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**Expression of Interest [EOI] Document for
Prequalification of Cotton Seed
Manufacturer/ Importer/Distributor/Suppliers**

**“Inclusion of Certified Cotton Seed Suppliers
for Pasting of E-vouchers on Cotton Seed Bags**

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DISCLAIMER

This Expression of Interest (EOI) Document is provided to the recipient solely for use in preparing and submitting applications for shortlisting for engagement in supplying the cotton seed and Firms to carry out the Assignment as further detailed in this EOI Document. This EOI Document is being issued by Director General Agriculture (Ext. &AR) **“Subsidy on Certified Cotton Seed” Agriculture Department, Government of Punjab, Pakistan** (hereinafter referred as the “Procuring Agency” where relevant the term includes its employees, personnel, affiliated entities, consultants, advisors, agents and contractors etc.) solely for the use of the Applicant(s) interested in the Assignments enumerated hereunder.

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

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

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

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

transmitted to the recipient in the course of the recipient's evaluation and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way with shortlisting of Applicant(s) for participation in the Bidding Process.

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

Request for Expression of Interest (EOI)

Cotton Seed Subsidy for FY 2021-22

Director General Agriculture (Extension & AR) Punjab, a wing of Agriculture Department, Government of Punjab, invites Expression of Interest (EOI) for Inclusion of Cotton Seed Companies/Suppliers for the distribution of certified cotton seed varieties i.e. IUB-2013, BS-15, MNH-1020, NIAB-878, CIM-663, CKC-1, CKC-3, NIAB-545 and NIAB Kiran in cotton growing districts of Punjab. Seed Companies/Supplier who are on Active Taxpayers List of the Federal Board of Revenue and authorized by concerned authority (ies) in Pakistan for Seed Company/supplying of Certified Seed. The Cotton Seed companies/suppliers will work with Punjab Agriculture Department for disbursement of subsidy on 200,000 bags of Cotton Seed to farmers by pasting subsidy vouchers in their Seed bags.

2. Expression of Interest documents, containing detailed terms and conditions etc. are available in the office of Director General Agriculture (Extension & AR) Punjab, 21-Davis Road, Lahore, Ph #042-99200732. EOI documents can also be downloaded from www.agripunjab.gov.pk free of cost. A pre-EOI meeting will be held on 17-01-2022 (Monday) at 11:30 AM in the Committee Room of Director General Agriculture (Extension & AR) Punjab, 1st Floor, Agriculture House, 21-Davis Road, Lahore.

3. The expression of interest, prepared in accordance with the instructions in the EOI documents, must reach the office of Director General Agriculture (Extension & AR) Punjab, 21-Davis Road, Lahore, on or before 26.01.2022 (11.00 AM). There will be no deadline for participating in the scheme; however, preference will be given on first come first serve basis as seed sale is linked with sowing of the crop. The Expression of Interest will be opened on the same day at 11.30 A.M. This advertisement is also available on PPRA website www.ppra.punjab.gov.pk.

(Dr. Muhammad Anjum Ali)

Director General Agriculture (Extension & AR) Punjab
First Floor, Agriculture House, 21-Davis Road, Lahore
042-99200732, dgaextar@gmail.com

SECTION – I

INTRODUCTION

DEFINITIONS

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

Pre-Qualification Agency:	Director General Agriculture (Extension & AR) Punjab for “Inclusion of Certified Cotton Seed Suppliers for Pasting of E-vouchers on Cotton Seed Bags” Agriculture Department, Government of the Punjab, Lahore, Pakistan.
Applicant:	Means any corporation, company, partnership, firm, Company, 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.
Assignment/Scope of Work:	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.
Partner Firm:	Means a partner firm in a Consortium.
Consortium:	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.
Lead Firm:	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)
Due Date:	The date mentioned in advertisement as deadline for submission of EOI application.

