



EXPRESSION OF INTEREST (EOI)
FOR
PREQUALIFICATION OF SERVICES OF PRIVATE SECTOR
SERVICE PROVIDERS FOR PROVISION OF
AGRICULTURE EXTENSION SERVICES IN 04 TEHSILS OF
THE PUNJAB

Issued To: _____
Issued On: _____
Signature of: _____
Issuing Officer

DIRECTOR GENERAL AGRICULTURE
(EXTENSION & AR) PUNJAB LAHORE
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

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DISCLAIMER

This Expression of Interest (EoI) Document is provided to the recipient solely for use in preparing and submitting applications for short listing for engagement of a Firm/ service provider to carry out the Assignment as further detailed in this EoI Document. This EoI Document is being issued by **Director General Agriculture (Extension & AR) Punjab Lahore Government of The Punjab Agriculture Department** (hereinafter referred as the “Procuring Agency” where relevant the term includes its employees, personnel, affiliated entities, consultants, advisors, agents and contractors etc.), solely for the use of the Applicant(s) interested in the Assignments enumerated hereunder.

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

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

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

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

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

This EoI Document shall neither constitute a solicitation to invest, or otherwise participate, in the Assignment, nor shall it constitute a guarantee or commitment of any manner on the part of The

Procuring Agency that the Assignment will be awarded. The Procuring Agency reserves its right, in its full discretion, to modify the EoI Document and/or the Assignment at any stage during the procurement process to the fullest extent permitted by law and shall not be liable to reimburse or compensate the bidder for any costs, taxes, expenses or damages incurred by the Applicant in such an event. Similarly, The Procuring Agency reserves the right, in its full discretion, to cancel the EoI Document and/or Assignment at any stage of the procurement process and shall not be liable to reimburse or compensate the Applicant for any costs, taxes, expenses or damages incurred by the Applicant(s) in such an event.

Expression of Interest (EOI)

HIRING THE SERVICES OF PRIVATE SECTOR SERVICE PROVIDERS FOR PROVISION OF EXTENSION SERVICES IN 04 TEHSIL OF THE PUNJAB

Govt. of the Punjab has earmarked budget towards the cost for "Improve the Delivery of Agriculture Extension Service through Private sector Extension Service Providers " under **PRIVATIZATION OF AGRICULTURE EXTENSION SERVICES TO ENHANCE THE SERVICE DELIVERY**. Private Sector service Provider model will help to meet the challenges of productivity enhancement, diversification, mechanization, intensification, and value addition for profitable agriculture without harming soil, water and environment. Moreover, major challenges related to low reach of the extension agents can also be addressed through additional deployments because number of farmers are increasing due to land fragmentation and to address challenges like, diversification and intensification, low adoption of latest packages and practices, low mechanization and no agriculture engineering services, deterioration of soil health, depletion of water resources and deficit of irrigation experts, harvest and post-harvest losses and food preservation.

2. To cope with the challenge of the crop sector, it is necessary to engage the services of Private sector extension service providers for provision of agriculture extension services and to increase the reach of agriculture services to the farmers in 04 Tehsils of the Punjab, i.e. Okara, Jhang, Sadiqabad and Kot Addu.

3. Director General Agriculture (Ext & AR), Agriculture Department, Government of the Punjab invites Expression of interest (Eoi) from interested firms who are on Active Taxpayers List (ATL) of Federal Board of Revenue (FBR) for Income Tax and ready to registered with Punjab Revenue Authority (if not registered) for execution of Extension services in any Tehsil of the Punjab. Method of selection will be Least Cost Based Selection.

4. Expression of interest documents, (containing detailed terms and conditions, etc.) can be purchased from office of the **DG Agriculture (Extension & AR) Punjab, 21 Davis Road, Lahore**. The price of Eoi document is PKR 1000/-. Eoi documents can be viewed at <http://www.ppra.punjab.gov.pk> & <http://www.agripunjab.gov.pk> for information only.

5. The entire procurement process under this Eoi shall be governed by Punjab Procurement Rules-2014 (as amended up to date). Eoi applications, prepared in accordance with the instructions in the Eoi document must reach at office of **Director General Agriculture (Extension & AR) Punjab, 21 Davis Road, Lahore** the on or before 11:00 AM on **January 15, 2024**. Eoi applications will be opened on the same day at 11:30 AM.

