



EXPRESSION of INTEREST DOCUMENT

For Selection of Consultant Firm

To Prepare Strategic Review of Punjab Seed Corporation



Issued To : _____

Issued On : _____

Signature of Issuing Officer : _____

PUNAJB SEED CORPORATION

4-Lytton Road Lahore

Tel: 042 99212571-74 Fax: 042 99212570

Web: www.psc.punjab.govt.pk

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DISCLAIMER

This Expression of Interest (EoI) Document is provided to the recipient solely for use in preparing and submitting applications for shortlisting for engagement of a Consultant to carry out the Assignment as further detailed in this EoI Document. This EoI Document is being issued by **Punjab Seed Corporation** (hereinafter referred as the "Procuring Agency" where relevant the term includes its employees, personnel, affiliated entities, consultants, advisors, agents and contractors etc.), solely for the use of the Applicant(s) interested in the Assignments enumerated hereunder.

Unless expressly specified otherwise, all capitalized terms used herein shall bear the meaning as ascribed in this EoI Document.

This EOI is not an agreement and is neither an offer nor invitation by the Procuring Agency to the prospective Applicant(s) or any other person. The purpose of this EOI is to provide interested parties with information that may be useful to them in the formulation of their application for qualification pursuant to this EOI (the "Application"). This EOI includes statements, which reflect various assumptions and assessments arrived at by the Procuring Agency in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant(s) may require. This EOI may not be appropriate for all persons, and it is not possible for the Procuring Agency, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EOI. The assumptions, assessments, statements and information contained in this EOI may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this EOI and obtain independent advice from appropriate sources.

Information provided in this EOI to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Procuring Agency accepts no responsibility of the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The evaluation criteria have been laid down for the purpose of short-listing of the Applicant(s). The Procuring Agency or its affiliated entities including its consultants, advisors, employees, personnel, agents, make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the EOI or in any other Document made available to a person in connection with the tendering process for the Assignment(s) or for any other written or oral communication transmitted to the recipient in the course of the recipient's evaluation and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way with shortlisting of Applicant(s) for participation in the Bidding Process.

The EoI submitted by any Applicant shall be upon the full understanding and agreement of any and all terms of this EoI Document and such submission shall be deemed as an acceptance to all the terms and conditions stated in this EoI Document. Any EoI submitted by any Applicant shall be construed based on the understanding that the Applicant has done a complete and careful examination of this EoI Document and has independently verified all the information received from the Procuring Agency.

This EoI Document shall neither constitute a solicitation to invest, or otherwise participate, in the Assignment, nor shall it constitute a guarantee or commitment of any manner on the part of The Procuring Agency that the Assignment will be awarded. The Procuring Agency reserves its right, in its full discretion, to modify the EoI Document and/or the Assignment at any stage during the procurement process to the fullest extent permitted by law, and shall not be liable to reimburse or compensate the bidder for any costs, taxes, expenses or damages incurred by the Applicant in such an event. Similarly, The Procuring Agency reserves the right, in its full discretion, to cancel the EoI Document and/or Assignment at any stage of the procurement process and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant(s) in such an event.



EXPRESSION OF INTEREST (EoI)

HIRING OF CONSULTANT TO PREPARE STRATEGIC REVIEW

Punjab Seed Corporation (PSC) is a semi-autonomous body of the Government of the Punjab, established under Punjab Seed Corporation Act 1976, is desirous reform of Punjab Seed Corporation in order to improve its efficiency and profitability

- ❖ The Expression of Interest (EoI) is solicited for hiring services from consultancy firms who are on Active Taxpayers List of the Federal Board of Revenue. Method of selection will be Quality and Cost Based Selection according to Rule 45(3) of Punjab Procurement Rules-2014.
- ❖ Expression of Interest documents (containing detail terms and conditions, deliverables, Criteria, etc.) can be obtained from the office of the undersigned by submitting a written request after payment of a non-refundable price of the EoI documents of **Rs.1,000/-** (Rupees One thousand only) in the form of DD/PO/CDR/Cash by or before **14-11-2017**. EoI can also be downloaded from the websites ppra.punjab.gov.pk or on PSC website psc.agripunjab.gov.pk free of cost.
- ❖ The expression of interest, prepared in accordance with the instructions in the EoI documents, must reach at the below mentioned address on or before **14-11-2017 at 10:30 AM**. The same will be opened at **11:00 am on same day** in presence of representative of firms who may wish to attend. This advertisement is also available on PPRA website at ppra.punjab.gov.pk and PSC website psc.agripunjab.gov.pk
- ❖ Further details can be obtained from the office of the undersigned during office hours on all working days.