EOI:	Expression of Interest to be submitted by the Applicants containing the information as set out and required under this EOI Document.
Power of Attorney:	The Power of Attorney to be provided by the Applicant(s) in the form appended to this EOI Document at Annexure II.
Signatory of Application:	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.
Seed(s)	Cotton seed varieties (Delinted 06 Kg bag & Fuzzy 10 Kg bag) of IUB-2013, BS-15, MNH-1020, NIAB-878, CIM-663, NIAB-545 CKC-1, CKC-3 and NIAB Kiran for this Scheme.
Registered Farmer	Shall mean Farmers already registered with Agriculture Department under various schemes whose data is maintained by Agriculture Department, PLRA and PITB.
GoPb	Government of the Punjab
MW:	MW Disbursement” means the disbursement of the funds to the Beneficiaries at their Mobile Wallet / Mobile Account
E-Voucher	Shall mean the voucher recommended by GoPb with specifications having subsidy number printed on it. Shall mean the company responsible for printing subsidy voucher with all features recommended by GoPb.
Cotton District	Cotton growing districts of Whole Province
Kissan Card	Kissan Cards are issued to registered farmers benefiting from various government programmes. It aims to consolidate recipient's information for transparent and efficient implementation of these interventions.
CNIC	Computerized National Identity Card
Retailer Initiated Transaction	Voucher Redemption at dealer shop
PITB	Punjab Information Technology Board

BACKGROUND OF THE PROJECT

Cotton is support for the economy of Pakistan and commitment of Punjab is more than 75% of its aggregate generation in Pakistan. In any case, cotton trim territory and creation is declining because of development of zone under contending crops, biotic and abiotic elements and low quality of seeds. This diminishment in zone represents a noteworthy danger to our economy and work as 1200 ginning industrial facilities, 400 material factories, 200 oil plants are depending on cotton edit other than immense number of homestead laborers getting compensation from dibbling, showering, hoeing and picking and so on. The customary range of this yield in Punjab was around 6 million sections of land. Change in climate conditions, better seed advances of the contending products and expanding of biotic and abiotic dangers are the fundamental driver of decrease in territory of cotton in Punjab. Non-accessibility of better quality cotton seed to the agriculturist is yet the significant explanation behind

lessening in cotton range and creation in Punjab which has now dropped to 3.161 million sections of land.

Keeping in view the present scenario Government of Punjab has intended to launch a direct subsidy program in which Subsidy will be given to all Eligible farmers through Pre-Paid Vouchers equal to the value of 5 seed bags per farmer. Ensuring supply of cotton seed of promising assortments at first 200,000 bags (6 Kg delinted and 10 kg fuzzy) subsidized rate in cotton regions for seed appropriation, a straight forward system/instrument has been formulated.

SCOPE OF ASSIGNMENT

Importer/ Manufacturer/ Suppliers/distributor provide following services in Punjab.

Service Name	Description
Inclusion in Certified Cotton Seed Suppliers for Pasting of E-vouchers on Seed Bags under Subsidy Scheme of Government of Punjab	<ul style="list-style-type: none"> • Printing of E- vouchers for pasting on certified seed Bags as per approved varieties by Seed Selection Committee. • Pasting of subsidy vouchers on each bag of certified cotton seed being sold under this scheme in cotton growing district of Punjab • Presenting record of production/import of certified seed to Agriculture Department for verification of record • Helping in media/awareness campaign of scheme across the province

- i. An applicant can apply for pre-qualification for all or any variety of the above-mentioned varieties(s).

IMPLEMENTATION ARRANGEMENTS

a) Generation of Unique codes and printing of E-Vouchers (Table 1)

- i. PITB/ Technology partner will develop an online portal for generating unique codes for seed Supplier/distributor/companies.
- ii. Seed companies shall place request for generating unique codes before Agriculture Department (GoPb) along with FSCRD certificate required by the department for permitting generation of unique codes in accordance to quantity of seed imported/produced.
- iii. GoPb after approval of request shall intimate PITB/ technology partner to add capping of seed company on online portal for generating unique codes and will inform seed Company.
- iv. Seed Company, then, will generate unique codes from online portal but will not have access to view the codes' list in order to minimize human intervention.
- v. Seed Companies will have an agreement with a E-voucher providing Company for printing unique codes.
- vi. E-vouchers printing company shall have access for downloading unique codes generated by the Seed Company.
- vii. Seed suppliers shall place Purchase order to Security Label Supplier.
- viii. E-voucher printing company will prepare the security labels with unique codes according to the given specifications and deliver to the Seed Company.
- ix. Seed supplier will durably affix the security label on the inside of the bag before filling seed so that part of it is visible above the seam after stitching.

