



GOVERNMENT HOLDINGS (PRIVATE) LIMITED

Bidding Document

for

“Hiring of Third-Party Services
for Audit of Information System”



Government Holdings (Private) Limited

Tender No.: GHPL/IA/01/02-23
Bid Submission: February 23, 2023 at 03:00 PM
Bid Opening: February 23, 2023 at 03:30 PM



TABLE OF CONTENTS

INVITATION TO BID.....3

INSTRUCTIONS TO BIDDERS4

ANNEXURE-I: SCOPE OF WORK8

ANNEXURE-II: BID BOND FORMAT10

ANNEXURE-III: TECHNICAL BID REQUIREMENTS11

ANNEXURE-IV: PRICE SCHEDULE12

ANNEXURE-V: PERFORMANCE GUARANTEE FORMAT.....13

ANNEXURE-VI: FORM OF BID.....15

ANNEXURE-VII: EVALUATION CRITERIA.....17



INVITATION TO BID

Government Holdings (Private) Limited (GHPL) invites bids for Hiring of Contractor for Third Party Services for Audit of Information System of the Company. Detailed scope of work is provided at **Annexure-I**.

Bids are invited under a "Single Stage Two Envelope Bidding Process" which consist of a sealed Technical bid and sealed Financial bid and must be submitted in separate envelopes. The bids shall be clearly marked as Technical and Financial "Bid for Hiring of Third-Party Services for Audit of Information System" (Tender No. GHPL/IA/01/02-23)" in bold and legible letters. The envelope shall be labeled with the name, address and contact number of the bidder.

Bids prepared in accordance with the instructions provided in this bidding documents must reach at following address on or before **February 23, 2023** at 03:00pm. Technical bids will be opened on the same day at 03:30pm. In case the day of bid submission and opening falls on a public holiday, next working day shall be considered as the deadline for the same.

Dy General Manager (HR & Administration),
'Hiring of Third-Party Services for Audit of Information System'
Government Holdings (Private) Limited,
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.



Government Holdings (Private) Limited



INSTRUCTIONS TO BIDDERS

The objective of "Instructions to Bidders" is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as set forth in this BD. Bidders are required to fulfil the below requirements for their bids:

- 1) Bidders downloading the BD from GHPL website (www.ghpl.com.pk) shall send an acknowledgement to GHPL by email at "procurement@ghpl.com.pk". The acknowledgement shall have full contact details of its contact person. Any communication/response to the clarifications shall be shared to such provided contact person(s). GHPL assumes no liability for non-receipt of communication/clarifications for such bidders who do not share the required contact details.
- 2) Each bidder shall submit only one bid, multiple submission of bids shall render the bidder disqualified.
- 3) The bidder will have to comply with all laws applicable in Islamic Republic of Pakistan.
- 4) Bid bond amounting to Rs. 50,000/- (Pak Rupees Fifty Thousand Only) shall be submitted in the form of bank guarantee or pay order or demand draft in favor of GHPL. The bid bond shall be enclosed in the Technical Bid. No bid shall be entertained without bid bond. Bid bond shall be retained up to 180 days and the bids shall remain valid up to 90 days from the date of Technical Bids opening. A bid bond format is attached herewith at **Annexure-II**. The bid bond shall be issued by a scheduled bank in Pakistan.
- 5) The bid bond of technically disqualified bidders will be returned along with their unopened financial bids and the bid bond of the technically qualified but financially disqualified bidders will be returned after publication of the final evaluation report or on the expiry of validity of the bid bond, whichever is earlier. The bid bond of the successful bidder will be released upon receipt of the required performance guarantee.
- 6) The bid bond may be forfeited in case of occurrence of any of the following:
 - a) Bidder withdraws its bid before the bid validity date;
 - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date in accordance with the terms and conditions of this BD;
 - c) Successful bidder, fails to furnish the required performance guarantee as per BD requirement.
- 7) The bidders will submit their bid in accordance the terms and conditions of the BD. All the pages of the Technical & Financial bids must be sequentially numbered. All the pages of the financial bid and Form of Bid (technical bid) must be stamped & signed by the representative authorized at clause 6 of the Form of Bid (**Annexure-VI**). All other pages of the technical bid must be stamped and initialed by the representative authorized at clause 6 of the Form of Bid.
- 8) GHPL may, at any time prior to the deadline for submission of the bids, on its own initiative or in response to a clarification requested by the bidder(s), amend the BD, on any account, for



