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**Pakistan Environmental Protection Agency  
(Pak-EPA)**

**REQUEST FOR PROPOSAL**

**For**

**IMPORTS PERMIT MANAGEMENT SYSTEM**

**Pakistan Environmental Protection Agency  
Government of Pakistan**

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*Pak-EPA – Plot No.42, Street No.06, H-8/2, Islamabad*

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**ACRONYMS**

RFP Request for Proposal

Pak-EPA Pakistan Environmental Protection Agency

### **Applicability of Public Procurement Rules 2004**

Bidding process will be governed under Public Procurement Rules 2004, as amended from time to time and instructions of the Government of Pakistan received during the completion of the project.

### **Type of Open Competitive Bidding**

Single Stage - Two Envelope Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- (i) The proposal shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the cost and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) The financial proposals shall be opened at a time, date and venue announced and communicated to the state owned agencies in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted proposals only. The financial proposal found technically nonresponsive shall be returned un-opened to the respective state owned agencies; and
- (ix) The proposals found to be the most advantageous in terms of technical & financial shall be accepted

## 1. Pak-EPA Introduction

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Pakistan Environmental Protection Agency is an attached department of Ministry of Climate Change and Environmental Coordination under section 5 of Pakistan Environmental Protection Act, 1997 and responsible to perform its functions as delineated in Pakistan Environmental Protection Act 1997 and rules, regulations made thereunder. The Agency is mandated for:

- Provision of protection,
- Conservation,
- Rehabilitation and improvement of environment,
- Prevention and control of pollution; and
- Promotion of sustainable development.
- Issuance of environmental approvals and licenses.
- Environmental Laboratory Certifications.

Pak-EPA operates in Islamabad Capital Territory for enforcement of National Environmental Quality Standards (NEQS) implementation of Environmental Impact Assessment (EIA) and regulations of hazardous substances and wastes.

Environmental pollution is being increased:

- Health and environmental issues escalated,
- Complex issues of biosafety and biotechnologies,
- Exponentially rise in vehicles fleeing in twin cities,
- Rapid urbanization,
- Sprawl of industries - both in industrial areas and residential areas of ICT; and
- An additional pressure on Pak-EPA to monitor and regulate industrial emissions.

## 2. General

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**Pakistan Environmental Protection Agency, Ministry of Climate Change & Environmental Coordination** intends to invite proposals from interested state owned entities such as professional, autonomous or semi-autonomous organizations or bodies of the Federal or Provincial Governments for 'Imports Permit Management System'. All reputable and established state owned entities are invited to apply for the participation to submit proposals.

Accordingly, well-reputed and established interested organizations or bodies / having requisite technical, financial and managerial capabilities are invited to participate for the above said services through submission of their proposals.

### **3. Purpose of the Document**

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The purpose of this document is to have understanding of the services required such as IT interventions regarding import permit management system and to shortlist eligible state owned organization(s) capable of design, develop, installation, implementation, deployment and managed hosting services of required solutions.

The state owned entities are required to provide profiles of their organizations or bodies comprising experience in the required area and list of personnel along with proposed technical solutions including but not limited to the organization's or body's concept for automating the process and integration of proposed project components and resultant operations.

The organization or the body shall accomplish the work or the services including consultancy services, exclusively through its own resources without involving private sector as a partner or in the form of a joint venture or as a sub-contractor, as per the PPRA rules 2004, 42 (f). The scope of the systems is enlisted in the document to provide comprehensive description of the project's scope, implementation and timelines.

## 4. Invitation for Proposal

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### **Subject: IT INTERVENTIONS REGARDING IMPORTS PERMIT MANAGEMENT SYSTEM**