- x. Seed supplier intimate the sr. no of voucher printed and pasted through portal.
- xi. Cotton seed supplier/distributor/companies will provide the voucher pasted report though online portal.
- xii. Cotton seed supplier/distributor/companies will also add his dealers though online portal and will upload dealer wise dispatch of seed bags report on portal.
- xiii. Farmer will purchase the seed Bag from the dealers/ distributor.
- xiv. Seed supplier will provide dealer wise detail of seed bags dispatched along with vouchers and update the detail of vouchers Sr. Nos through portal.
- xv. Dealers of the seed supplier will facilitate the farmer for on spot redemption of the vouchers.
- xvi. Farmer may also scratch the code and send secret code with CNIC on a short code dedicated for GoPb to PITB/ technology partner.
- xvii. PITB/ technology partner will verify the secret code and CNIC of the farmer.
- xviii. CNIC of Registered farmer will be shared with Branchless Banking Operator by PITB/ technology partner.
- xix. The farmer will receive instructions by SMS about subsidy amount and instructions to visit Branchless Banking Operator's agent for payment.
- xx. Non-registered farmer will receive instructions to get himself registered through a local Agriculture Officer or through Agri. help line.

FLOW MECHANISM FOR DEALER REDEMPTION

After introduction of the instant discount platform at dealer shop, farmer can avail the subsidy instantly from merchant/suppliers dealer. The following mechanism would be observed during the subsidy transactions.

- i. The registered Seed dealer will be the active agent of Branchless Banking Operator.
- ii. Registered dealer will have the access of Agri-Retailer initiated transaction in their device.
- iii. Dealer will enter the Serial Number/voucher number of the Cotton seed bag, farmer mobile number and farmer CNIC number/Kissan card.
- iv. PITB will validate the voucher and CNIC number.
- v. After validation, farmer will be biometrically verified on dealer machine.
- vi. After successful BVS, farmer can avail the subsidized product.

FLOW MECHANISM OF E-VOUCHERS

- i. Farmer will purchase the cotton seed bag from supplier/dealer.

- ii. Farmer will scratch the voucher and send it to 8070 with their CNIC.
- iii. The farmer will receive instructions by SMS about subsidy amount and instructions to visit Branchless Banking Operator's agent for payment.
- iv. Subsidized price will be disbursed to beneficiary in real time or based on the availability of funds after redemption of voucher.
- v. Non-registered farmer will receive instructions to get himself registered through a local agriculture office or through Agri. help line and follow Step-I to iv.

ROLES AND RESPONSIBILITIES

a. Govt. of Punjab (GoPb)

- i. Agriculture Department, Government of Punjab through Director General (Extension & A.R), Punjab will be the implementing agency for the scheme. However, a Steering Committee constituted by Government of the Punjab, will oversee the progress of this scheme as well.
- ii. Agriculture Department, Government of Punjab through Agri. Research wing will select the cotton seed varieties according to the climatic conditions of the Punjab.
- iii. Directorate of Information shall formally announce the scheme with its salient features as a window for guidance to farmers through print and electronic media and will be responsible for media campaign of the scheme as well.
- iii. Provide guidance to the farmers regarding usage of vouchers on help line already operational with Agriculture Department and BBO as well.
- iv. Agriculture Department will hire the Branchless Banking Operators for Voucher redemption
- v. Agriculture Department with the help of PITB/ technology partner will generate the Unique Secret codes for each Certified Cotton Seed Bag on the Request of Producers/Importers/suppliers of Seeds.
- vi. PITB/ technology partner will Validate the Secret scratched codes after Matching the CNIC from their Database.
- vii. PITB/ technology partner will transmit valid Vouchers to Branchless Banking Operator for redemption and further Processing.
- viii. PITB/ technology partner will keep Tracking of each bag when it was scratched and Redeemed.

- ix. Price Monitoring and Ensure that Price of Product is same before and after Subsidy Announcement if international prices are same.
- x. Consultation with Suppliers if Price change is required.
- xi. Payment of Pre-Paid vouchers to farmers through Branchless Banking Operator.
 - xii. Physical verification will be must by the department through FSCRD tags and other relevant documents in case of import or local production.

b. Punjab Information Technology Board (PITB/ technology partner)

- i. Generation of unique secret codes for each bag of subsidized Certified Cotton Seed.
- ii. Adding cotton seed and their subsidy limit.
- iii. Validation of code after scratching.
- iv. Communicate with Farmer on each voucher redemption.
- v. Communicate CNIC and Voucher details to Branchless Banking Operator.
- vi. Keeping track of each bag after it is scratched and redeemed.
- vii. Trouble shooting of system.
- viii. Communicate CNIC/MW and voucher details to Branchless Banking Operator.
- ix. Update the collection and un-collection status of the subsidy amount.
- x. Set the maximum permissible limit of the farmer in the scheme.

