



**SINDH IRRIGATION AND DRAINAGE  
AUTHORITY (SIDA)**



**REQUEST FOR PROPOSAL (RFP) DOCUMENT**

**REQUEST FOR PROPOSAL SELECTION**

**OF CONSULTANT**

**Hiring of a Consultancy Firm For E-Digitization &  
Operationalization of E-Abiana System at Nara Canal  
Area Water Board (NCAWB)**

**2026**

**Request for Proposal Document  
Selection of Consultants National  
Competitive Bidding**

**SINGLE STAGE –TWO ENVELOPES**

**Hiring of a Consultancy Firm For E-Digitization &  
Operationalization of E-Abiana System at Nara Canal  
Area Water Board (NCAWB)**

**RFP Ref No:** MD/SIDA/Proc/228 Dated:30-01-2026

**Procuring Agency:** Sindh Irrigation & Drainage Authority (SIDA)

**Address:** Left Bank Barrage Colony, Hyderabad  
Telephone No: 022-9210080

**Issued on:** 05-02-2026

## Important Notice

This Request for Proposal (RFP) Document is provided to the Bidders/ Consultants solely for use in preparing and submitting Proposals or Bids in connection with the competitive Bidding Process relating to the “Hiring of Consultancy Firm For E-Digitization & Operationalization of E-Abiana System at Nara Canal Area Water Board (**NCAWB**)”. This RFP is being issued by the Sindh Irrigation & Drainage Authority (SIDA) solely for use by Consultants in considering the Assignment. Unless expressly specified otherwise, all capitalized terms used herein shall bear meaning ascribed thereto under either Sections II & VI– Instructions to Consultants and General Conditions of Contract of this RFP document.

For this Assignment, the criteria were determined by Sindh Irrigation & Drainage Authority (SIDA), and then reviewed and approved, along with other parts or sections of the RFP document, by the Procuring Agency’s Consultant Selection Committee. Neither any of these entities, nor their employees, personnel, agents, make any representation (expressed or implied) or warranties as to the accuracy or completeness of information contained herein, or in any other documents made available to a Person in connection with the Bidding Process for the Assignment and the same shall have no liability for this RFP or for any other written or oral communication transmitted to the recipient in the course of the recipient’s evaluation of the Proposals or Bids. Neither any of these entities, nor their employees, personnel, agents, consultants, advisors, and contractors etc. will be liable to reimburse or compensate the recipient for any costs, fees, damages or expenses incurred by the recipient in evaluating or acting upon this RFP or otherwise in connection with the Assignment as contemplated herein.

The Proposals or Bids submitted in response to the RFP by any of the Bidder shall be upon the full understanding and agreement of any and all terms of the RFP, and such submission shall be deemed as an acceptance to all the terms and conditions stated in the RFP. Any Bid submitted by a Bidder in response to the RFP shall be construed based on the understanding that the Bidder has done a complete and careful examination of the RFP and has independently verified all the information received (whether written and verbal) from the Sindh Irrigation and Drainage Authority (including from its employees, personnel, agents, Consultants, advisors and contractors etc.).

This RFP does not constitute a solicitation for consultancy– ‘Hiring of Consultancy Firm For E-Digitization & Operationalization of E-Abiana System at Nara Canal Area Water Board (NCAWB)’, or otherwise participate, in the Assignment, nor shall it constitute a guarantee or commitment of any manner on the part of the Government that the Assignment will be awarded. The Sindh Irrigation & Drainage Authority (SIDA), reserves its right, in its full discretion, to modify the RFP and/or the Assignment at any time to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the recipients for any costs, taxes, expenses, or damages incurred by the recipient in such an event.

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## **Section I – Letter of Invitation (Request for Proposal)**

### **Hiring of a Consultancy Firm For E-Digitization & Operationalization of E-Abiana System at Nara Canal Area Water Board (NCAWB)**

RFP Ref No: MD/SIDA/Proc/228 Dated:30-01-2026

THE SINDH IRRIGATION & DRAINAGE AUTHORITY (SIDA) is seeking the services of a Consultancy Firm(s) registered with FBR & SRB as mentioned documents criteria for E- Digitization & Operationalization of E-Abiana System at Nara Canal Area Water Board (NCAWB) operationalization of the E-Abiana System at Nara Canal Area Water Board (NCAWB) through E-PADs system. Single Stage–Two Envelope Procedure by using Quality and Cost Based Selection method in terms specified under Rule-46(2) read with Rule-72(3) of SPPRules,2010 (Amended from time to time)

- The Prospective Bidders may seek further information and obtain the RFP Document upon submission of written application along with a pay order/demand draft amounting to **Rs. 5,000/-in favor of the Sindh Irrigation & Drainage Authority**, from the Procuring Agency’s Office, addressed below, with effect from **05-02-2026** till **19-02-2026 upto 05:00 pm**, or can download the same from the SPPRA and SIDA’s Official websites <https://portal.eprocure.gov.pkte/#/nders/Epadtenders> and <https://www.sida.org.pk>. Bid Security equivalent to 2% of the total bid value in the form of a pay order / call deposit in favor of **the Sindh Irrigation & Drainage Authority** shall be submitted 30 minutes before the opening of proposals in the office.
- Proposals will be opened on 20-02-2026 at **12:30 PM** publicly in the presence of the bidder(s) designated representatives in the committee room of Sindh Irrigation & Drainage Authority (SIDA), Left Bank Barrage Colony, Hyderabad. The partial, conditional, and incomplete bids will not be considered. The bids must be offered in accordance with the prescribed RFP document issued by SIDA, including applicable government taxes (Federal/Provincial/Local Bodies).
- SIDA reserves the right in accordance with Rule 25 of SPPRules,2010 (Amended from time to time) to annul the whole bidding process at any time before the acceptance of a bid(s) or proposal(s).

#### **MANAGING DIRECTOR**

**Sindh Irrigation & Drainage**

**Left Bank Barrage Colony, Hyderabad**

**Telephone No: 022-9210080 Website: [www.sida.org.pk](http://www.sida.org.pk) E-mail: [mdsida@sida.org.pk](mailto:mdsida@sida.org.pk)**

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## Section II – Instructions to Consultants

### 1. Definitions

- 1.1 The following words and expressions shall have the meanings hereby assigned to them:
- (a) “Authority” means Sindh Public Procurement Regulatory Authority (SPPRA);
  - (b) “Assignment” means procurement of services ascribed thereto in the RFP (Section I – Letter of Invitation and Section II – Bid Data Sheet of the RFP Document);
  - (c) “Bid” means a tender, or an offer by a Person, Consultant firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a Procuring Agency;
  - (d) “Bidding Documents” means the documents notified by the Authority for preparation of bids in uniform manner;
  - (e) “Bidding Procedure” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;
  - (f) “Bid Price” means the consultancy fee for providing services under this Assignment as quoted by the Consultant in its Financial Bid;
  - (g) “Consultancy Service Agreement” means an agreement to be executed between the Procuring Agency and the Bidder or Consultant, whose Bid found and declared as the Most Advantageous Bid pursuant to the selection method and criteria mentioned in this document;
  - (h) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;
  - (i) “Contract” means an agreement enforceable by law and includes general and special conditions,

- specifications, drawings and bill of quantities;
- (j) "Data Sheet" means such part of the Instructions to Consultants that is used to reflect specific Assignment conditions;
  - (k) "Day" means calendar day including holiday;
  - (l) "Government" means the Government of Sindh;
  - (m) "Instructions to Consultants" (Section-II of RFP) means the document which provides the Consultants with all information needed to prepare their Proposals;
  - (n) "Key Professional Staff" means the professionals proposed by the Consultant (or the Consortium as the case may be) to undertake the Assignment;
  - (o) "Letter of Award" means a letter of award or acceptance issued by the Procuring Agency to the bidder whose Bid declared as the Most Advantageous Bid in terms of Rule-49 of SPP Rules, 2010;
  - (p) "Letter of Invitation" (Section-I of RFP) means the Letter of Invitation issued by the Procuring Agency to the Consultant;
  - (q) "Most Advantageous Bid" means (i) a Bid or proposal for goods, works or services that after meeting the eligibility or qualification criteria, is found substantially responsive to the terms and conditions as set out in the bidding or request for proposal documents; and (ii) evaluated as the highest ranked Bid or proposal on the basis of cost or quality or qualification or any combination thereof, as specified in the Bidding Documents or request for proposal documents which shall be in conformity with the selection techniques to be issued by the Authority;
  - (r) "National Company or Firm" means any enterprise, firm or company setup or incorporated in Pakistan;
  - (s) "Person" means a company, entity, firm, association, individual, body of individuals, or a sole proprietorship other than an Agency;
  - (t) "Procuring Agency" means the department with which the selected Consultant signs the Contract for the Services;
  - (u) "Proposal" means the Technical Proposal and the Financial Proposal.
  - (v) "RFP" means the Request for Proposal prepared by

the Procuring Agency for the selection of Consultants.

- (w) “Rules” means the Sindh Public Procurement Rules, 2010 (as amended till the date of RFP advertisement).
- (x) “Sub-Consultant” means any person or entity to whom the Consultant subcontracts any part of the Services;
- (y) “Terms of Reference” (TOR) means the document included in the RFP as Section-V which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the Assignment.

## **2. Introduction**

- 2.1 The Procuring Agency named in the Data Sheet will select a consulting firm (the Consultant) in accordance with the selection method and criteria specified in the Data Sheet.
- 2.2 The eligible Consultants (shortlisted if so) are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 2.3 Consultants should familiarize themselves with all the applicable rules and conditions and take them into account while preparing their Proposals. Consultants are encouraged to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is, however optional. Consultants may liaise with Procuring Agency’s representative named in the Data Sheet for gaining better insight into the Assignment.
- 2.4 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Procuring Agency reserves the right to annul the selection process at any time prior to the acceptance of a Bid or Proposal, without thereby incurring any liability to the Consultants.
- 2.5 Procuring Agency may provide facilities and inputs as

## **3. Conflict of Interest**

- 3.1.1 Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Agency’s interest paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Agency, or that may reasonably be perceived as having such effect. Failure to

disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

3.1.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- (a) A Consultant that has been engaged by the Procuring Agency to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation;
- (b) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Agency;
- (c) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Agency's staff who is directly or indirectly involved in any part of
  - (i) the preparation of the Terms of Reference of the Assignment,
  - (ii) the selection process for such Assignment, or
  - (iii) supervision of Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved.

**Conflicting Relationship**

3.2 Government officials and civil servants may be hired as Consultants only if:

- (a) They are on leave of absence without pay;
- (b) They are not being hired by the agency they were working for, six months prior to going on leave; and
- (c) Their employment would not give rise to any conflict of interest.

**4. Fraud and**

4.1 It is the Government's policy that Consultants under the

**Corruption**

contract(s) observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in SPPR 2010 which defines:

**“corrupt and fraudulent practices”** includes the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the act of another party for wrongful gain or any act or omission, including misrepresentation, that knowingly or recklessly misleads or attempt mislead a party to obtain a financial or other benefit or to avoid obligation;

Under Rule 35 of SPPR 2010, “The Procuring Agency can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the SPPRA. Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard”.

- 5. Integrity Pact** 5.1 Pursuant to Rule 89 of SPPR 2010 Consultant undertakes to sign an Integrity pact in accordance with prescribed format attached hereto for all the procurements.
- 6. Eligible Consultants**
  - 6.1 If short listing process has been undertaken through REOI, as outlined under Rule 73 and 74 of SPPR 2010 for the Contract(s) for which this RFP documents being issued, those firms - in case of Joint Ventures with the same partner(s) and Joint Venture structure - that had been pre- qualified are eligible.
  - 6.2 Short listed Consultants emerging from request of expression of interest are eligible.
- 7. Eligibility of Sub-Consultants** 7.1 A shortlisted Consultant would not be allowed to associate with Consultants who have failed to qualify the short listing process.
- 8. Only One Proposal** 8.1 Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Consultant, including individual experts, to more than one proposal is not allowed.
- 9. Proposal Validity** 9.1 The Data Sheet indicates Proposals validity that shall not be more than ninety (90) Days in case of National Competitive Bidding (NCB) and one-hundred-twenty (120) Days in case of International competitive Bidding (ICB). During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Procuring Agency will make its best effort to complete negotiations within this period. Should the need arise; however, the Procuring Agency may request Consultants to extend the

validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional Staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants may submit new staff in replacement that would be considered in final evaluation for contract award. Consultants who do not agree have right to refuse to extend the validity of their Proposals.

**10. Clarification and Amendment in RFP Documents**

9.2 Consultants shall submit required bid security along with financial proposal defined in the Data Sheet (which shall not be less than one percent and shall not exceed five percent of Bid amount).

10.1 Consultants may request for a clarification of contents of the bidding document in writing, and Procuring Agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. The Procuring Agency shall communicate such response to all parties who have obtained the RFP document without identifying the source of inquiry. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification, it shall do so.

10.2 At any time before the deadline for submission of Bids or Proposals, the Procuring Agency may amend the RFP by issuing an addendum/ corrigendum in writing. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial,

**11. Preparation of Proposals**

11.1 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies (deviation from scope, experience and qualification of personnel, eligibility) in providing the information requested may result in rejection of a Proposal.

11.2 The estimate number of Professional Staff months or the budget required for executing the Assignment should be shown in the Data Sheet, but not both. However, proposal shall be based on the professional staff month or budget estimated by the Consultant.