- 4.1. This Request for Proposal (RFP) is addressed to the state owned entities of federal and provincial governments which are eligible to provide the subject mentioned services to Ministry of Climate Change.
- 4.2. Bidding shall be conducted through Competitive Bidding (Single Stage-Two Envelope) procedures specified in the Public Procurement Rules (PPRA) 2004 (amended June 2021), and is open to all eligible State owned entities as defined in the RFP. The process followed is limited tendering under Clause 42 (f) of Public Procurement Rules (PPRA) 2004 (amended June 2021). The State owned entities are required to submit separate envelopes containing Technical & Financial proposals.
- 4.3. Interested eligible State owned entities may obtain further information from the Office of Assistant Director (Admn), Pak-EPA, 42, Street No.06, H-8/2, Islamabad. The provisions in the instructions to State owned entities and in the general conditions of contract shall form integral part of RFP.
- 4.4. Sealed Proposals may kindly be delivered to the above Office latest by July 10, 2023.
  - 4.4.1. If no response is received till the closing date of the RFP i.e. till July 10, 2023 before close of office hours, it will be presumed that organization is not interested in undertaking the assignment No extension in the time will be granted.
- 4.5. Proposals will be opened on the same date in the presence of State owned entities' representatives who choose to be present in the Office of Ministry of Climate Change 3<sup>rd</sup> Floor, LG&RD Complex, G-5/2, Islamabad
- 4.6. For obtaining any further information or clarifications, please contact the person named below:

Muhammad Rashid Cheema,  
Assistant Director (A/F),  
Pak-EPA,  
Plot No. 42, Street No.06, H-8/2, Islamabad.

## 5. Instruction to State Owned Entities

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- 5.1. The complete proposals as per requisite qualification detailed in this RFP document, must be delivered to the office Assistant Director (A/F), Pak-EPA on or before 03:00 PM on July 10, 2023. In case the last date of proposal submission falls in / within the official holidays/weekends of the Procuring Agency, the last date for submission of the proposal shall be the next working day.

5.2. Queries of the State owned entities (if any) for seeking clarifications regarding the services must be received in writing to the Procuring Agency till July 10, 2023. Any query received after said date may not be entertained. All queries shall be responded to within due time.

5.3. The State owned entities shall submit proposals which comply with the RFP Document. Alternative proposals and options shall not be considered. Any corrections or overwriting will not be considered.

5.4. It must be clearly understood that the Terms & Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the State owned entity on the demand and approval of the Procuring Agency (Pak-EPA) will be permitted throughout the period of completion of the contract. The State owned entity should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency.

5.5. Primary Contact of Bidder:

- Name:
- Designation:
- E-mail:

5.6. Secondary Contact of Bidder:

- Name:
- Designation:
- E-mail:

## **6. Project Background**

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The objective of the assignment is to develop custom software solution for facilitating import permit management system of Pak-EPA. The Pak-EPA requires an end to end custom work flow based solution from conceptualization to successful deployment as per the latest IT standards, along with managed hosting services.

The primary objective of this assignment is to provide Pak-EPA with a latest technology-based solution that will automate the manual processes of the organization which will ultimately improve efficiency. The solution will also enable Pak-EPA in better follow ups with the stakeholders, reducing paper usage, become environment friendly, and identify the long-term best uses of organizational assets by focusing the attention on more strategic roles.



## **7. Terms and Conditions of the RFP**

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### **7.1. Definitions**

In this document, unless there is anything repugnant in the subject or context will adhere to the definitions as given in the PPRA rules 2004.

### **7.2. Headings and Titles**

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

### **7.3. Proposal Cost**

The State Owned Entity shall bear all costs / expenses associated with the preparation and submission of the Proposal (s) and the Procuring Agency shall in no case be responsible / liable for those costs / expenses or any costs incurred in making the document.

### **7.4. Contract Duration**

The duration of this project shall initiate from the date of signing of the agreement and will terminate on completion of the project.

### **7.5. Amendment of the RFP Document**

7.5.1. The Procuring Agency may, at any time prior to the deadline for submission of the Proposal, at its own initiative or in response to a clarification requested by the state owned entities, amend the Request for Proposal, on any account, for any reason. All amendment(s) shall be part of the Request for Proposal and binding on the state owned entities.

7.5.2. The Procuring Agency may, at its exclusive discretion, amend the Request for Proposal to extend the deadline for the submission of the Proposal.

### **7.6. Preparation / Submission of RFP**

7.6.1. The State Owned Entity must submit proposal for complete scope of this RFP.

7.6.2. The Proposal and all documents relating to the Proposal, exchanged between the State Owned Entity and the Procuring Agency, shall be in English. Any printed literature furnished by the State Owned Entity in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the proposal.

7.6.3. The Proposal shall be filled in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature,

etc. which shall be typed, completely filled in, stamped and signed by the State Owned Entity or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape.

