



TENDER DOCUMENT

For the Procurement of

Hiring of IT Firm for Development/Scale up of digital application for participatory planning to Local Government, Health and Education Department (Khyber Pakhtunkhwa)

Deadline for submission of tender Document: 11:00 AM, January 23, 2024

Tender Opening: 11:45 AM, January 23, 2024

Procurement Officer

**Institute of Management Sciences, Peshawar, Plot No: 1-A, E-5,
Phase-7, Hayatabad, Peshawar Tel: 091-5861024-25 Ext# 653/218**

A. TENDER NOTICE FOR

Hiring of IT Firm for Development/Scale up of digital application for participatory planning to Local Government, Health and Education Department (Khyber Pakhtunkhwa)

Human Resource Development Center (HRDC) of the Institute of Management Sciences, Peshawar invites competitive sealed quotations from reputed IT Firms/Companies registered with FBR & KPRA, Peshawar for the above mentioned Procurement under its project titled “Improved Access to Services through Analogue & Digital Participation in Local Governance, Health and Education”. Prices should be quoted inclusive of all taxes. No Joint Venture is allowed.

Tender documents containing bidding procedure terms & conditions & specifications of the required services can be down loaded from the Institute & KPPRA websites.

Sealed bids should be submitted latest by 23rd January, 2024 at 11:00 A.M along-with earnest money of 2% of total value of the bid amount in the form of bank draft/Call deposit in favor of the Institute of Management Sciences, Peshawar.

Bids will be opened on at 11:45 AM on 23rd January, 2024 in the presence of interested bidders, if any, in the Conference Room of the Institute of Management Sciences (IMSciences), 1-A, Sector E-5, Phase-VII, Hayatabad, Peshawar on the above noted date and time.

Clarification/information (if any) may be obtained in a pre-bid meeting to be held on 16th January, 2024 at 11:30 AM. No query will be entertained at the time of bid opening.

Procurement Officer
Institute of Management Sciences, Peshawar Plot
No: 1-A, E-5, Phase-7, Hayatabad, Peshawar.
Tel: 091-5861024-25

B. DATA SHEET

1	Bid Inviting Entity and Address	Institute of Management Sciences, Peshawar Plot No: 1-A, E-5, Phase-7, Hayatabad, Peshawar. Tel: 091-5861024-25
2	a. Name of the Work b. Place of Execution	Hiring of IT Firm for Development/Scale up of digital application for participatory planning to Local Government, Health and Education Department (Khyber Pakhtunkhwa IMSciences, Phase 7, Hayatabad Peshawar.
3	Due Date, Time & Place for Collection of Tender Documents	Tender Documents should be collected before 11:00 AM, January 23, 2024 from procurement Officer, Institute of Management Sciences, Peshawar Plot No: 1-A, E-5, Phase-7, Hayatabad, Peshawar.
4	Due Date, Time & Place for Tender Opening	Tender will be opened at 11:45 AM, January 23, 2024 at IMSciences, Phase 7, Hayatabad Peshawar.
5	Contact Person	Procurement Officer, IMSciences, Phase 7, Hayatabad Peshawar. Tel: 091-5861024-25

C. Check List

Name of Company/Firm, Land line Contact Numbers(PTCL/NTC) (Fax & E-mail) Profile	
Year of Establishment	
Registration with Khyber Pakhtunkhwa Revenue Authority (attach documentary evidence)	
Registration with FBR/National/Income Tax No. (Annual Turnover supported by Income Tax Returns)	
Banker's Name & Contact Details	
Earnest Money @ 2% as Bank Pay Order/Draft is attached	Yes_____ No._____
Relevant experience and past performance	
Audited Financial statements for the last three years	
Affidavit (that the / firm / consultant has neither been blacklisted by private, Govt., Semi Govt. and Autonomous Body nor has rescinded any work)	
Contact Person Name & Designation_____	_____ Authorized Signature & Stamp

D. INTRODUCTION

The Institute of Management Sciences (IMSciences), Peshawar is a leading management school of Pakistan in the public sector. It was established in May 1995. The purpose of the institute is to impart high quality education and training in the field of Business Administration/Management Studies and all allied disciplines. IMSciences has been pursuing its mission successfully and has an excellent reputation amongst the academic community and the business schools of the country.