Director Administration
Punjab Seed Corporation
4-Lytton Road, Lahore
Ph.042-99212571-5
Fax:-042-9921257
psmd@psc.punjab.gov.pk

SECTION-1
INTRODUCTION

1. Definitions

In this document, the following terms shall be interpreted as defined below:-

Procuring Agency: -	Punjab Seed Corporation (PSC), 4-Lytton Road Lahore
Applicant:-	means any corporation, company, partnership, association, firm, public or private entity or a Consortium, that is eligible, has the expertise and ability to undertake the Assignment as per the requirements of this EoI and has not been blacklisted/debarred by any public sector organization or department in Pakistan.
Assignment/ Scope of Work:-	means the works to be undertaken and services to be provided by the Applicant in accordance with this EOI upon being selected as a successful bidder after the bidding process to be conducted post prequalification.
Consortium:-	Where the Applicant is comprised of a group of firms/companies/consultants/advisors etc. who have submitted an EOI as per the requirements of this EOI, all members, if awarded the contract, shall individually sign and be jointly and severally liable for the entire Assignment and such an association may be known as a Consortium for submission of the EOI.
Lead Consultant/Advisor:-	If the Applicant is a Consortium, then one of the entities of such a Consortium shall be designated as the Lead Consultant/Advisor in the EOI to perform a lead role who has been duly appointed by all Consortium members to submit and sign on their behalf all documents required hereunder to bind the entire Consortium to the contents thereof.
Due Date:-	The date is mentioned on advertisement of EOI.
EOI:-	Expression of Interest to be submitted by the Applicants containing the information as set out and required under this EOI.
Power of Attorney:-	The Power of Attorney to be provided by the Applicant in the form appended in Annexure V to this EOI.
RFP:-	Request for Proposals

2. Background

The Government of Punjab (GOPb) is desirous of reform of Punjab Seed Corporation in order to improve its efficiency and profitability. PSC is a semiautonomous body of the Government of Punjab (GoPb) established under the Punjab Seed Corporation Act, 1976 with the primary mission to provide high-quality seed at subsidized rates to increase per acre yields of target crops. The main functions of PSC are:

- Production, procurement, processing, marketing and distribution of basic seed.
- Proper multiplication, bagging and storage of the seed.
- Export of the certified seed after meeting the national requirements.

A strategic review of PSC commissioned by GOPb in 2016 has revealed that the entity is lagging behind in financial and operational performance indicators due to a number of factors:

- It competes in a market with private sector providers in crops where it has neither a competitive advantage nor an established market share
- Its processing plants installed at Sahiwal, Khanewal, Rahim Yar Khan and Mianwali are approximately 25-years-old and working at 75% capacity
- Major area of cultivated land owned by PSC illegally occupied by pattedars and as such leaves the organization dependent on private growers for multiplication of certified seed.
- Foundation Seed Cell of the Corporation for research and development is not up to international standards and is not producing new varieties and hybrid seeds-PSC is mostly reliant on three basic seed and new varieties produced by Government Organizations
- Financial indicators such as operating margins, return on assets, and return on equity are significantly lower than national peers
- Corporation has no long-term debt, another indicator of a lack of growth vision
- Auditors have issued qualified report for FY 16, which if accepted, would lower profits by 39%
- Administrative expenses are on higher side with 1:4.5 management: support staff ratio against international benchmarks of 1:10

For future restructuring of PSC, the Strategic Review 2016 lays out the options of privatization or public-private partnership through a joint venture or management contract mode but does not lay out a definitive recommendation.

As per the Punjab Agricultural Profile 2017 Seed is the most important agricultural input directly affecting yields. Use of improved and certified seed is very important for attaining higher agricultural productivity". The Punjab Agricultural Sector Vision 2017 aims at "transforming agriculture sector into a diversified, sustainable, modern and market-driven sector through knowledge based empowerment, efficient resource utilization and revamping existing practices". In line with this Vision Statement, the Government's role is that of catalyst and facilitator and wherever possible the private sector has to be engaged to boost agricultural productivity through its technology and managerial know-how. At the same time, public-sector entities have to be revamped to become technology-driven and engines of economic growth.