7.6.4. Technical Proposal shall comprise the following, **without quoting the price**:

7.10.5.1. Technical Proposal Form

7.10.5.2. Undertaking (All terms & conditions and qualifications listed anywhere in this Request for Proposal have been satisfactorily vetted)

7.10.5.3. Evidence of eligibility of the State Owned Entity and the Goods / Services.

7.10.5.4. Evidence of conformity of the Goods / the Services to the Request for Proposal

7.10.5.5. Technical Brochures / Literature

7.6.5. The Financial Proposal shall comprise the following:

7.10.6.1. Financial Proposal Form

7.10.6.2. Price Schedule

The State Owned Entity shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Proposal for  
Proposal Subject  
Proposal No.

[Name of the Procuring Agency]  
[Address of the Procuring Agency]

[Name of the State Owned Entity]  
[Address of the State Owned Entity]  
[Phone No. of the State Owned Entity]

7.6.6. The State Owned Entity shall follow the same process for the Financial Proposal.

7.6.7. The State Owned Entity shall again seal the sealed envelopes of the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Proposal for  
Proposal Subject  
Proposal No.

Strictly Confidential

[Name of the Procuring Agency]  
[Address of the Procuring Agency]

[Name of the State Owned Entity]  
[Address of the State Owned Entity]  
[Phone No. of the State Owned Entity]

7.6.8. The State Owned Entity shall enclose soft copies of the Technical Proposal, including all Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc., in the form of PDFs and Scanned images, with the hard copies.

7.6.9. The Proposal shall be dropped in the prescribed Proposal Box placed at the Reception of the Procuring Agency's office, not later than close of office hours on last date of submission of proposals. No late proposal shall be accepted.

7.6.10. It is obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the State Owned Entity.

## 7.7. **Proposal Price**

7.7.1. The quoted price shall be:

- 7.11.1.1. in Pak Rupees;
- 7.11.1.2. inclusive of all taxes, duties, levies, insurance, freight, etc.;
- 7.11.1.3. best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
- 7.11.1.4. including all charges up to the delivery point at Pak-EPA office.

7.7.2. If not specifically mentioned in the Proposal(s), it shall be presumed that the quoted price is as per the above requirements.

7.7.3. Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

7.7.4. In case of locally produced Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item. In case of Contract of imported Services offered Ex-Warehouse/Off-the-Shelf from within the Procuring Agency's country, import duties and sales and other taxes already paid shall be shown separately (if required by the Procuring Agency).

## 7.8. **Bid Security (Earnest Money)**

There is no bid security to submit the proposal.

## 7.9. **Proposal Validity**

The Proposal shall have a minimum validity period of ninety (90) days from the last date for submission of the Proposal. The Procuring Agency may solicit the State Owned Entity's consent to an extension of the validity period of the Proposal. The request and the response thereto shall be made in writing.

## 7.10. **Modification / Withdrawal of the Proposal**

7.10.1. The State Owned Entity may, by written notice served on the Procuring Agency, modify or withdraw the Proposal after submission of the Proposal, prior to the deadline for submission of the Proposal.

## 7.11. **Opening of the Proposal**

7.11.1. Technical Proposals shall be opened at 03:00 PM on July 10, 2023, in the presence of the State Owned Entities or their representatives (who opt to be present), as per provision of PPRA Rules, 2004. In case the last date of proposal submission falls in / within the official holidays / weekends of the Procuring Agency, the last date for submission of the proposals shall be the next working day.

## 7.12. **Determination of Responsiveness of the Proposal**

7.12.1. The Procuring Agency shall determine the substantial responsiveness of the Proposal to the Request for Proposal, prior to the Proposal evaluation, on the basis of the contents of the Proposal itself without recourse to extrinsic evidence. A substantially responsive Proposal is one which:

7.12.1.1. meets the eligibility criteria given herein this Request for Proposal / the Goods / the Services;

7.12.1.2. meets the Technical Specifications for the Goods / the Services

7.12.1.3. meets the delivery period / point for the Goods / the Services

7.12.1.4. in compliance with the rate and limit of liquidated damages;

7.12.1.5. In compliance with the Preparation/Submission of Proposal in a manner prescribed in this Request for Proposal

7.12.1.6. Conforms to all terms and conditions of the Request for Proposal, without material deviation or reservation.

7.12.2. A material deviation or reservation is one which affects the scope, quality or performance of the Services / Goods or limits the Procuring Agency's rights or the State Owned Entity's obligations under the Contract.