Human Resource Development Center (HRDC) is one of the centers of the Institute working with government & non-government sectors at national & international levels for development & achievements of shared goals & objectives through collaborative efforts.

HRDC has extensive experience working with the government, nongovernmental organizations, academic institutes and community-based organizations since 2003. It works in various capacities, such as organizing different events like conferences, meetings, workshops, conducting trainings, surveys, managing events and capacity building of organizations.

Currently Human Resource Development Center (HRDC) The Human Resource Development Center of the Institute of Management Sciences hereafter called IMSciences — HRDC has signed an agreement with GIZ to implement the project titled “Improved Access to Services through Analogue and Digital Participation in Local Governance, Health, and Education” in the three districts (Peshawar, Nowshera and Haripur) of Khyber Pakhtunkhwa.

E. GENERAL SUBMISSION REQUIREMENTS FOR SUBMISSION OF BID

The proposal having both technical & financial sections must be submitted in response to this tender notice in a single envelop. The requirements established by this tender notice for proposal content and format will be used to evaluate proposals/eligibility. The bidder’s compliance to the format prescribed herein, as well as the bidder’s response to each specific requirement and question stated in the tender document, will be considered for eligibility. Proposals should provide a concise but complete description of the bidder’s ability to meet the requirements of the tender.

All evidence and documentation requested under this tender must be provided at the time the proposal is submitted. Proposals may be submitted directly to the procurement section of the IMSciences, Peshawar.

F. METHOD OF PROCUREMENT

Bidding will be conducted through “Open Competitive Bidding” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “Single Stage – two Envelops procedure. In the first stage technical proposals will be opened and will be evaluated according to the general terms & conditions mentioned in the tender document and Evaluation Criterion (*Annexure-II*).

Minimum passing marks for technical qualification is 70%. In the next stage financial bids from only technically qualified bidders will be opened. Financial bids of technically non-qualified will be returned unopened. Financial bids of firms who score at least 70% of the total marks on the technical evaluation will be opened before the representatives who wish to attend the financial bid opening. Ratings for tender evaluation will be as follows:

Sr. No.	Description	Evaluation Weight-age
1.	Technical Proposal	70%
2.	Financial Proposal	30%

70 % weightage will be given to technical proposals of bidders while 30 % weight-age will be given to financial proposals. The formula for financial scoring is that the lowest bidder gets 30 points, and the other bidders score 30 multiplied by the ratio of the lowest bid divided by the quoted price.

a. Response time:

The sealed bids must reach the office of the Procurement Officer, IMSciences at plot #1-A, E-5, Phase -, Hayatabad, Peshawar on or before 11:00 A.M on January 23, 2024.

b. Opening of bids:

Bids received shall be opened on 11:45 A.M on January 23, 2024 at IMSciences, Peshawar. All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

c. Eligibility/Evaluation Criterion for the Award of the Tender

Selection of successful bidders for the award of the tender will be made upon the following criterion.

- a. Bidder should be having successfully delivered at-least 01 project “Software or Mobile Application Development” for government and preferably with government of KP.
- b. Bidder has successfully delivered at-least 01 training on the developed software for government Of KP.
- c. Year of incorporation: At least 10 years of incorporation, NTN, affidavit of not blacklisted by Public organization or defaulter of schedule bank, not involve in any litigation.
- d. Bidder should have legal presence in Pakistan IT Business for at least 10 years.
- e. Registration with income tax department Registration certificate (should be active).
- f. Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA).

d. Award of Tender:

G. GENERAL AND SPECIFIC TERMS AND CONDITIONS OF THE TENDER

- a. Vendor must provide all the services as per requirement of the project implementation of otherwise penalty will be imposed in light of the tender document and KPPRA Rules, 2014.
- b. Payment would be made upon completion of deliverables.
- c. All due taxes would be deducted from payments, as per applicable Govt. rules.
- d. Company/firm must mention all applicable taxes in their quotes.
- e. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- f. The procuring entity may reject any proposal which is vague (In terms of financial proposal) or does not adhere to these instructions.
- g. Institute of Management Sciences, Peshawar has the right to accept or reject any of the proposal without assigning any reason thereof.
- h. Each bidder can only submit one offer / quote.
- i. The request for quotation is non-transferable.
- j. The envelopes should be on the name address and contact details of the addresses and the addressors.
- k. Joint Venture (JV) is not allowed for the tender. Bidders who submit their bids in joint venture for the current tender will be considered automatically non-responsive.
- l. Arbitration, in case of any dispute/disagreement arising out of contract execution, which cannot be settled between the two parties (procuring entity and bidder) shall be governed as per Rules of Government of Khyber Pakhtunkhwa.
- m. The quotation must carry the authorized signatures of the representative of the supplier.
- n. The proposal/bidder shall submit audited financial statements for the last three years and account balance statement for the current ongoing years.
- o. The proposals should be in accordance with enclosed specifications and technical design.
- p. Bid Validity is 50 days.
- q. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
- r. The bidder/ proponent must submit the proposals in sealed envelopes and as per specified procurement method “Single Stage – two Envelop” procedure.
- s. Bidders are not allowed to submit their bids section wise. Bidders have to apply for the whole tender. Bids received applying section wise shall not be considered.

- t. The client may ask the lowest qualified bidder for rebate if his/her financial bid falls beyond the budget line of the tender which can be accepted or denied by the bidder.
- u. Duration of the Project/Activity: January 2024 to February 2025.
- v. The procuring entity may retain 10% security as a third party insurance for a period of 6 months after the completion of the project.
- w. Financial bid proposal shall be submitted on prescribed format at *Annex-IV*.

H. DOCUMENTS REQUIRED

The firms eligible to apply are required to submit the following documents with their bidding proposal:

- a. Valid registration documents with Khyber Pakhtunkhwa Revenue Authority & Federal Board of Revenue.
- b. Proof of legal Status of the Company/Firm.
- c. Professional Tax Certificate.
- d. Bidder(s) must have audited financial reports of the last three years.
- e. Exact & Complete Address and contact numbers of the office(s) of the company/firm.
- f. Proof of the Past in the relevant field (Job Completion Certificates).
- g. Legal proof that the business is established under relevant Government Authority.
- h. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
 - Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
 - Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.

I. GENERAL AND SPECIAL CONDITIONS OF THE CONTRACT

1. Language

- All communications and documentations related to procurements shall be in English.

2. Bid security deposit

- Unless otherwise agreed between the Procuring entity and the Supplier, the later shall deposit with the Procuring Entity a sum equal to 2% of the total value bid cost.

Note:

- The bid security of the successful bidder will be retained (Until completion of the assignment).

J. VARIATIONS / REPEAT ORDERS

The Procuring entity may during the execution of the Contract, by notice in writing may direct the supplier to alter, amend, omit, add to or otherwise vary any part of the Schedule, in agreement with the Service Provider, and the Service Provider shall carry out such variations and be bound by the same conditions. Provided that repeat orders are within a period of six months, and that it does not exceed fifteen percent of the original contract value as per KPP Rules 2014.

K. PERFORMANCE BANK GUARANTEE

Successful bidders shall furnish a Performance Bank Guarantee of 10%(where applicable) of value of Purchase Order/Tender price/Contract on the proforma prescribed provided that the guarantee is issued by any of the approved Banks within 20 days of issuance of the letter of acceptance. The performance guarantee shall remain valid throughout the execution of purchase order/contract and shall be returned within 10 days after the expiry of warranty period and satisfactory performance. If such Guarantee is issued by a foreign bank, it should be countersigned by a Pakistani bank on the approved list of banks.

L. FORFEITURE OF PERFORMANCE BANK GUARANTEE

The Performance Bank Guarantee may be forfeited if the service provider fails to deliver or supply goods in accordance with the terms and conditions of the Purchase Order or commits any breach of the Contract /Work order/ Purchase Order.