**12. Language**

12.1 The Proposal as well as all related correspondence exchanged by the Consultants and the Procuring Agency shall be written in English. However it is desirable that the firm's Personnel have a working knowledge of the national and regional languages of the Islamic Republic of Pakistan.

**13. Technical Proposal  
Format and Content**

13.1 While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) If a Consultant considers that it does not have all the expertise required for the Assignment, it may obtain a full range of expertise by associating with individual Consultant(s) and/or other firms or entities in a joint venture or sub-consultancy, as appropriate and applicable. International Consultants are encouraged to seek the participation of local Consultants by entering into a joint venture with, or subcontracting part of the Assignment to, national Consultants.
- (b) For Assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based Assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- (c) It is desirable that the majority of the Key Professional Staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.
- (d) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under similar geographical condition.
- (e) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) shall be submitted for each position.

13.2 The Technical Proposal shall provide the following information using the attached Standard Forms (Section-III):

- (a) A brief description of the Consultant organization and an outline of recent experience on assignments of a similar nature – for each assignment, the outline should indicate, inter alia, the profiles of the staff, duration of the assignment, contract amount, and firm's involvement (**Form TECH-2**).
- (b) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Procuring Agency (**Form TECH-3**).
- (c) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing (**Form TECH-5**).

- (d) CVs recently signed by the proposed Key Professional Staff and the authorized representative submitting the proposal. Key information should include number of years working for the Consultant and degree of responsibility held in various assignments as indicated in the Data Sheet (**Form TECH-6**).
- (e) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the Assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (**Form TECH-7**).
- (f) A detailed description of proposed methodology, work plan for performing the Assignment, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the Assignment (**Form TECH-4**).
- (g) Any additional information and documents requested in the Data Sheet.

13.3 The Technical Proposal shall not include any financial information.

#### **14. Financial Proposal**

14.1 The Financial Proposal shall be prepared using the attached Standard Forms (Section-IV). It shall list all costs associated with the Assignment, including (a) remuneration for staff (in the field and at the Consultants' office), and (b) reimbursable expenses indicated in the Data Sheet (if and as applicable). Alternatively Consultant may provide its own list of cost. If appropriate, these costs should be broken down by activity. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

#### **15. Taxes**

15.1 The Consultant will be subject to all admissible taxes including stamp duty and service charges at a rate prevailing on the date of contract agreement unless exempted by relevant tax authority.

#### **16. Submission, Receipt, and Opening of Proposals**

16.1 Proposal shall contain no interlineations or overwriting. Submission letters for both Technical and Financial Proposals should respectively be in the format of **TECH-1 of Section-III, and FIN-1 of Section-IV**. All pages of the original Technical and Financial Proposals will be initialed by an authorized representative of the Consultants. **The authorization shall be in the form of a written power of attorney accompanying the Technical Proposal.**

16.2 All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

16.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL”** Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** followed by name of the Assignment, and with a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

16.4 The Proposals must be sent to the address indicated in the Data Sheet and received by the Procuring Agency no later than the time and the date indicated in the Data Sheet until any extension to this date is made through a corrigendum or addendum. Any proposal received by the Procuring Agency after the deadline for submission shall be returned unopened. In order to avoid any delay arising from the postal or Procuring Agency’s internal dispatch workings, Consultants should ensure that proposals to be sent through couriers should reach a day before deadline for submission.

**17. Proposals Evaluation**

17.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Procuring Agency on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Procuring Agency in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

**18. Evaluation of Technical Proposals**

18.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

In the case of Quality-Based Selection, Selection Based on Consultant’s Qualifications, and Single-Source Selection, the highest ranked Consultant or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the

**Public Opening and Evaluation of Financial Proposals:  
(LCS, QCBS, and Fixed Budget Selection Methods  
Only)**

18.2 After the technical evaluation is completed, the Procuring Agency shall notify in writing Consultants that have secured the minimum qualifying marks, the date, time and location, allowing a reasonable time, for opening the Financial Proposals. Consultants' attendance at the opening of Financial Proposals is optional.

Financial proposals of those Consultants who failed to secure minimum qualifying marks shall be returned unopened.

**19. Evaluation of  
Financial Proposals**

19.1 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying marks will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all the Consultants.

19.2 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

19.3 In case of **Least Cost Selection LCS Method**, the Bid found to be the lowest evaluated bid shall be accepted.

19.4 In case of **Quality and Cost Based Selection QCBS Method** the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The firm achieving the highest combined technical and financial score will be invited for negotiations.

19.5 In the case of **Fixed-Budget and Quality Based Selection**, the Procuring Agency will select the firm that submitted the highest ranked Technical Proposal.

**20. Negotiations**

20.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a

requisite for attendance at the negotiations, confirm availability of all the Professional Staff. Failure in satisfying such requirements may result in the Procuring Agency proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

**21. Technical Negotiations**

21.1 Technical Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Procuring Agency and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as **“Description of Services”**. Minutes of negotiations, which will be signed by the Procuring Agency and the Consultant, will become part of Contract Agreement.

**22. Financial Negotiations**

22.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm’s tax liability, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Consultants will provide the Procuring Agency with the information on remuneration rates described in the Appendix attached to Section 4 (Financial Proposal - Standard Forms of this RFP).

**23. Availability of Professional Staff/ Experts**

23.1 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional Staff, the Procuring Agency expects to negotiate a Contract on the basis of the Professional Staff named in the Proposal. Before contract negotiations, the Procuring Agency will require assurances that the Professional Staff will be actually available. The Procuring Agency will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional Staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute, if accepted by the Procuring Agency, shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within period

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**24. Award of Contract**

24.1 After completing negotiations, the Procuring Agency shall award the Contract to the selected Consultant and within fifteen (15) Days of the award of contract, the Procuring Agency shall publish on the website of the Authority and on its own website, if such a website exists, the result of the bidding process, identifying the Bid through procuring identifying number, if any and the following information, evaluation report, form of contract and letter of award, bill of quantity or schedule of requirement, as the case may be.

24.2 Before signing of award of contract, Consultant required to submit performance security at rate indicated in Data Sheet.

24.3 The Consultants expected to commence the Assignment

**25. Confidentiality**

25.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the bid evaluation result and/ or the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

## Section II – Instructions to Consultants

### Bid Data Sheet

*The following specific data for the services to be procured under this Assignment shall complement, supplement, or amend the provisions in the Instructions to Consultants (ITC). Whenever there is a conflict, the provisions herein shall prevail over those in ITC.*

| ITC Reference | Description   |
|---------------|---|
| ITC 2.1       | <p><b>The Procuring Agency is:</b> Sindh Irrigation &amp; Drainage Authority (SIDA)<br/> <b>Address:</b> Left Bank Barrage Colony, Hyderabad<br/> <b>Website:</b> www.sida.org.pk<br/> <b>E-mail:</b> <a href="mailto:mdsida@sida.org.pk">mdsida@sida.org.pk</a><br/> <b>Telephone:</b> +92 229210080</p> <p><b>The Assignment title is:</b> Hiring of Consultancy Firm for E-Digitization &amp; Operationalization of E-Abiana System at Nara Canal AWB (NCAWB)<br/> <b>RFP Ref No:</b> MD/SIDA/Proc/228 Dated: 30-01-2026</p> <p><b>Total Project Cost:</b> PkRs. 30.00 Million</p> <p><b>Market approach is:</b> National Competitive Bidding – Open to all eligible bidders</p> <p><b>Bidding Procedure:</b> Single Stage Two Envelopes</p> <p><b>Selection Method:</b> Quality and Cost-Based Selection Method</p> |
| ITC2.2        | <p><b>Financial Proposal to be submitted together with Technical Proposal:</b> Yes<br/> Each proposal (Technical and Financial), with the requisite number of copies as mentioned under ITC Clauses 16.2 &amp; 16.3 of the Data Sheet, must be submitted in separate envelopes sealed in a proper manner.</p>   |
| ITC 2.3       | <p><b>A pre-proposal conference will be held:</b> No</p>  |
| ITC 2.5       | <p><b>The Procuring Agency may provide facilities and inputs that include:</b></p> <ul style="list-style-type: none"> <li>➤ Access to relevant reference documents or information, if available;</li> <li>➤ Access to the field offices as part of this Assignment.</li> <li>➤ Feedback and approvals on the relevant reports from time to time; and</li> <li>➤ Any other support as mentioned in the Assignment's TOR.</li> </ul>  |
| ITB 5.1       | <p>Consultant undertakes to sign the <b>Integrity Pact</b> as per the prescribed format and instructions outlined in this document.</p>   |
| ITC 6 & 7     | <p><b>Shortlisted Consultants may associate with other shortlisted Consultants:</b> Not applicable</p>  |
| ITC 8.1       | <p>Alternative bids <b>shall not</b> be considered.</p>   |
| ITC 9.1       | <p>The Bid validity period shall be <b>ninety (90) days</b>, effective from the date of opening of technical bids</p>   |

|                           |   |
|---------------------------|---|
| ITC 9.2                   | The original sealed financial proposal must contain a <b>bid security</b> equivalent to <b>2% of the total quoted bid/ price</b> in the form of <b>Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee</b> , valid for a period of twenty-eight (28) days beyond Bid validity period, issued by a scheduled bank in Pakistan (with a minimum rating of 'A-' by JCR VIS or an equivalent rating by PACRA or other creditable credit rating agency) in favor of ' <b>Sindh Irrigation &amp; Drainage Authority (SIDA)</b> '. |
| ITC 10.1                  | <b>Clarifications may be requested not later than</b> five calendar days prior to the date of opening of bids. <b>The address for requesting clarifications is:</b><br><br><b>Address: General Manager, Transition Sindh Irrigation &amp; Drainage Authority (SIDA) Left Bank Barrage Colony, Hyderabad</b><br><b>Email: <a href="mailto:gmt@sida.org.pk">gmt@sida.org.pk</a></b><br><b>Telephone No: +92-22-9210084-85</b>   |
| ITC 10.2                  | Any corrigendum or addendum, if deemed mandatory, to extend schedule for submission/ opening of bids and/ or amend the RFP Document after its issuance and before the deadline for submission of Bids or Proposals, shall be issued through advertising it in newspapers and posting it on the websites of SPPRA <a href="https://portal.eprocure.gov.pk/#/tenders/Epadtenders">https://portal.eprocure.gov.pk/#/tenders/Epadtenders</a> and Procuring Agency <a href="https://www.sida.org.pk">https://www.sida.org.pk</a>             |
| ITC 12.1                  | The language of the submitted proposal shall be in <b>English</b> .<br>All correspondence exchange shall be in the <b>English</b> language.<br>Language for translation of supporting documents/ literature is <b>English</b> .   |
| ITC 13.1(a)<br>ITC 1.1(u) | The maximum number of members in the Consortium/Joint Venture shall be:   |
| ITC 13.2                  | <b>The format of the Technical Proposal to be submitted is:</b> Full Technical Proposal (FTP) containing all the information, including: description of the approach, methodology, work plan for performing the Assignment, team composition, task assignments, work schedule, CV of proposed Professional Staff, consultant's organization and experience, comments on the TOR, and comments on the counterpart staff and/ or facilities.  |
| ITC 13.2(f)               | <b>Training is a specific component of this Assignment: Yes</b>   |
| ITC 14.1                  | Bidders shall quote their bids in <b>Pakistani rupees (PKR)</b> , using the standard forms or equivalent, as applicable, for execution of the Assignment. <b>The contract shall be based on a lump sum basis payable to the successful Bidder on its satisfactory completion of respective milestone(s) as mentioned in the Conditions of Contract.</b>   |
| ITC 15.1                  | <b>Amounts payable by the Procuring Agency to the Consultant</b> under the contract to be subject to the local taxation, stamp duty and service charges, as applicable at the time of bids' submission. The Consultant shall incorporate all the applicable taxes, subject to exemption, in the Bid Price otherwise the Procuring Agency shall presume these taxes as the Bid part.   |
| ITC 16.2<br>ITC 16.3      | Consultants must submit <b>one original and two photocopies of the Technical Proposal</b> , and <b>one original copy of the Financial Proposal</b> . Each proposal must contain in a separate and sealed envelope clearly marked with the Assignment title and other information as provided under the ITC Clause 16.3.   |

**ITC 16.4** For bids/ proposals submission purposes only, the PA's address is:

**Attention:** Managing Director SIDA

**Address:** Office of the Procurement Specialist/Manager Sindh  
Irrigation and Drainage Authority Left Bank Barrage  
Colony, Hyderabad