7.12.3. The Proposal determined as not substantially responsive shall not subsequently be made responsive by the State Owned Entity by correction or withdrawal of the material deviation or reservation.

## 7.13. **Correction of errors / Amendment of Proposal**

- 7.13.1. The Proposal shall be checked for any arithmetic errors which shall be rectified, as follows:
- 7.13.1.1. If there is a discrepancy between the amount in figures and the amount in words for the Total Proposal Price entered in the Proposal Form, the amount which tallies with the Total Proposal Price entered in the Price Schedule, shall govern.
  - 7.13.1.2. If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
  - 7.13.1.3. If there is a discrepancy in the actual sum of the itemized total prices and the total Proposal price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 7.13.2. The Proposal price as determined after arithmetic corrections shall be termed as the Corrected Total Proposal Price which shall be binding upon the State Owned Entity.
- 7.13.3. Adjustment shall be based on corrected Proposal Prices. The price determined after making such adjustments shall be termed as Evaluated Total Proposal Price.
- 7.13.4. No credit shall be given for offering delivery period earlier than the specified period.

## **8. Technical Evaluation Criteria**

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**PASS MARKS:** A technically eligible State owned Entity, based on conditions listed in this document, not meeting the 70% pass marks limit will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All State owned Entities scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial proposals will be opened.

The State owned entities who have duly complied with the Eligibility/Qualification and Evaluation Criteria will be eligible for further processing.

The offer will be considered as responsive if it fully meets the RFP requirement and specifications. The offer which will not be as per requirement of RFP and specifications is to be declared as non-responsive. The offer which contains the minor deviations from the specifications and the deviations would not have any kind of effect on the quality, efficiency, reliability and durability of services will be declared as substantially responsive, this need to be determined by the Technical Evaluation Committee. The offers which are declared as Responsive and Substantially Responsive will be considered as equivalent for the onward proceedings of RFP.

The technical proposals shall be evaluated by the committee in the light of following evaluation criteria:

Marks	Category	Description	Points	
	<b>Mandatory Requirements</b>	Must have an IT based mandate to conduct the job. State Owned Entity must furnish a documentary evidence for the same.	Required	
		The organization or the body shall accomplish the work or the services including consultancy services, exclusively through its own resources without involving private sector as a partner or in the form of a joint venture or as a sub-contractor.	Required	
<b>30</b>	<b>Relevant Experience</b>	The State Owned Entity is required to provide details of most relevant and best projects undertaken in the last 03 years (Verifiable through relevant POs/ Contracts/ MOU's). The procuring agency shall evaluate the project on the basis of quality, methodology and similarity. The procuring agency may require additional information or request visit of the site where similar system is deployed in public sector entities.	1 Projects	10 Marks
			2-5 Projects	20 Marks
			5 or more Projects	30 Marks
<b>30</b>	<b>Professional &amp; Technical Experience of Team</b>	Software Engineers	31 and above	15 Marks
			20 - 30 Nos. personnel	10 Marks
			11 - 19 Nos. personnel	05 Marks
		Project Coordinators	21 and above	15 Marks
			15 - 20 Nos. personnel	10 Marks
			10 - 14 Nos. personnel	05 Marks
	<b>Working</b>	The State Owned Entity is		

30	<b>Methodology</b>	required to state their understanding of the scope of work of the assignment. State Owned Entity will provide details regarding the technical approach and proposed working methodology which will be adopted for implementing the tasks to deliver the expected output (s) and the degree of detail of such output.	05 Marks	
	<b>Execution Plan</b>	The state owned Entity will provide the outline of the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones and delivery time of the reports. The proposed work/execution plan should be consistent with the technical approach and methodology, showing the understanding of the scope of work and ability to translate them into a feasible working plan.	05 Marks	
	<b>Demonstration</b>	The State Owned Entity is required to provide live demonstration of the already developed & implemented systems. Pak-EPA may also request visit to site where similar systems are deployed. Time, date and venue details for the demonstration of the system shall be communicated by the procuring agency.	20 Marks	
10	<b>Managed Hosting</b>	The State Owned Entity is not allowed to outsource any sort of work to third party or indulge private sector as a partner to carry out the assignment.	Data Center Facility	10 Marks

State Owned Entity needs to provide details of the staff as per detailed below:

Sr. No.	Designation	Contact Details	Responsibility


Procuring agency may request additional details of staff regarding their educational & certification certificates.

