



**RFP Documents
FOR
Hiring of Authorized Firms & Production
Houses
To
Produce Short Promotional video
showcasing Sindh Enterprise
Development Fund (SEDF) success
stories and vision**

Tender No:S-241100983

ATTENTION: Prospective Bidders shall provide their name and all contact details in order that amendments to the RFP or other communications can be sent directly to them. Any prospective bidder who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

NOTICE INVITING TENDER

Hiring of Authorized Firms & Production Houses to Produce Short Promotional video showcasing Sindh Enterprise Development Fund (SEDF) success stories and vision

Sindh Enterprise Development Fund (SEDF), invites sealed bids from **Authorized Firms & Production Houses** registered with relevant tax authorities, addressed to the Secretary Committee under SPPRA Rules 2010 (amended) from the interested **Authorized Firms & Production Houses to Produce Short Promotional video showcasing Sindh Enterprise Development Fund (SEDF) success stories and vision.**

2. Tender documents containing detailed evaluation criteria, TORS and Services can be download through **SPPRA website EPAD (e-Procurement) system from 27th NOVEMBER 2024 (Wednesday) to 13th December 2024 (Friday) on / till 11:00 AM (Friday)** all the interested bidders are hereby advised to submit a Pay Order / Demand Draft of Tender documents Cost amounting to **Rs. 5,000/-**, (non-refundable), in favor of "**SINDH ENTERPRISE DEVELOPMENT FUND**".

3. Method of Procurement: **Single Stage-One Envelope Procedure (Least Cost Selection Method)** would be used for Open Competitive bidding. The tender document must be uploaded on **SPPRA EPADS (<https://portalsindh.eprocure.gov.pk/#/>)** tender documents shall contain a technical proposal containing technical details, a company profile a, list of similar projects handled, and other information required as per the evaluation criteria.

4. Financial proposals should accompany **two and half percent (2.5%)** earnest money/bid security (refundable) of the total bid amount value in the form of a Pay Order/Bank Draft/Bank Guarantee issued by a Scheduled Bank in Pakistan valid for a period of 90 Days beyond Bid Validity Date, in favor of "**Sindh Enterprise Development Fund**".

5. Sealed envelopes of financial proposals will be opened only of those companies, which will be short-listed in technical proposal/technically qualified bidders.

6. **Last Date & Time for Bid Submission:** Tender documents along with the requirements by procuring Agency (P.A) should be submitted on/ before **13th December 2024 (Friday) 11:00 AM through SPPRA e-procurement system. (<https://portalsindh.eprocure.gov.pk/>).**

7. **Bid Opening Date & Time: 13th December 2024 (Friday) at 12:30 PM** all the designated committee members will be online through the SPPRA EPAD Portal, and the interested participants are strictly advised to be online during the opening and evaluation of the tender, if any participant will be unable to join online portal on the day of opening will be marked absent and rejected.

8. Any wrong information provided by the firms/companies/agencies shall lead to the disqualification of the firm from competing in the project(s) at any stage.

9. The Procuring Agency may reject any bid subject to the relevant provision of SPPRA rules 2010 and may cancel the bidding process at any time prior to acceptance of the bid or proposal as per rule 25(1) said rules.

10. Other Conditions:

(a) Under the following conditions bid will be rejected:

- (i) Conditional and telegraphic bids/tenders.
- (ii) Bids not accompanied by bid security of required amount and form.
- (iii) Bids received after the specified date and time.
- (iv) Blacklisted firms.

(b) Bidders must submit an affidavit mentioning that the agency/firm has never been blacklisted.

Manager Procurement

Sindh Enterprise Development Fund
1st Floor, Block B, FTC Building, Shahrah-e-faisal, Karachi
Tel: 021 99221584 - 88
Email: info@sedf.gos.pk

URL: <https://www.sedf.gos.pk>

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**Request for Proposal for Production of Short Promotional video showcasing Sindh
Enterprise Development Fund (SEDF) success stories and vision**
Sindh Enterprise Development Fund (SEDF), Investment Department, Government of Sindh