6. List of shortlisted applicants will be displayed on www.agripunjab.gov.pk. The advertisement is also available on PPRA website at www.ppra.punjab.gov.pk and Department of Agriculture website www.agripunjab.gov.pk.

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SECTION-I

INTRODUCTION

DEFINITIONS

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

<i>Procuring Agency: -</i>	Director General Agriculture (Extension & AR), Department of Agriculture, Government of the Punjab, Lahore.
<i>Applicant: -</i>	Means any corporation, company, partnership, firm, public or private entity or a Consortium, that is eligible, has the expertise and ability to undertake the Assignment as per the requirements of this EoI Document and has not been blacklisted/debarred by any public-sector organization or department anywhere.
<i>Assignment/ Scope of Work: -</i>	Means the works to be undertaken and services to be provided by the Applicant in accordance with this EoI Document upon being selected as a successful bidder after the bidding process to be conducted post-short listing.
<i>Consortium</i>	Where the Applicant is comprised of a group of Partnership Firms or Corporations or Limited Companies etc. who have submitted an EoI as per the requirements of this EoI Documents, all members, if awarded the contract, shall individually sign and be jointly and severally liable for the entire Assignment and such an association may be known as a Consortium for submission of the EoI.
<i>Tehsil</i>	Tehsil means Tehsil of the Punjab. Here 04 Tehsils, Okara, Jhang, Sadiqabad and Kot Addu
<i>Lead Firm</i>	If the Applicant is a Consortium, one of the entities of such a Consortium shall be designated as the Lead Firm in the EoI to perform a lead role. The Lead firm should be duly appointed by all Consortium members to submit and sign on their behalf all documents required hereunder to bind the entire Consortium to the contents, thereof. (Annexure-v)
<i>Due Date: -</i>	The date mentioned in advertisement as deadline for submission of EoI application.
<i>EoI: -</i>	Expression of Interest to be submitted by the Applicants containing the information as set out and required under this EoI Document for prequalification
<i>FAs</i>	Field Assistants
<i>KPI</i>	Key performance indicator

<i>Power of Attorney: -</i>	The Power of Attorney to be provided by the Applicant in the form appended at Annexure-iv-vi to this EoI Document.
<i>PITB</i>	Punjab Information & Technology Board
<i>RFP: -</i>	Request for Proposals
<i>Signatory of Application: -</i>	Means the person duly authorized by the Applicant through Power of Attorney placed at Annexure iv to sign the application for EOI/Tender/Bid on its behalf.
<i>Similar Experience:</i>	“Similar Assignment/Business” Any project/ Business executed for the rural development through community engagement, Farm Extension services, Farm infrastructure development & services (including Irrigation network, Land development, Buildings & sheds, Tunneling structure)
<i>SOV</i>	Shall mean Source of Verification of related information
<i>ICT</i>	Shall mean the Information & Communication Technology
<i>ICT App</i>	The extension service provider app developed by the PITB
<i>TPV</i>	Third party validation
<i>Technical Staff</i>	shall mean the employee of the Applicant having technical qualification, Degree/ Diploma/ license/certification/ / accredited/ training certification for provision of services work
<i>PESPs</i>	Shall mean the Private sector Extension Service Providers, who will engage by the procuring agency for provision of Extension services
<i>PFA</i>	Shall mean the Private Sector Field Assistant
<i>AOs</i>	Shall mean Agriculture Officers

BACKGROUND

Agriculture is the backbone of Pakistan economy and its contribution to National Gross Domestic Product is around 22.25 percent. It plays a vital role in Employment generation, as it provides livelihood to over 38.5 percent of the population. The sector is currently facing problems of unemployment, low profitability, small farm holding, marketing and supply chain linkage, inadequate advisory services, food wastage, stress selling due to erratic climate, crop failure / damage and many others. If properly addressed, then this sector has tremendous potential for employment generation and economic growth. It is, therefore, needed to consolidate resources to reap the benefits of agriculture.

Private sector service provider model will help to meet the challenges of productivity enhancement, diversification, mechanization, intensification, and value addition for profitable agriculture without harming soil, water and environment. Moreover, major challenges related to low reach of the extension agents can also be addressed through additional deployments because number of farmers are increasing due to land fragmentation and to address challenges like, diversification and intensification, low adoption of latest practices, low mechanization and no agriculture engineering services, deterioration of soil health, depletion of water resources and deficit of irrigation engineering experts, harvest and post-harvest losses and food preservation. In addition to that, the problems of efficient management of resources, less profitability and deterioration of natural resources is also required to be addressed forthwith as leading to exodus from villages to the major cities as joblessness is rising in villages.