The main task of the Strategic Advisor is to carry out a comprehensive review of PSC human resource capability and asset base and, critically, to examine ways of its future deployment and utilization to create maximum efficiency gains. Implications of all future restructuring options whether through public-private partnership, joint ventures, and management contracts are to be evaluated, with a definitive recommendation as to the path of greatest efficiency gains through feasible reform.

3. RESPONSIBILITIES OF STRATEGIC ADVISOR.

The scope of work for the Strategic Advisor is to:

- i. As a starting point, review and reconsider the findings of the strategic review conducted in 2016 by the Planning and Development Department and appraise the different options laid out in the report concerning restructuring, divestment and public-private partnership.
- ii. Conduct its own detailed due diligence of PSC human resource capability, distribution and alignment in order to maximize efficiency gains keeping in view constraints of labor law and industrial harmony.
- iii. Next, carry out a thorough review of PSC operations and assets (physical, financial, technical) with a view to reset the strategic direction of the company.
- iv. Provide recommendations regarding way forward whether restructuring, public-private partnership or divestment so as to promote rapid development and modernization of the enterprise and to address the implications of each pathway concluding with one preferred option; the Strategic Advisor will in this regard review all concerned legislation, contractual obligations and liabilities that have impact on successful completion of the new strategy including but not limited to Punjab Seed Corporation Act, 1976, Public Private Partnership Act, 2014, Punjab Privatization Board Act, 2010, Companies Act 2017, and Seed Act, 1956 [as amended by Act No. VII of 2015]; and
- v. Give a realistic timeline for implementation of the preferred strategy plan and provide details of all assumptions, reasoning and valuations used to arrive at specific recommendations.

SECTION-II
INSTRUCTIONS TO APPLICANTS

1. Fraud & Corruption

- i. The Procuring Agency requires that the Applicant observes the highest standard of ethics in relation to the submission of the EOI for prequalification and further documents required for prequalification and thereafter.
- ii. The Procuring Agency will reject a proposal for prequalification if it determines that the Applicant has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question and will declare the applicant ineligible, either indefinitely or for a stated period of time.

2. Eligibility

- i. An applicant involved in litigation with any other Government Department, Semi Government Department, Autonomous Organization/Institution shall be ineligible for prequalification.
- ii. An Applicant declared blacklisted / debarred by any public sector organization or department in Pakistan shall be ineligible for prequalification.

3. Clarifications in relation To The EOI

- i. An Applicant requiring any clarification in relation to the EOI shall contact The Procuring Agency in writing at the address indicated in this EOI.
- ii. The Procuring Agency will respond in writing to any request for clarification provided that such request is received no later than ten (10) days prior to the deadline/Due Date for submission of the EOI.

4. Amendments in Prequalification Documents

- i. At any time prior to the deadline for submission of EOI, The Procuring Agency may amend the EOI by issuing an addendum.
- ii. Any addendum issued shall be part of the EOI.
- iii. To give Applicants reasonable time to take an addendum into account in preparing their applications, The Procuring Agency may, at its discretion, extend the deadline for the submission of applications.

5. Cost of Application

- i. The Applicant shall bear all costs associated with the preparation and submission of EOI. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation or delivery of proposals

6. Documents Establishing the Eligibility Of Applicant

- i. To establish its eligibility, the Applicant shall complete the eligibility

7. Documents Establishing the Qualification Of Applicant

- i. To establish its qualifications the Applicant shall provide the information requested in the corresponding sheets, prequalification criteria etc.

8. Signing the Application

- i. The Applicant shall prepare and submit the EOI as described in this document. The EOI shall be signed by a person authorized on behalf of the Applicant.

9. Sealing and Identification Of Application

The Applicant shall enclose ONE Original and TWO duplicate copies of its EOI in a sealed envelope that shall:

- bear the name and address of the Applicant,
- be addressed to the Director Administration, Punjab Seed Corporation, 4-Lytton Road Lahore, Punjab, Pakistan,
- bear the specific identification of this prequalification process indicated in the EOI and shall be clearly marked the subject title.
- Each EOI shall be in English accompanied by the supporting documents. Should any original supporting documents not be in English, a certified translation of the same in English shall be provided by the Applicant.
- Applicants are also required to state, in their proposals, the name, title, fax number and e-mail address of their Primary Contact and Secondary Contact, through whom all communications shall be directed until the procurement process has been completed or terminated.
- The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.