Instructions to Bidders

2. Issue Date	27-11-2024
3. Title	Production of Short Promotional video showcasing Sindh Enterprise Development Fund (SEDF) success stories and vision by <i>Sindh Enterprise Development Fund (SEDF), Investment Department, Government of Sindh</i>
4. Issuing Office (<i>Procuring Agency</i>)	Sindh Enterprise Development Fund Investment Department, Government of Sindh 1 st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi Tel: 021 99221584 - 88 Email: info@sedf.gos.pk URL: https://www.sedf.gos.pk
5. Deadline for Questions and Clarifications	Each bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding any clarification/ questions on this solicitation are to be made solely through the Issuing Office and must be submitted via email mentioned above or in writing delivered to the Issuing Office no later than the ten days after the print of advertisement. All questions received will be compiled and answered in writing and distributed to all interested bidders.
6. Deadline for Receipt of Proposal	Sealed Proposals are due within 15 days of the print or publishing of this advertisement.

7. Contact Person	<p>Manager Procurement Sindh Enterprise Development Fund Investment Department, Government of Sindh 1st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi Tel: 021 99221584 - 86 Email: info@sedf.gos.pk URL: https://www.sedf.gos.pk</p>
8. Anticipated Award Type	<p>The procuring agency anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFP in no way obliges the procuring agency to award a purchase order and bidders will not be reimbursed for any costs associated with the preparation of their bid.</p>
9. Basis for Award	<p>An award will be made to the responsible bidder whose bid is responsive to the terms of the RFP and is most appropriate, considering price or/and other factors included in the RFP. Award will be based on the criteria as per the RFP and SSPPRA Rules.</p>

10. Terms and Conditions

- **Single stage-One Envelope process shall apply. “Technical” and “Financial” bids in sealed and separate envelopes, both should be placed in one single envelop.**
- Firms having GST and NTN are eligible for bidding. Firms should provide copies of certificates of these numbers enclosed with their bids.
- Firms will provide an undertaking that they are not involved in any case of litigation in the court of law.
- Firm should be recognized from (**PPA: Pakistan Publishers Association, PBA: Pakistan Broadcasters Association, APNS: All Pakistan Newspapers Society**)
- Rates quoted must include all taxes and associated costs.
- Bids should be valid for a minimum period of 90 days.
- **Bid Security @ 2.5%** of total quoted amount of Pay Order/Bank Draft should be drawn in favor of “**Sindh Enterprise Development Fund**”.
- Bids should be submitted/ uploaded on **SPPRA EPADS (e-procurement) system** from **27th November 2024 (Wednesday) 09:30 AM** and can be submitted before / on **13th December 2024 (Friday) at 11:00 AM**. The tender will be opened **on 13-12-2024 at 12:30 PM**. in the Committee Room of the Investment Department, Government of Sindh in the presence of the bidders or their representatives.
- Delivery of items to the procuring agency should be the responsibility of the successful bidder.
- **SEDF reserves the right to reject any or all tenders without assigning any reason as per SPPRA Rules**
- Late offers will be rejected
- Proposal must be submitted in English language.
- Proposal must be signed and stamped by the bidder.
- Offers must show unit prices, extensions, and total price. All items, services, etc. must be clearly labeled and included in the total price. Proposal must mention a fixed price, expressed in Pakistani Rupees.
- The proposal must be received on company letterhead by or before the date indicated above in sealed condition.
- Bidders must provide fixed prices, inclusive of all applicable tax. Tax at source will be deducted from all payments as per government rules, unless a valid exemption certificate is provided by the supplier.
- The costs incurred on the preparation and submission of the