**Note:** Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of the verifiable proofs.

## 9. Financial Proposal Evaluation

Technically qualified/successful State owned agencies(s)/State Owned Agencies shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the State owned agencies at the time and venue indicated by the Procuring Agency accordingly. The technically Eligible/Successful State owned agencies(s)/State Owned Agencies or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

Financial Proposal evaluation will be conducted under the Public Procurement Rules 2004. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Procuring Agency, the contractor shall be bound to adjust the same in the Financial Proposal.

- In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.

The Procuring Agency will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful State owned agencies. However, any subsequent changes in rates or structure of applicable taxes by the Govt. at any time during execution/evaluation period will be dealt with mutual consent.



## **10. Rejection / Acceptance of the Proposal**

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**10.1.** The Procuring Agency shall have the right, at its exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions at the time of order placement. The Procuring Agency may reject all proposals at any time prior to the acceptance of proposal. The Procuring Agency shall upon request, communicate to any state owned agency, the grounds for its rejection of all proposals, but shall not be required to justify those grounds.

10.2. The Proposal shall be rejected if it is:

10.2.1. substantially non-responsive in a manner prescribed in this Request for Proposal

10.2.2. Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

10.2.3. Incomplete, partial, conditional, alternative, late; or

10.2.4. subjected to interlineations / cuttings / corrections / erasures / overwriting; or

10.2.5. The State Owned Entity refuses to accept the corrected Total Proposal Price; or

10.2.6. The State Owned Entity has conflict of interest with the Procuring Agency; or

10.2.7. The State Owned Entity tries to influence the Proposal evaluation / Contract award; or

10.2.8. The State Owned Entity engages in corrupt or fraudulent practices in competing for the Contract award;

10.2.9. The State Owned Entity fails to meet all the requirements of Proposal Eligibility / Qualification Criteria

10.2.10. The State Owned Entity fails to meet the evaluation criteria requirements;

10.2.11. The State Owned Entity has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.

10.2.12. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.

10.2.13. The State Owned Entity submits any financial conditions as part of its bid which are not in conformity with Request for Proposal.

10.2.14. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

## **11. Award Criteria**

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11.1. At first step, eligible bidder(s)/State Owned Agencies of this Request for Proposal fulfilling the qualification and technical evaluation criteria will stand technically qualified.

11.2. At second step, technically qualified and successful state owned entities will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be

selected on lowest cost quoted as per rules and fulfilling all codal formalities, irrespective of their score in the previous step.

## **12. Award of Contract**

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The bidder with the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity. Modus operandi will be signed by both parties at the time of award of contract also defining payment schedule.

## **13. Redressal of Grievances by the Procuring Agency**

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Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by an Arbitrator appointed with mutual consent of both the parties. The venue of arbitration shall be in Islamabad, Pakistan.

## **14. Technical Proposal**

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Competing agencies shall provide technical proposals indicating the methodology, teams and timeline to perform the scope of work. They may also propose additional functional features and or any deviation to the technical features of the proposed system as listed above for comprehensively addressing the objective of the assignment. The technical proposal must be supported with a detail on technical and functional parameters of the office automation custom modules.

## **15. Proposed Solution Features**

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Pak-EPA invites the software development services proposal to function in new operating environments and achieve the following key objectives:

- Government vision of transparency and good governance
- Comprehensive customized dashboards for Management/stakeholders, as per their defined roles, to facilitate in routine work and enhance decision making;
- Automated email/ SMS based notifications/ alerts
- Managed hosting services with backup and recovery of data

### **15.1. Brief Scope of Work**

The scope of the project includes the development of a platform integrated with online payment gateway for the issuance of imports permit.

With the help and input of MoCC, state owned agency shall define requirements & specifications, design, develop, test and integrate a customized solution including but not limited to the following:

- i. Each stakeholder shall have their own unique User ID and password/ dashboard
- ii. The portal will provide a single point of entry for all stakeholders. The scope of the system will comprise of the following components:
  - a. Signup request
  - b. User management
  - c. Online submission of permit application against an already issued Import License; along with requisite documents and fee payment
  - d. Application scrutiny and approval mechanism
  - e. Online tracking of application status and remaining quantity to be imported
  - f. Online availability of QR Code based Permit
- iii. In-depth analytical reports and dashboard for senior administration/management
- iv. Automated email/SMS based notifications/ confirmations/ alerts

The state owned agency shall provide Secured Managed hosting services Tier III compliant or above.