10. Late application

- i. Any application received by The Procuring Agency after the deadline/Due Date for submission of applications will not be entertained

11. Opening of Applications

- i. The Procuring Agency shall open all application(s) on the **14-11-2017 at 11:00 AM**.

12. Confidentiality

- i. Information relating to the evaluation of Applications, and recommendation for prequalification, shall not be disclosed to the Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

13. Clarifications of Applications

- i. To assist in the evaluation of applications, The Procuring Agency may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- ii. If an Applicant does not provide clarifications of the information requested by the deadline, the application shall be evaluated based on the information and documents available at the time of evaluation of the application. Failing of which may lead to disqualification of application.

14. Responsiveness of Applications

- i. All applications not responsive to the requirements of the EOI shall be rejected.

15. Notification of Prequalification

- i. The Procuring Agency shall promptly notify each Applicant as to whether or not it has been pre-qualified after completing the process and procedure of prequalification. The Procuring Agency will not be bound to explain or justify the reasons of rejection.

16. Interpretation & Final Determination

- i. The interpretation and final determination of any matter relating to the EOI, the EOI, all enclosed documents, sections, compliance documents etc. as well as any additional or supplementary information required by The Procuring Agency will be at Institution's sole discretion which shall be final and binding on the Applicants.

17. Use of Information

- i. Permission for disclosure of information submitted by an Applicant as part of the EOI is not required for the release of information to The Procuring Agency, its governing bodies/departments, its consultants, advisors and personnel for the purpose of prequalification and evaluation.

18. Governing Law

- i. This EOI will be governed by and construed in accordance with all applicable Laws in Punjab, Pakistan.

19. General Instructions

- i. The process will be governed under the Rules, as amended from time to time and instructions of the GoPb received during the completion of the process. The Rules may be obtained from the Punjab Procurement Regulatory Authority ("PPRA") website <http://www.ppra.punjab.gov.pk>. Moreover, the whole EOI shall be construed and interpreted in line with the Rules.
- ii. Applicants must ensure that they submit all the required documents indicated in this EOI. Proposals received without, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in this document or test certificates are liable to be rejected at the initial stage itself. Valid documentary evidences for the critical services rendered as detailed hereinafter should be submitted by the Applicant for scrutiny. It is intimated that no objection shall be entertained regarding the terms and conditions of this EOI at any later stage during pre-qualification process.
- iii. If the Applicant is a Consortium, there must be a Lead Consultant/ Advisor appointed through a Power of Attorney executed by all Consortium members but such Consortium is limited to maximum of 4 members only. If the Applicants are a Consortium each firm of the Consortium (including the Lead Consultant/Advisor) shall furnish a Power of Attorney authorizing an authorised representative of the Lead Consultant/Advisor on their behalf. One member of the Consortium may submit only one EoI and if one member submits more than one EoI, The Procuring Agency shall reject all such EoI;

- iv. Power of Attorney to be printed on stamp paper signed and notarized. In the case of a Pakistani Attorney, a copy of his/her national identity card ("NIC") should be attached with the Power of Attorney. In the case of a non-Pakistani Attorney, a copy of his/her passport should be attached. Additionally, in the event a Power of Attorney is being executed outside Pakistan, for the purposes of notarization of the Power of Attorney the stamp of the Notary Public of the country (in which the Power of Attorney is being executed) will have to be affixed to the Power of Attorney and once the document has been notarized, the Power of Attorney must be attested by the office of Ministry of Foreign Affairs in the country (in which the Power of Attorney is being executed). Upon attestation in the aforesaid manner, the Power of Attorney must be attested by the Pakistani Embassy in that country by affixing its official stamp on the Power of Attorney. Once the original Power of Attorney has been brought into Pakistan, adhesive stamps are to be affixed on the same.
- v. In the event the Applicant is a Consortium, all communications and correspondence shall be routed through the Lead Consultant/Advisor. The Procuring Agency shall only correspond with the Lead Consultant/Advisor and as such delivery of any notice, information or other correspondence to the Lead Consultant/Advisor shall be considered deemed delivery to all the members of Consortium.
- vi. The Applicant, and if applicable, must be registered with the all the concerning revenue authorities and a copy of the NTN (National Tax Number) must be submitted with the EoI.
- vii. The Procuring Agency will evaluate the EoI as per evaluation criteria provided hereunder and will prepare a shortlist of the Applicants as per the Rules.
- viii. The Procuring Agency may confirm the status of the Applicant for the sake of conflict of interest before completion of the short listing process. For this purpose, the Applicant shall be required to provide this information in specific terms and any misrepresentation shall be made a ground for rejection. Applicants may note that in case of their selection, any such links, if detected during the currency of their contract, would be reported by The Procuring Agency to PPRA for cancellation of its registration/license leading to their blacklisting.
- ix. The Procuring Agency will not reimburse any cost or expenses incurred in connection with the preparation or delivery of the EoI or visits to any office or site.
- x. The Procuring Agency shall be under no obligation to return any EoI or supporting materials submitted by the Applicant.
- xi. Any misinformation forged statements etc. will lead to disqualification from prequalification and any other action as per law.
- xii. The Applicant must immediately report to The Procuring Agency in writing any change in the information provided in its EoI (including any information relevant to any Consortium). The determination of whether the change is material shall be in Institution's sole and exclusive discretion and any material change could also lead to disqualification of such Applicant. Any failure to report change by the Applicant shall constitute grounds for disqualification.