M. PAYMENT CLAUSE

Payment shall be made on production of the following documents: -

- a. The Supplier/Vendor submits manually signed invoice in triplicate certifying that Services delivered is in accordance with the contract.
- b. Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all deliverables in accordance with the Purchase Order/Contract Agreement.
- c. Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).
- d. Valid Income Tax Exemption Certificate (otherwise Income Tax at current applicable rates shall be deducted from the invoice). (Where applicable).
- e. National Tax Number.
- f. Sales Tax Registration Number. KPRA Registration.
- g. Certificate in original issued by any one of the Independent Inception (where applicable).
- h. Bank Account Number and Branch.
- i. Recovery of all applicable taxes at source should be made as per rules.

N. OBLIGATIONS AND OPTIONS IN CASE OF NON- FULFILMENT OF CONTRACTUAL OBLIGATIONS BY THE SUPPLIER

The supplier shall perform services in accordance with recognized standards, applicable laws and regulations.

The suppliers shall appoint a focal person who shall coordinate with procuring entity at all times during the execution of the project (representing consultant firm /organization). The Project Coordinator shall have the qualifications as may be agreed between the client and the consultant. The supplier shall carry out the services with due diligence and efficiency and in conformity with sound practices.

The supplier shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and other practices. The supplier shall furnish the Client such information relating to the Services as the Client may from time to time reasonably request.

Except with the prior written approval of the Client, the supplier shall not assign or transfer the Agreement for Goods or any part thereof nor engage any other independent supplier or subcontractor to perform any part of the services without prior consent of the service providers. 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.

Procuring entity may take any of the following actions if after the placement of the Purchase Order the supplier fails to deliver the goods within the prescribed period, according to the specifications, quantities and other terms and conditions given in the Purchase Order/Contract agreement:-

Recover from the supplier as stipulated in the relevant purchase order/contract agreement, equivalent to 0.067% per day (2% per month) of the total value of contract in case of failure to deliver as per agreed timelines, provided that the total penalty shall not be imposed beyond maximum of 10% of the total contract value.

Purchase from any other source, at the risk and cost of the supplier, the goods not delivered or other goods of equivalent specifications, without canceling the Purchase Order/contract agreement;

Cancel the Purchase Order/contract agreement at supplier's risk and cost. In such case, Procuring entity reserves the right to take any action against supplier which it may deem fit under the circumstances including the blacklisting of the supplier; or

Recover any consequential losses/damages incurred by procuring entity by withholding any or all amounts otherwise due to the supplier against this or any other Purchase Order/work order/ Contract.

N. DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION

Procuring Entity shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KPPRA Rules 2014. If a bidder is not satisfied with the decision of the Committee he may take recourse to the KPPRA. The mere fact of lodging a complaint shall not warrant suspension of procurement process.

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by KPPRA whose decision will final and binding on both the parties.

O. INDEMNITY

The supplier shall at all times indemnify the procuring entity against the claims which may be made in respect of the goods for infringement of any right protected by patent, registration of design or trade mark and shall take all risks of accident of damages which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract; provided always that in event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the procuring entity, it shall notify the supplier of the same and the supplier shall be at liberty at his/her own expense to conduct negotiations for settlements of any litigation that may arise there from.

P. SUB-LETTING CONTRACT

The supplier/bidder/vendor shall not sub-let or assign this Contract or any part thereof without the written permission of the procuring entity. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the procuring entity shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

Q. BRIBES COMMISSION ETC

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant, or any one on his or their behalf to any officer servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with the procuring entity, shall in addition to any criminal liability which he may incur, subject the contractor to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation to the like extent as is provided in cases cancellation under clause 8 hereof; and the procuring entity shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract. Any question or dispute as to the commission of any offence under this clause shall be settled by the procuring entity in such manner as it shall think fit and sufficient, and its decision shall be final and conclusive.

R. TERMINATION END OF SERVICES

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and full and final payment has been made.

1. Termination by the Client

The Client may, by a written notice of thirty (30) days to the supplier, terminate this Agreement. All accounts between the Client and the Service provider shall be settled not later than sixty (60) days of the date of such termination.