Therefore, a robust integrated approach of private service provider through ICT based extension system and field teams has been requisitioned to work in a project mode, however, ICT related services will be part of public sector extension system. At present, ICT based infrastructure is also available in Agriculture Extension. This resource will also be reviewed through a team of professionals with the support of P&D Department and PITB to offer to the private service provider for integration with the system. Private Sector Teams will be assigned dedicated jobs to avoid duplicity of work.

The overall objectives of the project include the following:

- i. Transform the agriculture department into a strong ICT led farmer centric institution, improve service delivery to farmers with access to evidence and diagnostic based extension service
- ii. Increase the reach of extension service to the farmers for their capacity building and increasing income through productivity enhancement, intensification and diversification in field crops, fruits, vegetables, and other high value crops and decreasing cost of production by reducing costs and improving efficiencies

GENERAL SCOPE OF ASSIGNMENT

The selected service provider shall:

- i) Creating farmer-wise survey of the area for landholdings, crops grown, and technology followed mechanization level, per acre production and information gaps
- ii) Completing soil & water survey of all selected farm sites logged on ICT App
- iii) Preparation of training templates and impart on-site farm management trainings
- iv) Provision of production technology template and ensure adoption of crop advisory plan;
- v) Disseminate modern agronomic techniques and practices through live demonstration involving farm-hands;

- vi) Provision of evidence-based diagnostic services and guidance for achieving optimum results in the field;
- vii) Making farm consultants/advisor available at all times for crop-related advisory services and answering queries;
- viii) Linking farmers with best-available input suppliers and facilitating marketing outreach to output buyers;
- ix) Development of village wise action plans for each cluster to produce more from a unit area through productivity enhancement and intensification;
- x) Allocation of quantitative targets for each agent for training, individual pursuance, sowing of crop in time, and adoption of recommended practices and advisory plan for crops;
- xi) Ensure maximum participation at village gatherings with help of Extension Staff, exposure visits of farmers to progressive growers, invitation of experts in village, arrangement of road shows, method and result demonstrations showcasing application of inputs at critical stages, pest scouting and levelling, correct use of machines and effective management of resources;
- xii) Promotion of call centers to be established in Lahore to address farmers' problems through experts present at call centers, connectivity with local extension agents and experts at the institutes;
- xiii) Effective utilization of ICT related applications from PITB for digitalization of rural areas to access agriculture and finance, marketing etc. related information;
- xiv) Registration of farmers and support for effective use of regular SMS/Robocall for the farmers according to the data base at critical stages of the crops and special campaigns of various issues related to agriculture and environment;
- xv) Setting up of dedicated target for each village relating to fodder, oilseeds, pulses, vegetables, medicinal and aromatic plants and other leguminous crops in cropping patterns; and
- xvi) Any other function to be followed as received from Government from time to time

Execution of Extension Services

To cope with the challenge of the crop sector, it is necessary to increase the reach of the extension services.

Private sector extension service providers would be engaging for provision of extension services in 04 Tehsils of the Punjab, i.e., Okara, Jhang, Sadiqabad and Kot Addu. A unit of union council (8-10 villages) has been selected for changing the agriculture landscape. Estimated area in union council/8-10 villages is 7,000 to 8,000 acres. All the farmers falling in respective landscape will be registered & tagged with benchmark of awareness, productivity level and cropping system. Tehsil wise Landscape/ UC detail is given bellow for further placement of the Agriculture Officer & Field Assistant (FA).

Table-1 - Detail of Tehsil wise UCs or Unit Area

Sr.no.	Tehsil	Rural UCs	FAs	AOs
1	Okara	29	58	10
2	Sadiqabad	34	68	11
3	Jhang	55	110	18
4	Kotaddu	25	50	9
Total	04	143	286	48

One Field officer (FO) having at least graduation in any discipline of agriculture with 2-3 years of experience will be posted in three union council's bases. Two Field Assistant (FA) will be placed in every rural union council. Service providers will be requested to prefer local staff. District based selection based on domicile will be made for Field assistant. Agriculture Officer (AO) and Field Assistant will be in uniform properly branded with proper mobility. Qualification of Field assistants will be three Year Diploma in Agriculture Sciences preferably. In the absence of the diploma holders 12 year's education in science with 04 weeks Technical Training would be placed as FA.

