Statements.
2. Annual turnover shall be calculated from the Average annual turnover of past 03years.

Check list

I authorized representative of the firm / consortium undertake that the following documents / instructions / information's are mandatory, non-compliance of them will lead to ineligibility and shortlisting applications will be rejected without entering into evaluation process.

1. Registration with the professional body (e.g. PEC, PCATP or any professional body etc.)
2. Registration with SECP, Registrar of Firms.
3. Registered with Federal/Provincial Tax/Revenue Authorities with Active Taxpayer's status.
4. Undertaking by the firm on a legal format, that it has not been blacklisted by any Government Agency/Authority nor is under any litigation.
5. List / CVs of key relevant staff available with the firm.
6. The person or persons duly authorized shall sign the EOI application.
7. EOI application shall be hard bond. Loose paper or paper in file will not be acceptable and shall be liable to ineligible.
8. Chain marking / numbering of pages of complete EOI
9. Signing and stamp all pages of EOI Application; and
10. Signing and stamp all the pages of the EOI document and all other documents submitted with EOI application.
11. In case of JV/Consortium, existing agreement / partnership deed or letter of intention to enter into an agreement.
12. Undertaking for not having conflict of interest.
13. Annexes of EOI document.
14. All Affidavits, Power of Attorney and Litigation History.

Signature & Seal of Authorized Representative

AFFIDAVIT FOR NON-BLACKLISTING OF FIRM

[PRINT ON STAMP PAPER]

Non-judicial stamp paper (with a value of Rs. 100)

Date: _____

AFFIDAVIT

It is hereby solemnly confirmed and declared that M/s -----, is declaring on oath that the Applicant:

1. is not in *bankruptcy* or liquidation proceedings;
2. has *never* been declared *ineligible/blacklisted* by Government / Semi-Government / Agency or Authority or any employer till date due to the any reasons
3. is not making any *misrepresentations* or concealing any material fact and detail;
4. has not been convicted of, fraud, *corruption*, collusion, or money laundering;
5. 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 its obligations; and
6. does not fall within any of the circumstances for *ineligibility* or disqualifications

**Stamp and Signatures of Authorized
Representative of the Company**

Attestation by Oath Commissioner and/or Notary Public

AFFIDAVIT FOR CORRECTNESS OF INFORMATION

[PRINT ON STAMP PAPER]

AFFIDAVIT of MR. _____ S/o Mr. _____,

bearing CNIC No. _____ Resident of Pakistan and authorized

representative of (*company name*) _____

(address) _____ ('Company').

I, the above named deponent, do hereby solemnly affirm, and declare that:

1. I am the [Designation] of the Company.
2. I am the authorized representative of the Company by virtue of [Board Resolution No. Letter No. etc.] dated
3. The contents of accompanying [document....] dated along with the supporting documents are true and correct to the best of my knowledge and belief and nothing material or relevant thereto has been concealed or withheld therefrom.
4. I also affirm that all further documentation and information to be provided by me in connection with the aforesaid [document....] shall be true and correct to the best of my knowledge and belief.

DEPONENT

VERIFICATION

It is hereby verified on solemn affirmation at Pakistan on the [date] that the contents of the above Affidavit are true and correct to the best of my knowledge and belief and that nothing, material or relevant thereto, has been concealed or withheld therefrom.

DEPONENT

POWER OF ATTORNEY

[IMPORTANT NOTICE: Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his national identity card (“CNIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his passport should be attached.]

Instructions for Consultancy Firm/Company

If the Consultation Firms/Companies are a Consortium each firm/company of the Consortium (other than the Lead Consultant) shall furnish a Power of Attorney authorizing the Lead Consultant and on their behalf.

KNOW BY ALL MEN THAT by this Power of Attorney (“**Power of Attorney**”),
..... [*Insert name of Consortium firm*]
having its registered office at [.....], does hereby
nominate, appoint, and authorize..... [the Lead Consultant]
having its

Registered Head Office at [.....] hereinafter referred to as the
“**Attorney**”, to:

1. sign and submit to **the**.....or its authorized nominee the EOI and all other documents and instruments required to submit EOI for Consultancy service for the Assignment of **the**
2. execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
3. Do and carry out all other actions as may be required by **the** in connection with the Consultancy service for the Assignment of **the**
4. To immediately notify PIEDMC in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

.....
[*Insert name of Consortium Firm*] does hereby ratify and confirm

Whatever the Attorney shall do by virtue of these present.

Witness	
1.	
2.	
NOTARY PUBLIC	

LITIGATION HISTORY

*Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the **last five years** or currently under execution. A separate sheet should be used for each partner of joint venture.*

Sr. #	Year	Award for or Against Application	Name of Client, Cause of Litigation and Matter in dispute	Disputed Amount (current Value or equivalent)