2. Termination by the bidder

The bidder may suspend the Agreement by a written notice of thirty (30) days only if he/she does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the supplier after thirty (30) days of notice of suspension, the supplier/bidder/vendor may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the supplier/bidder/vendor under such circumstances, the Procuring entity shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the supplier/bidder/vendor.

S. FORCE MAJEURE

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

T. APPLICABLE LAWS

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPP Rules 2014.

U. 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.

V. 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 as follows:

To: The Client

To: The Supplier

Or to such other address as either of these Parties shall designate by notice

Given as required herein. Notices shall be effective when delivered.

Annexure-I

F. AFFADAVIT/CERTIFICATE

(To be filled and signed by the bidder on Stamped Paper of Rs. 100/-)

We undertake that our Firm M/S _____ is never blacklisted by any Government Department/Agency/Private Organization in any part of Khyber Pakhtunkhwa/Pakistan and that currently our firm/company is not in litigation with any other authority or organization in this capacity.

We hereby confirm having read carefully complete descriptions of the items and all terms & conditions in the bidding documents. We agree to abide by all these terms, conditions, stipulations, obligations and instructions in the bidding/tender document.

In case of any dispute, decision of the Procurement Committee of IMSciences, Peshawar, would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.

I/we solemnly affirm and declare that the contents of this undertaking are true to the best of my information, knowledge and belief.

Signature : _____
Name : _____
Designation : _____
Company : _____
Company Seal: _____
Dated: _____

Annexure-II

Technical Evaluation Criteria

There would be a two stage evaluation; preliminary mandatory evaluation of technical bids will be done as per information tabulated below. Only those companies will qualify in the preliminary evaluation that would fulfill the following mandatory criteria:

Sr. #	Description	Status	Required Documents
1	Certificate of Company / Firm Registration / Incorporation under the laws of Pakistan with minimum 10 years of Relevant Experience	Mandatory	Registration certificates, Experience Certificates, Completion Certificates, etc.
2	Bidder should have legal presence in Pakistan IT Business for at least 10 years.	Mandatory	Registration Certificates
3	Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA).	Mandatory	Certificate or Document
4	Registration with income tax department Registration certificate (should be active).	Mandatory	Certificate or Document
5	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory	Certificate or Document
6	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	Mandatory	Affidavit on Stamp Paper
7	In full compliance of the Execution Schedule and Delivery Period mentioned in Tender document (Undertaking)	Mandatory	Project Execution and Completion Plan
8	Financial Statement for the last 3 years	Mandatory	Financial Statement

Total Marks = 100		Maximum Marks
Sr.#	Clause	
A	Company Portfolio	
1	Number of Years the firm has been established (1 Mark for each year upto Max 10)	10
2	Number of Completed Projects of Similar in nature (4 Mark for each Project upto Max 20)	20
B	Financial Capabilities	
1	Average Annual Turn Over of the bidder for the last 5 Years (upto 3 Million=2 Marks, upto 10 Million=4 Marks, upto 30 Million or above=5 Marks)	5
C	Relevant Staff Assigned to the Project	
1	Project Manager	
	a. Relevant Experience with Government min Exp 10 years (1 mark for each year beyond the initial 10 years, up to a maximum of 10 marks.)	10
	Consultant/Coordinator	10
	a. Relevant Experience as per criteria under para-2 of IT Firm Required section (1 mark for each year beyond the initial 15 years, up to a maximum of 10 marks.)	
2	Technical Staff	
	a. Software Architect Min Experience 10 years (1 mark for each year beyond the initial 10 years, up to a maximum of 5 marks)	5
	b. Two Developers Min Experience 7 Years (1 mark for each year beyond the initial 7 years, up to a maximum of 2 marks for each developer.)	4
	c. UX/UI Designer Min Exp 5 Years (1 mark for each year beyond the initial 5 years, up to a maximum of 2 marks)	2
	d. Database Administrator Min Experience 5 Years (1 mark for each year beyond the initial 5 years, up to a maximum of 2 marks)	2
	e. Technical Writer Min Experience 5 Years (1 mark for each year beyond the initial 5 years, up to a maximum of 2 marks)	2
D	Presentation of Proposed Solution	
1	Approach and Methodology	15
2	Change Management Process / Methodology for implementation new releases / updates of proposed software	3
3	Recommended Infrastructure Details required for (Testing, Production and Environment)	2
4	Support & Maintenance offering after Deployment (Onsite & Offsite)	5
5	Training of Resources with documentation for both user and technical trainings during of the project	5
Total Marks		100
Technical Qualification Marks are 70 % of the Total Marks		70