SECTION-III
ELIGIBILITY & EVALUATION CRITERIA

1. Eligibility Requirements

Availability of the following documents in the EoI shall be checked to shortlist the Applicants:

- a. Proof of company/firm's registration in Pakistan with SECP or relevant professional/ regulatory authority (Government, Semi Government, Autonomous and Professional Bodies such as **PCATP, PEC.ICAP etc. (as applicable)** etc. with latest renewal. and in the case of foreign company/firm, registration with the relevant authority in the country.
- b. Registration with FBR (must be included in the active taxpayer list of FBR) and Punjab Revenue Authority.
- c. Details of similar consultancy contract(s) completed in similar environmental and climatic conditions. Summary list of projects handled by the Applicant. If the Applicant is a Consortium, the details for each of the Consortium members have to be provided.
- d. Copies of reference letters (if any).
- e. Details, in the format provided at Annexure-I hereto, of similar Works/ Project contracts completed during the last **Ten** years. If the Applicant is a Consortium, the details for each of the Consortium members have to be provided.
- f. Details, in the format provided at Annexure -III hereto, of works completed by the Applicant during last **Ten** years, indicating total cost of such works and cost of advisory / consultancy services received against those works along with date of start and completion or expected date of completion shall be provided. If the Applicant is a Consortium, the details for each of the Consortium members have to be provided.
- g. The Applicant shall provide audited statements of accounts and annual turnover for the past three years duly supported by audited statements. The audited statements and annual turnover shall be that of the Applicant and not of any parent company, subsidiary or any affiliates of the Applicant, any non-compliance shall constitute as grounds for disqualification.
- h. Undertaking that the Applicant is not blacklisted or debarred by any public sector organization or department in Pakistan or by a Government / Autonomous / International Body.
- i. The Affidavit on Stamp Paper of Rs. 100/- confirming that the firm or its any Director / Partner has never been involved in any corruption not blacklisted and its contract Agreement has never been terminated due to poor performance by any Govt. Semi Government Department / Institute and shall be provided by each member of the Consortium in the event the Applicant is a Consortium.
- j. List and detail of involvement in any arbitration /litigation/dispute with any procuring Agency.

- k. List of professional staff along with CVs, in the format provided at Annexure IV, of relevant core staff showing Assignment wise experience with exact time duration for each Assignment. If the Applicant is a Consortium, the CVs of relevant core staff for each of the Consortium members have to be provided.
- l. Documents to substantiate the formation of Consortium (if formed).
- m. The Applicant must have related experience of similar assignments and sufficient knowledge.
- n. The Applicant must fulfil all legal requirements of registration etc.
- o. The Applicant shall have infrastructure and equipment required for carrying out similar projects. Duly completed information form in the format attached as Annexure II hereto. If the Applicant is a Consortium, the information form has to be duly completed by and submitted for each of the Consortium members.