	<p>proposal are solely the responsibility of the bidder.</p> <ul style="list-style-type: none">• Only those bids will be considered which are prepared in legible writing and are absolutely clear and unambiguous. Any
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<p>11. Invoice Payment and General Sales Tax (GST)</p>	<ul style="list-style-type: none"> • Payment will be made in PKR as follows: <ul style="list-style-type: none"> • 25% on award of contract • 25% on receiving the first draft of the promotional video • 50% on receiving final draft of the promotional video incorporating any suggestions and/or amendments as directed by SEDF (procuring agency). • Where applicable, bidders should include Sales Tax (GST/SST), as separate lines on the invoice. • All applicable taxes will be deducted from the quoted amount.
<p>12. Compliance with Terms and Conditions</p>	<p>Bidders shall be aware of the general terms and conditions for an award resulting from this RFP. The selected bidders shall comply with all Representations and Certifications of Compliance as required</p>
<p>13. Bidders Agreement with Terms and Conditions</p>	<p>The completion of all RFP requirements in accordance with the instructions in this RFP and submission to the procuring agency of a quote will constitute an offer and indicate the bidder's agreement to the terms and conditions in this RFP and any attachments hereto. Issuance of this RFP in no way obliges the procuring agency to award a purchase order, nor does it commit the procuring agency to pay any costs incurred by the bidder in preparing and submitting the quote. The procuring agency has the rights to increase or decrease the goods and services mentioned in this RFP.</p>
<p>14. Determination of Responsibility</p>	<p>The procuring agency will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Vendor possesses and has provided copies of the required business licenses to operate in the host country. 2. Vendor has ability to comply with required or proposed delivery or performance schedules. 3. Vendor has adequate financial resources to deliver goods or the ability to perform the required services. 4. Vendor has ability to comply with required or proposed delivery or performance schedules. 5. Vendor has a satisfactory past performance record. 6. Vendor has a satisfactory record of integrity and business ethics. 7. Vendor is qualified and eligible to perform work under applicable laws and regulations. 8. Vendor has ability to communicate effectively and timely if any determination of responsibility terms cannot be met or delayed.

Additional Information		
No	Description	Terms
1.	Proposal	Prices for each item must be quoted. GST/SST should be as separate lines on the invoice. Offers must show unit prices, extensions, and total price. All items, services, etc. must be clearly labeled and included in the total price. Proposal must be a fixed price, expressed in Pakistani Rupees. The quoted prices should be valid for 90 days.

1. All interested bidders shall respond via e-mail and in hard copy to the address mentioned in the advertisement within fifteen (15) days of its publication on the relevant forums as per SPRRA Rules. All firms will receive an “acknowledgement of receipt” email. Only shortlisted companies / firms will be contacted for further dealings.
2. Once all complete RFPs have been received, these will be analyzed, and potential vendors/firms will be short-listed.
3. The Procuring Agency will visit the office of the short-listed company/firm.
4. All companies/individuals that submit a response to the RFP are deemed to have accepted these conditions.
5. The Procuring Agency shall not bind itself to accepting the proposal with the lowest cost and/or rates. It shall be a combination of excellent technical strength, experience, team, and a proven record of success as well as solid financial proposal.
6. The cost of responding to this RFP and all associated costs shall be borne exclusively by the vendor(s), including any subsequent costs incurred by attending any meetings in Sindh in connection with the proposal.
7. All interested parties acknowledge and agree that this RFP and any documents or appendices relating thereto are confidential. It is hereby agreed that nothing shall be divulged to any third party, any information relating to the RFP. All parties accept that this confidentiality is binding upon all employees and officers and that their agreement to abide by this condition is guaranteed.
8. The Procuring Agency may at its absolute discretion terminate the RFP/evaluation process at any time and for any reason, in which case they will notify all vendors/firms/participants in writing, but do not have any obligation to provide reasons for the termination of the RFP and the evaluation process.

1. The suppliers acknowledge that the Procuring Agency of Commerce focal point for this RFP must retain all documents submitted in response to this RFP in order that it can review and analyze all responses fairly and to comply with its obligations relating to accountability and recordkeeping. Notwithstanding the above, ownership of the intellectual property (IPR's) in the information contained in the proposal's documents shall remain vested in the Vendor until they are hired; in that case all materials and IPR's stand automatically transferred to the Procuring Agency of Commerce focal person for the RFP.
2. These tender conditions, and any subsequent contract agreed by the successful party(s) shall be governed by and interpreted in accordance with the laws of Pakistan and the Pakistani courts shall have the jurisdiction for the resolution of any disputes arising there from.
3. Evaluation and short-listing of applicant firms will be based on criteria as per SPPRA Rules.

Descriptive Literature

Descriptive literature for the quoted proposed services may be required. Descriptive literature means information (video style, resolution, narration, shooting locations, production values, narration, and graphics) that is submitted as part of an offer. Any discrepancy between written technical specifications in the RFP and the literature must be clearly explained.

Term of References & Purpose

1. Background and Objective

The Government of Sindh has established the Sindh Enterprise Development Fund (SEDF) to promote investment in SMEs and MSMEs, aiming to enhance economic growth, generate employment, and reduce poverty in both rural and urban regions of Sindh. SEDF offers technical and financial support, including mark-up subsidies, to deliver various economic advantages such as growth, intermediary services, and increased productivity. The fund encourages value addition across multiple sectors, including agricultural value chains, horticulture and floriculture, clean energy, cold storage, mining and mineral processing, as well as innovation and technology. Additionally, SEDF aims to implement strategies that enhance efficiency and profitability while promoting the adoption of globally recognized best business practices.