**Phone No:** +92 22-9210080

**The deadline for proposals submission and opening is:**

**Date:** 20-02-2026

**Time:** 12:30 p.m. (submission and opening, respectively)

ITC 18.1  
ITC 13.1  
ITC 6.1  
ITC 2.2

- **Eligibility Criteria:** The Bidder or Consultant must qualify the following requirements for further assessment (**technical evaluation and marking**):
- **Nationality:** Bidder must have been incorporated or setup in Pakistan as evidenced by its registration documents and Articles of Incorporation (or equivalent documents of constitution or association as applicable under the law);
- **Registration:** Bidder must have valid registration with:
  - (i) Federal Board of Revenue;
  - (ii) Sindh Revenue Board or relevant tax authority.
  - (iii) Valid Pakistan Engineering Council (PEC) registration under relevant electrical discipline codes (EE-01 to EE-10) as per the scope of work.
  - (iv) Registration with Pakistan Software Export Board (PSEB) where applicable.
  - (v) The company shall provide a copy of its valid registration certificate issued by the Securities and Exchange Commission of Pakistan (SECP)
  - (vi) The company shall provide a copy of its valid PASHA registration certificate
  - (vii) The company must be registered and verified with ISO certifications, including **ISO/IEC 27001:2022, ISO/IEC 20000-1:2018, and ISO 9001:2015.**
- **Active Tax-Payer:** Bidder must be on Active Taxpayer List (ATL) of Federal Board of Revenue as well as Sindh Revenue Board and must have filed Income Tax Returns & Sindh Sales Tax Returns during the last Three (3) years; Valid National Tax Number (NTN) and Sales Tax Registration; listed as an Active Taxpayer (ATL) with FBR. Registered with the Sindh Revenue Board (SRB) with active registration status. Submission of Income Tax Returns for 2022-23, 2023-24, and 2024-25. Valid Professional Tax registration certificate.
- **Power of Attorney:** Bidder must submit a power of attorney, as required by the RFP Document, for the authorized person nominated to sign the documents;
- **Financial Turnover:** Bidder must have an average annual financial turnover PKR 35 million (net of Sales Tax on Services) during the last three years, as verifiable from the financial statements issued by a Certified Chartered Accountant;
- **Experience:** Bidder must have a minimum of ten (10) years' experience as Software Solution Firm; Completion of at least 3 similar projects in the last 3 years. Provide at least 3 client references or project completion certificates.
- **Government Owned Organization:** Bidder must be: (i) legally and financially autonomous; and (ii) operates under its commercial law;
- **Conflict of Interest:** Bidder must not have any conflict of interest arising from the prior or existing contracts or relationships which could materially affect potential involvement of the Bidder and to comply with the obligations set out in the RFP Document issued with respect to this Assignment.
- **Non-performing Contracts and Litigation History:** Bidder must provide the details of: (i) non-performing contracts with cogent reasons; and (ii) disputes and litigation or arbitration cases in-hand and pending for adjudication;
- **Non-blacklisting/ Non-debarment:** Bidder must not be: (i) blacklisted by any public sector organization; (ii) debarred by the Procuring Agency till the bid submission deadline; (iii) in bankruptcy or liquidation proceeding; and (iv) convicted of, fraud, corruption, collusion or money laundering

**Technical Evaluation Criteria:** Refer to the RFP pages # 27 to 29  
**The prospective bidders must read carefully and note the following conditions relating to an integral part of the evaluation criteria:**

- i. Sub-Consultant's credentials & experience is not eligible for scoring. Furthermore, the global experience of parent company or associated firms abroad is also not eligible for scoring, until and unless foreign company has itself participated as a Consortium member.
- ii. The Procuring Agency shall consider bidder's experience to the extent of those contracts as directly awarded in its own or bidder's title (but not their staff or any parent or subsidiary company in any case). Secondly, the claimed experience or contracts awarded (respective milestones) must be satisfactory completed as endorsed and/ or verified, if deemed mandatory, by the awarding agency.

**ITC18.1**

**ITC13.1**

**Eligibility Criteria (Mandatory Documents –Refer to the Eligibility and Technical Evaluation Criteria):**

Bidder must enclose, ITC 6.1 along with the Technical Proposal, copies of the following documents ITC2. 2. including but not limited to:

- i. Documents Checklist duly filled (updated if any modification required), signed, stamped by Bidder’s authorized representative (Appendix – D);
- ii. Constitutive documents of registration including NTN, SRB and ICAP as applicable);
- iii. Firm’s profile describing the details of Partners and other Senior Management, experience and services performed;
- iv. Power of Attorney (Appendix – C);
- v. Integrity Pact(Appendix – A)
- vi. Audit reports containing balance sheets, income statements and cash flow statements of last three (3) years duly issued and verified by a certified chartered accountant firm;
- vii. Income Tax & Sindh Sales Tax returns filed for last Three (03) years;
- viii. Bid security financial instrument without disclosing the amount of it;
- ix. CVs of the Key Professional Staff dedicated for this Assignment;
- x. Historical contracts, non-performing details, if any, with reasons leading to non-performance; Litigation history with pending cases and nature of such litigations;
- xi. An affidavit, duly attested by Oath Commissioner, that bidder is not blacklisted by any public or private sector organization (Appendix-B);
- xii. Any other document, including Bid Forms and Forms-Tech etc. as applicable and referred in ITC, associated with qualifying the eligibility, technical evaluation criteria, and other terms and conditions.

**The prospective bidders must read carefully and note the following conditions relating to an integral part of the evaluation criteria:**

- i. In case, Bidder has proposed a Professional Staff from educational/ research institutions, then a ‘No Objection Certificate’ issued from the concerned institution shall be enclosed with the CV of such individual.
- ii. Bidder must provide valid documents against each criteria/ sub-criterion as required for qualifying eligibility and technical evaluation criteria. Proposal received with incomplete document(s) or without concrete evidence(s) will be marked as disqualified or assigned zero marks as the case may be.
- iii. The Procuring Agency reserves the right to cross-verify or call further information/ documents, if deemed necessary during the bidding process, to ensure reliability of information and capability of Bidder. Bidder’s non-submission of required document(s) or information on time may result in disqualification or non-scoring of a particular credential as the case may be.

|                      |  |
|----------------------|--|
| ITC 19.4             | <b>Proposals scoring weightage:</b> Technical 80% and Financial 20%  |
| ITC 20.1<br>ITC 23.1 | <b>Expected date and address for contract negotiation</b> is March 2026 at the Committee room of Sindh Irrigation & Drainage Authority SIDA, Left Bank Barrage Colony Hyderabad.   |
| ITC 24.1             | The Procuring Agency shall <b>award the procurement contract</b> to a Consultant qualifying the eligibility or preliminary evaluation criteria and attaining the highest combined technical and financial score ( <b>Most Advantageous Bid</b> ) using <b>Quality &amp; Cost Based Selection (QCBS)</b> method.  |
| ITC 24.2             | Successful Consultant, whose bid found and declared by the Procuring Agency as the Most Advantageous Bid, upon receiving the Letter of Award shall require to furnish the <b>performance security</b> equivalent to <b>5% of the contract amount</b> in the shape of <b>Bank Guarantee</b> , valid for a period of ninety (90) days beyond the specified Contract duration, issued by a scheduled bank in Pakistan (with a minimum rating of 'A-' by JCR VIS or an equivalent rating by PACRA or any other creditable credit rating agency) in favor of the ' <b>Sindh Irrigation &amp; Drainage Authority (SIDA)</b> '. |
| ITC 24.3             | <b>Expected date for commencement of services is: March 2026</b> or immediately after signing of the contract agreement by both the parties.   |

| Technical Evaluation Criteria (ITC 18.1)              |  |  |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|---|--|--|---------------------------------|----------|--------|----|---------------------------------|---|-----|--------------------------|---|------|--------------------------|---|-----|---------------------|---|---|-------------|---|-----|--------------------|---|-----|------------------------------|---|
| S#  | Sub-Criteria and Points  | Maximum Marks  |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|   | <b>Firm's experience (Max. Points = 25)</b>  | <b>1.1 General Experience (Maximum Points = 15)</b>  |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
| 01  | <p>Note:</p> <p>I. Scores will be awarded to a Bidder based on relevance of project / assignments well as its completion stage.</p> <p>II. Bidders shall attach supporting documents/ evidence of experience</p> <p>III. Historical exchange rate prevailing on completion of project/assignment date will be used to convert foreign currency to PKR</p>  | <p>1.1.1 Bidder's experience in software development, database management, software-based uploading, data entry, or related services for any public or private sector organization within the last ten (10) years. <b>Note:</b> Each completed contract must have a minimum value of PKR 10.00 million. <b>Evaluation:</b> 03 marks shall be awarded for each qualifying contract completed.</p>   |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|   |  | <p><b>1.2 Relevant Experience (Maximum Points = 10)</b></p> <p>1.2.1 Bidder's experience in developing revenue or farmer-based databases or software related to revenue records similar to irrigation rights of records or for Board of Revenue similar record for any public or private sector organization during the last ten (10) years. Each completed contract must have a minimum value of PKR 3.00 million. [02 marks for each project]</p>  |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
| <b>Total Points (General and Relevant Experience)</b> |  | 25   |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
| 02  | <b>Quality Management (Max. Points = 10)</b>   | Category of the Software Firm: The bidder shall provide evidence of registration with the Pakistan Software Export Board (PSEB). Firms registered under Category A shall be awarded ten (10) points for evaluation purposes.   |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
| <b>Total Points (Quality Management)</b>              |  | 10   |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
| 03  | <p><b>Key Professional Staff (Max Points = 30)</b></p> <p><b>Note:</b> The proposed staff (Software, Data Developer, Technical) must meet the prescribed requirements in order to attain the points allocated under this section. The evaluation shall be conducted with reference to the table showing the weightage of points assigned to each staff member based on their qualifications and relevant experience.</p> | <table border="1"> <thead> <tr> <th>S#</th> <th>Position</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>i.</td> <td>Main developer / Technical Lead</td> <td>3</td> </tr> <tr> <td>ii.</td> <td>Web-Developer Specialist</td> <td>3</td> </tr> <tr> <td>iii.</td> <td>API Developer Specialist</td> <td>3</td> </tr> <tr> <td>iv.</td> <td>Front-End Developer</td> <td>3</td> </tr> <tr> <td>v</td> <td>Cloud Admin</td> <td>3</td> </tr> <tr> <td>vi.</td> <td>Testing Specialist</td> <td>3</td> </tr> <tr> <td>vii</td> <td>Mobile Application Developer</td> <td>3</td> </tr> </tbody> </table> | S#                              | Position | Points | i. | Main developer / Technical Lead | 3 | ii. | Web-Developer Specialist | 3 | iii. | API Developer Specialist | 3 | iv. | Front-End Developer | 3 | v | Cloud Admin | 3 | vi. | Testing Specialist | 3 | vii | Mobile Application Developer | 3 |
|   |  | S#   | Position                        | Points   |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|   |  | i.   | Main developer / Technical Lead | 3        |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|   |  | ii.  | Web-Developer Specialist        | 3        |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|   |  | iii.   | API Developer Specialist        | 3        |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|   |  | iv.  | Front-End Developer             | 3        |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|   |  | v  | Cloud Admin                     | 3        |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
|   |  | vi.  | Testing Specialist              | 3        |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |
| vii   | Mobile Application Developer   | 3  |                                 |          |        |    |                                 |   |     |                          |   |      |                          |   |     |                     |   |   |             |   |     |                    |   |     |                              |   |

|   |  |  |                           |   |     |  |   |    |                      |   |  |
|---|--|--|---------------------------|---|-----|--|---|----|----------------------|---|--|
| <p><b>i. Main Developer / Technical Lead</b> Requires a degree in Computer Science or related field with 3–5 <b>years of software development experience</b>. Must demonstrate leadership in system architecture, coding standards, and guiding development teams. Strong expertise in full-stack development and project management is essential specially project related to 1Link PRAL and similar nature.</p> <p><b>ii. Web-Developer Specialist</b> Needs at least <b>2–5 years of experience</b> in web application development using modern frameworks (e.g., React, Angular, Django). Should be skilled in HTML, CSS, JavaScript, and backend integration. Must ensure responsive, secure, and scalable web solutions leading to future GIS support.</p> <p><b>iii. API Developer Specialist</b> Requires <b>3–5 years of experience</b> in designing and maintaining RESTful or GraphQL APIs. Must be proficient in languages like Python, Java, or Node.js and ensure secure, efficient system integrations. Experience with API documentation and testing tools is critical.</p> <p><b>iv. Front-End Developer</b> Should have <b>2–3 years of experience</b> in user interface design and front-end coding. Must be proficient in JavaScript frameworks, CSS, and responsive design principles. Focuses on delivering user-friendly and visually appealing applications with financial module.</p> <p><b>v. Cloud Admin</b> Requires <b>3–5 years of experience</b> in cloud infrastructure management (AWS, Azure, or GCP). Must be skilled in deployment, monitoring, and security of cloud-based systems. Ensures scalability, reliability, and cost efficiency of cloud services.</p> | <table border="1"> <tr> <td>viii.</td> <td>Cyber Security Specialist</td> <td>3</td> </tr> <tr> <td>ix.</td> <td>Data Processing Specialist / Data Entry Supervisor</td> <td>3</td> </tr> <tr> <td>x.</td> <td>Trainings Specialist</td> <td>3</td> </tr> </table> | viii.  | Cyber Security Specialist | 3 | ix. | Data Processing Specialist / Data Entry Supervisor | 3 | x. | Trainings Specialist | 3 |  |
|   | viii.  | Cyber Security Specialist                          | 3                         |   |     |  |   |    |                      |   |  |
|   | ix.  | Data Processing Specialist / Data Entry Supervisor | 3                         |   |     |  |   |    |                      |   |  |
|   | x.   | Trainings Specialist                               | 3                         |   |     |  |   |    |                      |   |  |