- any reason. All amendment(s) shall be part of the BD and binding on the bidders. GHPL shall notify the amendment(s) in writing within reasonable time prior to the bid submission date.
- 9) GHPL may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the GHPL and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
 - 10) Within the original validity of the bids, GHPL may request the bidders to extend their bid validity for another period not exceeding the original bid validity. The bidder who chooses not to extend their bid validity as may be required by GHPL; their bid will be deemed withdrawn and their bid bond shall be returned.
 - 11) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
 - 12) GHPL will respond by electronic mail to any request for clarifications. A consolidated matrix of all queries along with respective responses will be sent to all prospective bidders without disclosing the details of the bidders. An SMS/text message or phone call will not be regarded as a communication for the purpose of this BD and cannot be referred as such and shall not be deemed legally binding. GHPL foresees that while clarifying a query, a bidder's identity may need to be disclosed due to the nature of the query, the bidder, in such case, will have no objection to such disclosure by GHPL.
 - 13) GHPL may hold a prospective bidders' Pre-bid Meeting at GHPL Office in Islamabad as may be decided by GHPL to which prospective bidders will be invited. Prospective bidders may attend the Pre-bid Meeting at their own cost.
 - 14) GHPL reserves the right to amend, modify, supplement or withdraw this BD or extend the deadline for submission of the bid at any time and to reject all the bids received and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part.
 - 15) Bidders shall submit their technical bids as per the requirements mentioned in **Annexure-III**.
 - 16) Duly completed, signed and stamped **Annexure-IV: Price Schedule** shall be submitted as financial bid. Prices will be quoted in Pak Rupees; any other currency will be rejected. While submitting their bids, bidders shall be responsible to include all applicable duties / taxes / levies etc. (Federal and/or Provincial) and out of pocket expenses in their quoted rates. Omission, if any, shall be the sole responsibility of the bidder. All taxes and duties shall be borne by the bidder as per applicable laws. GHPL will not be responsible for any erroneous calculation of taxes or any differences arising out of tax incidence and computation and shall be fully borne by the successful bidder.
 - 17) The successful bidder shall furnish a performance guarantee to GHPL in the form of a bank guarantee or pay order or demand draft issued by a scheduled bank in Pakistan of an amount equal to 10% of the bid price upon signing of the Contract. Failure to furnish the performance guarantee within the stipulated time will entitle GHPL to consider the bidder as having



abandoned the tender. The performance guarantee shall be valid up to 180 days or as may be extended by the Bidder from time to time. The performance guarantee in the form of bank guarantee shall be in accordance with the format provided at **Annexure-V**.

18) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.

19) The successful bidder shall sign a contract with GHPL as per the draft provided at **Annexure-VI**. Successful bidder shall bear all costs associated with entering into the contract.

20) The bids will be rejected if any of following shortcomings occurs:

- a. Signed "Form of Bid", as per format given in **Annexure-VI**, with official stamp affixed on it is not provided;
- b. Form of Bid is not submitted in original, on bidder's letterhead and with signatures, as required, and official stamp. Copy (whether scanned colour copy or photocopy) would not be acceptable;
- c. Bid bond is not submitted in the Technical Bid;
- d. Bids must contain Certificate of Incorporation, Company's Registration Certificate, & SECP registration (as applicable).
- e. Bids submitted without FBR registration certificates and bidder not being appearing on Active Tax Payer list of FBR;
- f. Bid having not fully filled-in/quoted price schedules or quoted in currency other than Pak Rupees (PKR);
- g. Bid is un-sealed, un-signed, partial, conditional, alternative, late;
- h. Bidder(s) has been found blacklisted during evaluation stage or prior to the award of contract;
- i. Each bidder shall submit only one bid, multiple bid submissions shall render the bidder disqualified; and
- j. Bidder(s) engages in corrupt or fraudulent practices during the process.

21) The bids will be evaluated as per the evaluation criteria provided at **Annexure-VII**. Bidders are required to secure at least 65 Technical Score (TS) on overall basis for technical qualification. Financial bids of technically qualified bidders will be opened in the presence of their representatives who choose to attend. The contract will be awarded on Quality and Cost Based Selection (QCBS) method, on 70% quality and 30% cost basis.

22) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and GHPL shall in no case be responsible/liable for those costs/expenses.

23) Any bid received by GHPL after the deadline for submission of bids shall be returned unopened to such bidder. Delays in the mail/courier, delays of person in transit, or delivery of a bid to the wrong office shall not be accepted as an excuse for failure to deliver a bid at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his bid will be accomplished either in person, by messenger or by mail / courier.

24) The bids shall be opened at the specified time and place in presence of the authorized representatives of the bidders who choose to attend.



- 25) During the examination, evaluation and comparison of the bids, GHPL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
- 26) Bids submitted via email or fax shall not be entertained.
- 27) GHPL does not accept:
- a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency or reliability of any data or information, including all written or oral information made available to the bidder or its advisors during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
 - b) any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, as a result of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency or reliability.
- 28) The Bidder agrees that:
- a) it will conduct its own investigation and analysis regarding any information, statements or representations contained in the information and will rely on its own enquiries and seek appropriate professional advice;
 - b) it does not rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency or reliability of the information.
- 29) The decision of GHPL shall be final and GHPL will not be liable for any loss or damage to any party acting in reliance thereon.
- 30) GHPL reserves the right to forfeit the Bid Bond and/or blacklist any Bidder who breaches any terms and conditions of this BD.
- 31) The prospective bidder may request a clarification on any aspect of this BD till **February 23, 2023**. Any request for clarification must be sent in writing to:
- Dy. General Manager (HR & Administration),
Government Holdings (Private) Limited,
E-mail: procurement@ghpl.com.pk



ANNEXURE-I: SCOPE OF WORK

Government Holdings (Private) Limited is a Company registered under the Companies Ordinance 1984 (currently Companies Act 2017) to manage Government of Pakistan's working interests in petroleum exploration and production joint ventures.

GIPL intends to hire services of a reputable Bidder having excellent experience in providing third party services for audit of information system of the Company to acquire multiple support services through 3rd party as per GHPL Service Rules.

1. Scope

The scope of our engagement will cover the following:

- a) Review of General IT Controls
- b) Vulnerability and Penetration Testing
- c) SAP Application Controls and SoD Review

a) Review of General IT Controls

General IT controls to manage overall IT activities of the company whether, dependent or independent of technology surrounding the IT environment including network security controls. Following critical areas should be reviewed:

- IT Organization, Administration, Policies and Procedures including IT Security
- Access Rights Management including Segregation of duties
- Change Management & Password Management
- IT Security Awareness and Training
- Physical and Environmental Security of Data Centre
- IT Contingency and Disaster Recovery Planning & Backup Procedures
- Monitoring (Activities of privileged users and Administrators are monitored)
- SLA Management
- IT Infrastructure Management

b) Vulnerability Assessment & Penetration Testing

The scope of this exercise includes the following services, as defined below:

- Network Design & Configuration Review
- Vulnerability Assessment and Penetration Testing Services external and internal for the critical systems and its allied components including Core Business Application System, ERP System, Active Directory, Exchange servers, etc.

→ Number of Applications / IPs / URLs : **4 Core Applications + 6 Department Specific Applications**

→ Number of Network Devices : **21**

c) SAP Application Controls and SoD Review:

The scope of work related to the review of the following SAP modules:



- i. Financial Accounting (FI)
- ii. Controlling (CO)
- iii. Joint Venture Accounting (JVA)
- iv. Human Capital Management (HCM)

Work may be divided into following two areas:

a. SAP Configurational Controls Review

- Assessment of the SAP System configuration in accordance with GHPL's business processes and as per prevailing industry best business practices utilizing SAP standard functionality and to check that the company is making optimum usage of all the functionalities configured in the system.
- Functionality review of SAP System to determine whether the ERP is functioning properly and identification of any improvement areas.
- Assess that organizational structure set in various modules of SAP System is in accordance with the business set up of the company and meets all reporting needs of the management.

b. Segregation of Duties (SoD)

- SAP System Authorization review to identify segregation of duties issues and the excessive rights.
- Review role assignments to ensure individually assigned accesses do not exceed the needs of the user's employment position. Highlight incompatible rights/roles assigned to a user's account with inappropriate segregation of duties or the roles not being within the current position's scope of work.
- Review of the restrictions implemented within the role definitions to allow access to only that information necessary for the position or for the assigned areas of responsibility. Review of Second Level Authorizations in accordance with users' domains.