SEDF has effectively assisted more than 150 small and medium enterprises (SMEs) by offering KIBOR subsidies across various sectors, including agriculture, dairy and livestock, value addition, horticulture and floriculture, green energy, cold storage, mining and mineral processing, women's entrepreneurship, as well as innovation and technology. Additionally, SEDF has facilitated microloans for over 9,000 female entrepreneurs primarily in rural Sindh, who are engaged in activities such as livestock, fisheries, dairy, embroidery, knitting, tailoring, and stitching.

The support provided has resulted in the creation of over 3,000 jobs throughout Sindh, contributing to import substitution, enhancing export and trade, promoting environmentally friendly practices, and generating significant socio-economic benefits.

OUR MISSION

“To introduce technology and bring in efficiencies in various sectors of Sindh to harness its true economic potential”

OUR VISION

“To support entrepreneurship based on Sindh’s Competitive Advantage”

OUR AIM

“Our aim is to foster economic growth, create job opportunities, and alleviate poverty through the development of MSMEs in both rural and urban areas of Sindh. SEDF has successfully demonstrated various flagship projects in priority sectors, which has stimulated private sector investments many times over the subsidy provided”

2. Tasks

To raise awareness about the significant achievements of the Sindh Enterprise Development Fund, a promotional video will be produced highlighting success stories and testimonials from successful projects and SMEs. This video will emphasize SEDF's mission, vision, and priority investment sectors, aiming to inspire a broader audience, including SMEs and enterprises, to engage with its programs. The central message will revolve around community empowerment, social responsibility, and sustainable development. This video will be showcased at various national and international trade promotional events to attract interest from importers, investors, banks, donor agencies, provincial government entities, and startups.

We require the selected production house/firm to produce **5 minutes** promotional video to produce in the following areas (in English, Sindh and Urdu language): -

1. Testimonials/Interviews of at least 15 successful projects/SMEs supported by SEDF (List will be provided by SEDF to the successful bidder as these projects/SMEs will be across different districts of Sindh)
2. Visit and shoot/videography of at least 15 successful projects/SMEs supported by SEDF (List will be provided by SEDF to the successful bidder as these projects/SMEs will be across different districts of Sindh)
3. Testimonials and interviews of 6 Institutional Partners of SEDF (Bank of Punjab, Sindh Bank, National Bank of Pakistan, UNIDO-PAIDAR, SSIC and GRASP-ITC). *Details of the point of contact will be provided to the successful bidder after signing the contract/agreement.*
4. Testimonials/Interviews of at least 3 female entrepreneurs who have benefited from subsidized micro loans through SEDF.
5. *Details of the point of contact will be provided to the successful bidder after signing the contract/agreement.*
6. Capture video footage of the SEDF office environment and operations.
7. Document the workflow and activities within the SEDF office setting.
8. Highlight the various functions and interactions occurring in the SEDF office.
9. Highlight the impact created by SEDF since its inception and the benefit SMEs and enterprises have gained out of it.
10. Highlight and brief the priority sectors of SEDF.
11. Provide a brief of SEDF's Gender Desk in collaboration with GRASP-ITC.
12. Transportation/ Communication services
13. Media & Entertainment
14. Voice over (in English, Sindh and Urdu language)

3. Purpose of Promotional Video

The objective of this video is to highlight the priority sectors of SEDF and to increase awareness regarding the available opportunities, particularly emphasizing Sindh's dedication to supporting SMEs, micro-SMEs, enterprises, investors, businesses, and startups throughout the Sindh region. Additionally, the video will illustrate SEDF's shift towards value-added products and services.

- a) We are looking for a production house /firm with at least 5 years' experience and skills to produce high quality informative and creative sector specific promotional video to promote Sindh's image as a developing province which supports industries and businesses.
- b) The content and narration of the video should be able to convey the identified core messages and to compel our target audience to take meaningful action. Brief, Content and narration of the video will be approved by SEDF.
- c) We are open to imaginative and innovative approach to the short film's aesthetics, however, as there is very specific information that needs to be included in the video use of infographics in a clear, effective and artistic manner is required.
- d) The video will be a combination of external /internal venue specific shots from all over the Sindh and the SMEs provided by SEDF. SEDF will facilitate if and when required.
- e) The selected production house/firm will share details about different aspects of production (video, audio, sounds, music, location etc) and will produce video with high production value within the allocated budget.