|  |  |  |
|--|--|--|
| <p><b>vi. Testing Specialist</b> Needs <b>2–3 years of experience</b> in software testing, including manual and automated methods. Must be proficient in tools like Selenium, JMeter, or similar frameworks. Ensures product quality, performance, and compliance with standards for both web and wep, mobile based applications.</p> <p><b>vii. Mobile Application Developer</b> Requires <b>3–5 years of experience</b> in mobile app development for Android and iOS platforms. Must be skilled in Java, Kotlin, Swift, or Flutter frameworks. Focuses on building secure, user-friendly, and high-performance mobile applications, specially related to 1Link PRAL and similar nature.</p> <p><b>viii. Cyber Security Specialist</b> Needs <b>5+ years of experience</b> in IT security, risk assessment, and incident response. Must be proficient in penetration testing, encryption, and compliance frameworks. Ensures protection of systems and data against cyber threats, specially in Monitory transactions.</p> <p><b>ix. Data Processing Specialist / Data Entry Supervisor</b> Requires <b>2–3 years of experience</b> in data management and supervision of entry teams. Must be skilled in database tools, accuracy checks, and reporting. Ensures timely and error-free data processing for organizational needs.</p> <p><b>x. Trainings Specialist</b> Needs <b>3–5 years of experience</b> in training design, facilitation, and capacity building. Must have expertise in instructional methods and adult learning principles. Will be directly involved in <b>training and capacity building of revenue staff</b> to strengthen financial accountability and system adoption which also includes Computer Based Training (CBT) videos.</p> |  |  |
|--|--|--|

| <b>Total Points (Key Professional Staff)</b>   |   |   | 30  |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
|--|---|---|-----|------------------|-----------|--------|----|------------------|-----------|-----|------------------|----------|------|------------------|----------|-----|------------------|----------|----|------------------|----------|
| 04   | <b>Financial Capability (Max. Marks = 10)</b><br><br>Note:<br>i.) Bidder to submit audited financial statements of last three years.  | 4.1 Average annual turn-over of last three (3) years  | 10  |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
|  |   | <table border="1"> <thead> <tr> <th>S#</th> <th>Range</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>i.</td> <td>≥ PKR 60 million</td> <td>10 Points</td> </tr> <tr> <td>ii.</td> <td>≥ PKR 45 million</td> <td>8 Points</td> </tr> <tr> <td>iii.</td> <td>≥ PKR 40 million</td> <td>6 Points</td> </tr> <tr> <td>iv.</td> <td>≥ PKR 35 million</td> <td>4 Points</td> </tr> <tr> <td>v.</td> <td>≥ PKR 30 million</td> <td>2 Points</td> </tr> </tbody> </table> |     | S#               | Range     | Points | i. | ≥ PKR 60 million | 10 Points | ii. | ≥ PKR 45 million | 8 Points | iii. | ≥ PKR 40 million | 6 Points | iv. | ≥ PKR 35 million | 4 Points | v. | ≥ PKR 30 million | 2 Points |
|  |   | S#  |     | Range            | Points    |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
|  |   | i.  |     | ≥ PKR 60 million | 10 Points |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
|  |   | ii.   |     | ≥ PKR 45 million | 8 Points  |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
|  |   | iii.  |     | ≥ PKR 40 million | 6 Points  |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| iv.  | ≥ PKR 35 million  | 4 Points  |     |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| v.   | ≥ PKR 30 million  | 2 Points  |     |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| <b>Total Points (Financial Capability)</b>   |   |   | 10  |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| 05   | <b>Understanding of the Assignment (Maximum Marks = 10)</b><br><br><b>Note:</b> The “Understanding of the Assignment” submitted by any bidder shall not exceed 2,000 words. | <b>Understanding of the Assignment</b>  | 10  |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
|  |   |   |     |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| <b>Total Points (Understanding of the Assignment)</b>  |   |   | 10  |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| 06   | <b>Proposed Methodology (Maximum Marks = 15)</b><br><br><b>Note:</b> The “Proposed Methodology” submitted by any bidder shall not exceed 2,000 words.                       | <b>Proposed Methodology</b>   | 15  |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
|  |   |   |     |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| <b>Total Points (Proposed Methodology)</b>   |   |   | 15  |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| <b>Grand Total Points (Technical Evaluation Criteria):</b>   |   |   | 100 |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| <b>Qualifying Points:</b>  |   |   | 75  |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |
| Note: A bidder must attain at least 75 points St to qualify for the opening of its financial proposal. |   |   |     |                  |           |        |    |                  |           |     |                  |          |      |                  |          |     |                  |          |    |                  |          |

Section II-Instructions to Consultants

| Key Professional Staff (Points Weightage Assigned to Each Individual based on Qualification and Experience) |                                 |   |            |   |                           |                                 |
|---|---------------------------------|---|------------|---|---------------------------|---------------------------------|
| Sr.   | Key Professional Staff          | Maximum Weightage (Qualification 25% and Relevant Experience 75%) |            |   |                           |                                 |
| 1.  | Technical Team                  | Qualification   | Weight age | Relevant Experience   | Weight age                | Job Description                 |
| 1.1   | Main developer / Technical Lead | Master's in computer science                                      | 25%        | <p>A degree in Computer Science or related field with <b>8 years of software development experience</b>. Must demonstrate leadership in system architecture, coding standards, and guiding development teams. Strong expertise in full-stack development and project management is essential.</p> <p>A degree in Computer Science or related field with <b>05 years of software development experience</b>. Must demonstrate leadership in system architecture, coding standards, and guiding development teams. Strong expertise in full-stack development and project management is essential.</p> <p>A degree in Computer Science or related field with <b>03 years of software development experience</b>. Must demonstrate leadership in system architecture, coding standards, and guiding development teams. Strong expertise in full-stack development and project management is essential.</p> | 75%<br><br>60%<br><br>45% | Main Developer / Technical Lead |
| 1.2   | Web-developer specialist        | Masters/ Graduation in computer science or related field          | 25%        | <p><b>Web-Developer Specialist</b> Needs at least <b>8 years of experience</b> in web application development using modern frameworks (e.g., React, Angular, Django). Should be skilled in HTML, CSS, JavaScript, and backend integration. Must ensure responsive, secure, and scalable web solutions.</p> <p><b>Web-Developer Specialist</b> Needs at least <b>5 years of experience</b> in web application development using modern frameworks (e.g., React, Angular, Django). Should be skilled in HTML, CSS, JavaScript, and backend integration. Must ensure responsive, secure, and scalable web solutions.</p>   | 75%<br><br>60%            | Web-developing                  |



Section II-Instructions to Consultants

|     |                    |   |     |   |                           |                                     |
|-----|--------------------|---|-----|---|---------------------------|-------------------------------------|
|     |                    |   |     | <p><b>Front-End Developer</b> Should have <b>3 years of experience</b> in user interface design and front-end coding. Must be proficient in JavaScript frameworks, CSS, and responsive design principles. Focuses on delivering user-friendly and visually appealing applications.</p>  |                           |                                     |
| 1.5 | Cloud admin        | Masters/<br>Graduation in computer science or related field | 25% | <p><b>Cloud Admin</b> Requires <b>6 years of experience</b> in cloud infrastructure management (AWS, Azure, or GCP). Must be skilled in deployment, monitoring, and security of cloud-based systems. Ensures scalability, reliability, and cost efficiency of cloud services.</p> <p><b>Cloud Admin</b> Requires <b>4 years of experience</b> in cloud infrastructure management (AWS, Azure, or GCP). Must be skilled in deployment, monitoring, and security of cloud-based systems. Ensures scalability, reliability, and cost efficiency of cloud services.</p> <p><b>Cloud Admin</b> Requires <b>3 years of experience</b> in cloud infrastructure management (AWS, Azure, or GCP). Must be skilled in deployment, monitoring, and security of cloud-based systems. Ensures scalability, reliability, and cost efficiency of cloud services.</p> | 75%<br><br>60%<br><br>45% | Cloud Administration and Management |
| 1.6 | Testing Specialist | Masters/<br>Graduation in computer science or related field | 25% | <p><b>Testing Specialist</b> Needs <b>5 years of experience</b> in software testing, including manual and automated methods. Must be proficient in tools like Selenium, JMeter, or similar frameworks. Ensures product quality, performance, and compliance with standards.</p> <p><b>Testing Specialist</b> Needs <b>3 years of experience</b> in software testing, including manual and automated methods. Must be proficient in tools like Selenium, JMeter, or similar frameworks. Ensures product quality, performance, and compliance with standards.</p> <p><b>Testing Specialist</b> Needs <b>2 years of experience</b> in software testing, including manual and automated</p>   | 75%<br><br>60%<br><br>45% | Testing and simulating the software |

Section II-Instructions to Consultants

|     |                              |   |     |   |     |  |
|-----|------------------------------|---|-----|---|-----|--|
|     |                              |   |     | methods. Must be proficient in tools like Selenium, JMeter, or similar frameworks. Ensures product quality, performance, and compliance with standards.   |     |  |
| 1.7 | Mobile application developer | Masters/<br>Graduation in computer science or related field | 25% | <p><b>Mobile Application Developer</b> Requires <b>5 years of experience</b> in mobile app development for Android and iOS platforms. Must be skilled in Java, Kotlin, Swift, or Flutter frameworks. Focuses on building secure, user-friendly, and high-performance mobile applications.</p> <p><b>Mobile Application Developer</b> Requires <b>3 years of experience</b> in mobile app development for Android and iOS platforms. Must be skilled in Java, Kotlin, Swift, or Flutter frameworks. Focuses on building secure, user-friendly, and high-performance mobile applications.</p> <p><b>Mobile Application Developer</b> Requires <b>2 years of experience</b> in mobile app development for Android and iOS platforms. Must be skilled in Java, Kotlin, Swift, or Flutter frameworks. Focuses on building secure, user-friendly, and high-performance mobile applications.</p> | 75% | Mobile application development and integration with software |
| 1.8 | Cyber Security Specialist    | Masters/<br>Graduation in computer science or related field | 25% | <p><b>Cyber Security Specialist</b> Needs <b>5+ years of experience</b> in IT security, risk assessment, and incident response. Must be proficient in penetration testing, encryption, and compliance frameworks. Ensures protection of systems and data against cyber threats.</p> <p><b>Cyber Security Specialist</b> Needs <b>3+ years of experience</b> in IT security, risk assessment, and incident response. Must be proficient in penetration testing, encryption, and compliance frameworks. Ensures protection of systems and data against cyber threats.</p> <p><b>Cyber Security Specialist</b> Needs <b>2+ years of experience</b> in IT security, risk assessment, and incident response. Must be proficient in penetration testing, encryption,</p>  | 75% | Ensure Cybersecurity and Data Protocol                       |

Section II-Instructions to Consultants

|      |  |  |     |  |     |  |
|------|--|--|-----|--|-----|--|
|      |  |  |     | and compliance frameworks. Ensures protection of systems and data against cyber threats.   |     |  |
| 1.9  | Data processing specialist / data entry supervisor | Masters/ Graduation in computer science or related field | 25% | <p><b>Data Processing Specialist / Data Entry Supervisor</b> Requires <b>5 years of experience</b> in data management and supervision of entry teams. Must be skilled in database tools, accuracy checks, and reporting. Ensures timely and error-free data processing for organizational needs.</p> <p><b>Data Processing Specialist / Data Entry Supervisor</b> Requires <b>3 years of experience</b> in data management and supervision of entry teams. Must be skilled in database tools, accuracy checks, and reporting. Ensures timely and error-free data processing for organizational needs.</p> <p><b>Data Processing Specialist / Data Entry Supervisor</b> Requires <b>2 years of experience</b> in data management and supervision of entry teams. Must be skilled in database tools, accuracy checks, and reporting. Ensures timely and error-free data processing for organizational needs.</p>   | 75% | Data Entry and Uploading, and Ensuring Data Compilation as per Plan  |
| 1.10 | Trainings specialist                               | Master's in social science or any Social filed           | 25% | <p><b>Trainings Specialist</b> Needs <b>5 years of experience</b> in training design, facilitation, and capacity building. Must have expertise in instructional methods and adult learning principles. Will be directly involved in <b>training and capacity building of revenue staff</b> to strengthen financial accountability and system adoption.</p> <p><b>Trainings Specialist</b> Needs <b>3 years of experience</b> in training design, facilitation, and capacity building. Must have expertise in instructional methods and adult learning principles. Will be directly involved in <b>training and capacity building of revenue staff</b> to strengthen financial accountability and system adoption.</p> <p><b>Trainings Specialist</b> Needs <b>2 years of experience</b> in training design, facilitation, and capacity building. Must have expertise in instructional methods and adult learning principles. Will be directly involved in <b>training and capacity building of revenue staff</b> to strengthen financial accountability and system adoption.</p> | 75% | Ensure the training of the concerned staff in software understanding and operationalization for more than 1,000 users. |

## Section III – Technical Proposal

### Table of Contents

***[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Technical Proposals; they should be deleted from the Technical Proposals to be submitted.]***

*Refer to Reference Paragraph 13.2 of the Data Sheet for format of Technical Proposal to be submitted, and/ or paragraph 13.2 of Section 2 of the RFP for Standard Forms required and number of pages recommended.*

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## Form Tech-1. Technical Proposal Submission Form

[Location, Date]

To: [Name and address of the Procuring Agency]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of Assignment] in accordance with your Request for Proposal 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 hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

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

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

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

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## **Form Tech-2. Consultant's Organization and Experience**

### **A. Consultant's Organization**

*[Provide here a brief (**preferably not more than five pages**) description of the background and organization of your firm/ entity and each associate for this Assignment.]*

## B. Consultant's Experience

*[Using the format below, provide information on each Assignment for which your firm, and each associate for this Assignment, was legally contracted either individually or as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this Assignment. Use 50 pages.]*

|  |   |
|--|---|
| Assignment name:   | Approximate value of contract (PKR):  |
| Country:<br>Location within country:   | Duration of Assignment (months):  |
| Name of procuring agency or purchaser:                                       | Total No of staff-months of the Assignment:   |
| Address:   | Approx. value of the services provided by your firm under the contract (PKR):   |
| Start date (month/ year):<br>Completion date (month/ year):                  | No of professional staff-months provided by associated Consultants:   |
| Name of associated Consultants, if any:                                      | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project:  |   |
| Description of actual services provided by your staff within the Assignment: |   |

**Firm's Name:**

---

**Form Tech-3. Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Procuring Agency**

**A. On the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the Assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*

## **B. On Counterpart Staff and Facilities**

*[Comment here on the counterpart staff and/ or facilities to be provided by the Procuring Agency according to Paragraph Reference 2.5 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]*

## **Form Tech-4. Description of Approach, Methodology and Work Plan for Performing the Assignment**

*[Technical approach, methodology and work plan are key components of the Technical Proposal. Bidders are suggested to present their Technical Proposal (20 pages, preferably not exceeding 2,000 words per component – inclusive of charts and diagrams) divided into the following three chapters:]*

- a. Technical Approach and Methodology,
- b. Work Plan, and
- c. Organization and Staffing.