A proposed placement of private extension staff according to the three broader Zone (cotton-wheat zone, Mix-crop Zone and Rice-wheat) equipped with ICT system placement for effective monitoring and support field staff with regular ICT support and transfer of technologies of packages and practices of major, minor crops, fodders, vegetables, fruits, mechanization, and other techniques for efficient management of inputs through ICT tools. Review of international practices in ICT Extension will also be explored to add or refine the existing system for the best ICT system that can help farmers.

Distribution of farmers in each union council shall be adopt as follows: Participating farmer for extension services shall be selected from all villages in the union council. A ratio of 60:30:10 shall be maintained between small (1 to 10 acres), medium (10.1 to 25 acres) and large Farmers (25.1-50 acre) at union council level as per the following. The farmer ratio will be agreed at the time of the contract agreement and varies from zone to zone. PESP's staff have the responsibility to maintain the farmers and farm ratio through field staff. Some farmers shall be guide in increasing the yield of their existing crops and some farmers shall guide for diversifying to high value crops as per their need.

Table-2: Distribution of Participating Farmers/Farms in each union council

Farmer Type	%age Participation	Average Farm Size	Total Area Visited	Acre Visited	No. of Farm Visited
Small (1 to 10 acres)	60%	5	1000 acres by each FA throughout the crop cycle with fortnightly visit at each farm	300	60
Medium (10.1 to 25 acres)	30%	17		150	10
Large Farmer (25.1 to 50 acres and above)	10%	37.5		50	2
Total	100%			1,000	72

The overall one FA will visit about 6 farms/farmers on daily basis at their union council and spending around 1 hour at each farm for provision of diagnostic services described. It is pretend to mentioned that, field staff extend their services for all farm size, even greater than 12.5 acre. whereas, activity performed greater than 12.5 acre would not be counted for payment

purpose only. The rotation of farmer and their farm is mandatory after each crop cycle. Its mean that the farmer can avail the advisory services for one crop only during the project period. However, the field assistant will provide the following services through ICT enabled KPIs.

Payment to Service Providers

The service fee of deployed Private sector extension services for provision of outreach activities, extension services (training, advisory and information) and value chain development activities shall be provided by the Department, and will be paid directly to the PESPs after verification of third-party validation service provider. The total contract prices as per the financial bid of the PESPs, in which per acre extension services charges for major crop incorporated for calculation purpose. whereas, the payment has been made through following formula which will further agreed at the time of contract agreement with selected service provider.

- I. Mobilization in advance 20% of total contract price after approval of agreement
- II. % of achieving of activity on concerned month 60% of total contract price
- III. % of achieving of area cultivation target 10% of total contract price
- IV. % of achieving of yield index 5-10% of total contract price

SECTION-II

INSTRUCTIONS TO APPLICANTS

1. FRAUD & CORRUPTION

- i. The Procuring Agency requires that the Applicant observes the highest standard of ethics in relation to submission of EoI for short-listing and further documents required for short-listing and thereafter.
- ii. The Procuring Agency will reject a proposal for short-listing if it determines that the Applicant has directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question and will declare the applicant ineligible, either indefinitely or for a stated period of time.
- iii. Any misinformation, forged / fake documents / statements etc. will lead to disqualification at short listing stage in addition to any other action as per law.

2. ELIGIBILITY

- i. Undertaking on Judicial Paper that the firm is not insolvent, not blacklisted and not involved in litigation or arbitration with any of provincial or Federal Government Department of Pakistan (Annexure-VIII), any Agency of United nations, World Bank and Asian Development Bank. In case the firm was involved in any litigation or arbitration process, proof of dispute resolution along with history for last three years in accordance of (Annexure-VII) is required.
- ii. An Applicant or any of its Members, declared Insolvent/blacklisted / debarred by any public-sector organization or department in Pakistan shall be ineligible for short-listing.
- iii. The applicants should belong to eligible countries as per current policies of the Federal Government of Pakistan.

3. LANGUAGE

Language of this EoI and subsequent all processes and correspondences shall be English.

4. EOI ADVERTISEMENT

The EoI advertisement shall form an integral part of the EoI Document.

5. CLARIFICATIONS IN RELATION TO EOI DOCUMENTS

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

6. AMENDMENTS IN EOI DOCUMENTS

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

- iii. No objection shall be entertained regarding the terms & conditions of this EoI Document after deadline for submission of EoI.