c. Suppliers/ Manufacturers/Importers of Seeds

- I. The firms that agree to the given design / mechanism will have to request the Agriculture Department to get them registered with the scheme.
- II. Seed Suppliers will share the details of their existing stock as well in coming Product with Agriculture department.
- III. Suppliers will print the Security seals as per Specification Mentioned in **Annexure – VI**.
- IV. Keep record of each voucher with dealer distribution list
- V. Suppliers will ensure the pasting of Security Seals/ E-vouchers on each certified cotton seed bag.
- VI. Suppliers will paste the Security seals/ E-vouchers on their seed bags in a following manner
 - a. Security Seals /E-vouchers will be pasted inside the Bag around 5-7 inches from Horizontal edges and 3-4 inches from top vertical edges.

- b. Stitching of bag should be done in a way that Half of Seals should be above the stitched portion and half below the Stitched Portion or any other method notified by the department.
 - c. Ensure the Stitching of bag in way that Scratch Portion will be below the stitching portion of seed bag.
 - d. Security Seal should be pasted in such a way that it can't be removed as a whole without opening of Bag.
- VII. Ensure that “No” bag is without E-vouchers.
 - VIII. Ensure the availability of Instructions’ Brochures at prominent place of each sale point/dealer.
 - IX. Facilitate to onboard their dealer’s/ sub dealers/ distributor for instant discount to farmer.
 - X. Consultation with Agriculture Department for any price change if required.
 - XI. Only those suppliers / manufacturers/ importers/Distributors will be eligible for this scheme who register and sign contract for this scheme and undertake in writing to develop their in-house capacity and systems/ mechanisms to fully implement this scheme in its true spirit.
 - XII. Only those seed bags /vouchers will be available for redemption/active which is dispatched to dealers by the supplier.

d. Branchless Banking Operator Companies

- i. Process the valid voucher through their retailer device
- ii. Provision of subsidized product to the kisan card holder after retailer initiated transaction process.
- iii. Process the Valid Vouchers details along with CNIC & Mobile Number of Farmers received from PITB/ technology partner.
- iv. Inform all eligible Farmers about voucher redemption process through SMS or robo calls.
- v. Ensure that only Genuine Farmers claim the voucher redemption.
- vi. Location and district-wise daily, weekly and monthly scheme-wise disbursement reporting to PITB/ technology partner, Agriculture Department & Seed Suppliers.
- vii. Responsible for any Fraud and mis-appropriation at any level with consumer including agent shop. Respond to farmers queries about payments etc.
- viii. Provision of retailer initiated transaction device to the dealers.

- ix. Any mis-use of the device will be the responsibility of the suppliers/company.
- x. Provision of the settlement amount with supplier dealers.
- xi. Provision of helpline services for voucher redemption and payment mechanism

e. Responsibilities of Farmers

- i. Farmers will purchase certified cotton seed Bags having E-voucher from Seed sale points.
- ii. Farmer will be registered grower with Agriculture Department.
- iii. Open the bag and scratch the Voucher.
- iv. Send the scratched voucher code along with CNIC to short code given by GoPb for redemption.
- v. Get himself registered if not already registered.
- vi. Kissan Card holder can also avail the subsidized Cotton seed at dealer shop after Biometric verification.
- vii. Registered farmer can avail subsidy up to 5 bags of cotton.

f. E-voucher provider

- i. E-voucher provider (E-Voucher provider) will print the subsidy voucher of size 70-75 mm (length) x40-45mm(width) as per agreed design with durable adhesive and security features.
- ii. E-Voucher provider will be Responsible for any Misuse of Code before during Printing Process.
- iii. E-voucher provider will ensure Timely Delivery of Security Stickers/seals to Seed Suppliers under intimation to Go Punjab.

SECTION – II

INSTRUCTIONS TO APPLICANTS

FRAUD & CORRUPTION

- i. The Pre-qualification 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 Pre-qualification 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.

ELIGIBILITY

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, 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-IV** is required.

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.

The applicants should belong to eligible countries as per current policies of the Federal Government of Pakistan.

LANGUAGE

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

EOI ADVERTISEMENT

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

CLARIFICATIONS IN RELATION TO EOI DOCUMENTS

- i. An Applicant requiring any clarification in relation to the EOI Document shall contact The Pre-qualification Agency in writing at the address indicated in this EOI Document.
- ii. The Pre-qualification 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.