**a) Technical Approach and Methodology.** *In this chapter, the Bidder should explain understanding of the objectives of the Assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Bidder should highlight the problems being addressed and their importance, and explain the technical approach the Bidder would adopt to address them. The Bidder should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies with the proposed approach.*

**b) Work Plan.** *In this chapter, the Bidder should propose the main activities of the Assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Agency), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.*

**c) Organization and Staffing.** *In this chapter, the Bidder should propose the structure and composition of team. The Bidder should list the main disciplines of the Assignment, the key expert responsible, and proposed technical and support staff.]*



## Form Tech-6. Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position***(only one candidate shall be nominated for each position):* \_\_\_\_\_
2. **Name of Firm** *(insert name of firm proposing the staff):* \_\_\_\_\_
3. **Name of Staff** *[Insert full name]:* \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_
6. **Membership of Professional Associations:** \_\_\_\_\_
7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_\_
8. **Countries of Work Experience***[List countries where staff has worked in the last ten years]:* \_\_\_\_\_
9. **Languages***[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* \_\_\_\_\_
10. **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): dates of employment, name of employing organization, positions held]:* \_\_\_\_\_  
From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_  
Employer: \_\_\_\_\_ Positions held: \_\_\_\_\_
11. **Detailed Tasks Assigned***[List all tasks to be performed under this Assignment]:* \_\_\_\_\_
12. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned***[Among the Assignments in which the staff has been involved, indicate following information for those Assignments that illustrate staff capability to handle tasks listed under point 11.]:*  
Name of Assignment or project: \_\_\_\_\_ Year: \_\_\_\_\_  
Location: \_\_\_\_\_ PA: \_\_\_\_\_  
Main project features: \_\_\_\_\_ Positions held: \_\_\_\_\_  
Activities performed: \_\_\_\_\_

### 13. Certificate

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

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]*      Date: \_\_\_\_\_  
Day/ Month/ Year

Full name of authorized representative: \_\_\_\_\_

### Form Tech-7. Staffing Schedule<sup>1</sup>

| No              | Name of Staff | Staff Input (in the form of bar chart) <sup>2</sup> |   |   |   |   |   |   |   |   |    |    |    |   | Total Staff-Month Input |                    |       |  |
|-----------------|---------------|---|---|---|---|---|---|---|---|---|----|----|----|---|-------------------------|--------------------|-------|--|
|                 |               | 1   | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n | Home                    | Field <sup>3</sup> | Total |  |
| <b>Foreign</b>  |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| 1               |               | [Home]  |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
|                 |               | [Field]   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| 2               |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
|                 |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| 3               |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
|                 |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| n               |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
|                 |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| <b>Subtotal</b> |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| <b>Local</b>    |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| 1               |               | [Home]  |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
|                 |               | [Field]   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| 2               |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
|                 |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| 3               |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
|                 |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| n               |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
|                 |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| <b>Subtotal</b> |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |
| <b>Total</b>    |               |   |   |   |   |   |   |   |   |   |    |    |    |   |                         |                    |       |  |

<sup>1</sup>. For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g. : draftsmen, clerical staff, etc.).

<sup>2</sup>. Months are counted from the start of the Assignment. For each staff indicate separately staff input for home and field work.

<sup>3</sup>. Field work means work carried out at a place other than the Consultant's home office.

Full time input
  Part time input



## Section IV – Financial Proposal

### Standard Forms

***[Comments in brackets [ ] provide guidance to the Consultants for the preparation of their Financial Proposals; they should be deleted from the Financial Proposals to be submitted.]***

*[Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para 3 of the Letter of Invitation.]*

*[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]*

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## Form FIN-1. Financial Proposal Submission Form

[Location, Date]

To: [Name and address of PA]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 9.1 of the Data Sheet.xxx

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

| Name and Address of Agents | Amount and Currency | Purpose of Commission or Gratuity |
|----------------------------|---------------------|-----------------------------------|
| _____                      | _____               | _____                             |
| _____                      | _____               | _____                             |
| _____                      | _____               | _____                             |

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

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

---

<sup>1</sup>. Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2

<sup>2</sup>. If applicable, replace this paragraph with: "No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution."

### Form FIN-2. Summary of Costs

| Item No.   | Description of Services  | Costs (in PKR) |
|--|--|----------------|
| Consultancy Firm For E-Digitization & Operationalization of E-Abiana System at Nara Canal Area Water Board (NCAWB) |  |                |
| <b>1.</b>  | <b>Name of assignment to be mentioned in here (item/project/fund wise)</b> |                |
| <b>2.</b>  | do   |                |
| <b>3.</b>  | do   |                |
| <b>4.</b>  | do   |                |
| <b>5.</b>  | do   |                |
| <b>6.</b>  | do   |                |
| <b>Total Cost of Financial Proposal (inclusive of all the applicable taxes)</b>                                    |  |                |

<sup>1</sup>. Total cost includes all the applicable taxes as payable by the Consultant from according to law of the land. This cost shall cover the Consultant’s all costs associated with performing the Assignment as further detailed under the TOR.

### Form FIN-3. Breakdown of Costs by Activity<sup>1</sup>

| <b>Group of Activities:<sup>2</sup></b> | <b>Description:<sup>3</sup></b>                    |  |  |                                  |
|---|--|--|--|----------------------------------|
| —<br>—                                  |  |  |  |                                  |
| <b>Cost Component</b>                   | <b>Costs</b>                                       |  |  |                                  |
|   | <b>[Indicate Foreign Currency # 1]<sup>4</sup></b> | <b>[Indicate Foreign Currency # 2]<sup>4</sup></b> | <b>[Indicate Foreign Currency # 3]<sup>5</sup></b> | <b>[Indicate Local Currency]</b> |
| Remuneration <sup>5</sup>               |  | —  |  |                                  |
| Reimbursable Expenses <sup>5</sup>      |  |  |  |                                  |
| <b>Subtotals</b>                        |  |  |  |                                  |

<sup>1</sup> Form FIN-3 shall be filled at least for the whole Assignment. In case some of the activities require different modes of billing and payment (e.g.: the Assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

<sup>2</sup> Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.

<sup>3</sup> Short description of the activities whose cost breakdown is provided in this Form.

<sup>4</sup> Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.

<sup>5</sup> For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

## Form FIN-4. Breakdown of Remuneration<sup>1</sup>

*[This Form FIN-4 shall only be used when it is indicated in Reference Paragraph 14.1 of the Data Sheet that remuneration shall be Time Based]*

| <b>Group of Activities:</b> _____ |                       |                               |                                      |  |  |  |  |
|-----------------------------------|-----------------------|-------------------------------|--------------------------------------|--|--|--|--|
| Name <sup>2</sup>                 | Position <sup>3</sup> | Staff-month Rate <sup>4</sup> | Input <sup>5</sup><br>(Staff-months) | [Indicate Foreign Currency # 1] <sup>6</sup> | [Indicate Foreign Currency # 2] <sup>6</sup> | [Indicate Foreign Currency # 1] <sup>6</sup> | [Indicate Local Currency] <sup>6</sup> |
| <b>Foreign Staff</b>              |                       |                               |                                      |  |  |  |  |
|                                   |                       | [Home]                        |                                      |  |  |  |  |
|                                   |                       | [Field]                       |                                      |  |  |  |  |
|                                   |                       |                               |                                      |  |  |  |  |
|                                   |                       |                               |                                      |  |  |  |  |
|                                   |                       |                               |                                      |  |  |  |  |
|                                   |                       |                               |                                      |  |  |  |  |
| <b>Local</b>                      |                       |                               |                                      |  |  |  |  |
|                                   |                       | [Home]                        |                                      |  |  |  |  |
|                                   |                       | [Field]                       |                                      |  |  |  |  |
|                                   |                       |                               |                                      |  |  |  |  |
|                                   |                       |                               |                                      |  |  |  |  |
|                                   |                       |                               |                                      |  |  |  |  |
|                                   |                       |                               | <b>Total Costs</b>                   |  |  |  |  |

1. Form FIN-4 shall be filled for each of the Forms FIN-3 provided.  
 2. Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).  
 3. Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.  
 4. Indicate separately staff-month rate and currency for home and field work.  
 5. Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.  
 6. Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.



## Form FIN-5. Breakdown of Reimbursable Expenses<sup>1</sup>

*[This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 5.6 of the Data Sheet that remuneration shall be Time Based]*

| Group of Activities: _____ |   |      |                        |          |  |  |  |  |
|----------------------------|---|------|------------------------|----------|--|--|--|--|
| No                         | Description <sup>2</sup>  | Unit | Unit Cost <sup>3</sup> | Quantity | [Indicate Foreign Currency # 1] <sup>4</sup> | [Indicate Foreign Currency # 2] <sup>4</sup> | [Indicate Foreign Currency # 1] <sup>4</sup> | [Indicate Local Currency] <sup>4</sup> |
|                            | Per diem allowances   | Day  |                        |          |  |  |  |  |
|                            | International flights <sup>5</sup>  | Trip |                        |          |  |  |  |  |
|                            | Miscellaneous travel expenses   | Trip |                        |          |  |  |  |  |
|                            | Communication costs between <i>[Insert place]</i> and <i>[Insert place]</i> |      |                        |          |  |  |  |  |
|                            | Drafting, reproduction of reports   |      |                        |          |  |  |  |  |
|                            | Equipment, instruments, materials, supplies, etc.                           |      |                        |          |  |  |  |  |
|                            | Shipment of personal effects  | Trip |                        |          |  |  |  |  |
|                            | Use of computers, software  |      |                        |          |  |  |  |  |
|                            | Laboratory tests  |      |                        |          |  |  |  |  |
|                            | Subcontracts  |      |                        |          |  |  |  |  |
|                            | Local transportation costs  |      |                        |          |  |  |  |  |
|                            | Office rent, clerical assistance  |      |                        |          |  |  |  |  |
|                            | Training of the PA's personnel <sup>6</sup>                                 |      |                        |          |  |  |  |  |
| <b>Total Costs</b>         |   |      |                        |          |  |  |  |  |

1. Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.
2. Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.
3. Indicate unit cost and currency.
4. Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN2. Indicate the cost of each reimbursable item in the column of the relevant currency. Cost = Unit Cost x Quantity.
5. Indicate route of each flight, and if the trip is one- or two-ways.
6. Only if the training is a major component of the Assignment, defined as such in the Data Sheet or TOR.

## Form FIN-5. Breakdown of Expenses

*[This Form FIN-5 shall only be used when it is indicated in Reference Paragraph 14.1 of the Data Sheet that remuneration shall be Lump Sum. Information to be provided in this Form shall only be used to establish payments to Consultant for possible additional services requested by the PA]*

| No | Description <sup>1</sup>  | Unit | Unit Cost <sup>2</sup> |
|----|---|------|------------------------|
|    | Per diem allowances   | Day  |                        |
|    | International flights <sup>3</sup>  | Trip |                        |
|    | Miscellaneous travel expenses   | Trip |                        |
|    | Communication costs between <i>[Insert place]</i> and <i>[Insert place]</i> |      |                        |
|    | Drafting, reproduction of reports   |      |                        |
|    | Equipment, instruments, materials supplies, etc.                            |      |                        |
|    | Shipment of personal effects  | Trip |                        |
|    | Use of computers, software  |      |                        |
|    | Laboratory tests  |      |                        |
|    | Subcontracts  |      |                        |
|    | Local transportation costs  |      |                        |
|    | Office rent, clerical assistance  |      |                        |
|    | Training of the PA's personnel <sup>4</sup>                                 |      |                        |

<sup>1</sup> Delete items that are not applicable or add items according to Paragraph Reference 3.6 of the Data Sheet.

<sup>2</sup> Indicate unit cost and currency.

<sup>3</sup> Indicate route of each flight, and if the trip is one- or two-ways.

<sup>4</sup> Only if the training is a major component of the Assignment, defined as such in the Data Sheet or TOR.