2. Deliverables:

On completion of review work, submit an comprehensive report which will highlight areas for management's attention together with risks identified and recommendations also classify each weakness in accordance with its consequence and impact.

- a) IT General Controls Review report.
- b) Vulnerability Assessment & Penetration Testing Report
- c) SAP Configuration/Optimization/Utilization and SOD review report



ANNEXURE-II: BID BOND FORMAT

(ON NON-JUDICIAL STAMP PAPER AT APPLICABLE RATE, BASED ON GUARANTEE VALUE)

Government Holdings (Private) Limited (GHPL),
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2,
Islamabad

Dear Sirs,

In consideration of Messrs. _____ hereinafter called the "Bidder" having submitted the accompanying bid for **Hiring of Contractor for Third party services for audit of information system (Tender No. _____)** and in consideration of _____ of _____ value _____ received from _____ we hereby agree to undertake as follows:

1. To make un-conditional payment of Rs. 50,000/- (Pak Rupees Fifty Thousand Only) upon your written demand without further recourse, question or reference to the Bidder or any other person, in the event of the withdrawal of the aforesaid bid by the Bidder before the end of the period specified in the bid, after the opening of the same for the validity thereof; or if no such period to be specified, within 210 days after said opening or in the event that the Bidder within the period specified thereof the Bidder shall fail to execute such further contractual documents, if any, as may be required by GHPL or on the Bidder's failure to give the Performance guarantee as may be required.
2. To accept written intimation(s) from you as sufficient evidence of the existence of default or non-compliance as aforesaid on the part of the Bidder and to make payment immediately upon receipt of the written intimation.
3. No grant of time or other indulgence to, or composition, or arrangement with the Bidder in respect of the aforesaid bid with or without notice to us shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments hereunder.
4. The bid bond shall be binding on us and our successors in interest and shall be irrevocable.

For and on behalf of

AUTHORIZED SIGNATURE

(Stamp and signature of the issuing bank)

**ANNEXURE-III: TECHNICAL BID REQUIREMENTS**

GHPL may visit the office(s) of the Bidders during the evaluation in order to verify the information provided in the Technical Bid.

Bidders shall use the following matrix as an index to their technical bid. The technical bids shall be evaluated/scored in accordance with the documents provided as detailed below:

Sr.No.	Attributes	Reference Page in Bid
1.	Complete Bidder profile including name, registered office address, telephone, fax and e-mail address and web address (if any), complete contact details of the contact person, details of branch offices.	
2.	Proof of Certificate of Incorporation of Registration or equivalent	
3.	NTN & GST registration certificates.	
4.	Last 3 years audited accounts or bank account statements.	
5.	Profiles/CVs of management team of bidder be provided	
6.	Bid Bond as per requirements of the BD.	
7.	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority. (Original required)	
8.	Form of Bid as per the format given in Annex-VI.	

Note:

All pages of the Technical Bid must be sequentially numbered, stamped and signed/initialed by the representative authorized at clause 6 of the Form of Bid.



ANNEXURE-IV: PRICE SCHEDULE

Financial Compliance Sheet (FCS) to be completed by bidders. Separate Financial Cost including all Taxes and allied charges must be provided.

Sr.No.	Description	Total Fee Exclusive of Taxes (Rs.)	Applicable Taxes (Rs.)	Total Fee Inclusive of Taxes (Rs.)
01	Total Assignment Fee (Lump sum)			
	Total Fee Inclusive of Taxes (Rs.)			
	Out of Pocket Expenses (Rs.)			
	Total Fee Inclusive of Taxes and Out of Pocket (Rs.)			

Note:

- i. Financial quote is a lump-sum fee in accordance with the scope of work. The Financial evaluation will be based on the total assignment fee and out-of-pocket expenses. All numbers/figures in financial quote should be clearly mentioned, otherwise, the quote shall be considered non-responsive. Applicable taxes will be charged as per prevailing laws.
- ii. All pages of the Financial Bid must be sequentially numbered and stamped & signed by the representative authorized at clause 6 of the Form of Bid.