7. CHANGE IN INFORMATION PROVIDED TO PROCURING AGENCY

The Applicant shall immediately report to The Procuring Agency in writing any change in the information provided in its EoI (including any information relevant to any Consortium). The determination of whether the change is material shall be in Procuring Agency's sole and exclusive discretion and any material change could also lead to disqualification of such Applicant. Any failure to report change by the Applicant shall constitute grounds for disqualification.

8. COST OF APPLICATION

- i. The Applicant shall bear all costs associated with the preparation and submission of EoI. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by the Applicant in connection with the preparation or delivery of proposals or visits to any office or site.
- iii. The Procuring Agency shall be under no obligation to return any EOI or supporting materials submitted by the Applicant.

9. DOCUMENTS ESTABLISHING THE ELIGIBILITY OF APPLICANT

To establish its eligibility, the Applicants shall complete all eligibility requirements as set out in this document supported by verifiable documentary evidence. Applications without complete supporting documentary evidence, as required under this EoI, shall be considered non-responsive and shall be rejected.

10. DOCUMENTS ESTABLISHING THE QUALIFICATIONS OF APPLICANT

To establish its qualifications, the Applicant shall provide the information requested in the corresponding sheets, evaluation criteria etc. in the form of verifiable documentary evidence.

11. CONSORTIUM OF FIRM

- i. If Applicant is a Consortium, there must be a Lead Firm appointed through a Power of Attorney executed by all Consortium members individually, authorizing the Lead Firm to act on their behalf and to enter into legally binding obligations.
- ii. Power of Attorneys shall be prepared as instructed in Annexure – iv, v & vi
- iii. In the event the Applicant is a Consortium, all communications and correspondence shall be routed through the Lead firm. The Procuring Agency shall only correspond with the Lead Firm and as such delivery of any notice, information or other correspondence to the Lead Firm shall be deemed delivered to all the members of Consortium.
- iv. One member of Consortium may participate in only one EoI and if one member participates in more than one EoI's, The Procuring Agency shall reject all such EoIs;

12.SIGNING THE APPLICATION

- i. The Applicant shall prepare and submit the EoI as described in this document. The EoI shall be signed by a person duly authorized on behalf of the Applicant through Power of Attorney.
- ii. Original written Power of Attorney authorizing the signatory of the Application to act for and on behalf of the Applicant shall be attached with the application according to the given Annexure-iv.
- iii. Every page and every form of EOI shall be signed and stamped by the Signatory of the Application.

13.SEALING AND IDENTIFICATION OF APPLICATION

The Applicant shall enclose ONE Original and One copy of its EoI in a sealed envelope that shall:

- i. Bear the name and address of the Applicant,
- ii. Be addressed to the Director General Agriculture (Ext & AR) Punjab, 21 Davis Road, Lahore.
- iii. Bear the specific identification of this short-listing process indicated in the EOI Document and shall be clearly marked the subject title.
- iv. Each EOI shall be in English accompanied by all the supporting documents. If any original supporting document is not in English, a certified translation of the same in English shall be provided by the Applicant.
- v. Applicants are also required to state, in their proposals, the name, title, phone & fax numbers, e-mails, and addresses of their Primary Contact and Secondary Contact, through whom all communications shall be directed until the procurement process has been completed or terminated.
- vi. The Procuring Agency will accept no responsibility for not processing any envelope that was not identified as required.

14.OPENING OF APPLICATIONS

The Procuring Agency shall open (all) application(s) on the time indicated in EoI advertisement.

15.CONFIDENTIALITY

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

16.CLARIFICATIONS OF APPLICATIONS

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

17.RESPONSIVENESS OF APPLICATIONS

All applications not responsive to the requirements of the EoI Documents shall be rejected.

18.NOTIFICATION OF SHORT-LISTING

The purpose of this EoI Document / Advertisement is to pre-qualify the Firms. The Procuring Agency shall promptly notify each Applicant as to whether or not it has been shortlisted after completing the process and procedure of prequalification.

19.INTERPRETATION & FINAL DETERMINATION

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

20.USE OF INFORMATION

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

21.CONFLICT OF INTEREST

The Procuring Agency may confirm the status of the Applicant for the sake of conflict of interest before completion of the short-listing process. For this purpose, the Applicant shall be required to provide this information in specific terms and any misrepresentation shall be made a ground for rejection. Applicants shall note that in case of their selection, any such links, if detected during the course of their contract, would be reported by The Procuring Agency to PPRA for cancellation of its registration/license leading to their blacklisting.