## Appendix. Financial Negotiations – Breakdown of Remuneration Rates

(Not to be used when cost is a factor in the evaluation of Proposals)

### 1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for Assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The Procuring Agency is charged with the custody of funds from Government of Sindh and is expected to exercise prudence in the expenditure of these funds. The Procuring Agency is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

i. **Salary:** This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus.

ii. **Social Costs:** Social costs are the costs to the firm of staff's non-monetary benefits. These items include, inter alia, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during an Assignment if no additional staff replacement has been provided. Additional leave taken at the end of an Assignment in accordance with the firm's leave policy is acceptable as a social cost.

iii. **Cost of Leave:** The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as per percentage of salary}^1 = \frac{\text{Total days leave} \times 100}{[365 - w - ph - v - s]}$$

It is important to note that leave can be considered a social cost only if the Procuring Agency is not charged for the leave taken.

iv. **Overheads:** Overhead expenses are the firm's business costs that are not directly related to the execution of the Assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, nonbillable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an

independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Agency does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

- v. **Fee or Profit:** The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.
- vi. **Away from Headquarters Allowance or Premium:** Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit.
- vii. **Subsistence Allowances:** Subsistence allowances are not included in rates, but are paid separately and in local currency. No additional subsistence is payable for dependents-subsistence rate shall be same for married and single team members.

Standard rates for the particular country may be used as reference to determine subsistence allowances.

## 2. Reimbursable Expenses

- 2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

## 3. Procuring Agency Guarantee

- 3.1 The Payments to the firm, including payment of any advance based on cash flow projections covered by a Procuring Agency guarantee, shall be made according to an agreed estimated schedule ensuring the Consultant regular payments in local and foreign currency, as long as the services proceed as planned.

---

<sup>1</sup>. Where w = weekends, ph = public holidays, v = vacation, and s = sick leave

### Sample Form

*Consulting Firm:*

*Country:*

*Assignment:*

*Date:*

#### Consultant's Representation Regarding Costs and Charges

We hereby confirm that:

- a. the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- b. attached are true copies of the latest salary slips of the staff members listed;
- c. the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this Assignment to the staff members listed;
- d. the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- e. said factors for overhead and social charges do not include any bonuses or other means of profit-sharing

\_\_\_\_\_  
*[Name of Consulting Firm]*

\_\_\_\_\_  
*Signature of Authorized Representative*

\_\_\_\_\_  
*Date*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### Consultant's Representation Regarding Costs and Charges

(Expressed in *[insert name of currency]*)

| Personnel   |          | 1  | 2                           | 3                     | 4        | 5                | 6                               | 7   | 8  |
|-------------|----------|--|-----------------------------|-----------------------|----------|------------------|---------------------------------|---|--|
| Name        | Position | Basic Salary per Working Month/Day/ Year | Social Charges <sup>1</sup> | Overhead <sup>1</sup> | Subtotal | Fee <sup>2</sup> | Away from Headquarter Allowance | Proposed Fixed Rate per Working Month/Day/ Hour | Proposed Fixed Rate per Working Month/Day/ Hour <sup>1</sup> |
| Head Office |          |  |                             |                       |          |                  |                                 |   |  |
|             |          |  |                             |                       |          |                  |                                 |   |  |
|             |          |  |                             |                       |          |                  |                                 |   |  |
|             |          |  |                             |                       |          |                  |                                 |   |  |
| Field       |          |  |                             |                       |          |                  |                                 |   |  |
|             |          |  |                             |                       |          |                  |                                 |   |  |
|             |          |  |                             |                       |          |                  |                                 |   |  |
|             |          |  |                             |                       |          |                  |                                 |   |  |
|             |          |  |                             |                       |          |                  |                                 |   |  |

<sup>1</sup>. Expressed as percentage of 1

<sup>2</sup>. Expressed as percentage of 4

## Section V – Terms of Reference

| SUMMARY/ OVERVIEW OF THE ASSIGNMENT (TABLE FARMAT ISSUE) |  |
|--|--|
| <b>Procuring Agency's Name</b>                           | Sindh Irrigation & Drainage Authority (SIDA)   |
| <b>Assignment Title</b>                                  | <b>Hiring of Consultancy Firm For E-Digitization &amp; Operationalization of E- Abiana System at Nara Canal AWB</b>            |
| <b>Assignment Description</b>                            | The assignment enhancement, integration, capacity building and connect with E-pay and post-implementation operational support. |
| <b>Contract Duration</b>                                 | 03 Months  |
| <b>Contract Type</b>                                     | Lump-sum   |
| <b>Procurement Framework</b>                             | Sindh Public Procurement Act and Sindh Public Procurement Rules (as prevails at the RFP advertisement time)                    |
| <b>Market Approach</b>                                   | National Competitive Bidding   |
| <b>Selection Procedure</b>                               | Quality Cost Based Selection Method  |
| <b>Commencement Date (Expected)</b>                      | Immediately after signing the Contract.  |

### 3. SCOPE OF THE ASSIGNMENT:

#### **Background of Sindh Irrigation & Drainage Authority (SIDA):**

The Sindh Irrigation and Drainage Authority (SIDA) is a body corporate established in 1997, under the provincial legislation of Sindh Irrigation and Drainage Authority Act 1997, which was subsequently repealed through legislation of Sindh Water Management Ordinance 2002 (SWMO-02). The SIDA has been created to revitalize the provincial irrigation and drainage system by replacing the traditional system with a participatory irrigation management approach and to exercise independent judgement in the conduct of its own business with overall supervision / guidance of an independent Board.

#### **1. Introduction**

The Sindh Irrigation & Drainage Authority (SIDA) invites proposals from qualified, experienced, and technically competent firms for the **implementation and operationalization of the E-Abiana Digitization System** at the **Nara Canal Area Water Board (NCAWB), Mirpurkhas**.

The scope of the assignment includes, but is not limited to:

- Enhancement of existing software modules.
- Digitization of records to ensure accuracy, accessibility, and transparency.
- Development and deployment of a mobile application to facilitate user interaction.
- Enhancement and integration of the Enterprise Resource Planning (ERP) system.
- Capacity building and training of relevant staff for effective system utilization.
- Integration with the **E-Pay platform** to enable secure and efficient digital payments.
- Provision of post-implementation operational support to ensure sustainability and continuity.

This RFP seeks **both Technical and Financial Proposals** from eligible firms, in accordance with the prescribed guidelines, to ensure the successful delivery of the assignment.

## 2. Scope of Assignment

### Responsibilities of the Selected Firm

The firm selected under this RFP shall be responsible for the comprehensive implementation, operationalization, and sustainability of the **E-Abiana Digitization System** at the Nara Canal Area Water Board (NCAWB), Mirpurkhas. The scope of work will cover the following components:

#### ***A. Software and ERP Enhancement & Integration***

- Upgrade and scale up the existing **E-Abiana Software System** to ensure robustness, scalability, and user-friendly functionality.
- Integrate **Revenue Billing, Demand, and Recovery Monitoring ERP Modules** into the system for seamless financial management.
- Design, develop, and operationalize a **Mobile Application** capable of functioning in both online and offline modes to facilitate field operations.
- Implement advanced features including **dashboard visualization, user role customization, audit logs, and access control mechanisms** to strengthen transparency and accountability.

#### ***B. Record Digitization and Data Migration***

- Digitize and scan records from **14 Sub-Divisions**, including land records, Jamabandi, assessment registers, and farmer databases.
- Carry out **data entry and validation** of approximately **225,000+ client records**, ensuring accuracy and completeness.
- Apply **metadata tagging, indexing, and secure uploading** of digitized records, followed by synchronization into a **centralized database** hosted on secure **cloud services** for the designated year.

#### ***C. Establishment of the Abiana Digitization Unit***

- Arrange suitable **premises in Mirpurkhas** for the establishment of the Abiana Digitization Unit (premises will not be provided by SIDA).
- Set up complete **IT infrastructure**, including LAN connectivity, power backup systems, scanners, printers, and security arrangements.
- Deploy a dedicated team comprising **software engineers, data entry operators, system administrators, and support staff** to ensure smooth operations.

#### ***D. Capacity Building and Certification***

- Conduct structured **training programs** for approximately **1,000 revenue staff**, including Aabdars, Canal Assistants, Supervisors, SDOs, and XENs.
- Deliver training modules covering **software usage, mobile application entry, digital billing, and recovery systems**.
- Administer both **written and practical assessments** to evaluate competency, and issue **certificates of proficiency** to successful participants.

#### ***E. Post-Implementation and Sustainability Support***

- Provide **one year of comprehensive post-implementation support**, including troubleshooting, system updates, reporting, and database maintenance.
- Ensure **field coordination** during assessment, billing, and recovery cycles to guarantee effective operationalization of the digitized system.

**3. Duration of Assignment**

| Phase                         | Duration         |
|-------------------------------|------------------|
| Implementation & Digitization | <b>03 Months</b> |
| Post-Implementation Support   | <b>12 Months</b> |

**4. Eligibility Criteria**

| Requirement        | Minimum Standard  |
|--------------------|---|
| Legal Registration | <ul style="list-style-type: none"> <li>Registration with the Pakistan Software Export Board (PSEB), where applicable.</li> <li>Company registration under SECP, Sindh Technical Board, or the Partnership Act.</li> </ul> |
| Tax Status         | Active <b>Income Tax &amp; Sales Tax Filer</b>  |
| Project Experience | Minimum <b>3 digitization/data automation projects</b> , preferably government  |
| Technical Staffing | In-house software developers, data managers, trainers (proof required)  |
| Financial Capacity | Bank statement or audited accounts demonstrating ability to mobilize resources  |

**5. Deliverables**

| Deliverable | Description   |
|-------------|---|
| D-1         | Software & ERP System Upgraded & Approved                 |
| D-2         | Abiana Digitization Unit Established & Operational        |
| D-3         | 100% Land & Assessment Records Digitization and uploading |
| D-4         | 225,000+ Client Profiles Created & Verified               |
| D-5         | Mobile App Rolled Out & Staff Trained                     |
| D-6         | 1000 Field Staff Certified                                |
| D-7         | 12-Month Post Support Operational Reports                 |
| D-8         | 12 Month Cloud Service                                    |

**6. Key Personnel and level of efforts required:**

| S#    | Position   |
|-------|--|
| i.    | Main developer / Technical Lead                  |
| ii.   | Web-developer specialist                         |
| iii.  | API developer specialist                         |
| iv.   | Front-end developer                              |
| v     | Cloud admin                                      |
| vi.   | Testing Specialist                               |
| vii   | Mobile application developer                     |
| viii. | Cyber Security Specialist                        |
| ix.   | Data processing specialist/data entry supervisor |
| x.    | trainings specialist                             |

**7. Firm Responsibilities**

The Firm shall:

- Arrange **own premises** and pay utilities, security, maintenance.
- Provide all **equipment, IT hardware, software licenses**.
- Manage staff salaries, travel, transport, field allowances.
- Ensure full confidentiality, integrity, and protection of records & data.

**8. Support from SIDA**

SIDA / NCAWB will:

- Provide access to original records.
- Facilitate coordination with subdivisions and field staff.
- Monitor and verify progress.
- Release payments based on approved deliverables.

**SIDA will NOT provide office premises, equipment, utilities, or staff support.**

**9. Submission of Proposals**

Firms shall submit:

- **Technical Proposal** (separate sealed envelope)
- **Financial Proposal** (separate sealed envelope)

Both envelopes must be placed in **one sealed package** clearly marked:

**“RFP – E-Abiana Digitization Project – NCAWB Mirpurkhas”**

**Last Date for Submission:** 19/ 02/ 2026 (to be filled by SIDA)

**Submission Address:** Office of the Managing Director, SIDA Hyderabad.

**10. Performance Security**

The successful firm shall submit **Performance Security @ 5%** of contract value.

**11. Payment Schedule**

| Milestone   | Payment % |
|---|-----------|
| Software & ERP Deployment                                   | 30%       |
| Digitization Unit Setup & Mobilization                      | 30%       |
| Completion of Scanning & Data Entry of                      | 20%       |
| Completion of Staff Training & Certification and Completion | 20%       |

Eligibility Criteria :

**or Evaluation Method**

Evaluation will be conducted under **Quality & Cost Based Selection (QCBS):**

Firm remain engaged with concern assignment

- Technical Proposal =80% weightage
- Financial Proposal = 20% weightage

Minimum **75% required** to qualify technically.

# Section VI – Conditions of Contract and Standard Forms

## General Conditions of Contract

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## General Conditions of Contract

### 1. General Provisions

#### 1.1. Definitions

- 1.1.1. Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
- (a) “Applicable Law” means the Sindh Public Procurement Act, thereunder Rules 2010.
  - (b) “Procuring Agency” means the implementing department which signs the contract.
  - (c) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
  - (d) “Consortium” means Consultants comprised of a group of two or more enterprises formed to submit a Proposal.
  - (e) “Contract” means the contract signed by the Parties and all the attached documents listed in its Clause 1, i.e., General Conditions (GC), the Special Conditions (SC), and the Appendices.
  - (f) “Contract Price” means the price to be paid for the performance of Services, in accordance with Clause 6;
  - (g) “Effective Date” means the date on which this Contract comes into force and effect pursuant to Clause GC 2.1.
  - (h) “Foreign Currency” means any currency other than the currency of the PA’s country.
  - (i) “GC” means these General Conditions of Contract.
  - (j) “Government” means the Government of Sindh.
  - (k) “Local Currency” means Pak Rupees.
  - (l) “Member” means any of the entities that make up the joint venture/Consortium/association, and “Members” means all these entities.
  - (m) “Party” means the Procuring Agency or the Consultant, as the case may be, and “Parties” means both of them.
  - (n) “Personnel” means persons hired by the Consultant or by any Sub-Consultants and assigned to the performance of the Services or any part thereof.

