Request for Proposal

Hiring of Consultancy Services to Update/Develop SMEDA's Prefeasibility Studies
(Consultancy Services)

National

Single Stage-Two Envelope

November 26, 2026

SMEDA (Small and Medium Enterprises Development Authority (SMEDA)),Deputy General Manager
4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).
Phone: +92-323-435-3663, Email: sohailn@smeda.org.pk

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PROCUREMENT NOTICE

PROCUREMENT OF CONSULTANCY SERVICES

1. The **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))** has reserved Funds for the procurement planned for FY **2026-27**. The **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the consultancy services of "**Hiring of Consultancy Services to Update/Develop SMEDA's Prefeasibility Studies**" with the reference of **"P190179"**

2. The **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))** invites RFP through **EPADS v2.0** from eligible Bidders registered on **EPADS v2.0** for provision of Consultancy Services.

3. **Single Stage-Two Envelope** Procedure of Principal Method of Procurement (i.e. Open Competitive Bidding) will be used by adopting **Quality and Cost Based Selection (QCBS)**Technique for the subject procurement, in line with the Public Procurement Rules, 2026 and any Regulations, and Instructions issued by the Authority (from time to time).

4. All proposals must be accompanied by a Bid Security described in Bid Security Section in Bidding Document in the form of **Bid Security Not Applicable** or Bid Securing Declaration on the prescribed format described.

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/190179**.

6. The RFP, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Thursday, December 10, 2026 11:00 AM**. Proposals will be opened on the same day at **Thursday, December 10, 2026 11:30 AM**. Manual submission of RFPs shall not be entertained. Those consultants/Firm who have not yet registered on the new version of **EPADS v2.0,** may register themselves on

https://vendors.epads.gov.pk/. A tutorial to explain the registration process is available at https://www.youtube.com/watch?v=MNW6T38v7tc

In terms of Rules 65 of Public Procurement Rules, 2026 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and also available on **EPADS v2.0** as well as Authority's website at (www.ppra.gov.pk).

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sohailn@smeda.org.pk

Instructions to Bidders

A. General Provisions

1. **Introduction**

1.1. The Procuring Agency named in the Data Sheet intends to select a consultant, in accordance with the method of selection specified in the Data Sheet. The eligible Consultants are invited to submit a proposal, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet.

1.2. The Consultants should familiarize themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.

1.3. The Procuring Agency will timely provide, at no cost to the Consultants, the inputs, relevant project data, and reports required for the preparation of the Consultant's Proposal as specified in the Data Sheet.

2. **Corrupt and Fraudulent Practices**

2.1. The procuring agencies and the consultant are required to compliance Procurement Regulatory Framework in regard to corrupt and fraudulent practices as defined under Rule 2(x) of the Public Procurement Rules 2026.

B. Preparation of Proposals

3. **General Considerations**

3.1. In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

4. **Language**

5. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Procuring Agency, shall

be written in the language(s) specified in the Data Sheet.

Documents Comprising the Proposal

5.1. The Proposal shall comprise the documents and forms listed in the Data Sheet.

6. **Only One Proposal**

6.1. The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify and if stated in the **Data Sheet** and subject to regulatory instructions, if any.

7. **Proposal Validity**

7.1. Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline prescribed by the Procuring Agency (PA). To ensure the validity of proposal, it shall contain bid security or bid Securing declaration as a complementary bid securing instrument having the validity twenty-eight days more than the bid validity period.

7.2. During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Experts, the proposed rates and the total price.

7.3. If it is established that any Key Expert nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her confirmation, such Proposal shall be disqualified and rejected for further evaluation, and may be subject to blacklisting and debarment in accordance with Clause 5 of this ITC.

7.4. **Extension of Validity Period**

7.4.1. If considered necessary, an extension in the bid validity can be made in accordance with the provision of public procurement rules, 2026 or any instructions issued in this regard.

8. **Bid security/Bid Securing Declaration**

8.1. The consultant shall submit bid security in the form and amount specified by the procuring agency before the submission deadline. Provided that in case where the procuring agency does not require the bid security, the bidder shall submit bid securing declaration on the format prescribed by the Authority in Standard Procurement Documents.

8.2. Any Proposal not accompanied by a Bid Security or Bid Securing Declaration shall be rejected by the Procuring Agency as non-responsive.

8.3. The Bid Securing Declaration of a joint venture must be in the name of the joint venture submitting the Proposal indicating all the members are jointly and severely responsible.

8.4. The successful Consultant’s Bid Securing Declaration will be discharged upon the signing the contract with the Successful Consultant, and furnishing the performance security

9. C**larification and Amendment of RFP**

9.1. The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before three days prior to the Proposals’ submission deadline through **EPADS v2.0** only. The Procuring Agency will respond to the same through **EPADS v2.0**. Should the Procuring Agency deem it necessary to amend the RFP as a result of a clarification or at its own initiative, it shall do so following the procedure described below:

9.1.1. At any time before the proposal submission deadline, the Procuring Agency may amend the RFP by issuing an amendment through **EPADS v2.0**.

9.1.2. If the amendment is substantial, the Procuring Agency may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.

9.2. The Consultant who has already submitted the proposal prior to any amendments in the RFP, may submit a modified Proposal based on the respective amendment in the RFP at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

10. **Preparation of Proposals – Specific Considerations**

10.1. While preparing the Proposal, the Consultant must give particular attention to the following:

10.1.1. The Procuring Agency may indicate in the Data Sheet the estimated Key Experts' time input (expressed in person-month) or the Procuring Agency's estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant's own estimates for the same.

10.1.2. If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Experts, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.

10.1.3. For assignments under the Fixed-Budget selection method, the estimated Key Experts' time input is not disclosed. Total available budget, with an indication whether it is inclusive or exclusive of taxes, is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.

10.1.4. The proposal may be subject to price adjustment in accordance with Data sheet and formula specified.

11. **Financial Proposal**

11.1. The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Experts and Non-Key Experts, (b) reimbursable expenses indicated in the Data Sheet.

12. **Taxes**

12.1. The proposal submitted shall be inclusive of all the taxes unless otherwise stated in the Data Sheet. The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Procuring Agency's country is provided in the Data Sheet.

13. **Currency of Proposal**

13.1. The Consultant may express the price for its Services in the currency or currencies as stated in the Data Sheet. If indicated in the Data Sheet, the portion of the price representing local cost shall be stated in the national currency. Payment shall also be made in the currency specified in the data sheet or condition of the contract.

C. Submission, Opening and Evaluation

14. **Submission/withdrawal of Proposals**

14.1. The Consultant shall submit proposal through **EPADS v2.0** before the submission deadline.

14.2. A Proposal submitted by a Joint Venture shall be submitted through **EPADS v2.0** from the account of Lead Member. Reference to the EPADS account of all the JV Member shall be provided along with the proposal. Incase any of Member is not registered on the **EPADS v2.0**, may be registered on the **EPADS v2.0** or all his credential shall be provided along with the proposal for the evaluation of the procuring agency. JV agreement signed by all the members shall also be provided along with the proposal.

14.3. A Consultant may withdraw its Proposal after it has been submitted before the submission deadline.

15. **Opening of Proposal**

15.1. The Procuring Agency will open all Proposal though **EPADS v2.0**.

15.2. Financial Proposal, will remain unopened till the prescribed financial Proposal opening date.

16. **Evaluation of Technical Proposals**

16.1. The Procuring Agency's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.

17. **Opening of Financial Proposals**

17.1. After the technical evaluation is completed, the Procuring Agency shall issue the Technical Evaluation Report containing all the information regarding responsiveness or non-responsiveness of the consultant along with the technical scores (if any). The Procuring shall notify those Consultants that have achieved the minimum overall technical score and inform them of the date andtime for the opening of the Financial Proposals.

17.2. The Financial Proposals shall be opened and evaluated through **EPADS v2.0.**

18. **Correction of Errors**

18.1. Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

18.2. The Procuring Agency's evaluation committee will

(a) correct any computational or arithmetical errors, and

(b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and the Procuring Agency's evaluation committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

19. **Conversion to Single Currency**

19.1. For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.

20. **Selection Technique**

20.1. **Quality and Cost Based Selection**

In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

20.2. **Fixed-Budget Selection (FBS)**

20.2.1. In the case of FBS, those Proposals that exceed the budget indicated in the Data Sheet shall be rejected.

20.2.2. The Procuring Agency will select the Consultant that submitted the highest-ranked Technical Proposal that does not exceed the budget indicated in the RFP, and invite such Consultant to negotiate the Contract.

20.3. **Least-Cost Selection.**

In the case of Least-Cost Selection (LCS), the Procuring Agency will select the Consultant with the lowest evaluated total price among those consultants that achieved the minimum technical score, and invite such Consultant for discussion on technical issues, without changing the cost and scope of services.

D. Negotiations and Award

21. **Negotiations**

21.1. The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.

21.2. The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Procuring Agency's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not alter the original scope of services under the TORs or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.

22. **Availability of Key Experts**

22.1. The invited Consultant shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clauses of ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Consultant's Proposal and the Procuring Agency proceeding to negotiate the Contract with the next-ranked Consultant.

22.2. Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Expert within the period of time specified in the letter

of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

23. **Award of Contract**

23.1. The Procuring Agency will award the Contract to the Consultant whose Proposal has been determined to be substantially responsive to the RFP Documents and who has been declared as Successful Consultant, provided that the same is not in conflict with any other law or policy of the Federal Government

24. **Grievance Redressal Mechanism**

24.1. Grievance shall be redressed in accordance with procedure and mechanism defined under Rule 65 of the Public Procurement Rules, 2026 and Redressal of Grievance regulations.

25. **Mechanism of Blacklisting**

25.1. The Blacklisting shall be carried out in accordance with provision of Rule 25 of the Public Procurement Rules, 2026 and for Procedure of Filing and Disposal of Review Petition under Rule 19 (3), 2021, to be read with the Regulations on "Mechanism for Blacklisting and Debarment of Bidders or Contractors Regulations, 2024".

26. **Environmental objectives**

26.1. As per Rule 64 of Public Procurement Rules, 2026, The procuring agency may seek to procure services with a reduced environmental impact throughout their life cycle when compared to services with the same primary function that may otherwise be procured

Bid Data Sheet

Proposal Data Sheet (BDS)

The following specific data for the procurement of Consultancy Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. General

BDS Clause Number 1
ITB Number 1.1

Name of Procuring Agency: **SMEDA (Small and Medium Enterprises Development Authority (SMEDA))**

The subject of procurement is: **Hiring of Consultancy Services to Update/Develop SMEDA's Prefeasibility Studies**

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P190179**

BDS Clause Number 2
ITB Number 1.2 & 9.1

The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Monday, December 7, 2026
Pre-Bid Meeting: Thursday, December 3, 2026 11:00 AM
Venue: 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road

B. Preparation of Proposals

BDS Clause Number 3
ITB Number 4.1

The language of the proposals is: **English**

BDS Clause Number 4
ITB Number 6.1

Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible? **No**

BDS Clause Number 5
ITB Number 7.1

Proposals shall be valid until **120 Days**

BDS Clause Number 6
ITB Number 9.1

List of documents required along with the bid:

1. TECHNICAL PROPOSAL SUBMISSION FORM
2. FINANCIAL PROPOSAL SUBMISSION FORM
3. FINANCIAL FORM-Schedule of Costs
4. ANNEXURE-A (Applicant Information Form)
5. ANNEXURE – A (1) (Litigation History)
6. ANNEXURE-B (Organization Structure of the Applicant)
7. ANNEXURE-C (General Consultancy Experience)
8. ANNEXURE-C (1) (Relevant Experience)
9. ANNEXURE-D & D (1)
10. ANNEXURE-E (Financial Strength)

BDS Clause Number 7
ITB Number 10.2

The Consultant’s Proposal must include the minimum Key Experts’ time-input of _____person-months.

For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input, the missing time-input (expressed in person-month) is calculated as follows:

The missing time-input is multiplied by the highest remuneration rate for a Key Expert in the Consultant's Proposal and added to the total remuneration amount. Proposals that quoted higher than the required minimum of time-input will not be adjusted.]

BDS Clause Number 8
ITB Number 10.5

The price shall be **Fixed**.

Price schedule will be provided according to the format defined and acquired. see section price schedule.

BDS Clause Number 9
ITB Number 11.1

The qualification criteria to establish the supply / production capability of the bidder.

see Eligibility Criteria

BDS Clause Number 10
ITB Number 7.6
Services and Their related documents:
See section Required Services and ToR

C. Submission, Opening and Evaluation

BDS Clause Number 11
ITB Number 8.1 & 8.2

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
Instrument of Bid Security Shall be in the Name of : **SMEDA**
The Bid Security shall be in the form of:

BDS Clause Number 12
ITB Number 13.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 13
ITB Number 14.1

Proposal shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Thursday, December 10, 2026 11:00 AM**

BDS Clause Number 14
ITB Number 15.1

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Thursday***

Date: ***Thursday, December 10, 2026***

Time *:* ***11:30 AM***

BDS Clause Number 15
ITB Number 20

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
see Evaluation Criteria

F. Negotiation and Award

BDS Clause Number 16
ITB Number 21.5

The Performance guarantee shall: **10.00%**.

The Performance Guarantee shall be acceptable in the form of: **Pay Order, Bank Guarantee, Demand Draft**

G. Review of Procurement Decisions

BDS Clause Number 17
ITB Number 24.1

Grievence against this procurement shall be submitted online on **EPADS v2.0**.