Financial bids of firms who score at least 70% of the total marks on the technical evaluation will be opened before the representatives who wish to attend the financial bid opening.

Ratings for tender evaluation will be as follows:

Sr. No.	Description	Evaluation Weight-age
1.	Technical Proposal	70%
2.	Financial Proposal	30%

70% weightage will be given to Technical proposals of bidders while 30% weightage will be given to financial proposals. The formula for financial scoring is that the lowest bidder gets 30 points and the other bidders score 30 multiplied by the ratio of the lowest bid divided by the quoted price.

W. Technical Details

Project Background

The Institute of Management Sciences (IMSciences) in Peshawar is a distinguished management school in the public sector of Pakistan. Established in May 1995, its core objective is to deliver high-quality education and training in Business Administration, Management Studies, Applied Economics, Information Technology, and other related disciplines. Since 2003, IMS-HRDC has gained extensive experience working with Government, International NGOs (INGOs), Non-Governmental Organizations (NGOs), and Community-Based Organizations (CBOs) in various capacities. IMS-HRDC has been closely collaborating with the Government department in Khyber Pakhtunkhwa for donor-funded projects, mainly related to good governance, healthcare, education, and social welfare programs.

The German Federal Ministry for Economic Cooperation and Development (BMZ), has commissioned GIZ to implement the “Strengthening Education and Health Services for Refugees and Host Communities (EHS)” project in Peshawar, Nowshera, and Haripur. The project will help strengthen sector governance in education and health and support co-operation between the Commissionerate for Afghan Refugees (CAR) and subnational government structures (Village and Neighborhood Councils – VC/NCs). This support will strengthen access to education and health services particularly for vulnerable groups, including Afghan refugees, women, children, youth, and persons with disabilities. The project aligns with the Sustainable Development Goals (SDGs) and the Leave No One behind (LNOB) principle. One of the core elements of GIZ EHS is supporting the government partner for improved participatory planning, including digital participation.

Following are the core objectives of the project:

1. Supporting participatory planning process for village councils leading to inclusive planning in the local governance.
2. Introducing digital participation for the Village/Neighborhood Councils, Parent Teacher Councils (PTCs) and Primary healthcare Management Committees (PCMCs) for engaging citizens on digital platforms for the inclusive planning process in local governance, education and health
3. Promoting inclusive governance by including vulnerable groups in the participatory planning process.
4. Fostering LNOB and gender mainstreaming in the local decision-making process.

Assignment/Task Background

The Institute of Management Sciences has signed an agreement with GIZ-EHS to implement the project titled “Improve Access to Services through Analogue & Digital Participation in Local Governance, Health and Education”. The government counterparts includes Commissionerate for Afghan Refugees, Local Government, Election and Rural Development Department (LGE&RDD), Elementary and Secondary Education Department (E&SED) KP and Health Department KP.

One of the key activity under the project is the development/ scaling up of a digital application (Mansooba e Amal)¹ for participatory planning at local government level establishing digital communication channels between various community groups, including vulnerable populations, women, and youth at one side, and on the other side, the grassroot level structures of Local Government, Education, Health and Commissionerate of Afghan Refugees which includes Village and Neighborhood Councils (VCNCs), Parent-Teacher Councils (PTCs), Primary Healthcare Management Committees

¹ Mansooba e Amal digital application was developed under GIZ-EHS funded pilot project implemented by Center for Peace and Development Initiatives (CPDI).

(PCMCs)/ Lady Health Workers (LHWs), and Urban Refugee Support Units (URSU). The digital application will be scaled up to include 45 VC/NCs, PTCs and PCMCs and 03 URSUs in the districts of Peshawar, Nowshera and Haripur.