Please confirm hereafter:

Payment terms: _____

Offer Validity: _____

Name of the Bidder: _____

Address of Bidder: _____

Name of authorised Representative: _____

Phone number: _____

Email address: _____

Date: _____

Signature and Stamp: _____



ANNEXURE-V: PERFORMANCE GUARANTEE FORMAT

(ON NON-JUDICIAL STAMP PAPER AT APPLICABLE RATE, BASED ON GUARANTEE VALUE)

Government Holdings (Private) Limited (GHPL),
5th & 7th Floors, Petroleum House, Ataturk Avenue, G-5/2,
Islamabad.

Subject: Surety Guarantee for Rs. _____/- (Pak Rupees _____ Only) on behalf of [insert Bidder name] as performance guarantee for **Hiring of Contractor for Third party services for audit of information system**, (Tender No. _____).

Dear Sirs,

In the sum of Rs. _____/- (Pak Rupees _____ Only)
To you in Islamabad

In consideration of your having issued the award of contract for **Hiring of Contractor for Third party services for audit of information system**, (Tender No: _____) to M/s..... called the Bidder and in consideration for value, received from Bidder, we [Insert name of the Bank] (a banking company incorporated under Companies Act, 2017 and having valid license from the State Bank of Pakistan) which expression shall mean and include its successors, administrators and legal representatives, whether jointly or severally, having its registered office at [Insert address] (hereinafter called the "Surety") do hereby irrevocably bind ourselves and unconditionally agree and undertake as under:

1. To make unconditional payments to you from time to time as called upon or make an unconditional payment of Rs. _____/- (Pak Rupees _____ Only) at any time on your written demand(s) without further resource, question or reference to Bidder or any other person, in the event of default or non-performance and / or non-fulfillment by Bidder of his obligation's liabilities, responsibilities, covenants, assurances, warranties, indemnities, representations, and guarantees under and in pursuance of the said contract of which you shall be the sole judge.
2. To accept written intimation from you as conclusive and sufficient evidence of the existence of a default or breach as aforesaid on the part of Company and to make payment accordingly within 03 (three) days of receipt thereof.
3. The performance guarantee shall come into force on [Insert date] and shall remain in full force, operative, effective and binding upon us for up to 180 days or as may be extended by the Bidder from time to time. The Surety shall notify GHPL in the event that the Bidder does not apply for renewal of this performance guarantee ten days prior to the expiry date of this performance guarantee or as extended from time to time.
4. That on grant of time or other indulgence to amendment in the terms of the contract by contract with Bidder in respect of the performance of his obligations under and in pursuance of the said contract with or without notice to us, shall in any manner discharge or otherwise, however, affect this guarantee and our liabilities and commitments there under.



5. This performance guarantee shall be binding on us, our successors including successors in interest, administrators and legal representatives, and shall be irrecoverable.

6. This performance guarantee shall not be affected by any change in the constitution of the guarantor bank or the constitution of the Bidder.

7. No delay or failure to exercise any right or remedy under this performance guarantee by GHPL shall constitute a waiver of such right or remedy. No single or partial exercise of any right or remedy shall preclude any other or further exercise thereof or of any other right or remedy. No waiver by GHPL shall be valid unless made in writing and duly signed by concerned representatives of the GHPL.

8. No set-off counter claim, reduction, or diminution of any obligations that the Surety has or may have against GHPL shall be available to the Surety against GHPL in connection with any of the Surety's obligations to GHPL under this performance guarantee. The Surety shall make all payments under this performance guarantee in full, without set-off or counter claim and free and clear of any deductions or withholdings in immediately available, freely transferable, cleared funds for value on the due date to GHPL, provided that if the Surety is required to make any deduction or withholding from such payments under applicable law, the Surety shall pay to GHPL such additional amount necessary to ensure that GHPL receives an amount equal to the amount which it would have received had no such deduction or withholding been made.

9. The performance guarantee shall be binding upon and insure to the benefit of GHPL and the Surety and to their respective successors and assigns, provided that the Surety shall not assign or transfer all or any of its rights, benefits and obligations under this performance guarantee except with the prior written consent of GHPL.

10. No payment to GHPL under this performance guarantee pursuant to any judgment or order of any court or otherwise shall operate to discharge the Surety's obligations in respect of which it was made unless and until payment in full shall have been received by GHPL.