Eligibility Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
FBR (NTN)
Punjab (PRA)
SECP
Registrar of Firms

Eligibility Criteria	Document
a. Submission of electronic proposals on the E-PADS is mandatory.	No
b. Must be a firm/company registered with relevant Government Authority as per business type allowed (Provide Documentary Evidence).	Yes
c. Must have valid NTN, GST / PST Registration (Provide Documentary Evidence).	Yes
d. Must be on Active Taxpayer List (ATL) of Federal Board of Revenue (FBR) for NTN and GST/Provincial Sales Tax for PST (Provide Documentary Evidence)	Yes
e. The business must have minimum of 5 years of experience from the date of incorporation. (Provide Documentary Evidence)	Yes

f. Proof of financial stability with average annual revenue of ≥ Rs. 10 million during last three (03) years (Provide Audited Financial Statements / Bank Statements / Income Tax Returns for last three years as documentary evidence)..	Yes
g. Undertaking on non-judicial stamp paper of minimum PKR 300/- confirming that the firm or any of their directors has not been backlisted or debarred by any Government / Semi-Government / Autonomous Bodies in Pakistan, along-with their bid that they have read and accept the provisions of the Blacklisting Policy of SMEDA.	Yes
h. Bid Securing Declaration on non-judicial Stamp Paper of minimum PKR 300/- in favour of Small and Medium Enterprises Development Authority on prescribed format.	Yes
i. Must have a valid proof of JV/Consortium or any sort of partnership etc., if applicable (Documentary Evidence must be signed by each member))..	Yes

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Evaluation Criteria

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
70	30

Technical Marks	100
Passing Marks	**70**
1. Organisation’s Profile (Max 10 Points)	
Provide detail information regarding the entity and its business profile. Please use Annexure – A for providing firm’s information and litigation history (if any) (Annexure A – 1). The score will be awarded as per scoring criteria explained below: 1. Experience since Incorporation / Registration Post registration experience (maximum marks for 10 years, relative marking for others) ≥ 10 years Maximum 10 Marks for 10 or more years of experience, relative marking for others. Submission requirement as per (Annexure – A & B) (Qualitative)(Doc Required)	10
2. Organization’s Experience (Max 45 Points)	
a. Consultancy Experience The score will be awarded as per scoring criteria given below: 1. No. of Consultancy assignments in last 05 years (Enlist only assignments/projects with financial value of Rs. 1 million or more) ≥ 10 assignments Maximum 15 Marks for 10 or more assignments, relative marking for others. Submission requirement as per Annexure – C (Qualitative)(Doc Required)	15

b. Relevant Experience The score will be awarded as per scoring criteria given below: 1 No. of Feasibility Studies / Business Plans / Sector Based Studies Developed in last 05 years (Enlist only assignments/projects with financial value of Rs. 1 million or more) ≥ 10 assignments. Maximum 30 Marks for 10 or more assignments, relative marking for others. Submission requirement as per Annexure – C-1 (Qualitative)(Doc Required)	30
3. Understanding, Methodology and Work Plan (Max 15 Points)	
1. Market and Data Collection Methodology 1.1 Data Gathering & Estimation Techniques: Proper use of estimates, proxies, triangulation, consultations, and explicit identification of limitations. (2 Points) 1.2 Evidence & Validation Management: Source validation evidence management, presence of consultation records, quotation verification, and an electronic evidence repository. (2 Points) (Qualitative)(Doc Required)	4
2. Technical, Regulatory and Capacity-Analysis Approach 2.1 Conceptual Understanding & Context: Overall clarity of understanding, identification of package-specific issues, and practical orientation. (2 Points) 2.2 Operational & Compliance Planning: Detailing of process, inputs, scale justification, compliance, and implementation planning. (2 Points) (Qualitative)(Doc Required)	4
3. Quality Assurance and Peer Review 3.1 Structural Quality Controls: Clear definition and presence of stage gates and independent review mechanisms. (2 Points) 3.2 Procedural Safeguards: Implementation of internal checklists, strict sign-off protocols, and documented correction procedures. (2 Points) (Qualitative)(Doc Required)	4

4. Work Plan and Coordination 4.1 Scheduling & Timelines: Realistic sequencing, logical dependencies, and achievable timelines. (1 Point) 4.2 Resource & Client Coordination: Clearly mapped client review points and well-defined responsibility allocation. (1 Point) 4.3 Terms of Reference (TOR) Compliance: Explicit adherence and alignment to Section 7.1 of the TOR. (1 Point) • The potential bidder has to propose its understanding of the objectives and scope / TORs of the assignment. Their annotated approach followed for data collection, data validation and financial modelling to execute each of the sections indicated in scope of work. This must include brief description of the tasks, implementation methodology proposed for efficient delivery of the tasks, and quality mechanisms offered. • The bidder should also propose their methodology for presenting the data collected in to a report and the mechanism for quality assurance. (Qualitative)(Doc Required)	3
4. Management Capability (Expertise and Capacity) (Max 20 Points)	
The firm is required to propose five (05) Key Team Members, that would be actually deployed for this assignment. Please provide information of the Proposed Team for the assignment, who will be engaged through out as per the table given in Annexure – D. The firm will provide an innovative organizational team structure to effectively and efficiently carry out the activities mentioned in the scope of work, covering the following key functional areas: • Team Leader / Project Manager • Package Specialist (at least 1 specialist per Package) • Market Research Resource(s) • Financial Modeling Expert/s • Manager Quality Assurance Package specialists are to be defined as an independent resource for each package for the purpose of this assignment. The number of suggested positions should also be justified with respect to the expected work load and the geographical coverage of all provinces/regions. The proposal should mention not only the key positions but ALL the suggested positions. Max 4 Marks are allocated for each of (05) Key Team Members 1. Relevant Experience* of Key Team Members Assigned to this Project (2 Points) a. More than 10 Years (2 Points) b. Between 6 – 10 Years (1 Point) c. Between 1 – 5 Years (0 Point) (Qualitative)(Doc Required)	10

2. Educational Qualification** of Key Team Members Assigned to this Project (2 Points) a. Relevant Ph.D. / MS / MPhil or Master Degree (2 Points) b. Relevant Bachelor Degree (1 Point) Attach CVs of the Key Team Members as per the format in Annexure – D-1 for detailed information. * The relevant experience of the Key Team member is related with experience in project management, financial modelling & analysis, capital budgeting, sensitivity & scenario analysis, pre-feasibility studies & business plans development, market research and report writing etc. ** The relevant educational qualification includes degree in Business Studies, Management Sciences, Economics, Accounting, Finance, Project Management or equivalent. Whereas, the package specific educational qualification may include Engineering, Agro-Food, Dairy & Livestock or any other relevant to the Package is required. (Qualitative)(Doc Required)	10
5. Financial Capacity (Max 10 Points)	
The applicant will provide its annual turnover for current / last year dully supported by Audited Financial Statements / Tax Returns / Bank Statements to prove its financial capability. 1. More than average annual turnover of Rs. 20 million Relative marking for others Use Annexure – E for required financial information along with supporting documents. Note: The consulting firms achieving minimum 70 marks in Technical Evaluation will be eligible for Financial Evaluation. Moreover, the firm must obtain minimum of 50% marks in Relevant Experience to be considered for further evaluation. (Qualitative)(Doc Required)	10

Required Services

Positions Without Lots :

Position	Delivery Schedule	Quantity	Bid Security
PACKAGE A – MANUFACTURING SECTOR (14 PRE-FEASIBILITY STUDIES)	**Address:** 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province). **Schedule:** 5 Months **Quantity:** 14/Qty **Quantity:** 14 Qty	14/Qty	0 PKR
PACKAGE B – TRADING/SERVICES (14 PRE-FEASIBILITY STUDIES)	**Address:** 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province). **Schedule:** 5 Months **Quantity:** 14/Qty **Quantity:** 14 Qty	14/Qty	0 PKR

Position	Delivery Schedule	Quantity	Bid Security
PACKAGE C - AGRICULTURE, FOOD, DAIRY & LIVESTOCK (14 PRE-FEASIBILITY STUDIES)	**Address:** 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province). **Schedule:** 5 Months **Quantity:** 14/Qty **Quantity:** 14 Qty	14/Qty	0 PKR

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Related Services :

No

TORS (Terms of References)

Positions Without Lots :

Position: PACKAGE A – MANUFACTURING SECTOR (14 PRE-FEASIBILITY STUDIES)

TORs (Terms of Reference):

ToRs attached as Annexure-1

Position: PACKAGE B – TRADING/SERVICES (14 PRE-FEASIBILITY STUDIES)

TORs (Terms of Reference):

ToRs attached as Annexure-1

Position: PACKAGE C - AGRICULTURE, FOOD, DAIRY & LIVESTOCK (14 PRE-FEASIBILITY STUDIES)

TORs (Terms of Reference):

ToRs attached as Annexure-1

Brief Description

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

“Small and Medium Enterprises Development Authority (SMEDA), Ministry of Industries and Production (MoIP), Government of Pakistan, hereinafter, referred to as “Client”.

SMEDA prepares and disseminates pre-feasibility studies to help potential entrepreneurs and SMEs, identify investment opportunities, understand business requirements and make informed preliminary investment decisions. The studies provide practical guidance on the business concept, market, technical requirements, costs, operations, compliance, risks and financial viability.

These pre-feasibility studies on potential areas of investments for SMEs is a hallmark of SMEDA. Currently, there are over 400+ prefeasibility studies available on SMEDA’s website (www.smeda.org). These prefeasibility reports are downloaded free of cost by a large number of interested individuals across the country and overseas.

These pre-feasibility studies provide overview of the project, required investment, production process, costs & revenues, financial projections, in a standard, easy to understand format. Pre-feasibility study may develop the basis of an important investment decision and, in order to serve this objective, the document covers various aspects of project concept development, start-up, production, marketing, finance, and business management.

The objective is to produce consistent, evidence-based, technically and financially credible pre-feasibility studies that can be used by potential entrepreneurs as preliminary decision-support tools. The studies are not substitutes for investor-specific due diligence, detailed feasibility or professional advice.

DETAILED TORs & SCOPE OF WORK ATTACHED AS ANNEXURE-1

Price Schedule

For Individual Positions

#	Position Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

General Conditions of Contract

A. General Provisions

1. **Definitions**

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

1.1. "**Affiliate(s)**" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.

1.2. "**Applicable Law**" means the laws and any other instruments having the force of law in Pakistan or as may be specified in the Special Conditions of Contract (SCC), as they may be issued and in force from time to time.

1.3. "**Consultant**" means an individual consultant or a consulting firm as the case may be;

1.4. "**Contractor's Personnel**" means personnel whom the Contractor utilizes in the execution of its contract, including the staff, labor and other employees of the Contractor and each subcontractor; and any other personnel assisting the Contractor in the execution of the contract to be supervised by the Consultant (if applicable).

1.5. "**Day**" means calendar day unless indicated otherwise.

1.6. "**Effective Date**" means the date on which this Contract comes into force and effect pursuant to Clause GCC 11.

1.7. "**Experts**" means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-consultant or JV member(s) assigned by the Consultant to perform the Services or any part thereof under the Contract.

1.8. "**Foreign Currency**" means any currency other than the Pakistani Rupees.

1.9. "**GCC**" means these General Conditions of Contract.

1.10. "**Government**" means the Government of Pakistan.

1.11. "**Joint Venture (JV)**" means an association with or without a legal personality distinct from that of its members, of more than one entity where one member has the authority to conduct all businesses for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Procuring Agency for the performance of the Contract.

1.12. "**Key Expert(s)**" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose Curricula Vitae (CV) was taken into account in the technical evaluation of the Consultant's proposal.

1.13. "**Local Currency**" means the currency of Pakistan

1.14. "**Non-Key Expert(s)**" means an individual professional provided by the Consultant or its Sub-consultant to perform the Services or any part thereof under the Contract.

1.15. "**Party**" means the Procuring Agency or the Consultant, as the case may be, and "Parties" means both of them.

1.16. Procuring Agency's Personnel" refers to the staff, labor and other employees (if any) of the Procuring Agency engaged in fulfilling the Procuring Agency's obligations under the Contract; and any other personnel identified as Procuring Agency's Personnel, by a notice from the Procuring Agency to the Consultant

1.17. "**Proposal**" means the Technical Proposal and/or the Financial Proposal of the Consultant.

1.18. "**RFP**" means the Request for Proposals to be prepared by the Procuring Agency for the selection of consultants, based on the SRFP.

1.19. "**SCC**" means the Special Conditions of Contract by which the GCC may be amended or supplemented but not over-written.

1.20. "**Site**" (if applicable) means the land and other places where Works are to be executed or facilities to be installed, and such other land or places as may be specified in the Contractor's Contract as forming part of the Site.

1.21. "**SRFP**" means the Standard Request for Proposals, which must be used by the Procuring Agency as the basis for the preparation of the RFP.

1.22. "**Sub-consultants**" means an entity to whom/which the Consultant subcontracts any part of the Services while remaining solely liable for the execution of the Contract.

1.23. "**Third Party**" means any person or entity other than the Government, the Procuring Agency, the Consultant or a Sub-consultant.

1.24. "**TORs**" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Consultant, and expected results and deliverables of the assignment.

2. **Relationship between the Parties**

2.1. Nothing contained herein shall be construed as establishing a relationship of master and servant or of principal and agent as between the Procuring Agency and the Consultant. The Consultant, subject to this Contract, has complete charge of the Experts and Sub-consultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

3. **Law Governing Contract**

3.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. **Language**

4.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Consultant and the Procuring Agency, shall be written in the English language unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. **Headings**

5.1. The headings shall not limit, alter or affect the meaning of this Contract.

6. **Communications**

6.1. Any communication required or permitted to be given or made pursuant to this Contract shall be in writing in the language specified in Clause GCC 4. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SCC.

6.2. A Party may change its address for notice hereunder by giving the other Party any communication of such change to the address specified in the SCC.

7. Location

7.1. The Services shall be performed at such locations as are specified in Appendix A hereto and, where the location of a particular task is not so specified, at such locations, whether in the Government's country or elsewhere, as the Procuring Agency may approve.

8. **Authority of Member in Charge**

8.1. In case the Consultant is a Joint Venture, the members hereby authorize the member specified in the SCC to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Agency under this Contract, including without limitation the receiving of instructions and payments from the Procuring Agency.

9. **Authorized Representatives**

9.1. Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the Procuring Agency or the Consultant may be taken or executed by the officials specified in the SCC.

10. **Fraud and Corruption**

10.1. Public Procurement Regulatory Authority requires that Procuring Agencies (including beneficiaries of Government funded projects) as well as Applicants/Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts in accordance with the requirement of Procurement Regulatory Framework

B. Commencement, Completion, Modification and Termination of Contract

11. **Effectiveness of Contract**

11.1. This Contract shall come into force and effect on the date (the "Effective Date") of the Procuring Agency's notice to the Consultant instructing the Consultant to begin carrying out the Services. This notice shall confirm that the effectiveness conditions, if any, listed in the SCC have been met.