4. Core message of Videos

- a) Reinforce Sindh's Identity
- b) Investment facilitation and one window solution provided by Government of Sindh through SEDF
- c) Success stories within each sector & positive impact on people/communities
- d) Why choose Sindh for trade/business and industry?
- e) Honorable CM Sindh vision to support businesses, industries, startups and SMEs in Sindh

5. Target Audience

- SMEs and Businesses
- Chambers
- Banks/Financial Institutions/DFIs
- Donor Agencies

- Consulates and Embassies
- Importers
- Investors
- Tourists
- Startups

6. Specific Requirements

- a) The Promotional video is required to be completed & finalized within 30 days after the award of work order.
- b) Duration of the promotional video will be of 5 minutes and will be produced in English, Urdu and Sindh language.
- c) After the award of tender selected Production house will submit brief and step outline for the promotional film/video within 10 days of contract awarding.
- d) The firm selected will nominate at least 2 focal persons to attend weekly follow-up meetings. Meetings will take place at the SEDF office located in Karachi.

7. Skills & Experience

- a) Relevant film/video production experience with access to modern video production equipment and graphics. Production houses are required to give details about specific cameras, latest drone cameras, lenses, format and editing software. Aspect ratio of videos should HD & Cinematic.
- b) Experience working with a public body.
- c) Understanding of SEDF's and Government of Sindh's initiative.

Evaluation of Technical Proposals

During the technical evaluation no amendments in the proposals should be permitted. The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the RFP documents. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the eligibility criteria or if it fails to achieve the minimum qualifying technical score indicated in the RFP document. The Bidders who obtain at least 70 out of 100 marks in technical evaluation criteria will qualify and financial proposals would be opened only for technically qualified Bidders.

Financial proposals of those Bidders obtaining less than **70% marks out of 100** in Technical Evaluation will be considered as unqualified.

An evaluation committee appointed by the Company will evaluate the technical & financial proposals on the basis of their compliance with the RFP and by applying the evaluation criteria and the point system, specified below:

Technical & Financial Evaluation Criteria

S. No	Criteria	Maximum Marks Allocated	Details	Marks Allocation	Marks Obtained
01	Company Profile	15 Marks			
a	Years of Experience (provide incorporation / Registration certificate)		1 to 4 years	05 Marks	
			5 to 8 years	07 Marks	
			10 > 10 years	10 Marks	
b	Established Office in Karachi (provide evidence)		No	00 Marks	
			Yes	05 Marks	
02	Relevant Experience	25 Marks			
a	Videography Projects Handled (provide work orders & job satisfactory/completion certificate from clients)		1 to 2 Projects	05 Marks	
			3 to 5 Projects	05 Marks	
			≥ 5 Projects	15 Marks	
b	Specialized Expertise in Relevant Fields (Provide Sample of work according to number of projects in usb)		Corporate Videography (Events, Campaigns)	05 Marks	
			Documentary / Success stores		

			Cinematography for Promotional/Ad Videos		
			Post-Production with Advanced Techniques (Color Grading, VFX)		
			1 to 5 Years in Specializations Above	05 Marks	
			More than 5 Years	10 Marks	
03	Proposed Methodology and Work Plan	15 Marks			
a	Detailed Timeline and Execution Strategy (provide workplan & Scheule)		Not Provided	00 Marks	
			Comprehensive Plan with Milestones	15 Marks	
04	Technological Capability	15 Marks			
a	Availability of Advanced Equipment (Provide list of equipments)		Basic Equipment (HD Cameras, No Advanced Tech)	00 Marks	
			Advanced Equipment (4K/8K Cameras, Professional Audio, Drones, Studio Setup)	15 Marks	
05	Financial Capability	30 Marks			
a	Last 2 Years Turnover (Revenue) PKR 20 million (Provide audited financial statements & Bank statements of last two years)		05 million	05 Marks	
			10 million	10 marks	
			≥ 15 million	15 marks	
			20 million	20 Marks	
b	Cost Efficiency of Proposal		High Cost with No Value Additions	00 Marks	
			Reasonable Cost with Clear Value Additions	10 Marks	
	Total Marks	100			