11. If one or more of the provisions of this performance guarantee is held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this performance guarantee.

12. Ten days before expiry of the performance guarantee, Surety shall notify the beneficiary in writing about the same.

For and on behalf of

AUTHORIZED SIGNATURE

(Stamp and signature of the issuing bank)



ANNEXURE-VI: FORM OF BID

Government Holdings (Private) Limited (GHPL),
Tender for Hiring of Contractor for Third Party Services
for Audit of Information System,
Petroleum House, 5th & 7th Floors,
Ataturk Avenue, G-5/2, Islamabad.
Phone No. 051-9211236-37

Sir

Reference your Tender No. _____ for

1. We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). We acknowledge that GHPL is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. If our bid is accepted and we are declared successful bidder, we at our own expense will provide, within the timelines as provided in the BD or as communicated by GHPL, the performance security as per the requirements of the BD.
3. We agree to abide by this BD for a period of one hundred and eighty (180) days from the technical bid opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law.
5. We submit herewith our technical and financial bids including the requisite bid bond enclosed in respective envelopes.
6. We do hereby appoint and authorize Mr./Ms. (full name and official address) who is presently employed with us and holding the position of [(designation)] in [name of the Bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to GHPL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of GHPL shall be final and GHPL will not be liable for any loss or damage to any party acting in reliance thereon.



- 8. We have gone through the terms/conditions of this BD and have found the document in whole as non-biased to any particular company/bidder/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this BD. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
- 9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.
- 10. We declare that our bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of the GHPL.
- 11. We acknowledge that GHPL reserves the right to blacklist any Bidder who breaches any terms and conditions of this BD.

We remain,

Yours' sincerely

[Bidder's Official Stamp]

Authorized Signature: _____
 Name and Title of Signatory: _____
 Name & Address of Firm: _____
 Cell No. of Signatory: _____
 e-mail address of Signatory: _____
 Mailing address of Signatory: _____

Acceptance by representative authorised at Clause 6 above:

Signatures of Authorised Representative: _____
 Name and Title: _____
 Name & Address of Firm: _____
 Cell No.: _____
 e-mail address: _____
 Mailing address: _____

**ANNEXURE-VII: EVALUATION CRITERIA**

The evaluation committee shall evaluate the bids on the basis of responsiveness to the scope of work and evaluation criteria provided herein.

1. Technical Evaluation Criteria:

The following criteria shall be used for evaluating technical competencies of the bidders. Detailed scoring sheet is appended below in Table-1. Bidders are required to **secure at least 65 Technical Score** on overall basis for technical qualification.

Sr.No.	Description	Marks	
		Allocated	Awarded
1	Description of the proposed methodology, processes and specific considerations for the given scope.	20	
2	Financial Summary for the last 3 Financial years, with firm having more than Rs. 20 million annual Turnover for last Three (03) years and Audit Report confirming company's sound financial Position.	10	
3	years of incorporation / registration of firm / Company / relevant clientele with experience.	05	
	Five years or more	05	
	Less than five years	02	
4	Experience of completing consulting projects with similar scope within last three years for organizations in Pakistan. As a proof, references and evidence shall be submitted by the bidder. (05 marks for each completed project, maximum marks will be 15)	25	
5	Experience of completing similar assignment in Oil & Gas Industry	05	
6	The project manager of the engagement shall be a certified IT Consultant having experience in the same domain for at least 5 projects.	10	
7	Adequate Technical Strength to complete the project within stipulated time. List of relevant staff (HR) of the Company along-with their Profiles to be submitted. (02 marks for each certified professional, maximum marks will be 10)	20	
8	Use of license tools/software for security assessment exercise and SAP SOD review. List of tools/software to be submitted along with the license details.	5	
	Total	100	
	Technical Qualifying Percentage	65%	

Weightage for Technical Bids (TW): (Marks Obtained out of 100) x 70/100





2. Financial Evaluation Criteria

Financial bids will be opened only for those Companies/Firms who will secure at least **65 marks** in Technical Evaluation. Criteria for evaluation of financial bids is as under:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$

Weightage for Financial Bids (FW): Financial Score (FS) x 30/100

Final Score

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

NOTE: In case two or more bidders obtained same Final Score then preference will be given to bidder having the highest marks at its technical evaluation stage.