12. **Termination of Contract for Failure to Become Effective**

12.1. If this Contract has not become effective within such time period after the date of Contract signature as specified in the SCC, either Party may, by not less than twenty two (22) days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

13. **Commencement of Services**

13.1. The Consultant shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

14. **Expiration of Contract**

14.1. Unless terminated earlier pursuant to Clause GCC 19 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

15. **Entire Agreement**

15.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

16. **Modifications or Variations**

16.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.

16.2. In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

17. **Force Majeure**

17.1. **Definition**

17.1.1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible under the circumstances, and subject to those requirements, includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action confiscation or any other action by Government agencies.

17.1.2. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or such Party’s Experts, Sub-consultants or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

17.1.3. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

17.2. **No Breach of Contract**

17.2.1. The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

17.3. **Measures to be Taken**

17.3.1. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

17.3.2. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

17.3.3. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

17.3.4. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant, upon instructions by the Procuring Agency, shall either:

17.3.4.1. demobilize, in which case the Consultant shall be reimbursed for additional costs they reasonably and necessarily incurred, and, if required by the Procuring Agency, in reactivating the Services; or

17.3.4.2. continue with the Services to the extent reasonably possible, in which case the Consultant shall continue to be paid under the terms of this Contract and be reimbursed for additional costs reasonably and necessarily incurred.

17.3.5. In the case of disagreement between the Parties as to the existence or extent of Force Majeure, the matter shall be settled according to Clauses GCC 49& 50.

18. **Suspension**

18.1. The Procuring Agency may, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.

19. **Termination**

19.1. This Contract may be terminated by either Party as per provisions set up below:

a) **By the Procuring Agency**

19.1.1. The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) days' written notice of termination to the Consultant in case of the events referred to in (a) through (d); at least sixty (60) days' written notice in case of the event referred to in (e); and at least five (5) days' written notice in case of the event referred to in (f):

(a) If the Consultant fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension pursuant to Clause GCC 18;

(b) If the Consultant becomes (or, if the Consultant consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

(c) If the Consultant fails to comply with any final decision reached as a result of arbitration proceedings pursuant to Clause GCC 49

(d) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days;

(e) If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

(f) If the Consultant fails to confirm availability of Key Experts as required in Clause GCC 13.

19.1.2. if the Consultant, in the judgment of the Procuring Agency has engaged in Fraud and Corruption, in competing for or in executing the Contract, then the Procuring Agency may, after giving fourteen (14) calendar days written notice to the Consultant, terminate the Consultant's employment under the Contract.

19.2. **By the Consultant**

The Consultant may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

(a) If the Procuring Agency fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to Clauses GCC 49.1 within forty-five (45) days after receiving written notice from the Consultant that such payment is overdue.

(b) If, as the result of Force Majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

(c) If the Procuring Agency fails to comply with any final decision reached as a result of arbitration pursuant to Clause GCC 49.1.

(d) If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Consultant may have subsequently approved in writing) following the receipt by the Procuring Agency of the Consultant's notice specifying such breach.

19.3. **Cessation of Rights and Obligations**

Upon termination of this Contract pursuant to Clauses GCC 12 or GCC 19 hereof, or upon expiration of this Contract pursuant to Clause GCC 14, all rights and obligations of the Parties hereunder shall cease, except

(i) such rights and obligations as may have accrued on the date of termination or expiration,

(ii) the obligation of confidentiality set forth in Clause GCC 22,

(iii) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in Clause GCC 25 and to cooperate and assist in any inspection or investigation, and (iv) any right which a Party may have under the Applicable Law.

19.4. **Cessation of Services**

19.4.1. Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 19a or GCC 19b, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Agency, the Consultant shall proceed as provided, respectively, by Clauses GCC 27 or GCC 28.

19.5. **e.Payment upon Termination**

Upon termination of this Contract, the Procuring Agency shall make the following payments to the Consultant:
(a) remuneration for Services satisfactorily performed prior to the effective date of termination, and reimbursable expenditures for expenditures actually incurred prior to the effective date of termination; and pursuant to Clause 43;
(b) in the case of termination pursuant to paragraphs (d) and (e) of Clause GCC 19.1.1, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this Contract, including the cost of the return travel of the Experts.

C. Obligations of the Consultant

20. **General**

20.1. **Standard of Performance**

20.1.1. The Consultant shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

20.1.2. The Consultant shall employ and provide such qualified and experienced Experts and Sub-consultants as are required to carry out the Services.

20.1.3. The Consultant may subcontract part of the Services to an extent and with such Key Experts and Sub-consultants as may be approved in advance by the Procuring Agency

20.2. **Law Applicable to Services**

20.2.1. The Consultant shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-consultants, comply with the Applicable Law.

21. **Conflict of Interests**

21.1. The Consultant shall hold the Procuring Agency's interest's paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

21.1.1. **Consultant Not to Benefit from Commissions, Discounts, etc.**

21.1.1.1. The payment of the Consultant pursuant to GCC F (Clauses GCC 42 through 47) shall constitute the Consultant's only payment in connection with this Contract and, subject to Clause GCC 21.1.3, the Consultant shall not accept for its own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of its obligations hereunder, and the Consultant shall use its best efforts to ensure that any Sub-consultants, as well as the Experts and agents of either of them, similarly shall not receive any such additional payment.

21.1.1.2. Furthermore, if the Consultant, as part of the Services, has the responsibility of advising the Procuring Agency on the procurement of goods, works or services. Any discounts or commissions obtained by the Consultant in the exercise of such procurement responsibility shall be for the account of the Procuring Agency.

21.1.2. **Consultant and Affiliates Not to Engage in Certain Activities**

21.1.2.1. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project, unless otherwise indicated in the SCC.

21.1.3. **Prohibition of Conflicting Activities**

21.1.3.1. The Consultant shall not engage, and shall cause its Experts as well as its Sub-consultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.

21.1.4. **Strict Duty to Disclose Conflicting Activities**

21.1.4.1. The Consultant has an obligation and shall ensure that its Experts and Sub-consultants shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Procuring Agency, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

22. **Confidentiality**

22.1. Except with the prior written consent of the Procuring Agency, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.

23. **Liability of the Consultant**

23.1. Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be as determined under the Applicable Law.

24. **Insurance to be Taken out by the Consultant**

24.1. The Consultant (i) shall take out and maintain, and shall cause any Sub-consultants to take out and maintain, at its (or the Sub-consultants', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage specified in the SCC, and (ii) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid. The Consultant shall ensure that such insurance is in place prior to commencing the Services as stated in Clause GCC 13.

25. **Accounting, Inspection and Auditing**

25.1. The Consultant shall keep, and shall make all reasonable efforts to cause its Sub-consultants to keep, accurate and systematic accounts and records in respect of the Services in such form and detail as will clearly identify relevant time changes and costs.

25.2. Pursuant to paragraph 1.23 (e) of Attachment 1 to the General Conditions, the Consultant shall permit and shall cause its agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and personnel, to permit, the procuring agency to inspect the site and/or the accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have such accounts, records and other documents. The Consultant's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 10.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Agency's inspection and audit rights constitute a prohibited practice subject to contract termination.

26. **Reporting Obligations**

26.1. The Consultant shall submit to the Procuring Agency the reports and documents specified in Appendix A, in the form, in the numbers and within the time periods set forth in the said Appendix.

27. **Proprietary Rights of the Procuring Agency in Reports and Records**

27.1. Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Procuring Agency in the course of the Services shall be confidential and become and remain the absolute property of the Procuring Agency. The Consultant shall, not later than upon termination or expiration of this Contract, deliver all such documents to the Procuring Agency, together with a detailed inventory thereof. The Consultant may retain a copy of such documents, data and/or software but shall not use the same for purposes unrelated to this Contract without prior written approval of the Procuring Agency.

27.2. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of the plans, drawings, specifications, designs, databases, other documents and software, the Consultant shall obtain the Procuring Agency's prior written approval to such agreements, and the Procuring Agency shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned. Other restrictions about the future use of these documents and software, if any, shall be

specified in the SCC.

28. **Equipment, Vehicles and Materials**

28.1. Equipment, vehicles and materials made available to the Consultant by the Procuring Agency, or purchased by the Consultant wholly or partly with funds provided by the Procuring Agency, shall be the property of the Procuring Agency and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Agency an inventory of such equipment, vehicles and materials and shall dispose of such equipment, vehicles and materials in accordance with the Procuring Agency's instructions. While in possession of such equipment, vehicles and materials, the Consultant, unless otherwise instructed by the Procuring Agency in writing, shall insure them at the expense of the Procuring Agency in an amount equal to their full replacement value.

28.2. Any equipment or materials brought by the Consultant or its Experts into the Procuring Agency's country for the use either for the project or personal use shall remain the property of the Consultant or the Experts concerned, as applicable.

29. **Code of Conduct**

29.1. The Procuring Agencies and the Consultant are bound to follow the Code of Ethics to be issued by the Authority.

D. Consultant's Experts and Sub-Consultants

30. **Description of Key Experts**

30.1. The title, agreed job description, minimum qualification and time-input estimates to carry out the Services of each of the Consultant's Key Experts are described in Appendix B.

30.2. If required to comply with the provisions of Clause GCC 20a, adjustments with respect to the estimated time-input of Key Experts set forth in Appendix B may be made by the Consultant by a written notice to the Procuring Agency, provided (i) that such adjustments shall not alter the original time-input estimates for any individual by more than 10% or one week, whichever is larger; and (ii) that the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in Clause GCC 42.2.

30.3. If additional work is required beyond the scope of the Services specified in Appendix A, the estimated time-input for the Key Experts may be increased by agreement in writing between the Procuring Agency and the Consultant. In case where payments under this Contract exceed the ceilings set forth in Clause GCC 42.2, the Parties shall sign a Contract amendment.

31. **Replacement of Key Experts**

31.1. Except as the Procuring Agency may otherwise agree in writing, no changes shall be made in the Key Experts.

31.2. Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the

Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.

32. **Approval of Additional Key Experts**

32.1. If during execution of the Contract, additional Key Experts are required to carry out the Services, the Consultant shall submit to the Procuring Agency for review and approval a copy of their Curricula Vitae (CVs). If the Procuring Agency does not object in writing (stating the reasons for the objection) within twenty two (22) days from the date of receipt of such CVs, such additional Key Experts shall be deemed to have been approved by the Procuring Agency.
The rate of remuneration payable to such new additional Key Experts shall be based on the rates for other Key Experts position which require similar qualifications and experience.

33. **Removal of Experts or Sub-consultants**

33.1. If the Procuring Agency finds that any of the Experts or Sub-consultant has committed serious misconduct or has been charged with having committed a criminal action, or shall the Procuring Agency determine that a Consultant's Expert or Sub-consultant has engaged in Fraud and Corruption while performing the Services, the Consultant shall, at the Procuring Agency's written request, provide a replacement.

33.2. In the event that any of Key Experts, Non-Key Experts or Sub-consultants is found by the Procuring Agency to be incompetent or incapable in discharging assigned duties, the Procuring Agency, specifying the grounds therefore, may request the Consultant to provide a replacement.

33.3. Any replacement of the removed Experts or Sub-consultants shall possess better qualifications and experience and shall be acceptable to the Procuring Agency.

34. **Replacement/ Removal of Experts – Impact on Payments**

34.1. Except as the Procuring Agency may otherwise agree, (i) the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and (ii) the remuneration to be paid for any of the Experts provided as a replacement shall not exceed the remuneration which would have been payable to the Experts replaced or removed.

35. **Working Hours, Overtime, Leave, etc.**

35.1. Working hours and holidays for Experts are set forth in Appendix B. To account for travel time to/from the Procuring Agency's country, experts carrying out Services inside the Procuring Agency's country shall be deemed to have commenced or finished work in respect of the Services such number of days before their arrival in, or after their departure from, the Procuring Agency's country as is specified in Appendix B.

35.2. The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave except as specified in Appendix B, and the Consultant's remuneration shall be deemed to cover these items.

35.3. Any taking of leave by Key Experts shall be subject to the prior approval by the Consultant who shall ensure that absence for leave purposes will not delay the progress and or impact adequate supervision of the Services.

E. Obligations of the Procuring Agency

36. Assistance and Exemptions

36.1. Unless otherwise specified in the SCC, the Procuring Agency shall use its best efforts to:

36.1.1. Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

36.1.2. Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.

36.1.3. Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation of the Services.

36.1.4. Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Procuring Agency's country according to the applicable law in the Procuring Agency's country.

36.1.5. Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Procuring Agency's country, of bringing into the Procuring Agency's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.

36.1.6. Provide to the Consultant any such other assistance as may be specified in the SCC.

37. **Access to Project Site**

37.1. The Procuring Agency warrants that the Consultant shall have, free of charge, unimpeded access to the project site in respect of which access is required for the performance of the Services. The Procuring Agency will be responsible for any damage to the project site or any property thereon resulting from such access and will indemnify the Consultant and each of the experts in respect of liability for any such damage, unless such damage is caused by the willful default or negligence of the Consultant or any Sub-consultants or the Experts of either of them.

38. **Change in the Applicable Law Related to Taxes and Duties**

38.1. If, after the date of this Contract, there is any change in the applicable law in the Procuring Agency's country with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amounts specified in Clause GCC 42.2.

39. **Services, Facilities and Property of the Procuring Agency**

39.1. The Procuring Agency shall make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference (Appendix A) at the times and in the manner specified in said Appendix A.

39.2. In case that such services, facilities and property shall not be made available to the Consultant as and when specified in Appendix A, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services, (ii) the manner in which the Consultant shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to Clause GCC 42.3.

40. **Counterpart Personnel**

40.1. The Procuring Agency shall make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by the Procuring Agency with the Consultant's advice, if specified in Appendix A.

40.2. If counterpart personnel are not provided by the Procuring Agency to the Consultant as and when specified in Appendix A, the Procuring Agency and the Consultant shall agree on (i) how the affected part of the Services shall be carried out, and (ii) the additional payments, if any, to be made by the Procuring Agency to the Consultant as a result thereof pursuant to Clause GCC 42.3.