AMENDMENTS IN EOI DOCUMENTS

- i. At any time prior to the deadline for submission of EOI, The Pre-qualification Agency may amend the EOI Document by issuing an addendum.
- ii. Any addendum issued shall be part of EOI Document.
- iii. To give Applicants reasonable time to take an addendum into account in preparing their applications, The Pre-qualification Agency may, at its discretion, extend the deadline for the submission of applications.
- iv. No objection shall be entertained regarding the terms & conditions of this EOI Document after deadline for submission of EOI.

CHANGE IN INFORMATION PROVIDED TO PRE-QUALIFICATION AGENCY

The Applicant shall immediately report to the Pre-qualification 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 Pre-qualification 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.

COST OF APPLICATION

- i. The Applicant shall bear all costs associated with the preparation and submission of EOI. The Pre-qualification 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 Pre-qualification 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 Pre-qualification Agency shall be under no obligation to return any EOI or supporting materials submitted by the Applicant.

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.

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.

CONSORTIUM

- 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 – I, II& III.

- 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.

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-II.
- iii. Every page and every form of EOI shall be signed and stamped by the Signatory of the Application.

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) 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 Pre-qualification Agency will accept no responsibility for not processing any envelope that was not identified as required.

OPENING OF APPLICATIONS

The Pre-qualification Agency shall open (all) application(s) on the time & date indicated in EOI advertisement.

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.

CLARIFICATIONS OF APPLICATIONS

- i. To assist in the evaluation of applications, The Pre-qualification 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.

RESPONSIVENESS OF APPLICATIONS

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

NOTIFICATION OF SHORT-LISTING

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

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 Pre-qualification Agency will be at Pre-qualification Agency's sole discretion which shall be final and binding on the Applicants.

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 Pre-qualification Agency, its governing bodies/departments, its consultants, advisors and personnel for the purpose of evaluation of application and short-listing.

CONFLICT OF INTEREST

The Pre-qualification 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 Pre-qualification Agency to PPRA for cancellation of its registration/license leading to their blacklisting.

GOVERNING LAW

The governing laws of the Project 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 Moreover, the entire EOI Document shall be construed in the light of these Rules.

SECTION – III

MANDATORY REQUIREMENTS FOR APPLICANT

Sr. No.	Documents	Source of Verification	Lead Firm	Associate Firm
1.	Legal Status of Firm (Registration with any of the following) SECP or Registrar of Firms or FSCRD or Recognized by Govt. of Pakistan or Relevant registration forum (In case of international firms)	Registration Certificate	✓	✓
2.	Valid NTN / FTN with active status (In case of International Firm Local Partner should be registered with Federal Board of Revenue in Pakistan)	FBR certificate/ FBR online report	✓	✓
3.	Sales & Dealer Distribution network in whole province of Punjab districts not less than 100	Dealer network List with Ph. No.	✓	
4.	Annual turnover >PKR 20 Million in any year from FY 2018-19 to FY 2020-21	FBR Returns/Report	✓	
5.	Annual quantity 50 ton of cotton seed got certified from FSC & RD in any year from 2018-19 to FY 2020-21	FSC&RD Report/Letter or Import Document	✓	
6.	Business Volume Performa	Annexure (VII)	✓	
7.	Power of Attorney (For Signatory of Application)	Annexure (II) Printed on a PKR 1000/- stamp paper	✓	
8.	Power of Attorney (For Lead Member of Consortium) if applicable	Annexure (I) Printed on a PKR 1000/- stamp paper	✓	
9.	Power of Attorney (Authorized Representative of each Member of Consortium) if applicable	Annexure (III) Printed on a PKR 1000/- stamp paper	✓	
10.	History of litigation	Annexure (IV) Printed on a PKR 200/- stamp paper	✓	
11.	Affidavit of correctness of information	Annexure (V) Printed on a PKR 200/- stamp paper	✓	
12.	e-voucher Specification	Annexure-VI	✓	

13.	Field Inspection Reports (FIRs)	FSC&RD Reports	✓	
14.	Stamped & Signed EOIs Document	All document attached with EOI	✓	

NOTE:

- i. Please attach copies of all certificates / relevant documents.
- ii. Procurement Agency can inspect the seed sample of products presented by the applicant, if deem feasible.
- iii. In case the applicant is not a Consortium, all the above-mentioned requirements shall be fulfilled by the single applicant.
- iv. Public sector organization can directly sign the contract and no evaluation required
- v. The manufacturer/suppliers will be prequalified for one year and prequalification committee will extend the contract/agreement for further one year in case of satisfactory performance.
- vi. Upon selection and before signing Contract, the successful applicant shall provide a Performance Guarantee amounting to PKR: 50,000/- in the shape of Demand Draft, Pay Order, Bankers' Cheque, or CDR after prequalification.