22.GOVERNING LAW

The governing laws of the Scheme and the contract thereto shall be laws of Pakistan (where Federal laws are applicable) and laws of Punjab (where provincial laws are applicable). The procurement process will be governed under the Punjab Procurement Rules 2014 (as amended up to date) & Regulations as available on the day of publication of this EoI, instructions of the Government of the Punjab received during the completion of the process, and other applicable laws of Punjab Province. The Rules may be downloaded from the Punjab Procurement Regulatory Authority ("PPRA") website www.ppra.punjab.gov.pk Moreover, the entire EoI Document shall be construed in the light of these Rules.

SECTION-III

Mandatory Requirements:

(Please attach copies of all certificates / relevant Documents)

Sr. No.	Documents	SOV
1	Legal Status of Firm (Registration with any of the following: SECP or Registrar of Firms or other relevant registration forum (i.e., in case of branch offices of international firms or NGOs)	Registration certificate
2	Valid NTN / FTN (In case of International Firm Local Partner should be registered with Federal Board of Revenue in Pakistan) in case of exemption, duly issued and valid Exemption Certificate must be attached.	NTN/ exemption certificate
3	Valid Registration with Punjab Revenue Authority for PST. In case successful bidder is not registered with PRA, it has to get registration before signing the Contract.	Certificate/Co nsent letter

NOTE: All the firms/partners must fulfill the mandatory requirement individually

In case of JV, the evaluation of Proposal shall include combined experience / expertise of the JV partners.

DISTRIBUTION OF EVALUATION SCORE:

CATEGORY	MAX. SCORE	SOV
<p>1. General Experience: Minimum five Projects/business performed during last 10 years (04 marks for each project/ business) NOTE:</p> <ul style="list-style-type: none"> i. Use template placed at Annexure-I to provide experience ii. Projects/ Business should not be older than last 10 years (i.e., 2013 onwards) iii. Projects/ Business should not be less than PKR 50 million each. 	20	Award letter/Contract Agreement/ MOUs, etc.)
<p>2. Similar Experience: Projects/business of similar nature completed during Last 10 years (05 marks for each project/ business) NOTE:</p> <ul style="list-style-type: none"> i. Use template placed at Annexure-II to provide experience ii. Projects/ Business should not be older than last 10 years (i.e., 2013 onwards) iii. Projects/ Business should not be less than PKR 20 million each. 	10	Award letter/ Contract agreements/ etc.)

3	<p>HR Strength: No. of Human Resource strength currently working with the organization</p> <p>Technical and non-technical staff of 50-75= 04 marks Technical and non-technical staff of 75-125= 08 marks Technical and non-technical staff of 125-175= 12 marks Technical and non-technical staff of 175-225= 16 marks Technical and non-technical staff of 225-275 & above= 20 marks</p> <p>NOTE: i. Use template placed at Annexure-III to provide HR detail</p>	20	stamped lists of employees on letter heads
4.	<p>Financial Position of the Applicant Annual average Turn Over for last 4 years (2019,2020, 2021& 2022)</p> <p>PKR 400 million or above -----30 marks PKR 350- 400 million ----- 20 marks PKR 300-350 million ----- --10 marks</p> <p>NOTE: i. Annual Turnover will be ascertained from Income Tax returns filed by the applicant. ii. Place the Income Tax Returns at Annexure-VII</p>	30	Income Tax Returns of last 04 Year
5.	ISO 9001:2015 Certified or Equivalent	10	ISO certificate/ Equivalent
6	<p>Satisfactory past performance with clients</p> <p>Private Sector & NGOs:01 marks for each client Govt/ Semi Govt.: 02 marks for each client</p>	10	Performance certificate from the Procuring agency/Client
Total Marks		100	
Aggregate Qualifying Marks		65	
Note: The bidder who will obtain the Qualifying marks would be issued the RFP			

Application Form

EXPRESSION OF INTEREST (EOI)

To,
Director General, Agriculture,
Extension & AR, Punjab,
Lahore.