40.3. Professional and support counterpart personnel, excluding Procuring Agency's liaison personnel, shall work under the exclusive direction of the Consultant. If any member of the counterpart personnel fails to perform adequately any work assigned to such member by the Consultant that is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Agency shall not unreasonably refuse to act upon such request.

41. **Payment Obligation**

41.1. In consideration of the Services performed by the Consultant under this Contract, the Procuring Agency shall make such payments to the Consultant and in such manner as is provided by GCC F below.

F. Payments to the Consultant

42. **Ceiling Amount**

42.1. An estimate of the cost of the Services is set forth in Appendix C (Remuneration) and Appendix D (Reimbursable expenses).

42.2. Payments under this Contract shall not exceed the ceilings in foreign currency and in local currency specified in the SCC.

42.3. For any payments in excess of the ceilings specified in GCC42.2, an amendment to the Contract shall be signed by the Parties referring to the provision of this Contract that evokes such amendment.

43. **Remuneration and Reimbursable Expenses**

43.1. The Procuring Agency shall pay to the Consultant (i) remuneration that shall be determined on the basis of time actually spent by each Expert in the performance of the Services after the date of commencing of Services or such other date as the Parties shall agree in writing; and (ii) reimbursable expenses that are actually and reasonably incurred by the Consultant in the performance of the Services.

43.2. All payments shall be at the rates set forth in Appendix C and Appendix D.

43.3. Unless the SCC provides for the price adjustment of the remuneration rates, said remuneration shall be fixed for the duration of the Contract.

43.4. The remuneration rates shall cover: (i) such salaries and allowances as the Consultant shall have agreed to pay to the Experts as well as factors for social charges and overheads (bonuses or other means of profit-sharing shall not be allowed as an element of overheads), (ii) the cost of backstopping by home office staff not included in the Experts' list in Appendix B, (iii) the Consultant's profit, and (iv) any other items as specified in the SCC.

43.5. Any rates specified for Experts not yet appointed shall be provisional and shall be subject to revision, with the written approval of the Procuring Agency, once the applicable remuneration rates and allowances are known.

44. **Taxes and Duties**

44.1. The Consultant, Sub-consultants and Experts are responsible for meeting any and all tax liabilities arising out of the Contract unless it is stated otherwise in the SCC.

44.2. As an exception to the above and as stated in the SCC, all local identifiable indirect taxes (itemized and finalized at Contract negotiations) are reimbursed to the Consultant or are paid by the Procuring Agency on behalf of the Consultant.

45. **Currency of Payment**

45.1. Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

46. **Mode of Billing and Payment**

46.1. Billings and payments in respect of the Services shall be made as follows:
(a) Advance payment. Within the number of days after the Effective Date, the Procuring Agency shall pay to the Consultant an advance payment as specified in the SCC. Unless otherwise indicated in the SCC, an advance payment shall be made against an advance payment bank guarantee acceptable to the Procuring Agency in an amount (or amounts) and in a currency (or currencies) specified in the SCC. Such guarantee (i) is to remain effective until the advance payment has been fully set off, and (ii) is to be in the form set forth in Appendix E, or in such other form as the Procuring Agency shall have approved in writing. The advance payments will be set off by the Procuring Agency in equal installments against the statements for the number of months of the Services specified in the SCC until said advance payments have been fully set off.
(b) The Itemized Invoices. As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, or after the end of each time interval otherwise indicated in the SCC, the Consultant shall submit to the Procuring Agency, in duplicate, itemized invoices, accompanied by the receipts or other appropriate supporting documents, of the amounts payable pursuant to Clauses GCC 45 and GCC 46 for such interval, or any other period indicated in the SCC. Separate invoices shall be submitted for expenses incurred in foreign currency and in local currency. Each invoice shall show remuneration and reimbursable

expenses separately.

(c) The Procuring Agency shall pay the Consultant's invoices within sixty (60) days after the receipt by the Procuring Agency of such itemized invoices with supporting documents. Only such portion of an invoice that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Agency may add or subtract the difference from any subsequent payments.

(d) The Final Payment .The final payment under this Clause shall be made only after the final report and a final invoice, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Procuring Agency. The Services shall be deemed completed and finally accepted by the Procuring Agency and the final report and final invoice shall be deemed approved by the Procuring Agency as satisfactory ninety (90) calendar days after receipt of the final report and final invoice by the Procuring Agency unless the Procuring Agency, within such ninety (90) calendar day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final invoice. The Consultant shall thereupon promptly make any necessary corrections, and thereafter the foregoing process shall be repeated. Any amount that the Procuring Agency has paid or has caused to be paid in accordance with this Clause in excess of the amounts payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Agency within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Agency for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Agency of a final report and a final invoice approved by the Procuring Agency in accordance with the above.

(e) All payments under this Contract shall be made to the accounts of the Consultant specified in the SCC.

(f) With the exception of the final payment under (d) above, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations hereunder.

47. **Interest on Delayed Payments**

47.1. If the Procuring Agency had delayed payments beyond fifteen (15) days after the due date stated in Clause GCC 46.1 (c), interest shall be paid to the Consultant on any amount due by, not paid on, such due date for each day of delay at the annual rate stated in the SCC.

G. Fairness and Good Faith

48. **Good Faith**

48.1. The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

H. Settlement of Disputes

49. **Amicable Settlement**

49.1. Any dispute of any kind whatsoever shall arise between the Procuring Agency and the Service Provider in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the Project –whether during

developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

49.2. Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with GCC sub-clause 45.1, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Project. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940.

49.3. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Service Provider any monies due the Service Provider.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Special Conditions of Contract

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract>

Number of GC Clause 3.1

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4.1

The language is **English**

Number of GC Clause 6.1 and 6.2

The addresses are:

The Procuring Agency is: SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).

The Consultant Address:

The title of the subject procurement is:Hiring of Consultancy Services to Update/Develop SMEDA's Prefeasibility Studies

Number of GC Clause 8.1

[Note: If the Consultant consists only of one entity, state "N/A";Or

The Lead Member on behalf of the JV is _____ _____ *[insert name of the member]*

Number of GC Clause 9.1

The Authorized Representatives are:

For the Procuring Agency:

SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager
4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).
+92-323-435-3663
sohailn@smeda.org.pk

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 11.1

[Note: If there are no effectiveness conditions, state "N/A"]OR

List here any conditions of effectiveness of the Contract]

The effectiveness conditions are the following: *[insert "N/A" or list the conditions]*

Termination of Contract for Failure to Become Effective:

The time period shall be _____ *[insert time period, e.g.: four months]*.

Commencement of Services:

The number of days shall be_____ *[e.g.: ten]*.

Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Procuring Agency in writing as a written statement signed by each Key Expert.

Expiration of Contract:

The time period shall be _____ *[insert time period, e.g.: twelve months]*.

Number of GC Clause 23

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **1.00%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 23.1

No additional provisions.

The following limitation of the Consultant's Liability towards the Procuring Agency can be subject to the Contract's negotiations:

Number of GC Clause 24

Performance Guarantee:
Instrument of Performance Guarantee shall be in the Name of : **Small & Medium Enterprises Development Authority (SMEDA)**

The amount of performance guarantee shall be 10.00% of the contract price in acceptable form of Pay Order, Bank Guarantee, Demand Draft

Number of GC Clause 24.1

The insurance coverage against the risks shall be as follows:

(a) Professional liability insurance, with a minimum coverage of _____ *[insert amount and currency which should be not less than the total ceiling amount of the Contract]*;

Number of GC Clause 33. Removal of Experts or Sub-consultants

[Note to Procuring Agency: include the following for supervision of infrastructure contracts (such as Plant or Works) and for other consulting service where the social risks are substantial or high, otherwise delete.]

Price adjustment on the remuneration : Nil *[**insert*** **"applies"** *or* **" does not apply"***]***

The currency of payment shall be the following: *PKR*

[The advance payment could be in either the foreign currency, or the local currency, or both; select the correct wording in the Clause here below. The advance bank payment guarantee should be in the same currency(ies)]

The following provisions shall apply to the advance payment and the advance bank payment guarantee:

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard**.**

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties**.**

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties**.** The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute**.**

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Arbitrator's fee:

The fee shall be specified in Pak Rupees, as determined by the Arbitrator, which shall be shared equally by both parties**.**

Appointing Authority for Arbitrator:

By the Mutual Consent or in accordance with the provisions of Arbitration Act, 1940, in case the parties fail to reach a consensus on the name of sole arbitrator, any party may submit an application to the Chief Justice Islamabad High Court for appointment of sole arbitrator. The Chief Justice IHC may appoint a former judge of any High Court or Supreme Court as the sole arbitrator to resolve the dispute between the parties.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

Bid Securing Declaration

Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P190179***

To: **SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Contract Form

FORM OF CONTRACT

This CONTRACT (hereinafter called the "Contract") is made the *[number]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Agency or Recipient]* (hereinafter called the "Procuring Agency") and, on the other hand, *[name of Consultant]* (hereinafter called the "Consultant").

[If the Consultant consist of more than one entity, the above should be partially amended to read as follows: "…(hereinafter called the "Procuring Agency") and, on the other hand, a Joint Venture consisting of the following entities, each member of which will be jointly and severally liable to the Procuring Agency for all the Consultant's obligations under this Contract, namely, *[name of member]* and *[name of member]* (hereinafter called the "Consultant").]

WHEREAS

1. the Procuring Agency has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");

2. the Consultant, having represented to the Procuring Agency that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

3. the Procuring Agency has received [*or* has applied for] a loan [*or* credit *or* grant] from the *[Insert as appropriate:)]* toward the cost of the Services and intends to apply a portion of the proceeds of this [loan/credit/grant] to eligible payments under this Contract, it being understood that (i) payments will be made only at the request of the Procuring Agency; (ii) such payments will be subject, in all respects, to the terms and conditions of the [loan/financing/grant] agreement, including prohibitions of withdrawal from the [loan/credit/grant] account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import.

NOW THEREFORE the parties hereto hereby agree as follows:

The following documents attached hereto shall be deemed to form an integral part of this Contract:

- The General Conditions of Contract
- The Special Conditions of Contract;
- Appendices: Appendix
    - Terms of Reference Appendix
    - Key Experts Appendix
    - Remuneration Cost Estimates Appendix)
    - Reimbursable Cost Estimates Appendix
    - Form of Advance Payments Guarantee

In the event of any inconsistency between the documents, the following order of precedence shall prevail: the Special Conditions of Contract; the General Conditions of Contract, including Attachment 1; Appendix A;

Appendix B; Appendix C and Appendix D; and Appendix E. Any reference to this Contract shall include, where the context permits, a reference to its Appendices.

2. The mutual rights and obligations of the Procuring Agency and the Consultant shall be as set forth in the Contract, in particular:

(a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and

(b) the Procuring Agency shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[Name of Procuring Agency]*

[Authorized Representative of the Procuring Agency – name, title and signature]

For and on behalf of *[Name of Consultant or Name of a Joint Venture]*

[Authorized Representative of the Consultant – name and signature]

[For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached.]

For and on behalf of each of the members of the Consultant [insert the name of the Joint Venture]

[Name of the lead member]

[Authorized Representative on behalf of a Joint Venture]

[add signature blocks for each member if all are signing]

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

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

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

Performance Guarantee Form

Performance Guarantee Form

To: **SMEDA (Small and Medium Enterprises Development Authority (SMEDA)), Deputy General Manager 4th Floor, Building No.3, Aiwan-Iqbal Complex Egerton Road, Lahore City, Lahore (District), Lahore Division (Division), Punjab (Province).**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure

Annexure-1 (ToRs & Scope of Work)

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annexure-1 (ToRs & Scope of Work)** (page number: 71)

TECHNICAL PROPOSAL SUBMISSION FORM

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **TECHNICAL PROPOSAL SUBMISSION FORM** (page number: 82)

FINANCIAL PROPOSAL SUBMISSION FORM

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **FINANCIAL PROPOSAL SUBMISSION FORM** (page number: 83)

FINANCIAL FORM-Schedule of Costs

Financial Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **FINANCIAL FORM-Schedule of Costs** (page number: 84)

ANNEXURE-A (Applicant Information Form)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE-A (Applicant Information Form)** (page number: 85)

ANNEXURE – A (1) “Litigation History”

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE – A (1) “Litigation History”** (page number: 87)

ANNEXURE-B (Organization Structure of the Applicant)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE-B (Organization Structure of the Applicant)** (page number: 88)

ANNEXURE-C (Consultancy Experience)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE-C (Consultancy Experience)** (page number: 89)

ANNEXURE-C (1) (Relevant Experience)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE-C (1) (Relevant Experience)** (page number: 90)

ANNEXURE – D & D (1)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE – D & D (1)** (page number: 91)

ANNEXURE-E (Financial Strength)

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **ANNEXURE-E (Financial Strength)** (page number: 94)

ANNEXURE-F (Sample Form for Sources of Information)

Information (Read-Only)

See Form Under Additional Forms and Documents: **ANNEXURE-F (Sample Form for Sources of Information)** (page number: 95)

Annexures-G (Sample Pre-Feasibility Study Table of Content)

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annexures-G (Sample Pre-Feasibility Study Table of Content)** (page number: 96)

Annex G 1-Sample PFS

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex G 1-Sample PFS** (page number: 98)

Procurement Forms

PUBLIC PROCUREMENT REGULATORY AUTHORITY
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PUBLIC PROCUREMENT REGULATORY AUTHORITY
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Additional Forms and Documents

TERMS OF REFERENCE

Hiring of Consultancy Services to Update/Develop SMEDA's Prefeasibility Studies

1 INTRODUCTION

"Small and Medium Enterprises Development Authority (SMEDA), Ministry of Industries and Production (MoIP), Government of Pakistan, hereinafter, referred to as "Client".

SMEDA prepares and disseminates pre-feasibility studies to help potential entrepreneurs and SMEs, identify investment opportunities, understand business requirements and make informed preliminary investment decisions. The studies provide practical guidance on the business concept, market, technical requirements, costs, operations, compliance, risks and financial viability.