INFORMATION FORM

Name of Applicant: _____
Firm / Company / Consortium: _____
Applicant as Manufacture/Supplier/Importer _____

- a) **Address:**
- b) **Telephone No (s):**
- c) **Fax Number:**
- d) **E-mail Address:**
- e) **Preferred mode of correspondence Mobile:**
- f) **Please select the relevant Cotton varieties:**

Sr. #	Variety Name	Select the Provided (Yes/No)	Unit Price (PKR)	No. of Bags Provided in One Year(6kg & 10kg)	FSC&RD Tag issued (Yes/No)
1	IUB-2013				
2	MNH-1020				
3	BS-15				
4	CIM-663				
5	NIAB-878				
6	NIAB-545				
7	CKC-1				
8	CKC-3				
9	NIAB Kiran				

In case of Consortium, provide following information:

S/No.	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)

EXPRESSION OF INTEREST (EOI) FOR SUPPLY OF CERTIFIED COTTON SEED TO FARMERS

To

Director General Agriculture,
(EXT.&AR) 21-Davis Road,
Lahore.

Subject: EXPRESSION OF INTEREST (EOI) FOR SUPPLYING THE CERTIFIED COTTON SEED BAGS TO FARMERS

Dear Sir,

This is in response to your EOI advertisement published in the daily newspaper [] on [-- 2022] inviting expression of interest for prequalifying implementing firms for the Project “ ”. We hereby submit our expression of interest to supply following cotton seed Varieties(s):1. _____ 2. _____
3 _____ 4. _____ 5. _____ 6. _____ 7
_____ 8 _____ 9 _____

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 proceed further in the process.

We shall remain obliged.

Dated: / /2022

Sincerely yours,
.....

ANNEXURE I

Power of Attorney

(For Lead Member of Consortium)

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

Whereas the **Director General (Ext & AR) for “SEED SUPPLIERS FOR PASTING OF E-VOUCHERS ON COTTON SEEDS BAGS” Agriculture Department (GoPb)** (herein after referred as the “Procuring Agency”) has invited EOI for Short listing of Applicant(s) to pre-Qualify for “**Subsidy on Certified Cotton Seed**”

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.....	2.....
NAME _____	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

ANNEXURE-II

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 _____). Herein after 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 “**Subsidy on Certified cotton seed**”, 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 [- -2022]
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..... 2.....
NAME..... **NAME**.....
ADDRESS: **ADDRESS:**

CNIC OR PASSPORT NO. _____ CNIC 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** _____

ANNEXURE-III

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 “**SEED SUPPLIERS FOR PASTING OF E-VOUCHERS ON CERTIFIED COTTON SEED BAGS**”, 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 IV

[To be printed on a PKR 200/- stamp paper]

Litigation History

NAME: *(Representative of)*

Year	Award for or against Applicant	Name of Client, Cause of litigation and matter in dispute	Disputed amount (Current value in Pakistani Rs. or US\$ equivalent)

Note:

- i. Attach Affidavit on non-judicial stamp paper that non-performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- ii. Applicants, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last 03 years or currently under execution. A separate sheet should be used for each partner of Consortium.

ANNEXURE V

Affidavit for Correctness of Information

[To be printed on a PKR 200/- stamp paper]

Name: ()

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 for “**Subsidy on Certified Cotton Seed**”. **Agriculture** Department (GoPb), at any time, if deems it necessary.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Pre-qualification Agency deemed necessary to verify this statement regarding my (our) competence and general reputation. Firm is not insolvent, not blacklisted and not involved in litigation or arbitration with any of provincial or Federal Government Department of Pakistan, any Agency of United nations, World Bank and Asian Development Bank.

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

Signed by an authorized representative

Title of Officer Name of Firm:

Date:

Annexure-VI

Specifications for E- Vouchers

<u>SECURITY FEATURES</u>	<u>NATURE</u>
1. Color shift ink-changes color when viewed at different angles	Overt
2. Dual light polarization-seen through validator	Semi Covert
3. Die cut marks-peel off resistant	Overt
4. Serial numbers	Overt
5. Hidden random numbers-visible after scratching (Provided by PITB/ TECHNOLOGY PARTNER)	Covert
6. Short code-for SMS verification	Overt
7. Size 70-80mm* 40-45mm	
8. Font Size 12 (Time New Romans)	Covert