## 15.2. Project Deliverables

Following are the deliverables for the proposed solutions:

Sr. No.	Deliverables	Compliance	
		Yes	No
1	Requirements Gathering		
2	Analysis and Design		
3	Development		
4	Testing		
4.1	Unit Testing		
4.2	Module/Integration Testing		

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4.3	System Testing		
4.4	Performance Testing		
4.5	User Acceptance Testing (UAT)		
<b>5</b>	<b>Deployment (GO LIVE)</b>		
<b>6</b>	<b>Training</b>		
<b>7</b>	<b>User Manual Guide</b>		
<b>8</b>	<b>Support and maintenance services</b>		
<b>9</b>	<b>Managed Hosting Services</b>		

## 15.3. Roles & Responsibilities

### 15.3.1. State Owned Entity

- Provide a comprehensive software solution as per specification defined in the scope of work
- Identify all software and hardware technologies that are to be used
- Collect and interpret need based requirements for process automation and subsequently develop & deploy the required system
- Review of the business processes provided by Pak-EPA
- Provide feedback on the business processes to ensure that these are framed in accordance with best business practices and efficient turnover time
- Implement the architecture framework and processes according to the proper development methodologies
- Certify the timely execution of assigned task(s) in compliance as mutually agreed
- Implementation of new requirements, change requests(s) and enhancements during maintenance phase
- Perform unit & module testing and facilitate UAT
- Deployment of each process after acceptance by Pak-EPA
- Provide technical advice/guidance whenever required
- Recommend Hardware and IT Infrastructure as per the actual requirements and usability
- Training(s) and capacity building for Master Trainers at Head Office for managing the operations related to process automation
- Provide continuous support and maintenance after the deployment of the system/modules as listed in the deliverables.
- State Owned Entity will be responsible to provide support (which includes fixation of bugs and troubleshooting in the software) for at least 3 months after the completion of the project without charging any additional amount.

## 16. Duration of Assignment

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The complete assignment is required to be completed till.....,2023 After the award of contract to the successful state owned entity. Failure to provide the services within stipulated time will result in the penalty to State owned entity @0.05%/each passing day or PKR 10,000/ day (whichever is higher) after 03 months of the contract amount to a maximum of 50%.

## 17. Technical Proposal Submission Form

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[Location, Date]

To

\_(Name and address of Client / Procuring Agency)\_

We, the undersigned, offer to provide the requested services as in accordance with your Request for Proposal dated [insert date here] \_\_\_\_\_. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [*Insert a list with full name and address of each associated State Owned Entity (if any, otherwise delete this line)*]  
We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Procuring Agency.
- (b) Our Proposal shall be valid and remain binding upon us.
- (c) We have no conflict of interest.
- (d) We meet the eligibility requirements as a State Owned Entity and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices.
- (g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in RFP.

We understand that the Client is not bound to accept any Proposal that the Client receives.

Yours sincerely,

Authorized Signature {In full and initials}:

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

Name of State Owned Entity (company's name or JV's name): \_\_\_\_\_

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

Contact information (phone and e-mail): \_\_\_\_\_

## 18. Financial Proposal Submission Form (Part of Financial Bid Envelope)

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[Location, Date]

To

\_(Name and address of Client / Procuring Agency)\_

Dear Sir,

We, the undersigned, offer to provide the \_(Insert title of assignment)\_ in accordance with your Request for Proposal No. \_\_\_\_\_ dated \_(insert date)\_ and our Technical Proposal. Our attached Financial Proposal is for the sum of \_(insert amount in words and figures)\_. This amount is inclusive of all taxes.

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

We also declare that the Government of Pakistan has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

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

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the State Owned Entity.