These pre-feasibility studies on potential areas of investments for SMEs is a hallmark of SMEDA. Currently, there are over 400+ prefeasibility studies available on SMEDA's website (www.smeda.org). These prefeasibility reports are downloaded free of cost by a large number of interested individuals across the country and overseas.

These pre-feasibility studies provide overview of the project, required investment, production process, costs & revenues, financial projections, in a standard, easy to understand format. Pre-feasibility study may develop the basis of an important investment decision and, in order to serve this objective, the document covers various aspects of project concept development, start-up, production, marketing, finance, and business management.

The objective is to produce consistent, evidence-based, technically and financially credible pre-feasibility studies that can be used by potential entrepreneurs as preliminary decision-support tools. The studies are not substitutes for investor-specific due diligence, detailed feasibility or professional advice.

2 STATEMENT OF PURPOSE

The main purpose of this assignment is to update existing and develop new Pre-Feasibility Studies on different potential SME businesses.

3 SCOPE OF WORK

The consultant will perform activities including but may not be limited to the following:

a) Collection of information / data on project investment including but not limited to cost of land, building, machinery & equipment, utility connections, vehicle, production process flow, marketing / distribution channels, terms of trade, key factors / competitive advantage for business success etc. and operational costs such as cost of raw material, labour, production overheads, administrative expenses, selling and general expenses, mark-up rates, inventory requirements, accounts payable and receivable cycle, applicable taxes etc.

b) Develop complete financial model (including income statement, cashflow statement and balance sheet etc.) of the identified business on the standard financial model provided by the client.

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c) Develop a word document containing the information collected / developed as per the guidelines mentioned above, on a standard format provided by the client.

d) Develop the pre-feasibility report in the word document format based on the standard table of content provided by the client.

e) An orientation / training of the nominated resource of the selected bidder shall be provided by the staff of the client, at the premises of the client. The duration of training will be decided with mutual consent.

f) Any other thing as required by the client.

4 Package Structure

The assignment is to "Update/Develop SMEDA's Prefeasibility Studies" and is divided into three (03) Packages:

I. **Package A**

II. **Package B**

III. **Package C**

NOTE:

- The Bidder may apply for any/all of the above Packages. Bids not covering complete list of Pre-feasibility Studies under any Package(s) will not be considered. Each package will be evaluated independently.
- SMEDA may approve, modify, combine or replace individual topics during inception without changing the total number of studies in a package, provided that substituted topics are reasonably comparable in complexity and level of effort.

4.1 PACKAGE A – MANUFACTURING SECTOR

Sr.#	TITLE OF PRE-FEASIBILITY STUDIES	REQUIREMENT
1	Apricot kernel Oil Extraction Unit	New
2	Mountain Herbs, Medicinal Plants & Essential Oils Processing Unit	New
3	Furniture Manufacturing / Modular Furniture	New
4	Electric Bicycle Manufacturing Unit	Update
5	Herbal Cosmetics Manufacturing Unit	Update
6	Surgical Instrument Manufacturing Unit	Update
7	Pink Salt & Salt Products Manufacturing and Export Unit	Update
8	Rubber Sole & Insole Manufacturing Unit	Update
9	Paper Bag Manufacturing Unit	Update
10	Hosiery Knitwear Unit	Update
11	Manufacturing Unit of Prayer Mats	Update
12	Bed Linen Stitching Unit	Update

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Sr.#	TITLE OF PRE-FEASIBILITY STUDIES	REQUIREMENT
13	Cotton Towel Manufacturing Unit	Update
14	Bio-Degradable Plastic Bags Manufacturing Unit	Update

4.2 PACKAGE B – TRADING/SERVICES

Sr.#	TITLE OF PRE-FEASIBILITY STUDIES	REQUIREMENT
1	Trading House for Industrial Machinery and Equipment (Textile and Allied Sector)	Update
2	Gemstone Lapidary Centre	New
3	Eco-Tourism & Small Hospitality Enterprise	New
4	Online Teaching	Update
5	Medical Store	Update
6	E-Commerce Platform	Update
7	Pharmaceutical Distribution and Marketing	Update
8	Freight Forwarding Company	Update
9	Establishment of Travel Agencies & Tour Operators	Update
10	Solar Power / Solar Heating Systems Designing and Installation Services	Update
11	Polytechnic IT Training Institute	Update
12	Household Solar Systems Distribution	Update
13	Digital Marketing Agency	Update
14	International School Franchise	New

4.3 PACKAGE C - AGRICULTURE, FOOD, DAIRY & LIVESTOCK

Sr.#	TITLE OF PRE-FEASIBILITY STUDIES	REQUIREMENT
1	Dry fruit processing/grading and export unit	New
2	Honey Processing & Food Products Unit	Update
3	Vegetables & Fruit Dehydration Unit	Update
4	Off-Season Vegetable Farming (High Tunnel)	Update
5	Rice Mill Processing Unit	Update
6	Calf Fattening Farm (Premium Feedlot Fattening System)	Update
7	Canola and Soybean Oil Refining & Packaging Unit	Update
8	Commercial Trout Fish Farm	New

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Sr.#	TITLE OF PRE-FEASIBILITY STUDIES	REQUIREMENT
9	Goat Fattening Farm (800 Animals)	Update
10	Cold Storage (Fruit & Vegetable)	Update
11	Mini Dairy Processing Plant (Pasteurized Milk Cheese Dairies)	Update
12	Dairy Farm (25 Cows)	Update
13	Spices Processing Packing & Marketing	Update
14	Pet Food Manufacturing Unit	New

5 DELIVERABLES

The following are required to be developed for the assignment as described in the scope of work:

a. Inception Report

The selected consultant has to conduct preliminary research to identify parameters such as determination of the Scope / Product Type / Production Capacity / Investment / Average Capacity Utilization and complete feasibility framework etc. and submit the "Inception Report" in the form of a preliminary research report' for the approval of the Client.

NOTE: The inception report should include all the decisions taken in the kick off meeting.

b. Information on Data Collection (Data Sheet)

The consultant will collect the required information for development of the prefeasibility Studies report as the case may be, provide the list of data collected, date of data collection, set of assumptions, and sources of information as per the **Standard Template, Annexure F**, issued by the Client (included but not limited to Quotations from vendors for Machinery / Equipment /Materials etc).

i. **Quotations and Price Validation:** At least two independent quotations shall normally be obtained for major machinery, equipment and capital-cost items. One quotation may be accepted only where limited suppliers, proprietary technology or another reasonable constraint is documented and approved. Major prices and quotations shall normally be no more than three months old at draft submission.

ii. Quotations shall specify capacity, specifications, quantity, unit price, taxes, duties, freight, installation, commissioning, training and validity period, where applicable. Imported equipment assumptions shall separately state exchange rate, customs duties, taxes, freight, insurance, clearance and inland transport.

c. Financial Model

The soft copy of the standard financial model in which above information is duly incorporated.

d. Pre-feasibility Document

Hard and soft copy of the document in MS word as per standard format issued by the Employer, containing necessary background information, disclaimers, explanations, process flow diagram,

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project costs and revenue details, and standard financial statements. (Sample Prefeasibility Study is attached at **Annexure - G)**

i. **Regulatory and Compliance Assessment:** Each study shall identify applicable registration, licensing, tax, environmental, labour, health and safety, product, packaging, import/export and sector-specific requirements, distinguishing mandatory obligations from recommended, buyer-driven and export-market standards.

ii. **Capacity and Scale Justification:** The recommended capacity shall be supported by market demand, economic scale, machinery, investment capacity, resources, labour, utilities, distribution and expected utilization. Where practical, at least two scale options shall be compared, with justification for the recommended option and a concise alternative-scale comparison included in the report.

iii. **Implementation Plan:** Each study shall include an implementation plan covering approvals, site selection, design, construction, procurement, installation, commissioning, recruitment, training, trial operations, market development and commercial operations. The timeline shall align with the financial model.

iv. **Local Language Versions:** Apart from English Language Pre-feasibility Studies, each study should be submitted separately in local languages including Urdu, Sindhi and Balochi Language version.

6 ASSIGNMENT PHASES

For effective management, the project is divided into the following phases:

Phase I:

a. The selected consultant has to submit an "Inception Report" in the form of preliminary research report for the approval of the Client. The Preliminary Research Report should be submitted within 2 weeks of conducting the kick-off meeting.

Phase II:

a. Information / data collection for development of prefeasibility studies.
b. Development of draft financial model
c. Review by the Client
d. Finalization of the financial model

Phase III: Incorporation of data in the word document / template.

The consultants will provide a hard and soft copy of the English version of the prefeasibility studies for review and will incorporate changes / additions suggested by Employer Working of the consultant entails:

i) Update/Development of Pre-feasibility Studies;

ii) Present the same for review, incorporate suggestions/feedback;

iii) Local Language Versions of Pre-feasibility Studies (Balochi, Sindhi and Urdu);

iv) First draft & Review;

v) Final Copy (1 Hard Coloured Copy & Soft copy on Email/Drive & USB).

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7 COMMENCEMENT AND DURATION OF ASSIGNMENT

1. **Commencement:** From the date of signing of contract.
2. **Duration:** Estimated duration of the assignment is 5 months.

7.1 Work Plan

The potential consulting firm has to propose its work plan against the main activities of the assignment, their content and estimated duration, describing phasing, interdependence and milestones. The proposed work plan should be consistent with the technical approach and data collection methodology, showing clear understanding of the TORs and the ability to translate them into a deliverable working plan.

8 TERMS OF PAYMENT

Payment shall be released by the client to the selected Consultant at the Client's choice either in the form of cheque(s) drawn in the favor of the Consultant or in the form of irrevocable inland Letter of Credit (LC) at sight opened in the favor of the Consultant. If Letter of credit is opened in favor of selected Consultant, the cost (commission and bank charges) of LC shall be the responsibility of the selected Consultant.

The payment to the Consultant shall be made in part or whole as per the following schedule:

Sr.#	Items / Output / Deliverable	Payment (%age of Contract Value)	Condition for Release of Payment
1	Advance	-	Maximum up to 100% of the contract value, subject to submission of Pay-Order / Bank Guarantee of equal amount in favour of the project. If availed, will be adjusted in the Interim Payments proportionately.
2	Submission of Inception Report	10%	Submission of the Invoice and Acceptance of the deliverable by the management
3	Completion and acceptance of a batch of seven (07) Pre-Feasibility Studies including information/ data sheet, financial model and final report under the Contract	60%	1. Submission of invoice and acceptance of deliverable by the project management. 2. Submission of original Invoice and 01 coloured hard & a soft copy of the prefeasibility studies.
4	Submission of Translated Version of Pre-Feasibility Studies (Urdu, Sindhi, Balochi)	20%	Submission of invoice and acceptance of deliverable by the project management.
5	Submission of Final Prefeasibility Studies	10%	Acceptance of deliverable/completion certificate by the project management.

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BID EVALUATION CRITERIA

1 EVALUATION CRITERIA

1.1 Technical Proposal

The technical proposal of eligible organizations will be evaluated using the scoring criteria. The technical proposal must be submitted as a self-explanatory document, having a table of content, headings and page numbering for easy reference and comparative analysis. Technical proposal will be evaluated with reference to the organisation's profile, total general experience, specific experience, technical approach and methodology, the profiles of the proposed team members and financial strength. Total score for evaluation of technical proposal is 100, distributed between five factors, shown in Table below. To qualify, applicant must score an aggregate 70 out of 100 marks.

Sr. #	COMPONENT	MAX SCORE
1.	Organizational Profile	10
2.	Organisation Experience	45
3.	Understanding, Methodology and Work Plan	15
4.	Management Capability	20
5.	Financial Strength	10
TOTAL SCORE		**100**

Note: The marks for Strength of Organisational Profile, Proposed Methodology and Work Plan will be given fairly at the sole discretion of Client / Evaluation Committee in the SMEDA's interest, an objection from any bidder will not be acceptable.

The technical proposal should contain following and any additional information and copies of all required documents should be attached.

1.1.1 Evaluation Method

Quality and Cost Based Selection (QCBS.

Technical Evaluation:

The consulting firms achieving minimum 70 marks in Technical Evaluation will be eligible for Financial Evaluation. Moreover, the firm must obtain minimum of 50% marks in Relevant Experience to be considered for further evaluation.

1.1.2 Technical Evaluation Criteria

Technical Proposals will be opened first and evaluated as per the following Criteria:

1. **Organisation's Profile** **(Max 10 Points)**

Provide detail information regarding the entity and its business profile. Please use **Annexure – A** for providing firm's information and litigation history (if any) **(Annexure A – 1).** The score will be awarded as per scoring criteria explained below:

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Sr. No.	Components	Criteria	Points
1	**Experience since Incorporation / Registration** *Post registration experience (maximum marks for 10 years, relative marking for others)*	≥ 10 years	Maximum 10 Marks for 10 or more years of experience, relative marking for others

Submission requirement as per (**Annexure – A & B**)

2. Organization's Experience (Max 45 Points)

a. Consultancy Experience (15 Points)

The score will be awarded as per scoring criteria given below:

Sr. No	Component	Criteria	Points
1	No. of Consultancy assignments in last 05 years *(Enlist only assignments/projects with financial value of Rs. 1 million or more)*	≥ 10 assignments	Maximum 15 Marks for 10 or more assignments, relative marking for others

Submission requirement as per **Annexure – C**

b. Relevant Experience (30 Points)

The score will be awarded as per scoring criteria given below:

Sr. No	Component	Criteria	Points
1	No. of Feasibility Studies / Business Plans / Sector Based Studies Developed in last 05 years *(Enlist only assignments/projects with financial value of Rs. 1 million or more)*	≥ 10 assignments	Maximum 30 Marks for 10 or more assignments, relative marking for others

Submission requirement as per **Annexure – C-1**

3. Understanding, Methodology and Work Plan (Max 15 Points)

Sr. No.	Components		Points
1	**Market and Data Collection Methodology**	1.1 **Data Gathering & Estimation Techniques:** Proper use of estimates, proxies, triangulation, consultations, and explicit identification of limitations.	2
		1.2 **Evidence & Validation Management:** Source validation evidence management, presence of consultation records, quotation verification, and an electronic evidence repository.	2
2	**Technical, Regulatory and Capacity-Analysis Approach**	2.1 **Conceptual Understanding & Context:** Overall clarity of understanding, identification of package-specific issues, and practical orientation.	2
		2.2 **Operational & Compliance Planning:** Detailing of process, inputs, scale justification, compliance, and implementation planning.	2
3	**Quality Assurance and Peer Review**	3.1 **Structural Quality Controls:** Clear definition and presence of stage gates and independent review mechanisms.	2
		3.2 **Procedural Safeguards:** Implementation of internal checklists, strict sign-off protocols, and documented correction procedures.	2

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4	**Work Plan and Coordination**	4.1 **Scheduling & Timelines:** Realistic sequencing, logical dependencies, and achievable timelines.	1
		4.2 **Resource & Client Coordination:** Clearly mapped client review points and well-defined responsibility allocation.	1
		4.3 **Terms of Reference (TOR) Compliance:** Explicit adherence and alignment to Section 7.1 of the TOR.	1

- The potential bidder has to propose its understanding of the objectives and scope / TORs of the assignment. Their annotated approach followed for data collection, data validation and financial modelling to execute each of the sections indicated in scope of work. This must include brief description of the tasks, implementation methodology proposed for efficient delivery of the tasks, and quality mechanisms offered.
- The bidder should also propose their methodology for presenting the data collected in to a report and the mechanism for quality assurance.