Financial Proposal Opening & Evaluation:

Financial Proposal opening and evaluation will be on same day due to the method of Selection is **Single stage- One Envelope Method (Least Cost Selection Method)** and the lowest quoted bid will get the highest marks in financial proposal as follows:

- 1st lowest bid will receive 30 marks
- 2nd lowest bid will receive 20 marks
- 3rd highest bid will receive 10 marks

Section IV- Bidding Forms Table of Forms

Bidder Information Form.....	
Bid Submission Form.....	
APPENDIX "A" TO THE FORM OF TENDER.....	
APPENDIX "B" TO THE FORM OF TENDER	
APPENDIX "C" TO THE FORM OF TENDER PRICE SCHEDULE FORM	
FORM OF CONTRACT AGREEMENT	
INTEGRITY PACT	
AFFIDAVIT 1 DECLARATION	

Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.

Date: 2024

ICBNo: _____

Page _____ of _____ pages

1. Bidder's Legal Name:
2. In case of JV, legal name of each party: [insert legal name of each party in JV:
3. Bidder's actual or intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Legal Address:
6. Bidder's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: [check the box(es) of the attached original documents] Articles of Incorporation or Registration of firm or NTN in case of Proprietorship named in I, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Subclause 4.1.

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to format shall be permitted, and no substitutions shall be accepted.)

Date: _____

Invitation for Bid No.:

To

Manager Procurement

Sindh Enterprise Development Fund

1st Floor, Block B, Shahrah-e-Faisal, FTC Building

Karachi

Subject: **EXPRESSION OF INTEREST FOR “Hiring of Authorized Firms & Production Houses To Produce Short Promotional video showcasing Sindh Enterprise Development Fund (SEDF) success stories and vision**

Dear Sir,

Having inspected and examined all Tender Documents including the Instructions to Tenderers, General Conditions of Contract and Scope of work, we the undersigned offer to provide **Authorized Firms & Production Houses** Agency services, in conformity with the Tender Documents including Instructions to Tender, General Conditions of Contract and Scope of work for the total sums as specified in Appendix "B" (Fee payable to Contractor) as agreed upon under the Contract or such other sums as may be ascertained in accordance with the said Conditions of Contract.

We accept the above Tender Documents as valid and binding, including those parts not countersigned in full by us.

We confirm that we have satisfied ourselves about the work to be carried out, Services to be provided to SEDF by us as an Ad Agency, Climate, Traffic, and all other conditions which influence or may influence the works, and that we do not require any clarification and additional information thereto and that we cannot raise any claim for not knowing them.

We undertake to conduct such alterations, additions, or curtailments of the works as may from time to time be determined and ordered in writing, by the PROCURING AGENCY in accordance with the Contract.

The rates and prices which we have quoted, and all information and data attached with our Tender are complete and without any hidden technical or financial reservations or implications. They have been duly checked and are correct in every aspect.

The rates and prices entered in the Tender (Schedule Of services, manpower and prices) are firm and are inclusive of all cost of manpower, labor, equipment, custom duties, sales tax, surcharges, local & federal taxes, insurances, port & octroi charges, royalties, overhead and profit

and all other direct and indirect costs related to and connected with the satisfactory execution of services.

We undertake, if our Tender is accepted, to sign the Agreement of Contract within fourteen (14) Calendar days of the issue of the Letter of Award.

If our Tender IS accepted, we will furnish a Performance Bond from a Scheduled Bank approved by the procuring agency for amount.

We agree to pay all costs towards the preparation of the Agreement of Contract. We understand that you are not bound to accept the lowest or any bid you may receive.

We further agree to abide by this Tender for a period of (90) Ninety Calendar days from the date of opening of the Tender and it shall remain binding upon us for this period

Unless and until a formal Agreement is prepared and signed, the Tender Documents together with your written acceptance thereof shall constitute of binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signed._____

[insert signature of person whose name and capacity are shown]

In the capacity of_____

[insert legal capacity of person signing the Bid Submission Form]

Name:

[insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____

[insert complete name of Bidder] _____

Dated on day of insert date of signing. _____

Appendix "A" To the Form of Tender

(To be completed by the Tenderer)