Subject: **EXPRESSION OF INTEREST (EOI) FOR HIRING OF PRIVATE SECTOR SERVICE PROVIDERS FOR PROVISION OF EXTENSION SERVICES IN 04 TEHSIL OF THE PUNJAB**

Dear Sir,

This is in response to your Expression of Interest (EOI) advertisement published in the daily [.....] on [.....] inviting applications for **HIRING THE SERVICES OF PRIVATE SECTOR SERVICE PROVIDERS FOR PROVISION OF EXTENSION SERVICES IN 04 TEHSIL OF THE PUNJAB** We hereby submit our expression of interest. We have attached all the requisite information according to the given formats. The information furnished by us in this expression of interest is correct to the best of our knowledge and belief. We understand that you will evaluate our application to decide whether or not we are eligible and shortlisted to participate further in the process.

We shall remain obliged.

Dated: dd/mm/yyyy

Sincerely yours,
(On behalf of the Applicant)
Signature:

.....
Name of signatory:

Designation:

Company Seal

Annexures:

- I. Experience of the Applicant
- II. Power of Attorney (For signatory of Application)
- III. History of litigation
- IV. Affidavit of correctness of information
- V. Income Tax Returns of the Applicant for the years 2019, 2020, 2021&2022

Information Form

Name of Applicant:

Firm / Company / Consortium:

- a) **Address:**
- b) **Telephone No(s):**
- c) **Fax Number:**
- d) **E-mail Address:**

In case of Consortium, provide following information:

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

*Start with the Lead Firm in Consortium.

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

(To be signed by authorized signatory)

ANNEXURE-I

List of Project/ Business by the Applicant Performed During Last 10 Years (2013 Onwards)

sr. #	Name of project/ business and year	Name of client	Total cost of Project / Business (in PKR)	Cost of Services/ business Provided By the Bidder	Brief description of assignment (nature)
01					
02					
03					
04					
05					

Note:

- i. Provide information in chronological order and attach verifiable documentary evidence issued by the concerned Client

ANNEXURE-II

List of Similar Project/ Business by the Applicant Performed During Last 10 Years (2013 Onwards)

Sr. No.	Name of the Project/ Business	Location Province/ Country/ City	Client if any	Cost of The Project/Business (Rs. Million)	<u>Similarity of the project/ business</u>	<u>Implementation</u> Start: & Completion:	Handled As: • Single Firm/: S • Lead Firm/: L • Consortium Firm: C	Total Cost of Services (Rs. Million)	Cost of Services/ Business Provided by the Bidder (Rs. Million)	Scope of Project/ Assignment / business & Component s/Volume of Work Etc.

Note:

- i. Provide information in chronological order and attach verifiable documentary evidence issued by the concerned Client

ANNEXURE-III

Human Resource strength currently working with the organization/Applicant

Sr. No.	Name of Employee	Father name	CNIC	Ph. No.	Basic/ level of Education	Certification/ Course/degree/ diploma/ training if any	Working with the organization/ Bidder

Note:

Please provide the list of employ on company's letter head with stamped

**Power of Attorney
(For signatory of Application)**

[To be printed on a PKR 1000/- stamp paper]

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

- i. Sign and submit to Scheme Coordinator or its authorized nominee, the EOI/Tender/Bid of pre-qualification for **“Distribution of fertilizer bag to farmers”**, in response to the EoI advertisement dated [_____] issued by The Procuring Agency and all other documents and instruments required to submit the EOI/Tender/Bid.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the EOI/Tender/Bidding process as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI and/or Bid in response to the above referred tenders including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

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

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

IN WITNESS WHEREOF, we have executed this **POWER OF ATTORNEY** as of [03-03-2018]

FOR: [INSERT NAME OF APPLICANT FIRM] FOR SIGNATORY OF THE APPLICATION (Attorney)

Signature: _____ Signature: _____
Name: _____ Name: _____
Title: _____ Title: _____
CNIC/Passport No. : _____ CNIC/Passport No. : _____

WITNESSES:

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

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

ADDRESS:
NIC OR PASSPORT NO.

ADDRESS:
NIC OR PASSPORT NO.:

Notes:

- a) In case of Consortium; To be executed by the Authorized Representative of the Lead Member of the Consortium
- b) In case of Single Applicant Firm; To be executed by:
 - i. Partners in case of a Partnership Firm; or
 - ii. Chairman Board of Directors in case of a Company.
- c) In the case of a Pakistani Executor or Attorney, a copy of his/her Computerized National Identity Card (“CNIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Executor or Attorney, a copy of his/her passport should be attached.
- d) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- e) Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- f) For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. Once the original Power of Attorney has been brought into Pakistan, adhesive stamps are to be affixed on the same.