4. Management Capability (Expertise and Capacity) (Max 20 Points)

The firm is required to propose five (05) Key Team Members, that would be actually deployed for this assignment. Please provide information of the Proposed Team for the assignment, who will be engaged through out as per the table given in **Annexure – D.** The firm will provide an innovative organizational team structure to effectively and efficiently carry out the activities mentioned in the scope of work, covering the following key functional areas:

- **Team Leader / Project Manager**
- **Package Specialist (at least 1 specialist per Package)**
- **Market Research Resource(s)**
- **Financial Modeling Expert/s**
- **Manager Quality Assurance**

Package specialists are to be defined as an independent resource for each package for the purpose of this assignment. The number of suggested positions should also be justified with respect to the expected work load and the geographical coverage of all provinces/regions. The proposal should mention not only the key positions but ALL the suggested positions.

Max **4 Marks** are allocated for each of (05) Key Team Members

Sr. No	Components	Points	Total Points
1.	**Relevant Experience* of Key Team Members Assigned to this Project**	**2**	**10**
a.	*More than 10 Years*	2	
b.	*Between 6 – 10 Years*	1	
c.	*Between 1 – 5 Years*	0	
2.	**Educational Qualification** of Key Team Members Assigned to this Project**	**2**	**10**
a.	*Relevant Ph.D. / MS / MPhil or Master Degree*	2	
b.	*Relevant Bachelor Degree*	1	
	Total Points for each Staff Member	**4**	

Attach CVs of the Key Team Members as per the format in **Annexure – D-1** for detailed information.

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** The relevant experience of the Key Team member is related with experience in project management, financial modelling & analysis, capital budgeting, sensitivity & scenario analysis, pre-feasibility studies & business plans development, market research and report writing etc.*

*** The relevant educational qualification includes degree in Business Studies, Management Sciences, Economics, Accounting, Finance, Project Management or equivalent. Whereas, the package specific educational qualification may include Engineering, Agro-Food, Dairy & Livestock or any other relevant to the Package is required.*

5. Financial Capacity (Max 10 Points)

The applicant will provide its annual turnover for current / last year dully supported by Audited Financial Statements / Tax Returns / Bank Statements to prove its financial capability.

Sr. No	Components	Points
1	Average annual turnover of ≥ Rs. 20 million	Maximum 10 marks for avg. turnover ≥ Rs. 20 million, relative marking for others

Use **Annexure – E** for required financial information along with supporting documents.

1.2 Financial Proposal

Applicant must obtain minimum 70 marks to qualify in Technical Evaluation out of 100. Only technically qualified firms (≥70 marks in Technical Evaluation) will be considered for Financial Evaluation.

- The Financial Score (FS) will be calculated on the basis of the quoted financial proposal, using the Lowest Evaluated Bid (LEB) formula.

$$\text{Financial Score (FS)} = \frac{\text{Lowest Financial Bid}}{\text{Bid Under Evaluation}} \times 100$$

1.3 Criteria for Combined Evaluation of the Proposals

Final selection will be based on Quality & Cost-Based Selection (QCBS) Method, with Technical Weightage = 70% and Financial Weightage = 30%.

i. Technical Evaluation 70%
ii. Financial Evaluation 30%

Combined Score = (Technical Score × 70%) + (Financial Score × 30%)

NOTE: The contract will be awarded to the firm achieving the Highest Combined Score.

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FORM OF BID AND ANNEXURES TO BID

Sr. No.	Documents
1	**Technical Proposal Submission Form**
2	**Financial Proposal Submission Form**
3	**Financial Form (Summary of Cost)**
4	**Annexure A –** Applicant Information Form
5	**Annexure A-1 –** Litigation History
6	**Annexure B –** Organization Structure of the Applicant
7	**Annexure C –** General Consultancy Experience
8	**Annexure C-1 –** Relevant Experience
	Annexure D – Proposed Organizational Structure
9	**Annexure D-1 –** Curriculum Vitae of key Resources
10	**Annexure E –** Financial Strength of Information
11	**Annexure F -** Source of Information
12	**Annexure G -** Sample Prefeasibility Study

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TECHNICAL PROPOSAL SUBMISSION FORM

Date: [*Insert day, month, year*]
Title: [*insert title of assignment*]

To,
General Manager
Outsourcing Division
4th Floor, Building No 3, Aiwan -e-Iqbal Complex Egerton Road, Lahore.
Tel: 042-111-111-456

We, the undersigned, offer to provide the consultancy services for **"Develop/Update of Prefeasibility Studies on SME Businesses"** in accordance with your Request for Proposal (RFP) Document dated: [insert date]. "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial proposal sealed in a separate envelope".

{If the Consultant is a joint venture, insert the following: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture" or, if a JV is already formed, "of the JV agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

We hereby declare that,

- We have examined and have no reservations to the RFP Document.
- Our proposal shall be valid and remain binding upon us for the period of time specified in the bidding data.
- We understand that you may cancel the process at any time and that you are not bound to accept any Proposal you may receive, without incurring any liability to the Bidders.
- All information, statements and description contained in this Proposal are in all respect true, correct and complete to the best of our knowledge and belief, we accept that any misleading information contained in it may lead to rejection of proposal.

Signed: [signature of an authorized representative of the Applicant in Full and Initials]

Name of the Authorized Contact Person of Firm:_____

In the capacity of: [insert capacity of person signing the Application] duly authorized to sign bids for and on behalf of

Firm Name: _____ Stamp of the Firm: _____

FINANCIAL PROPOSAL SUBMISSION FORM

Date: [*Insert day, month, year*]
Title: [*insert title of assignment*]

To,
General Manager
Outsourcing Division
4th Floor, Building No 3, Aiwan -e-Iqbal Complex Egerton Road, Lahore.
Tel: 042-111-111-456

We, the undersigned, offer to provide the delivery of **"Develop/Update of Prefeasibility Studies on SME Businesses"** in accordance with your Request for Proposal (RFP) Document dated: [insert date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [insert amount(s) in figures and words] [insert the amount "including all taxes'] {Please note that all amount shall be the same as in Financial Proposal Form}

Our Proposal shall be binding upon us up to the expiration of bid validity period, as stated in BDS clause 5. of Bid Data Sheet.

No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution.

We understand that you are not bound to accept any proposal you receive

Yours sincerely,

Authorized Signature [in full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

[In case of JV either all the members sign or only the lead member in JV, in which case the power of attorney to sign on behalf of all members shall be attached]

FINANCIAL FORM

"Schedule of Costs"

The bidders are required to submit their financial proposal as per the following:

Sections	Develop/Update of Prefeasibility Studies on SME Businesses		
	No. of Pre-Feasibilities to be Developed/Update	Average Cost (Rs. / Feasibility)	Total Cost (Rs.) All Inclusive
PACKAGE A	14		
PACKAGE B	14		
PACKAGE C	14		
Total	**42**		

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ANNEXURE – A

Please provide detail information regarding firm and its corporate profile.

"Applicant Information Form"

Sr #	Required Information	Response
1	**Legal name of the Firm**	
2	**Year of Registration**	
3	**National Tax Number**	
4	**Core business area(s) of the organization (Please indicate up to top three areas only)**	
5	**What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy / Copies of Registration Certificate(s)**	☐ **Public Sector Organization**
		☐ **Section 42 Company**
		☐ **Public Ltd. Company**
		☐ **Private Ltd. Company**
		☐ **Partnership Firm**
		☐ **Others (Please specify)**
6	**Geographical Presence of the firm**	☐ **Punjab**
		☐ **Khyber Pakhtunkhwa**
		☐ **Sindh**
		☐ **Balochistan**
		☐ **Others**
7	**Name and designation of 'Head of Organization'/Company director/s or founder/s**	
	Years of association with the firm	
	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	

Sr #	Required Information	Response
8	**Name and designation of 'Authorized Contact Person':**	
	Phone/s:	
	Mobile:	

Note: Attach supporting documents of the above information such as Business Registration documents, NTN Certificate, FBR Profile etc. and any other document deemed required**,** further, following information should also be provided:

i. Company Profile
ii. List & profile of company directors / founders and top team members who have been in the company for more than 3 years
iii. List of company offices
iv. Brief description of services
v. Top 3 projects ever delivered or being delivered by the company in terms of financial value of business or strategic importance of client
vi. Litigation history **(Annexure A -1)**

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ANNEXURE – A (1)

"Litigation History"

Sr. No	Party / Parties of the Claim or Dispute	Nature of Claim or Dispute	Amount of the Claim or Dispute	Date Initiated	Status (award for or against the Bidder, pending or ongoing)

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ANNEXURE – B

"Organization Structure of the Applicant"

Applicants are required to provide complete Business Profile including:

1. Organization structure indicating the details of various departments.
2. Organogram showing the hierarchy of the organization.

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ANNEXURE – C

"Consultancy Experience"

(Provide Documentary Evidence*: Contract Agreement / Award Letter / Completion Certificate)

General Consultancy Experience (Project Sheet No. 1**)		
Sr. #	**Required Information**	**Response** *[Please provide exact information with project title, location/s and duration]*
1	Project Title [The project title means the actual name of the project]	
2	Name & Industry of the Employer	
3	Scope of assignment & Role of the Applicant	**[*Attach separate sheet and provide page reference number here*]**
4	Year / Duration of Assignment	**Year: XXXX** **Duration (MONTHS)**
5	Cost of the Assignment (Rs.)	
6	Contact details of Employer, Location(s) Country / City	
7	Project Status	☐ **Completed** ☐ **In Progress**

***Only those Projects / Assignments will be considered completed during last 05 years. Projects / Assignments with verifiable documentary evidence of completion comprising of duration, scope of work, assignment cost would be considered.**

****Copy the above table for another response.**

ANNEXURE – C (1)

"Relevant Experience"

(Provide Documentary Evidence**: Contract Agreement / Award Letter / Completion Certificate)

Relevant Experience (Project Sheet No. 1*)		
Sr. #	**Required Information**	**Response (Please provide exact information with project title, location/s and duration)**
1	Project Title [The project title means the actual name of the project]	
2	Name & Industry of the Employer	
3	Scope of assignment & Role of the Applicant	**[*Attach separate sheet and provide page reference number here*]**
4	Year / Duration of Assignment	**Year: XXXX** **Duration (MONTHS)**
5	Cost of the Assignment (Rs.)	
5	Contact details of Employer, Location(s) Country / City	
6	Project Status	☐ **Completed** ☐ **In Progress**

***Copy the above table for another response.**

****Only Projects/Assignments with Verifiable documentary Evidence would be considered. Projects / Assignments with verifiable documentary evidence of completion comprising of duration, scope of work, assignment cost would be considered.**

***** In Addition, to the documentary Evidence, the potential firm may also submit the relevant feasibility study / business plan conducted by the firm**

ANNEXURE – D

Please provide information of the Proposed Team for assignment who will be engaged throughout as per the following table. The firm will provide an innovative organizational structure to effectively and efficiently carry out the activities mentioned in the scope of work, covering the following key functional areas:

Sr.#	Name of Employee	Role in this Assignment	Qualification	Experience (Years)
1.				
2.				
3.				
4.				
5.				
n.				

NOTE:

a. The firm should identify the total manpower required for the project's implementation, along with the reporting relationships in the form of an **Organogram**. Each identified position should be justified by clearly providing its key role and responsibilities. The number of suggested positions should also be justified with respect to the expected work load and the geographical coverage of all provinces/regions. The proposal should mention not only the key positions but **ALL** the suggested positions.

b. Please attach their CVs as the format in **Annexure – D (1)** below for detailed information.

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ANNEXURE – D (1)

"Curriculum Vitae"

Name of	(Insert full name)
Date of Birth:	(day / month / year)
CNIC Number:	
Mobile	
Email Address:	
Postal Address:	
Current	

Education: (List college / university or other specialized education)

#	Name of Degree / Diploma	Specialization	Year of Passing *(YYYY)*	Name of the Institution, Location

Total Experience of the Employee (Years): _____

Employment with Applicant

Period: *MM/YYYY) to (MM/YYYY)*	
Job Title:	
Summary of activities performed:	

Other Employment record relevant to the assignment: [Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included, copy format provided below, for each of employment record]

Membership in professional Associations and Publications:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the client.

Name:	
Date:	
Signature	

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ANNEXURE – E
"Financial Strength"

Annual Turnover for Previous Three (03) years as per Audited Financial Statements / Bank Statements / Tax Returns (Rs. in millions)			
Year 1	**Year 2**	**Year 3**	**Average**
(A)	**(B)**	**(C)**	**(A+B+C) / 3**

NOTE: Provide annual turnover as per the latest 3 financial years Audited Statements / Bank Statements / Tax Returns

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ANNEXURE – F

Sample Form for "Sources of Information"

The consultant will share the details for sources of information, consulted / referred to the development of Prefeasibility Studies for all Machinery / Equipment / Utilities / Materials / Services etc.