- (o) “SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.
  - (p) “Services” means the consulting services to be performed by the Consultant pursuant to this Contract, as described in the Terms of References.
  - (q) “Sub-Consultants” means any person or entity to whom/which the Consultant subcontracts any part of the Services.
  - (r) “In writing” means communicated in written form with proof of receipt.
- 1.2. Law Governing Contract** 1.2.1. This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable .
- 1.3. Language** 1.3.1. This Contract is executed in the language specified in the SC, which shall be the binding and controlling language for all matters relating to meaning or interpretation of this Contract.
- 1.4. Notices** 1.4.1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.
- 1.4.2. A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address
- 1.5. Location** 1.5.1. The Services shall be performed at such locations as are specified in special condition of contract and, where the location of a particular task is not so specified, at such locations, whether in the Government’s country or elsewhere, as the Procuring Agency may approve.
- 1.6. Authority of Member in Charge** 1.6.1. In case the Consultant consists of a joint venture/ Consortium/ association of more than one individual firms, the Members hereby authorize the individual firms or specified in the SC to act on their behalf in exercising all the Consultant’s rights and obligations towards the Procuring Agency under this Contract, including without limitation the receiving of instructions and payments from the PA.
- 1.7. Authorized Representatives** 1.7.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Consultant may be taken or executed by the officials specified in the SC.
- 1.8. Taxes and Duties** 1.8.1. The Consultant, Sub-Consultants, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC. the

amount of which is deemed to have been included in the Contract Price.

**1.9. Fraud and Corruption**

1.9.1. If the Procuring Agency determines that the Consultant and/or its Personnel, Sub-contractors, Sub-Consultants, services providers and suppliers has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices, in competing for or in executing the Contract, then the Procuring Agency may, after giving 14 days' notice to the Consultant, terminate the Consultant's employment under the Contract, and may resort to other remedies including blacklisting/disqualification as provided in SPPR 2010.

Any personnel of the Consultant, who engages in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Contract, shall be removed in accordance with Sub-Clause 4.2.

1.9.2. **Integrity Pact** – If the Consultant or any of his Sub-Consultants, agents or servants is found to have violated or involved in violation of the Integrity Pact signed by the Consultant as Appendix-A to this Form of Contract, then the Client shall be entitled to:

- (a) recover from the Consultant an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Consultant or any of his Sub-Consultant, agents or servants;
- (b) terminate the Contract; and
- (c) recover from the Consultant any loss or damage to the Client as a result of such termination or of any other corrupt business practices of the Consultant or any of his Sub-Consultant, agents or servants.

On termination of the Contract under Sub-Para (b) of this Sub-Clause, the Consultant shall proceed in accordance with Sub-Clause 1.9 A. Payment upon such termination shall be made under Sub-Clause 1.9 A after having deducted the amounts due to the Client under 19 B Sub-Para (a) and (c).

## **2. Commencement, Completion, Modification and Termination of Contract**

### **2.1. Effectiveness of Contract**

#### **2.2. Commencement of Services**

- 2.1.1. This Contract shall come into effect on the date the Contract is signed by either Parties or such other later date as may be stated in the SC. The date the Contract comes into effect is defined as the Effective Date.
- 2.2.1. The Consultant shall begin carrying out the Services not later than number of days after the Effective Date specified in the SC.

#### **2.3. Expiration of Contract**

- 2.3.1. Unless terminated earlier pursuant to Clause GC 2.6 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

#### **2.4. Modifications or Variations**

- 2.4.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

#### **2.5. Force Majeure**

- 2.5.1. The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.
- 2.5.2. **No Breach of Contract:** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 2.5.3. **Extension of Time:** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 2.5.4. **Payments:** During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## 2.6. Termination

2.6.1. **By the Procuring Agency:** The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 2.6.1. In such an occurrence the Procuring Agency shall give a not less than thirty (30) days' written notice of termination to the Consultant, and sixty (60) days' in the case of the event referred to in (e).

- (a) If the Consultant does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Agency may have subsequently approved in writing.
- (b) If the Consultant becomes insolvent or bankrupt.
- (c) If the Consultant, in the judgment of the Procuring Agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (d) If, as the result of Force Majeure, the Consultant(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (e) If the PA, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.
- (f) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GC 8 hereof.

2.6.2. **By the Consultant:** The Consultants may terminate this Contract, by not less than Thirty (30) days' written notice to PA, such notice to be given after occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 2.6.2:

- (a) If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract without Consultants fault.
- (b) Pursuant to Clause GC 7 hereof within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.
- (c) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- (d) If the Procuring Agency fails to comply with any final decision reached as result of arbitration pursuant to Clause GC 8 hereof.

2.6.3. **Payment Upon Termination:** Upon termination of this Contract pursuant to Clauses GC 2.6.1 or GC 2.6.2, the Procuring Agency shall make the following payments to the Consultant:

- (a) payment pursuant to Clause GC 6 for Services satisfactorily performed prior to the effective date of termination;

- (b) except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

### 3. Obligations of the Consultant

- 3.1. General**
- 3.1.1. **Standard of Performance:** The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the PA, and shall at all times support and safeguard the PA’s legitimate interests in any dealings with Sub-Consultants or third Parties.
- 3.2. Conflict of Interests**
- 3.2.1. The Consultant shall hold the PA’s interests paramount without any consideration for future work and strictly avoid conflict with other Assignments or their own corporate interests.
- 3.2.2. **Consultants not to Benefit from Commissions, Discounts, etc.:** The payment of the Consultant pursuant to Clause GC 6 shall constitute the Consultant’s only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel, any Sub-Consultants, and agents of either of them similarly shall not receive any such additional payment.
- 3.2.3. **Consultant and Affiliates not to be Otherwise Interested in Project:** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-Consultants and any entity affiliated with such Sub-Consultants, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant’s Services for the preparation or implementation of the project.
- 3.2.4. **Prohibition of Conflicting Activities:** The Consultant shall not engage, and shall cause their Personnel as well as their Sub-Consultants and their Personnel not to engage, either directly or indirectly, in any business or professional activities which
- 3.3. Confidentiality**
- 3.3.1. Except with the prior written consent of the PA, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
- 3.4. Insurance to be Taken Out by the Consultant**
- 3.4.1. The Consultant (a) shall take out and maintain, and shall cause any Sub-Consultants to take out and maintain, at their (or the Sub-Consultants’, as the case may be) own cost but on terms

- and conditions approved by the PA, insurance against the risks, and for the coverage, as shall be specified in the SC; and (b) at the PA's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.
- 3.5. Consultant's Actions Requiring PA's Prior Approval**
- 3.5.1. The Consultant shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services,
  - (b) appointing such members of the Personnel not listed by name in Appendix C, and
  - (c) any other action that may be specified in the SC.
- 3.6. Reporting Obligations**
- 3.6.1. The Consultant shall submit to the Procuring Agency the reports and documents specified in (Procuring Agency may insert appendix) hereto, in the form, in the numbers and within the time periods set forth in the said Appendix.
- 3.6.2. Final reports shall be delivered in CD ROM in addition to the hard copies specified in said Appendix.
- 3.7. Documents Prepared by the Consultant to be the Property of the Procuring Agency**
- 3.7.1. All plans, drawings, specifications, designs, reports, other documents and software submitted by the Consultant under this Contract shall become and remain the property of the PA, and the Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the PA, together with a detailed inventory thereof.
- 3.7.2. The Consultant may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the SC.
- 3.8. Accounting, Inspection and Auditing**
- 3.8.1. The Consultant shall keep, and shall cause its Sub-Consultants to keep, accurate and systematic accounts and records in respect of the Contract, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify relevant time changes and costs.
- 3.8.2. The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Procuring Agency and/or persons appointed by the Procuring Agency to inspect its accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Procuring Agency if requested by the PA. The Consultant's attention is drawn to Clause 1.9.1 which provides, inter alia, that acts intended to materially impede the exercise of the PA's inspection and audit rights provided for under Clause 3.8 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the PA's prevailing sanctions procedures).

#### **4. Consultant Personnel**

##### **4.1. Description of Personnel**

4.1.1. The Consultant shall employ and provide such qualified and experienced Personnel and Sub-Consultants as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel and Sub-Consultants listed by title as well as by name in Appendix C are hereby approved by the PA.

##### **4.2. Removal and/or Replacement of Personnel**

4.2.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, such as retirement, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.

4.2.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then Consultant shall, at the PA's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the PA.

4.2.3. The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

#### **5. Obligations of the PA**

##### **5.1. Assistance and Exemptions**

5.1.1. The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Consultant such assistance and exemptions as specified in the SC.

##### **5.2. Change in the Applicable Law Related to Taxes and Duties**

5.2.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses GC 6.2 (a) or (b), as the case may be.

##### **5.3. Services and Facilities**

5.3.1. The Procuring Agency shall make available free of charge to the Consultant the Services and Facilities listed under the Bid Data Sheet.

## **6. Payments to the Consultant**

- 6.1. Security** 6.1.1. The Consultant has to submit the performance security at the rate mention in SC.
- 6.2. Lump-Sum Contract** 6.2.1. The total payment due to the Consultant shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.
- 6.3. Contract Price** 6.3.1. The price payable in Pak Rupees currency is set forth in the SC.
- 6.4. Payment for Additional Services** 6.4.1. For purpose of determining remuneration due for additional services as may be agreed under Clause 2.4, a breakdown of the lump sum price is provided in Appendices D and E.
- 6.5. Terms and Conditions of Payment** 6.5.1. Payments will be made to the account of the Consultant and according to the payment schedule stated in the SC. Unless otherwise stated in the SC, the first payment shall be made against the provision by the Consultant of an advance payment guarantee for the same amount, and shall be valid for the period stated in the SC. Such guarantee shall be in the form set forth in Appendix G hereto, or in such other form, as the Procuring Agency shall have approved in writing. Any other payment shall be made after the conditions listed in the SC for such payment have been met, and the Consultant has submitted an invoice to the Procuring Agency specifying the amount due.

## **7. Good Faith**

- 7.1. Good Faith** 7.1.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure realization of objectives of this Contract.

## **8. Settlement of Disputes**

- 8.1. Amicable Settlement** 8.1.1. The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the Assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 8.2. Dispute Resolution** 8.2.1. Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with provisions specified in SC.

## Special Conditions of Contract

*The following Special Conditions of Contract (SCC) shall supplement and/ or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.*

| <b>GCC Clause</b>   | <b>Amendments of, and Supplements to, Clauses in the General Conditions of Contract</b>  |
|---------------------|--|
| <b>GCC 1.1.1(a)</b> | <b>The Applicable Procurement Law is:</b> Sindh Public Procurement Act and Sindh Public Procurement Rules (as prevails at the RFP advertisement time)  |
| <b>GCC 1.1.1(b)</b> | <b>The Procuring Agency's Name is:</b> Sindh Irrigation & Drainage Authority (SIDA)  |
| <b>GCC 1.2.1.</b>   | <b>The Contract shall be construed in accordance with the law of:</b> Islamic Republic of Pakistan.  |
| <b>GCC 1.3.1.</b>   | <b>The Language is:</b> English  |
| <b>GCC 1.4.1.</b>   | <p><b>The addresses are:</b></p> <p><b>Procuring Agency:</b></p> <p><b>Attention:</b> Managing Director Sindh Irrigation &amp; Drainage Authority (SIDA), Left Bank Barrage Colony Hyderabad.</p> <p><b>Address:</b> Left Bank Barrage Colony Hyderabad.</p> <p><b>City:</b> Hyderabad</p> <p><b>Phone No:</b>+92 22 9210080</p> <p><b>E-mail:</b> mdsida@sida.org.pk</p> <p><b>Consultant:</b></p> <p><b>Attention:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City:</b>_____</p> <p><b>Phone No:</b>_____</p> <p><b>E-mail:</b>_____</p> |
| <b>GCC 1.5.1.</b>   | <b>The services shall be performed at:</b> Designated places / offices as further specified in the TOR.  |
| <b>GCC 1.6.1.</b>   | <b>{The Member in Charge is [insert name of member]}</b>   |
| <b>GCC 1.7.1.</b>   | <p><b>The Authorized Representatives are:</b></p> <p>For the PA: <b>General Manager Transition SIDA</b></p> <p>For the Consultant:_____</p>  |
| <b>GCC 1.8.1.</b>   | All the taxes and duties including income, service, stamp duty, and those as applicable on the offered services under this contract shall be borne by the Consultant. The applicable taxes shall be deemed as part of the Consultant's total quoted bid.   |
| <b>GCC 2.1.1.</b>   | The date for effectiveness of contract shall start with effect from the date of agreement signing by both the Parties.   |