TORs for Hiring IT Firm for Technical Support Services for IDBPMS Software and Mobile Application developed for VCs/NCs for Local Government Department and Integration of PCMCs/LHW's and PTC's Information from Health and Education Departments in IDBPMS Software and Mobile Application.

1. The IT Firm will be responsible to share the progress report on biweekly bases with HRDC at Institute of Management Sciences.
2. The IT Firm shall provide a dedicated Consultant/Coordinator on a full-time basis, stationed at LG&RDD, possessing a minimum of 15 years' experience in supervising IT operations with the Government of Khyber Pakhtunkhwa at different levels. This individual will be responsible for project management, monitoring, coordination, supervision, and reporting throughout the system upgrade process and during the warranty period. Previous experience in collaborating with the Local Government Department, Khyber Pakhtunkhwa, is a prerequisite for this role.
3. The IT Firm's representative has to Study the Local Government Department Software "Integrated Development Budget Planning and Monitoring System" (IDBPMS), and Digital Tool for Citizen's Engagement and participatory thought Mobile Application developed for the VCs/NCs and Integrate the PCMCs/ LHW's and PTC's information through Health and Education department in IDBPMS and Mobile Application.
4. The IT Firm will be responsible to provide Technical Support and Services for the IDBPMS Software and Mobile Application (Software Updates, Backups, Integration and Support Services), during the contract period till Feb 2025.
5. The IT Firm will be responsible to have consultations with Health Department officials for understanding the HMIS, PCMC's and collect the LHW's related requirements in the Local Governance; for Local Government at VCs/NCs level to participate in Planning and Execution.
6. The IT Firm will be responsible to have Consultation with Education Department officials for understanding the EMIS and collect the PTC's related requirements in the Local Governance; for Local Government at VCs/NCs level to Participate in Planning and Execution.
7. The IT Firm will be responsible, after consultation with all stakeholders, to prepare consolidated requirement document for health and elementary education departments and share with the Local Government officials for approvals and integrating in the Mobile Application.
8. The IT Firm will share the Software Integration Process and Methodology Document with Local Government Department and take the approval before starting the integration part with Mobile Application.
9. The IT Firm will be responsible to prepare Hands-on Administrative Level Software Training Materials of Mobile Application and make arrangements to deliver to Health, Education and Local Government Department Staff on updated features of Mobile Application after integration part.
10. The IT Firm will be responsible to prepare Hands-on Training Materials and function-wise Videos tutorial to community and Government Department on updated features of Mobile Application after integration part.

11. The IT Company is obligated to deliver system updates, regular software maintenance, and technical support services for mobile application features integrated with the Health, Education, and Local Government Departments throughout the contractual period until February 2025. The services rendered will be without charge for the initial six months following the system's implementation.

Payment Terms:

1. 1st instalment as Mobilization Advance 30% of Contract Value on signing the Contract.
2. 2nd instalment on acceptance of Inception Report of Integration part. 30% of Contract Value.
3. 3rd instalment on completion of integration work on Mobile App and go Live. 30% of Contract Value.
4. 4th instalment on completion of Warranty Period (Software Updates and Maintenance). 10% of Contract Value.

Qualification criteria:

1. Bidder should be having successfully delivered at-least 01 project “Software or Mobile Application Development” for government and preferably with government of KP.
2. Bidder has successfully delivered at-least 01 training on the developed software for government of KP.
3. Year of incorporation: At least 10 years of incorporation, NTN, affidavit of not blacklisted by public organization or defaulter of schedule bank, not involve in any litigation.
4. Bidder should have legal presence in Pakistan IT Business for at least 10 years.
5. Registration with income tax department Registration certificate (should be active).
6. Registration with Khyber Pakhtunkhwa Revenue Authority (KPRA).

x. Financial Proposal

Description	Total Amount <i>In Rs</i> (Inclusive of all taxes)
Development/Scale up of digital application for participatory planning to Local Government, Health and Education Department (Khyber Pakhtunkhwa)	
TOTAL	