2. Evaluation Criteria

- i. Any applicants who do not submit the requisite information or those that are non-compliant with the terms laid out in the EOI and EoI may be removed from the list being considered; remaining Applicants will be evaluated according to the following criteria.
- ii. From the time the Proposals are opened to the time the Contract is awarded, any effort by Consultants to influence the PSC in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in disqualification.
- iii. The decision of the procurement committee regarding relevance of experience/ qualification of personnel/ firm shall be final.

2.1 Mandatory Requirement

- i. Registration with SECP/ Registrar of firms.
- ii. Income tax and sales tax registration certificate issued by the FBR, Active with FBR
- iii. Registration with Punjab Revenue Authority (PRA)*
(* if the firm is not registered with PRA, in case of successful firm, the registration with PRA will be compulsory before the issuance of award letter).
- iv. Registration with Pakistan Engineering Council. Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- v. Company profile along with details of staff and their experience
- vi. List of similar projects executed with cost and completion period. Etc.
- vii. Satisfactory work completion certificates from clients
- viii. List of works in hand
- ix. Proof of financial standing duly supported with bank statement for last three years

2.2 PARAMETERS OF EVALUATION

Minimum 65 marks shall be required for short listing. Criteria is as follows:

Sr. No.	Description	Max. Point	Criteria	Proof required
1	The Applicant shall have experience in business advisory services related to restructuring of public-sector companies during last 10 years	Max. 40	<ul style="list-style-type: none"> • 3 or more projects = 40 Points • 2 projects = 25 Points • Minimum 1 project = 15 Points 	Contract Documents OR Letter of Award OR final report or Any other valid and verifiable document as evidence along with letter from employer to the effect that services were provided in a satisfactory manner.
2	The Applicant shall have personnel experienced in workforce appraisal and industrial relations.	Max 40	<p><u>1- HR Expert</u> (Maximum Marks 10)</p> <p><i>Relevant qualification</i> (Maximum marks 4)</p> <ul style="list-style-type: none"> ▪ PHD in a related discipline (4) ▪ Overseas Masters in a related discipline (3) ▪ Masters in a related discipline (2) ▪ Any related additional diploma or certification (1) <p><i>Relevant Experience</i> (Maximum Marks 6)</p> <ul style="list-style-type: none"> ▪ Ten years or more (6) ▪ Eight years to less than ten years (5) ▪ Minimum four years up to less than eight years (2) <p><u>2- Corporate Matter Expert</u> (Maximum Marks 10)</p> <p><i>Relevant qualification</i> (Maximum marks 4)</p> <ul style="list-style-type: none"> ▪ PHD in a related discipline (4) ▪ Overseas Masters in a related discipline (3) ▪ Masters in a related discipline (2) ▪ Any related additional diploma or certification (1) <p><i>Relevant Experience</i> (Maximum Marks 6)</p> <ul style="list-style-type: none"> ▪ Ten years or more (6) ▪ Eight years to less than ten years (5) ▪ Minimum four years up to less than eight years (2) <p><u>3 -Labour Law Expert</u> (Maximum Marks 10)</p> <p><i>Relevant Qualification</i> (maximum 4 marks)</p> <ul style="list-style-type: none"> ▪ Diploma or Certificate in Labour Related Discipline awarded by Pakistani institution (4) ▪ Diploma or Certificate in Labour Related Discipline awarded by Overseas institution (3) ▪ LLM/LLB. Without specialization (2) 	CV's of team members and academic or training qualifications

			<p>Relevant Experience (Maximum Marks 6)</p> <ul style="list-style-type: none"> ▪ Ten years or more (6) ▪ Eight years to less than ten years (5) ▪ Minimum four years up to less than eight years (2) <p>4- Financial Expert (Maximum Marks 10)</p> <p>Relevant qualification (Maximum marks 4)</p> <ul style="list-style-type: none"> ▪ Chartered Accountant or PHD in a related discipline (4) ▪ Overseas Masters in a related discipline (3) ▪ Masters in a related discipline (2) ▪ Any related additional diploma or certification (1) <p>Relevant Experience (Maximum Marks 6)</p> <ul style="list-style-type: none"> ▪ Ten years or more (6) ▪ Eight years to less than ten years (5) ▪ Minimum four years up to less than eight years (2) 	
3	The Applicant shall have average annual revenue from consultancy services in millions for last three (03) years	Max 20	<ul style="list-style-type: none"> • 25 million or above = 20 Points • 22 to less than 25 million = 15 Points • Minimum 20 to less than 22 million = 10 points 	Work Orders/Letter of Award
TOTAL		100		

Important:

If any of the above mentioned document is not found attached with the EOI, the company/firm shall not be shortlisted and shall not be considered for further processing in evaluation.