Sr. No	Description (Name, specification, capacity)	Vendor (Name & Address)	Website / Email	Contact Person (Name & No.)	Date of data collection
1	Example: Generator 1500 KVA Turbo Type, 1500KVA, 400 Volts, 50 Cycles, 1500 RPM, Power Factor 0.8				
2					
3					
4					

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ANNEXURE - G

Sample Pre-Feasibility Study Table of Content*

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*These are the Indicative/Proposed Table of Contents; the bidder may propose revised table of content in the “Inception Report” or mutually decide with the employer.

Sector Additions: Manufacturing, food processing, healthcare, digital services, hospitality, agriculture and other packages may include additional mandatory sections through the Package Data Sheet.

Note: A Sample Pre-Feasibility Study is also attached for reference.

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Feasibility Study

Fruit & Vegetable Dehydration Unit

Template

"The figures and financial projections are approximate due to fluctuations in exchange rates, energy costs, and fuel prices etc. Users are advised to focus on understanding essential elements such as production processes and capacities, space, machinery, human resources, and raw material etc. requirements. Project investment, operating costs, andrevenues can change daily. For accurate financial calculations, utilize financial calculators on SMEDA's website and consult financial experts to stay current with market conditions. A template financial calculator accompanying this feasibility study is also available, whereby users may recalculate project investment, operating costs, and revenues on the basis of prevailing market prices"

Small and Medium Enterprises Development Authority
Ministry of Industries and Production
Government of Pakistan

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1 DISCLAIMER

This information memorandum is to introduce the subject matter and provide a general idea and information on the said matter. Although, the material included in this document is based on data/information gathered from various reliable sources; however, it is based upon certain assumptions, which may differ from case to case. The information has been provided on as is where is basis without any warranties or assertions as to the correctness or soundness thereof. Although, due care and diligence has been taken to compile this document, the contained information may vary due to any change in any of the concerned factors, and the actual results may differ substantially from the presented information. SMEDA, its employees or agents do not assume any liability for any financial or other loss resulting from this memorandum in consequence of undertaking this activity. The contained information does not preclude any further professional advice. The prospective user of this memorandum is encouraged to carry out additional diligence and gather any information which is necessary for making an informed decision, including taking professional advice from a qualified consultant/technical expert before taking any decision to act upon the information.

For more information on services offered by SMEDA, please contact our website: ***www.smeda.org.pk***

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2 EXECUTIVE SUMMARY

Dehydration is a process by which the shelf life of fruits and vegetables is extended by evaporating water while preserving the taste and nutritive value. The dehydration of fresh fruits and vegetables on commercial basis is gaining popularity among the investors in Pakistan. The proposed project is a medium sized 'Fruit & Vegetable Dehydration Unit', which entails to produce dehydrated Potato, Onion, Garlic, Apricot and Peach. Under the proposed project, fresh fruits and vegetables will be purchased from farmers and local fruit and vegetable markets and after dehydration will be sold as dried vegetables and dried fruits to food manufacturers, super stores, dry fruit merchants and traders. The selected fruits and vegetables have significant demand and potential in the local market. However, other fruits or vegetables can also be dehydrated on order-to-order basis, depending upon local availability. This business venture can be started in any part of Pakistan where fresh produce is available. It is particularly suitable for the fruit and vegetable growing areas of Balochistan, Khyber Pakhtunkhwa, Gilgit-Baltistan (GB) and Azad Jammu & Kashmir (AJK), where a considerable quantity of produce is wasted after harvest due to long distance from major markets and limited storage and processing facilities.

According to the estimates of this feasibility study, the proposed Fruit & Vegetable Dehydration Unit will have a maximum capacity of processing 264,000 kgs (48,000 kg Potato, 96,000 kg Onion, 48,000 kg Garlic, 36,000 kg Apricot and 36,000 kg Peach) of fresh fruits and vegetables per annum. The processing of 264,000 kgs of fresh fruits and vegetables will produce 44,928 kg (8,640 kg Potato, 9,792 kg Onion, 12,240 kg Garlic, 7,128 kg Apricot and 7,128 kg Peach) of dehydrated fruits and vegetables annually on 10 hours single shift and 330 operational days basis. The dehydrated fruits and vegetables will be packed in one kg. bags of plastic for further storage and distribution. The initial operational capacity is assumed at 60%, whereas maximum operational capacity utilization is assumed as 95%. This production capacity is estimated to be economically viable and justifies the capital as well as operational costs of the project. However, complete adherence to best agronomic practices is critical to the success of this project. Therefore, technical knowledge & experience of the entrepreneur is absolutely necessary.

The total project cost for setting up the proposed unit is estimated at Rs. 11.527 million out of which Rs. 10.120 million is capital cost and Rs. 1.407 million is working capital. The project is proposed to be financed through 65% debt (Rs. 7.500 million) and 35% equity (Rs. 4.027 million). Considering all the assumptions on which the feasibility study has been made, the project generates an IRR, Payback and Net Present Value of 38%, 3.50 years and Rs. 7.623 million respectively as a debt and equity financed business. The project will provide employment opportunities to 16

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people including the Owner. The legal business status of this project is assumed to be 'Sole Proprietorship'.

3 INTRODUCTION TO SMEDA

The Small and Medium Enterprises Development Authority (SMEDA) was established in October 1998 with an objective to provide fresh impetus to the economy through development of Small and Medium Enterprises (SMEs).

With a mission "to assist in employment generation and value addition to the national income, through development of the SME sector, by helping increase the number, scale and competitiveness of SMEs", SMEDA has carried out 'sectoral research' to identify policy, access to finance, business development services, strategic initiatives and institutional collaboration and networking initiatives.

Preparation and dissemination of feasibility studies in key areas of investment has been a successful hallmark of SME facilitation by SMEDA.

Concurrent to the feasibility studies, a broad spectrum of business development services is also offered to the SMEs by SMEDA. These services include identification of experts and consultants and delivery of need based capacity building programs of different types in addition to business guidance through help desk services.

4 PURPOSE OF THE DOCUMENT

The objective of the feasibility study is primarily to facilitate potential entrepreneurs in project identification for investment. The project feasibility may form the basis of an important investment decision and in order to serve this objective, the document/study covers various aspects of project concept development, start-up, and production, marketing, finance and business management.

The purpose of this document is to facilitate potential investors in **"Fruit & Vegetable Dehydration Unit"** by providing them with a general understanding of the business with the intention of supporting potential investors in crucial investment decisions.

The need to come up with feasibility reports for undocumented or minimally documented sectors attains greater imminence as the research that precedes such reports reveal certain thumb rules; best practices developed by existing enterprises by trial and error, and certain industrial norms that become a guiding source regarding various aspects of business set-up and its successful management.

Apart from carefully studying the whole document one must consider critical aspects provided later, which form basis of any Investment Decision.

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5 BRIEF DESCRIPTION OF PROJECT & PRODUCT

The process of removal or reduce the moisture from the fruit or vegetable in order to preserve the product for prolonged storage is called 'Dehydration'. Through dehydration the moisture level of any vegetable or fruit can be limited to a level where micro-organism may not be able to grow and spoil it. Reduction of the moisture content results in preservation of quality characteristics such as flavour and nutritive value. Another objective of dehydration is the significant reduction in volume, which promotes efficiency in both transportation and storage of the food products. The dehydrated vegetables are used as an instant vegetable as well as to make noodles, soups, snacks and fast foods, whereas dried fruits such as apricot and peach are consumed as dry fruit and are also used in bakery and confectionery products.

This particular feasibility study is about establishing a fruit and vegetable dehydration unit for Potato, Onion, Garlic, Apricot and Peach. According to the proposed business model, fresh fruits and vegetables will be purchased from local markets or directly from farmers. After processing, dehydrated fruits and vegetables are sold to food manufacturers, super stores, dry fruit merchants and local retail chains. The processing of the selected fruits and vegetables will be based on the seasonal availability; apricot and peach will be processed during their summer harvest season, whereas potato, onion and garlic will be processed during the rest of the year. The proposed unit will be equipped with locally manufactured dehydration machines, mainly, Washer, Peeler, Slicer and Dryers. Heat and Dry Air will be used for dehydration of the fruits and vegetables. The Dryers are the main component of production process. The unit will comprise of 8 Dryers, with each having a capacity of drying 50 kg of fresh fruits or vegetables in 5 hours. Around two batches of dried fruits or vegetables per dryer will be produced per day. After dehydration the fruits and vegetables will be packed in plastic bags for further storage and distribution.

Financial analysis shows the unit shall be profitable from the very first year of operation. The proposed project can be established in any part of Pakistan; however, the ideal location is in or near the fruit and vegetable growing areas, particularly of Balochistan, Khyber Pakhtunkhwa, Gilgit-Baltistan and Azad Jammu & Kashmir, with availability of required infrastructural support, labour and easy access to markets. The legal business status of this project is assumed to be 'Sole Proprietorship'.

5.1 Production Process Flow

The major activities involved in production processes includes, Sorting, Washing, Peeling / Destoning, Slicing / Cutting, Drying and Packing. Production process flow

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of the proposed fruit and vegetable dehydration unit is exhibited in the below diagram.

Figure 1: Production Process Flow



5.2 Product Mix

The proposed product mix comprises of dehydrated Potato, Onion, Garlic, Apricot and Peach. This product mix is selected due to high demand and market potential, and because the different harvest seasons of these fruits and vegetables keep the unit operational throughout the year. However, other fruits or vegetables can also be dehydrated on order basis, as per local availability. Details of product mix is provided in the below table.

Table 1: Product Mix

Commodity	Percent of Total Production	Processing Days
Potato	19%	60
Onion	22%	120
Garlic	27%	60
Apricot	16%	45
Peach	16%	45

5.3 Installed and Operational Capacities

The installed and operational capacity of the Fruit & Vegetable Dehydration Unit mainly depends upon the installed machinery.

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This feasibility study is based on 08 dryer machines that can dehydrate 264,000 kgs of fresh fruits and vegetables (50 kg in 5 hours at 1 dryer) per annum on 10 hours single shift basis. The unit is assumed to operate 330 days per annum. The dehydration of 264,000 kgs of fresh fruits and vegetables will produce 44,928 kgs of dried fruits and vegetables as finished goods. The initial operational capacity of the project will be 60% with an annual growth of 5%. Maximum capacity utilization of the project is assumed at 95%.

Product mix wise installed and operational capacity is provide in the table below.

Table 2: Installed and Operational Capacity

Commodity	Total Processing Capacity of Fresh Fruits & Vegetables (Kgs)	Total Capacity Finished Goods (Dehydrated Fruits & Vegetables, Kgs)	Operational capacity Finished Goods Year 1, 60% (Kgs)	Maximum Operational Capacity Finished Goods 95% (Kgs)
Potato	48,000	8,640	5,184	8,208
Onion	96,000	9,792	5,875	9,302
Garlic	48,000	12,240	7,344	11,628
Apricot	36,000	7,128	4,277	6,772
Peach	36,000	7,128	4,277	6,772
Total	**264,000**	**44,928**	**26,957**	**42,682**

6 CRITICAL FACTORS

Following are the factors critical for the success of this business venture.

- ⇒ Complete adherence to best agronomic practices is critical to the success of this project; therefore, technical knowledge & experience of the entrepreneur in the field of horticulture and in fruit and vegetable processing business is absolutely necessary.
- ⇒ Selection of good quality and fresh fruits and vegetables; cost efficiency through better management.
- ⇒ Appropriate arrangements for transportation of fresh fruits and vegetables to the processing facility.

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- ⇒ Good storage arrangement and internal controls for processed fruits and vegetables; arrangements for transportation of processed product to local markets.
- ⇒ Properly trained staff should be engaged and comprehensive staff training programs to be adopted for capacity building.
- ⇒ Careful selection of good location near the fruit and vegetable growing areas and acquisition of premises at competitive rent.
- ⇒ Effective marketing and distribution of the product particularly to the food manufacturers, super stores and retail chains.

7 GEOGRAPHICAL POTENTIAL FOR INVESTMENT

Fruits and vegetables suitable for dehydration are grown in all provinces and regions of Pakistan; therefore, the proposed unit can be established anywhere in the country, preferably in the vicinity of growing areas for easy access and availability of fresh produce. Balochistan, Khyber Pakhtunkhwa (KP), Gilgit-Baltistan (GB) and Azad Jammu & Kashmir (AJK) offer particular potential for investment, as these regions produce good quality fruits and vegetables, while a considerable quantity is wasted due to long distance from major markets and limited storage and processing facilities. In Balochistan, districts such as Quetta, Pishin, Killa Saifullah, Mastung, Kalat, Ziarat and Loralai are known for apricot, peach and onion. In KP, Swat, Dir, Chitral, Mansehra, Mardan and Peshawar are important areas for peach, apricot, potato, onion and garlic. In GB, Hunza, Nagar, Gilgit, Ghizer, Skardu, Shigar and Ghanche are well known for apricot and potato, whereas in AJK, Rawalakot, Bagh, Muzaffarabad and Neelum Valley produce apricot, peach, potato and other vegetables. In Punjab and Sindh, the unit may be located in vegetable growing areas such as Okara, Sahiwal, Kasur, Multan, Hyderabad, Mirpur Khas, Khairpur, etc.

8 POTENTIAL TARGET CUSTOMERS / MARKETS.

The dehydrated vegetables are widely used as instant vegetable as well as in manufacturing of different processed food items, whereas dried apricot and peach are consumed as dry fruit and are used in bakery and confectionery products. Therefore, the potential target customers for the dehydrated fruits and vegetables are the food manufacturing industry, bakery and confectionery, dry fruit merchants, super stores, hotels and restaurants, traders and exporters.

As majority of the target customers belong to business segments, therefore, the business clients operating in major cities across the country, such as Karachi, Lahore, Islamabad, Rawalpindi, Peshawar, Quetta, Faisalabad, Multan, Sialkot,

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Hyderabad, Gilgit, Skardu, Muzaffarabad and Mirpur will be key potential markets for the proposed venture. Tourists visiting the northern areas are also a ready market for locally produced dried fruits.

9 PROJECT COST SUMMARY

A detailed financial model has been developed to analyze the commercial viability of Fruit & Vegetable Dehydration Unit. Various cost and revenue related assumptions along with results of the analysis are outlined in this section.