Subject

1. Amount of Earnest Money/Bid Security in the form of Call Deposit/Pay Order/Demand Draft/Bank Guarantee. **2.5% Bid Security** of the total bid amount price in favor of SINDH ENTERPRISE DEVELOPMENT FUND (SEDF)
2. Surety for Bid Security (state the name and address of the proposed Scheduled Bank from whom Bid Security Pay Order will be obtained).
Name: _____
Address: _____

3. Insurance **Name:** _____
4. Venue of Arbitration **Address:** _____
5. Bidder's Address for Serving of Notices

6. PROCURING AGENCY PROCURING AGENCY'S Address of Serving of Notices
Manager Administration
SINDH ENTERPRISE DEVELOPMENT FUND
1st Floor, Block B, Shahrah-e-faisal, FTC Building
Karachi.

(Signature & Stamp of Tenderer)

**Appendix "B" To the Form of Tender /
Financial Bid Documents SUMMARY OF COST**

S#	Description	Scope of Work	Amount
Total Amount			

Note: Cost of Summary will include all applicable taxes.
Signature & Stamp of Bidder_____

Note: Contract will be made according to the quoted price (including all applicable taxes).

Appendix-C

Price Schedule Forms

[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Services and Related Services specified by the Purchaser in the Schedule of Requirements

See above attached **Appendix "B."**

PART 2 – Contract

Form of Contract Agreement

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made the _____ day of 2024 between Sindh Enterprise Development Fund (hereafter called the _____ 'PROCURING AGENCY') of the one part and M/S'. _____ (hereafter called the 'Contractor') of the other part.

WHEREAS the PROCURING AGENCY is desirous that certain _____ services, viz should be executed by the Authorized Firms & Production Houses and has accepted a Tender by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them In the Conditions of Contract hereinafter referred to.
2. The following documents, after incorporating the addenda, if any except those parts relating to Instructions to Tenderers shall be deemed to form and be read and construed as part of this Agreement, VIZ.
 - The Letter of Acceptance
 - Term of References
 - Summary of Costs
 - The Integrity Pact
 - Affidavit / Declaration
2. In consideration of the payments to be made by SEDF to the CONTRACTOR (Authorized Firms & Production Houses)
3.) As hereinafter mentioned, the **Authorized Firms & Production Houses** hereby covenants With SEDF to execute and complete the Service and remedy defects therein in conformity and in all respects with the provisions of the Contract.
4. SEDF hereby covenants to pay the Contractor, in consideration of the execution and completion of the Service as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first before written in accordance with their respective law.

The Common Seal of _____ was hereinto affixed in the



presence of _____ Or Signed, Sealed and Delivered by the said

_____ in the presence of

Binding Signature of PROCURING AGENCY _____

Binding Signature of Contractor _____

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC. PAYABLE BY THE SERVICE PROVIDERS/CONTRACTORS OF SERVICES, SERVICES & WORKS

Contract No. _____

Dated: _____

Contract Value: _____

Contract Title: _____

M/S _____ The Seller/Service Provider/Contractor hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing, (the Seller/Service Provider/Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOS, except that which has been expressly declared pursuant hereto.

[The Seller/Service Provider/Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction With GOS and has not taken any action or will not take any action to circumvent the above declaration, representation, or warranty.

[The Seller/Service Provider/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as previously mentioned shall, without prejudice to any other right and remedies available to GOS under any law, contract, or other instrument, be void able at the option of GOS.

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

Name of Buyer: _____ Signature: _____ (Seal)

Name of Seller/Supplier _____ Signature: _____ (Seal)

AFFIDAVIT / DECLARATION

(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH BPRD CIRCULAR NO.13,
DATED _____, 2024)

I, _____ S/o _____ Proprietor / Authorized /
Representative / Partner / Director of _____ M/S having

NTN # _____ holding CNIC # _____ do hereby state
on solemn affirmation as under: -

1. That the above-named firm/company has not been adjudged insolvent by any Court of Law.
2. That no execution of decree or order of any Court remains unsatisfied against the Firm/company.
3. That the above-named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.
5. That whatever stated above is true and correct as to the best of my knowledge and belief.

City: _____

Dated. _____

DEPONENT

(PROPRIETOR/REPRESENTATIVE/DIRECTOR)

Solemnly affirmed and stated by the above-named deponent, personally, before me on

this _____ day of _____ 2024, who has been identified as per his

CNIC, _____

COMMISSIONER FOR TAKING AFFIDAVIT