SECTION-IV
FORM AND ANNEXURES

APPLICATION FORM

Name of Applicant: _____

Firm / Company / Consortium: _____

- a. Address:
- b. Telephone No(s):
- c. Fax Number:
- d. E-mail Address:
- e. Preferred mode of correspondence

In case of Consortium, provide following information:

Sr. #	Name of Associate / Consortium Firm*	Brief Description of Associate / Consortium Firm	Role in Consortium	Representative of Each Associate / Consortium Firm in Consortium**	Contact Information

*Start with the Lead Firm in Consortium.

**To be appointed through Power of Attorney by each Associate / Consortium Firm.

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To,

**The Director Administration,
Punjab Seed Corporation
4- Lytton Road Lahore**

Subject: **EXPRESSION OF INTEREST (EOI) FOR ENGINEERING CONSULTANT FIRM**

Dear Sir,

This is in response to your EoI advertisement published in the daily [.....] on [.....] inviting expression of interest for ----- . We hereby submit our expression of interest. We have attached all the requisite information according to the given formats. The information furnished by us in this expression of interest is correct to the best of our knowledge and belief. We understand that you will evaluate our application to decide whether or not we are eligible and shortlisted to participate further in the process.

We shall remain obliged.

Dated: dd/mm/yyyy

Sincerely yours,
On behalf of the firm:

Signature:

.....

Name of signatory:

Designation:

Company Seal

Annex:

- i. Mandatory Evidence (SECPP/Registrar of firm, FBR, PRA, PEC etc).
- ii. Profile of the Firm/Company
- iii. Financial Status
- iv. Experience of the firm/Company
- v. Human Resource Capacity
- vi. Document must be arranged as per the marking criteria.

ANNEXURE I

SUMMARY LIST OF RELEVANT ASSIGNMENTS HANDLED BY THE FIRM / CONSORTIUM

Sr. No.	Name of the Assignment	Location Province/ Country	Client	Cost of the Assignment	Implementation Start Completion	Handled as: • Single Firm: • Lead Advisor: • Consortium Partner:	Total Cost of Services	Cost of Services provided by the Applicant	Scope of Services (Detail of relevant projects)	Scope of Assignment Components / Volume of Work etc.

ANNEXURE II
INFORMATION FORM

2. Name of Applicant:
 - a. Address:
 - b. Telephone No(s):
 - c. Fax Number:
 - d. E-mail Address:

3. Description of Applicant (ownership/organization):

4. Experience (Number of Years) Local/national and International:

5. Name(s) and Address (es) of Associates, if a Consortium; their short description and description of their role in the Consortium/Association.

6. Experience of the Applicant (on appended forms) during the past 7 years of similar magnitude and complexity:

7. Organization chart showing Applicant's structure

8. Capital of Applicant (Audited Financial Statements for the latest three years).
 - Subsidiaries and associates.
 - Annual fees in the last five years in current index.
 - Financial reference [name/address of bank(s)]

- 10.1 Professional staff available for the assignment on the appended format.

- 10.2 Additional information if any.

- 10.3 Signature of the authorized representative of the Applicant:

ANNEXURE III

GENERAL EXPERIENCE OF THE FIRM / CONSORTIUM

Carried out in the Last **Ten** years which best illustrate qualification.

Assignment name:	Approx. value of the contract
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of staff-months of the assignment:
Contact Person, Title/Designation, Tel. No./Address:	
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by your consulting firm/organization or your sub Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consulting firm/organization involved and designation and/or functions performed (e.g. Project Director/Coordinator, Team Leader):
Description of Project:	
Description of actual services provided by your staff within the assignment:	

ANNEXURE IV

FORMAT OF CURRICULUM VITAE OF EXPERTS

1. Proposed Position [*only one candidate shall be nominated for each position*]:

2. Name of Firm/Company [*Insert name of firm proposing the staff*]:

3. Year with the firm /Company

4. Name of Staff [*Insert full name*]:

5. Date of Birth:

6. Nationality:

7. Passport No:

8. Registration with PEC:
(Mandatory for Engineers)

9. Education:

<i>Degree</i>	<i>Major/Minor</i>	<i>Institution</i>	<i>Country</i>	<i>Date(MM/YYYY)</i>