Date:

## 19. Financial Proposal

State owned agencies to provide lump sum cost of the assignment, inclusive of all taxes, as per following:

<b>Sr. No.</b>	<b>Description</b>	<b>Amount (Rs.)</b>
1.	Lump sum cost for development, deployment, Support, consultancy, training and Maintenance services, inclusive of all Taxes.	
2.	Managed Hosting Service Charges for two years (inclusive of taxes)	



## 20. Payment Schedule

The payments shall be made as per the following schedule:

Sr. No.	Items / Output / Deliverable	Payment (%age of Contract Value)	Condition for Release of Payment
1	Requirements Specification Document	50%	Sign-off of requirements specification document by the Pak-EPA
2	Development/ deployment/ User Acceptance Testing (UAT) of First release	30%	Acceptance of deliverable by Pak-EPA
3	Development/ deployment/ User Acceptance Testing (UAT) of complete scope as per RFP	15%	Acceptance of deliverable by Pak-EPA
4	End of development	5%	Sign-off of project closure report by Pak-EPA and State Owned Agency
<b>Managed Hosting Services</b>			
1	Managed Hosting charges	Bi-annual payments	Upon enabling the hosting services on the deployment of First release

## 21. Contract Agreement

**THIS AGREEMENT**, together with **APPENDIX—A (Scope of Work)** which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this .....

**Between**

**Ministry of Climate Change** having office at ..... (herein referred to as the “Client”) of the first part;

**and**

\_\_\_\_\_ (the Supplier), of the second part.

The Parties hereto agree as under:

**1. ARTICLE 1: THE PROJECT**

The Project for which Services are required to be performed under this Agreement is described in the attached Appendix A.

**2. ARTICLE 2: SCOPE OF SERVICES**

The scope of : IT interventions regarding import requests sent by MOCC head office to Pakistan’s foreign missions (herein referred to as "Services") to be performed by the Supplier for the Project under this Agreement are described in the attached **Appendix A**.

**3. ARTICLE 3: TIME SCHEDULE**

**3.1 Effective Date of Commencement**

Effective Date of Commencement of Services shall be the date when the parties sign this contract.

**3.2 Time Schedule of Services**

The time schedule of Services is given in the Appendix A hereto.

**3.3 Extension of Time**

Extension of Time for completion of Services and the terms and conditions thereof shall be mutually agreed between the Client and the Supplier as and when required.

**4. ARTICLE 4: MODE OF OPERATION**

**4.1 Obligations of the Supplier**

- The Supplier shall perform Services as an independent Supplier in accordance with recognized international standards, applicable laws and regulations.
- The Supplier shall remain in contact with the representative of the Client to keep him fully informed on all matters relating to the provision of Services by the Supplier.
- The Supplier shall carry out the Services with due diligence and efficiency and in conformity with sound practices.
- The Supplier shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent Supplier or sub-contractor to perform any part of the Services.

- The Supplier agrees that no proprietary and confidential information received by the Supplier from the Client shall be disclosed to a third party unless the Supplier receives a written permission from the Client to do so.

**4.2 Obligations of the Client**

The Client shall provide to the Supplier:

- All necessary data/documents/reports, as listed in Appendix A that may be required by the Supplier for performing the Services within the given Time Schedule.
- The Client shall take all necessary measures to make timely payments to the Supplier as stipulated in Article 5, hereof.

**5. ARTICLE 5: REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT**

The remuneration for Services rendered by the Supplier shall be Rs. \_\_\_\_\_ inclusive of all applicable taxes. The payment shall be released as per the schedule attached herewith. Payment (subject to deduction of applicable taxes) shall be released by the Employer to the Supplier in the form of cheque(s) drawn in the favour of the Supplier.

**6. ARTICLE 6: TERMINATION**

The parties may, by a written notice of one (1) month to the Supplier, terminate this Agreement. All accounts between the Client and the Supplier shall be settled within a mutual timeframe.

**7. ARTICLE 7: RESOLUTION OF DISPUTES**

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made thereunder as amended from time to time. The venue of arbitration shall be in Pakistan as given in Appendix B, Special Conditions.

**8. ARTICLE 8: APPLICABLE LAWS**

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the laws of Pakistan and the courts at the location indicated in Appendix A shall have exclusive jurisdiction for adjudicating and interpreting the Agreement.

**9. ARTICLE 9: CONTRACT AMENDMENT**

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

**10. ARTICLE 10: NOTICES**

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail to their respective addresses mentioned above or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

**IN WITNESS WHEREOF**, these parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

FOR AND ON BEHALF OF SUPPLIER

FOR AND ON BEHALF OF Pak-EPA

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Signed by: -----

Signed by: -----

Designation: -----

Designation: -----

Witness:

Witness:

Signed by: -----

Signed by: -----