| <b>GCC 2.1.2.</b>  | The Consultant shall commence contractual services within fifteen (15) days of the agreement signing. Confirmation of the Professional Staff/ Key Experts’ availability to start the Assignment shall be submitted to the Procuring Agency in writing (also along with the Proposal) as a written statement signed by each Expert.  |  |                  |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
|--|---|--|------------------|--|------------------|--|--|--|--|-----------|-----------------------------------|--------------|-----|------------|--|------------------------------|------|--|--|--|-------------|
| <b>GCC 2.3.1.</b>  | The Contract shall remain effective for Three Years (03); however, this stipulated period may be extended at no-cost or without any change in the Contract Price in case of a reasonable delay, acceptable to the Procuring Agency, in the Project’s execution subject to the terms and conditions laid down in the RFP.  |  |                  |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>GCC 2.4.1.</b>  | Any modification or variation of terms and conditions of this Contract, including any modification or variation of the scope of Services, if required, will be made through an addendum to agreement with mutual consent of both the parties.   |  |                  |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>GCC 3.6.1.</b>  | Reporting obligations are as under ( <b>refer to the TOR’s and GCC 6.5.1. for further details</b> ):<br><ul style="list-style-type: none"> <li>☐ Yearly Audit Report of all Funds;</li> </ul>   |  |                  |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>GCC 6.1.1.</b>  | Successful Consultant, upon seven (7) days of issuance of the Bid acceptance letter, shall require to submit <b>performance security</b> equivalent to <b>5% of the Contract Price</b> in shape of <b>Bank Guarantee</b> issued by a scheduled bank in Pakistan (with a minimum rating of 'A-' by JCR VIS or an equivalent rating by PACRA or any other creditable credit rating agency) in favor of <b>‘Sindh Irrigation &amp; Drainage Authority (SIDA)</b> . Discharge of the security shall take place within twenty-eight (28) days following satisfactory completion of the PA’s performance obligations.   |  |                  |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>GCC 6.3.1.</b>  | The Procuring Agency shall release the payments to the Consultant in Pak Rupees. In any case, the payments shall not be made in other than the local currency.  |  |                  |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>GCC 6.5.1.</b>  | The payments shall be made according to following deliverables and schedule: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. #</th> <th style="width: 55%;">Deliverable</th> <th style="width: 20%;">Timelines<br/>(T = Contract Signing Date)</th> <th style="width: 15%;">Payment Releases</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"><b>Deliverables Feasibility in Descending Order(% of the Total Contract Price)</b></td> </tr> <tr> <td style="text-align: center;"><b>i.</b></td> <td>On Acceptance of Inception report</td> <td>T + 01-month</td> <td style="text-align: center;">00%</td> </tr> <tr> <td style="text-align: center;"><b>ii.</b></td> <td>Payment shall be made in accordance with Table Payment Schedule.</td> <td>As per Table of deliverables</td> <td style="text-align: center;">100%</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total Contract Price (Releases)</b></td> <td style="text-align: center;"><b>100%</b></td> </tr> </tbody> </table> | Sr. #                                    | Deliverable      | Timelines<br>(T = Contract Signing Date) | Payment Releases | <b>Deliverables Feasibility in Descending Order(% of the Total Contract Price)</b> |  |  |  | <b>i.</b> | On Acceptance of Inception report | T + 01-month | 00% | <b>ii.</b> | Payment shall be made in accordance with Table Payment Schedule. | As per Table of deliverables | 100% | <b>Total Contract Price (Releases)</b> |  |  | <b>100%</b> |
| Sr. #  | Deliverable   | Timelines<br>(T = Contract Signing Date) | Payment Releases |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>Deliverables Feasibility in Descending Order(% of the Total Contract Price)</b> |   |  |                  |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>i.</b>  | On Acceptance of Inception report   | T + 01-month                             | 00%              |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>ii.</b>   | Payment shall be made in accordance with Table Payment Schedule.  | As per Table of deliverables             | 100%             |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>Total Contract Price (Releases)</b>   |   |  | <b>100%</b>      |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |
| <b>GCC 8.2.1.</b>  | Disputes shall be settled in accordance with the Arbitration Act, 1940.   |  |                  |  |                  |  |  |  |  |           |                                   |              |     |            |  |                              |      |  |  |  |             |

## Draft Contract

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of Assignment]*, by and between *[insert PA’s name]* (“the PA”) having its principal place of business at *[insert PA’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*.

WHEREAS, the Procuring Agency wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
  - 1.1 The Consultant shall perform the services specified in Section V – Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
  - 1.2 The Consultant shall provide the reports listed in Annex B, “Consultant's Reporting Obligations,” within the time periods listed in such Annex, and the personnel listed in Annex C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services.
- 2. Term**
  - 2.1 The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
- 3. Payment**
  - 3.1 **Ceiling:** For Services rendered pursuant to Section V, the Procuring Agency shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.
  - 3.2 **Payment Conditions:** Payment shall be made in Pak Rupees (PKR), no later than thirty (30) days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 5.
- 4. Economic Price Adjustment**
  - 4.1 Not applicable
- 5. Project Administration**
  - 5.1 **Coordinator:** The Procuring Agency designates Mr./Ms. *[insert name]* as PA’s Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the PA.
  - 5.2 **Timesheets:** During the course of their work under this Contract the Consultant’s employees providing services under

- this Contract may be required to complete timesheets or any other document used to identify time spent, as instructed by the Coordinator.
- 5.3 **Records and Accounts:** The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Procuring Agency reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant’s records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.
- 6. Performance Standards** 6.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Procuring Agency considers unsatisfactory.
- 7. Confidentiality** 7.1 The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Procuring Agency’s business or operations without the prior written consent of the PA.
- 8. Ownership of Material** 8.1 Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Procuring Agency under the Contract shall belong to and remain the property of the PA. The Consultant may retain a copy of such documents and software.
- 9. Consultant Not to be Engaged in Certain Activities** 9.1 The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
- 10. Insurance** 10.1 The Consultant will be responsible for taking out any appropriate insurance coverage for their personnel and equipment.
- 11. Assignment** 11.1 The Consultant shall not assign this Contract or Subcontract any portion thereof it without the PA’s prior written consent.
- 12. Law Governing Contract and Language** 12.1 The Contract shall be governed by the laws of Islamic Republic of Pakistan or the Provincial Government and the language of the Contract shall be English.
- 13. Dispute Resolution** 13.1 Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the Arbitration Act of 1940.

**FOR THE PROCURING AGENCY**

Signed by \_\_\_\_\_

Title \_\_\_\_\_

**FOR THE CONSULTANT**

Signed by \_\_\_\_\_

Title \_\_\_\_\_

## Appendices

### Appendix A – Integrity Pact

#### Declaration of Fees, Commission and Brokerage etc. Payable by the Consultant

Contract No. \_\_\_\_\_

Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... *[name of Consultant]* 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 GoS through any corrupt business practice.

Without limiting the generality of the foregoing, *[name of Consultant]* 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 object of obtaining or inducing procurement of contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

*[name of Consultant]* certifies 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 GoS and has not taken any action or will not take any action to circumvent above declaration, representation or warranty.

*[name of Consultant]* 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 as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at option of GoS.

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

Name of the Procuring Agency: \_\_\_\_\_

Name of the Consultant: \_\_\_\_\_

Signature: \_\_\_\_\_

[Seal]

Signature: \_\_\_\_\_

[Seal]

## Appendix B – Affidavit (non-blacklisting)

*[On stamp paper of PKR 200]  
[To be attested by Oath Commissioner]*

*[Location, Date]*

To: [Name and address of PA]

**Re: Hiring of Consultancy Firm for E-Digitization & Operationalization of E-Abiana System at the Nara Canal Area Water Board”.**

Dear Sir:

Pursuant to the Request for Proposal document dated *[insert the date]* in respect of the Project, *[Insert Name of the Attorney]* hereby represents and warrants that, as of the date of this letter, *[Insert Name of Bidder]*:

- (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 Section 2.16 (Basic Eligibility Criteria) of the Invitation for Proposal.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

## Appendix C – Power of Attorney

[On stamp paper of required value]  
[To be notarized]

[Location, Date]

Know all men by these presents, we, \_\_\_\_\_ **[insert name and**

**address of the registered office of the firm]**do hereby constitute, appoint and authorize Mr./ Ms. \_\_\_\_\_ **[insert name and father name]** who is presently employed with us and holding the position of \_\_\_\_\_ as our Attorney, to do in our name and on our behalf, all or any of the acts, deeds or things necessary or incidental to our Bid for providing consultancy services in relation to the Assignment **‘Hiring of Consultancy Firm For E-Digitization & Operationalization of E-Abiana System at Nara Canal Area Water Board’.**(the **“Project”**), including signing, authenticating and submission of application / proposals (technical and financial) and affidavits, participating in conferences, responding to queries, submission of information/ documents and generally to represent us in all its dealings with the SIDA, any other Government entity or any person, in connection with the Project until culmination of the process of bidding and thereafter till the execution of relevant Project documents.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

### **For and on behalf of [insert name of the relevant Person]**

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of the Attorney: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Address of the Attorney: \_\_\_\_\_

### **Witnesses:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

### **Note:**

- <sup>1</sup> The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

## Appendix D – Documents Checklist

The prospective Bidder shall provide the checklist containing information of the required documents accompanied with the technical proposal that must be appropriately filled, signed and stamped by the Bidder’s authorized representative. **While submitting the bid, the technical proposals need to follow the instructions as recommended below:**

- ☐ the documents are placed in order as listed below (and those as deemed necessary for qualifying the eligibility and technical evaluation criteria);
- ☐ the documents are printed using paper’s double sides, where possible;
- ☐ the documents are indexed with page numbers as mentioned below;
- ☐ the documents (Technical Proposal) do not disclose any information relating to financial bid;
- ☐ the documents are submitted, preferably using two-holes file folders/ pockets.

**Bidder’s Name:** \_\_\_\_\_

**RFP Ref. No.:** MD/SIDA/Proc/228 Dated:30-01-2026

**Procuring Agency:** Sindh Irrigation & Drainage Authority (SIDA)

**Assignment Title:** **Hiring of Consultancy Firm For E-Digitization & Operationalization of E-Abiana System at Nara Canal Area Water Board**

**Submission Date:** \_\_\_ / \_\_\_ / 2026                      **Time:** \_\_\_:\_\_\_\_\_

**Technical Proposal:** \_\_\_ Pages

| Sr.                                    | Document Title with Description  | Check | Pages |
|--|--|-------|-------|
| <b>General Requirements</b>            |  |       |       |
| 1.                                     | Technical and Financial proposals are in a separate and sealed envelopes             | ☐     | N/A   |
| 2.                                     | Alternative bids or proposals are not submitted                                      | ☐     | N/A   |
| 3.                                     | All pages of original Proposal initialed by authorized representative of Consultants | ☐     | N/A   |
| 4.                                     | Checklist has been properly filled and indexed as per instruction provided above     | ☐     | N/A   |
| <b>Technical Proposal Requirements</b> |  |       |       |
| 5.                                     | Form Tech 1: Technical Proposal Submission Form                                      | ☐     |       |
| 6.                                     | Form Tech 2: Consultant’s Organization and Experience                                | ☐     |       |
|  | ☐ General Experience   | ☐     |       |
|  | ☐ Relevant Experience  | ☐     |       |
| 7.                                     | Form Tech 3: Comments and Suggestions on the TOR and Resources                       | ☐     |       |
| 8.                                     | Form Tech 4: Description of Approach, Methodology and Work Plan                      | ☐     |       |
| 9.                                     | Form Tech 5: Team Composition and Task Assignments                                   | ☐     |       |
| 10.                                    | Form Tech 6: Curriculum Vitae of Proposed Professional Staff                         | ☐     |       |
|  | ☐ Financial Team   | ☐     |       |
|  | ☐ Technical Team   | ☐     |       |
|  | ☐ Legal Team   | ☐     |       |
| 11.                                    | Form Tech 7: Staffing Schedule   | ☐     |       |
| 12.                                    | Form Tech 8: Work Schedule   | ☐     |       |
| 13.                                    | Appendix C- Power of Attorney  | ☐     |       |
| 14.                                    | Appendix B – Affidavit (non-blacklisting)  | ☐     |       |
| 15.                                    | Appendix A - Integrity Pact  | ☐     |       |
| 16.                                    | Consortium Agreement (in case of a Consortium only)                                  | ☐     | N/A   |
| 17.                                    | Constituent Documents (Memorandum & Articles of Association or equivalent)           | ☐     |       |
| 18.                                    | Registration Documents (NTN, SRB, ICAP, as applicable)                               | ☐     |       |
| 19.                                    | Company Profile(s) or equivalent   | ☐     |       |

**Section III-Technical Proposal (Standard Forms)**

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|   |   |                          |     |
|---|---|--------------------------|-----|
| <b>20.</b>  | Audit Reports (Balance Sheets, Income and Cash Flow Statements)                       | <input type="checkbox"/> |     |
| <b>21.</b>  | Income Tax & Sindh Sales Tax Returns  | <input type="checkbox"/> |     |
| <b>22.</b>  | Qualification Track Record (Contracts with Addenda, Certificates)                     | <input type="checkbox"/> |     |
| <b>23.</b>  | Bid Security Financial Instrument (without showing or disclosing the amount on it)    | <input type="checkbox"/> |     |
| <b>24.</b>  | Historical Contracts Non-Performing Details   | <input type="checkbox"/> |     |
| <b>25.</b>  | Litigation History  | <input type="checkbox"/> |     |
| <b>Financial Proposal</b>   |   |                          |     |
| <b>26.</b>  | Form FIN 1: Financial Proposal Submission Form  | <input type="checkbox"/> | N/A |
| <b>27.</b>  | Form FIN 2: Summary of Costs  | <input type="checkbox"/> | N/A |
| <b>28.</b>  | Bid Security (2%) of the Quoted Bid Price   | <input type="checkbox"/> | N/A |
| <b>29.</b>  | Bid Security covers minimum time, i.e. valid up to 28 days beyond bid validity period | <input type="checkbox"/> | N/A |
| <b>30.</b>  | Manner of payment of Bid Security is as per the terms and conditions of the RFP       | <input type="checkbox"/> | N/A |
| <i>For additional documents relating to the criteria, please add rows to accommodate the information.</i> |   |                          |     |

**Authorized Signature [In full and initials]:** \_\_\_\_\_

**Name and Title of Signatory:** \_\_\_\_\_

**Stamp:** \_\_\_\_\_