10. Membership of Professional Associations:

11. Core Area of Expert

12. Other Training [*Indicate significant training since degrees under 6 - Education were obtained*]:

13. Languages

[*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

14. 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.*]:

<i>Employer</i>	<i>Position</i>	<i>From (MM/YYYY)</i>	<i>To (MM/YYYY)</i>

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 staffs have been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

- 1. Name of assignment or project:
- 2. Year:
- 3. Location:
- 4. Client:
- 5. Main project features:
- 6. Positions held:
- 7. Activities performed:

13. Certification:

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

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

Full name of authorized representative:

ANNEXURE V
POWER OF ATTORNEY
(For signatory of Application)

[To be printed on a PKR 1000 stamp paper]

KNOW ALL MEN BY THESE PRESENTS THAT by this Power of Attorney ("**Power of Attorney**"), _____ [*Insert name firm/Consortium*] having its registered office at [-----], does hereby nominate, appoint and authorize Mr. _____, having CNIC No. _____ hereinafter referred to as the "**Signatory of Application**", to do in our name and on our behalf the following:

- i. Sign and submit to "**Punjab Seed Corporation** ", or its authorized nominee the expression of interest ("EoI") in response to the EoI advertisement dated [---] issued by The Procuring Agency and all other documents and instruments required to submit the EoI.
- ii. execute all such deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by The Procuring Agency in connection with the EoI or shortlisting process as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.

We, [*Insert name of Firm*], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on [*Insert name of Firm*].

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this **POWER OF ATTORNEY** as of [Date].

FOR: [INSERT NAME OF APPLICANT FIRM/ CONSORTIUM]

Signature: _____

Name: _____

Title: _____

CNIC/Passport #: _____

FOR SIGNATORY OF THE APPLICATION (Attorney)

Signature: _____

Name: _____

Title: _____

CNIC/Passport #: _____

WITNESSES:

1.....
NAME:.....

2.....
NAME:.....

ADDRESS:

ADDRESS:

NIC OR PASSPORT NO.:

NIC OR PASSPORT NO.:

Notes:

- To be executed by the Applicant Firm or Lead Member of the Consortium
- 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.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

.....

AS NOTARIZED BY THE NOTARY PUBLIC

ANNEXURE VI

POWER OF ATTORNEY
FOR LEAD MEMBER OF CONSORTIUM

[To be printed on a PKR 1000 stamp paper]

Whereas the "**Punjab Seed Corporation**" (hereinafter referred as the "Procuring Agency") has invited EOI for Short listing of Applicant(s) to procure Consultancy Services for "**upgradation of Seed Processing Plant and Machinery and Cold Storage facility**"

Whereas, _____ and _____, (collectively the "**Consortium**" and individually as the "**Member**") being members of the Consortium are interested in Prequalification for the Project in accordance with the terms and conditions of the EOI Document and:

Whereas, it is necessary for the CONSORTIUM to designate one of the CONSORTIUM Member as the Lead Member with all necessary power and authority to do for and on behalf of the CONSORTIUM, all acts, deeds and things as may be necessary in connection with the CONSORTIUM's EOI Application for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, _____ having our registered office at _____, M/s. _____, having our registered office at _____, and M/s. _____, having our registered office at _____, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s _____, having its registered office at _____, being one of the Member of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the CONSORTIUM and any one of us during the Short listing process and, in the event the Consortium is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the CONSORTIUM and generally to represent the CONSORTIUM in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ CONSORTIUM

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this **POWER OF ATTORNEY** as of [Date].

For: [Consortium Member-1]

Signature: _____

Name: _____

Title: _____

CNIC/Passport #: _____

For: [Consortium Member-2]

Signature: _____

Name: _____

Title: _____

CNIC/Passport #: _____

WITNESSES:

1.....
NAME:.....

2.....
NAME:.....

ADDRESS:

ADDRESS:

NIC OR PASSPORT NO.:

NIC OR PASSPORT NO.:

Notes:

- To be executed by all the Members of the Consortium
- 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.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

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AS NOTARIZED BY THE NOTARY PUBLIC

ANNEXURE VII

Financial Status of the Firm

Year	Annual turnover	Current Ratio	Net Worth
2014-2015			
2015-2016			
2016-2017			

Duly supported with audited financial statements