..... **AS NOTARIZED BY THE NOTARY PUBLIC** _____

Power of Attorney
(For Lead Member of Consortium)

[To be printed on a PKR 1000/- stamp paper]

Whereas the Scheme Coordination Unit for **“FERTILIZER SUPPLIERS FOR PASTING OF E-VOUCHERS ON FERTILIZERS BAGS”** Agriculture Department (GoPb) (hereinafter referred as the “Procuring Agency”) has invited EOI for Short listing of Applicant(s) to pre-Qualify for **“Subsidy on Fertilizer”**

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

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

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

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

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

Furthermore, each provision of this Power of Attorney is severable and distinct from the others.

The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

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

For: [Consortium Member-1]

Signature: _____
Name: _____
Title: _____
CNIC/Passport #: _____

For: [Consortium Member-2]

Signature: _____
Name: _____
Title: _____
CNIC/Passport #: _____

WITNESSES:

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

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

ADDRESS:

ADDRESS:

NIC OR PASSPORT NO.:

NIC OR PASSPORT NO.:

Notes:

- To be executed by Authorized Representatives of all the Members of the Consortium
- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.

- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. Once the original Power of Attorney has been brought into Pakistan, adhesive stamps are to be affixed on the same.

.....

AS NOTARIZED BY THE NOTARY PUBLIC

Power of Attorney

(Authorized Representative of Each Member of Consortium)

[To be printed on a PKR 1000/- stamp paper]

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

- i. To form a Consortium with other firms to participate in the EOI/Tender/Bid of pre-qualification for “[_____]”, in response to the EoI advertisement dated _____] issued by the Procuring Agency and all other documents and instruments in relation thereto.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by The Procuring Agency in connection with the tender process as a whole (including EOI, RFP, Bid etc.);
- iv. to immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our EOI and/or Bid in response to the above referred tenders including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings) and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

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

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

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

FOR: [INSERT NAME OF APPLICANT FIRM]

Signature: _____
Name: _____
Title: _____
CNIC/Passport No. : _____

FOR AUTHORIZED REPRESENTATIVE (Attorney)

Signature: _____
Name: _____
Title: _____
CNIC/Passport No. : _____

WITNESSES:

1.....	2.....
NAME:	NAME:
ADDRESS:	ADDRESS:
NIC OR PASSPORT NO.:	NIC OR PASSPORT NO.:

Notes:

- i. To be separately executed by every Member of the Consortium
- ii. The Executant(s) shall be:
 - a. Partners in case of a Partnership Firm; or
 - b. Chairman Board of Directors in case of a Company.
- iii. In the case of a Pakistani Executor or Attorney, a copy of his/her Computerized National Identity Card (“CNIC”) should be attached with the Power of Attorney. In the case of a non-Pakistani Executor or Attorney, a copy of his/her passport should be attached.
- iv. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- v. Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person

executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.

- vi. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. Once the original Power of Attorney has been brought into Pakistan, adhesive stamps are to be affixed on the same.

.....

AS NOTARIZED BY THE NOTARY PUBLIC

Annexure-VIII

Affidavit for Correctness of Information and Non-Blacklisting

(To be printed on PKR 200 Stamp Paper)

I, the undersigned, do hereby certify that all the statements made in the EoI and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if deems it necessary.

That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency deemed necessary to verify this statement regarding my (our) competence and general reputation.

That the undersigned understands and agrees that further qualifying information may be requested and I agree to furnish any such information at the request of the Procuring Agency.

That the undersigned / Applicant is not insolvent and not blacklisted by any of Provincial or Federal Government Department, Agency, Organization, NGO, INGO, IGO, or any other autonomous or corporate body anywhere in Pakistan.

Signed by an authorized representative

Name of the Applicant: _____

Date: _____

**Income Tax Returns of the Applicants for the Last 4 Years
(2019, 2020, 2021, & 2022)**

Check List (documents attached).

Sr. No	Document	Type of Document	Yes	No.
1	Application form			
2	Power of attorney(As per Annex-iv-vi)			
3	Registration Certificate			
4	Income Tax Registration Certificate			
5	Punjab Revenue Authority Certificate (PRA) Tax Registration Certificate			
6	Affidavit for correctness of information and non-blacklisting (As per Annex-viii)			
7	Litigation History (as per Annex-vii)			
8	General Experience documents			
9	Similar experience documents			
10	HR strength detail			
11	ISO or any other certificate			
12	Satisfactory Performance certificates			
13	Information Form			
14	Any other.			