The projected Income Statement, Cash Flow Statement and Balance Sheet are attached as annexures.

9.1 Project Economics

A detailed financial model has been developed to analyze the commercial viability of 'Fruit & Vegetable Dehydration Unit'. Various cost and revenue related assumptions along with results of the analysis are outlined in this section.

The projected Income Statement, Balance Sheet and Cash Flow Statement are also attached as annexure.

In order to financially appraise the project, a Debt:Equity Based Business Model (65% Debt and 35% Equity) has been assumed. The following table shows Internal Rate of Return, Payback Period and Net Present Value of the proposed venture:

Table 3: Project Economics Based on Debt (65%):Equity (35%)

Description	Details
Internal Rate of Return (IRR)	38%
Payback Period (Yrs.)	3.50
Net Present Value (Rs.)	7,622,635

The financial assumptions for Debt:Equity are as follows:

Table 4: Financial Assumptions for Debt:Equity Model

Description	Details
Debt (65%)	Rs. 7,500,000
Equity (35%)	Rs. 4,026,535
Interest Rate on Debt	7%
Debt Tenure	8 Years

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Debt Payment / Year	1

The projected Income Statement, Cash Flow Statement and Balance Sheet enclosed as annexures are based on Debt (65%):Equity (35%) Based Business Model. The debt tenure includes a grace period of one year on repayment of principal.

9.2 Project Cost

Following fixed and working capital requirements have been identified for operations of the proposed business.

Table 5: Project Cost

Description	Amount Rs.
Capital Cost	
Machinery & Equipment	4,580,500
Office Vehicles	3,200,000
Furniture & Fixtures	1,625,000
Legal, Licensing & Training Costs	50,000
Office Equipment	664,100
Total Capital Cost	**10,119,600**
Raw material inventory	160,464
Cash	976,471
Upfront building rent	270,000
Total Working Capital	**1,406,935**
Total Project Cost	**11,526,535**

9.3 Space Requirement

Approximately 1 kanal (4,500 sq. ft.) of land would be required for establishment of proposed unit, it is recommended that required land should be acquired on rental basis in or near the fruit and vegetable growing areas and urban centers. The estimated monthly rent of the purpose-built building is assumed as Rs. 90,000 per month; however, it may vary from location to location. No rent security has been assumed in this feasibility study; only three months upfront building rent (Rs.

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270,000) is included in the working capital. The infrastructural requirement is estimated considering various facilities including management office, weighing station, raw material store, production area, and store - finished goods, etc. Details of space requirement are as follows.

Table 6: Space Requirements

Description	Estimated Area (Sqft)
Raw Material Store	700
Selection / Grading / Cutting	400
Production Area	900
Packing Room	360
Store - Finished Goods	360
Management Building	400
Kitchen	64
Pavement/driveway	625
Washrooms	108
Open Space	583
Total	**4,500**

9.4 Machinery & Equipment Requirement

Plant, machinery and equipment for the proposed project are stated below.

Table 7: Machinery & Equipment

Description	Quantity	Unit Cost (Rs.)	Total Cost (Rs.)
Dryer Machine	8	385,000	3,080,000
Generator	1	980,000	980,000
Slicer	1	170,000	170,000
Peeler And Washer	1	75,000	75,000
Weighing Machine	1	18,000	18,000

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Weighing Machine (Packing)	1	7,500	7,500
Misc. Laboratory Equipment	1	250,000	250,000
Total			**4,580,500**

9.5 Furniture & Fixtures Requirement

Details of the furniture and fixture required for the project are given below.

Table 8: Furniture & Fixture

Description	Quantity	Unit Cost (Rs.)	Total Cost (Rs.)
Furniture	1	800,000	800,000
Renovation & Fixtures	1	600,000	600,000
Air conditioners (2 ton split)	1	225,000	225,000
Total			**1,625,000**

9.6 Office Equipment Requirement

Following office equipment will be required for the project are given below.

Table 9: Office Equipment

Description	Quantity	Unit Cost (Rs.)	Total Cost (Rs.)
Industrial Fans	2	65,000	130,000
Fridge	1	115,000	115,000
Computer	1	75,000	75,000
LED TVs	1	60,000	60,000
Ceiling/Bracket Fans	7	7,500	52,500
Water Dispenser	1	25,000	25,000
LED Lights	28	450	12,600
Exhaust Fans	3	8,000	24,000
Computers	2	65,000	130,000
Computer printer (s)	1	35,000	35,000

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Telephones	2	2,500	5,000
Total			**664,100**

9.7 Office Vehicle

Following office vehicle will be required for the project are given below.

Table 10: Office Vehicle

Description	Quantity	Unit Cost (Rs.)	Total Cost (Rs.)
Mini Truck	1	3,200,000	3,200,000
Total			**3,200,000**

9.8 Raw Material Requirements

Fresh fruits and vegetables including potato, onion, garlic, apricot and peach are the main raw material for the proposed business, which will be procured either directly from the farms or from distributors or local fruit and vegetable markets. Following table provides the details of annual requirements of fresh fruits and vegetables as raw material.

Table 11: Raw Material Requirements

Description	Input Requirement at 100% Capacity (Kgs.)	Requirements for Year 1 at 60% Capacity (Kgs)*	Average Cost Per kgs (Rs.)	Total Cost (Rs.)
Potato	48,000	28,240	40	1,129,600
Onion	96,000	56,480	55	3,106,400
Garlic	48,000	28,240	350	9,884,000
Apricot	36,000	21,180	110	2,329,800
Peach	36,000	21,180	120	2,541,600
Total				**18,991,400**

* Excluding 7 days Finished Goods Inventory.

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9.9 Human Resource Requirement

In order to run operations of dehydration unit smoothly, details of human resources required along with number of employees and monthly salaries are recommended as under.

Table 12: Human Resource Requirment

Description	No. of Employees	Monthly Salary per person (Rs.)
Owner/Manager	1	70,000
Accounts Officer	1	45,000
Packing workers	2	35,000
Mechanic-cum electrician	1	40,000
Plant Operator	1	35,000
Helpers	4	35,000
Security Guard	2	35,000
Sweepers	1	30,000
Driver	1	40,000
Purchase Officer	1	60,000
Laboratory Technician	1	50,000
Total	**16**	

9.10 Utilities and Other Costs

An essential cost to be borne by the project is the cost of electricity, gas and water. The electricity, gas and water expenses are estimated to be around Rs. 103,604 per month (electricity Rs. 95,604, gas Rs. 3,000 and water Rs. 5,000). Furthermore, promotional expense being essential for marketing of the dehydration unit is estimated as Rs. 10,000 per month.

9.11 Revenue Generation

Based on the capacity utilization of 60%, sales revenue during the first year of operations is provided in the table below.

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Table 13: Revenue Generation – Year 1

Description	Dried Fruits & Vegetables Available for Sale Year 1 (Kgs)	Finish Good Inventory. (Kgs)	Weighted Average Sale Price/Kg. (Rs.)	Sales Revenue (Rs.)*
Potato	5,083	101	367	1,863,840
Onion	5,761	114	890	5,125,560
Garlic	7,201	143	2,265	16,308,600
Apricot	4,194	83	917	3,844,170
Peach	4,194	83	1,000	4,193,640
Total Revenue	**26,433**	**524**		**31,335,810**

* Difference is due to rounding off.

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10 ANNEXURES

10.1 Income Statement

Financial Analysis: Income Statement **SMEDA**
Fruit & Vegetable Dehydration

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Revenue	31,335,810	38,025,369	45,050,257	53,099,869	62,308,901	72,828,740	84,829,458	98,502,032	108,463,236	119,309,559
Cost of sales										
Cost of goods sold 1	18,991,400	23,045,678	27,303,186	32,181,739	37,762,970	44,138,630	51,411,793	59,698,201	65,735,294	72,308,824
Cost of goods sold 2	264,326	320,755	380,012	447,912	525,593	614,331	715,560	830,892	914,918	1,006,410
Cost of goods sold 3	132,163	160,377	190,006	223,956	262,797	307,165	357,780	415,446	457,459	503,205
Operation costs 1 (direct labor)	2,052,000	2,257,200	2,482,920	2,731,212	3,004,333	3,304,767	3,635,243	3,998,767	4,398,644	4,838,509
Operating costs 2 (machinery maintenance)	180,000	198,000	217,800	239,580	263,538	289,892	318,881	350,769	385,846	424,431
Total Cost of Sales	21,619,890	25,982,010	30,573,924	35,824,399	41,819,231	48,654,785	56,439,257	65,294,077	71,892,162	79,081,378
Gross Profit	9,715,920	12,043,359	14,476,334	17,275,470	20,489,670	24,173,955	28,390,200	33,207,956	36,571,074	40,228,182
General administration & selling expenses										
Administration expense	4,380,000	4,818,000	5,299,800	5,829,780	6,412,758	7,054,034	7,759,437	8,535,381	9,388,919	10,327,811
Building rental expense	1,080,000	1,188,000	1,306,800	1,437,480	1,581,228	1,739,351	1,913,286	2,104,614	2,315,076	2,546,584
Electricity expense	1,147,248	1,261,973	1,388,170	1,526,987	1,679,686	1,847,654	2,032,420	2,235,662	2,459,228	2,705,151
Water expense	60,000	66,000	72,600	79,860	87,846	96,631	106,294	116,923	128,615	141,477
Gas expense	36,000	39,600	43,560	47,916	52,708	57,978	63,776	70,154	77,169	84,886
Travelling expense	72,000	79,200	87,120	95,832	105,415	115,957	127,552	140,308	154,338	169,772
Communications expense (phone, internet, etc.)	60,000	66,000	72,600	79,860	87,846	96,631	106,294	116,923	128,615	141,477
Office vehicles running expense	180,000	198,000	217,800	239,580	263,538	289,892	318,881	350,769	385,846	424,431
Office expenses (stationary, janitorial, etc.)	48,000	52,800	58,080	63,888	70,277	77,304	85,035	93,538	102,892	113,181
Promotional expense	120,000	132,000	145,200	159,720	175,692	193,261	212,587	233,846	257,231	282,954
Professional fees (legal, audit, consultants, etc.)	60,000	66,000	72,600	79,860	87,846	96,631	106,294	116,923	128,615	141,477
Depreciation and amortization expense	1,620,055	1,348,662	1,126,944	944,759	794,295	659,475	555,531	468,686	395,922	334,811
Subtotal	8,863,303	9,316,235	9,891,274	10,585,522	11,399,134	12,324,798	13,387,387	14,583,727	15,922,467	17,414,011
Operating Income	852,617	2,727,124	4,585,060	6,689,948	9,090,536	11,849,156	15,002,814	18,624,229	20,648,607	22,814,171
Other Income	-	-	-	-	-	-	-	-	-	-
Earnings Before Interest & Taxes	852,617	2,727,124	4,585,060	6,689,948	9,090,536	11,849,156	15,002,814	18,624,229	20,648,607	22,814,171
Interest on Bank Overdraft	-	-	-	-	-	-	-	-	-	-
Interest expense on Project Loan	525,000	525,000	464,335	399,423	329,967	255,649	176,129	91,042	-	-
Interest expense on Working Capital Loan	-	-	-	-	-	-	-	-	-	-
Subtotal	525,000	525,000	464,335	399,423	329,967	255,649	176,129	91,042	-	-
Earnings Before Tax	327,617	2,202,124	4,120,725	6,290,525	8,760,569	11,593,507	14,826,685	18,533,186	20,648,607	22,814,171
Tax	-	350,637	1,018,290	1,920,735	3,032,255	4,307,077	5,762,007	7,429,933	8,381,872	9,356,376
NET PROFIT/(LOSS) AFTER TAX	**327,617**	**1,851,487**	**3,102,435**	**4,369,790**	**5,728,314**	**7,286,430**	**9,064,678**	**11,103,253**	**12,266,735**	**13,457,795**

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10.2 Balance Sheet

Financial Analysis: Balance Sheet **SMEDA**
Fruit & Vegetable Dehydration

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Assets											
Current assets											
Cash & Bank	975,370	1,951,841	3,052,727	4,554,623	6,547,759	9,081,012	12,254,260	16,184,053	21,025,670	27,038,522	34,739,445
Accounts receivable	-	1,287,773	1,425,230	1,707,033	2,016,783	2,371,413	2,776,801	3,239,552	3,767,085	4,252,711	4,680,263
Finished goods inventory	-	428,723	505,963	595,320	697,490	814,141	947,149	1,098,617	1,270,908	1,397,903	1,537,693
Equipment spare part inventory	-	-	-	-	-	-	-	-	-	-	-
Raw material inventory	161,566	196,057	255,504	331,274	427,599	549,771	704,399	899,725	1,089,782	1,318,636	-
Pre-paid building rent	270,000	297,000	326,700	359,370	395,307	434,838	478,321	526,154	578,769	636,646	-
Total Current Assets	1,406,935	4,161,393	5,566,123	7,547,620	10,084,938	13,251,175	17,160,930	21,948,101	27,732,214	34,644,418	40,957,401
Fixed assets											
Land	-	-	-	-	-	-	-	-	-	-	-
Building/Infrastructure	-	-	-	-	-	-	-	-	-	-	-
Machinery & equipment	4,580,500	3,893,425	3,309,411	2,813,000	2,391,050	2,032,392	1,727,533	1,468,403	1,248,143	1,060,921	901,783
Furniture & fixtures	1,625,000	1,381,250	1,174,063	997,953	848,260	721,021	612,868	520,938	442,797	376,378	319,921
Office vehicles	3,200,000	2,720,000	2,312,000	1,965,200	1,670,420	1,419,857	1,206,878	1,025,847	871,970	741,174	629,998
Office equipment	664,100	464,870	325,409	227,786	159,450	111,615	78,131	54,691	38,284	26,799	18,759
Total Fixed Assets	10,069,600	8,459,545	7,120,883	6,003,939	5,069,180	4,284,886	3,625,410	3,069,879	2,601,194	2,205,272	1,870,461
Intangible assets											
Pre-operation costs	-	-	-	-	-	-	-	-	-	-	-
Legal, licensing, & pre-training costs	50,000	40,000	30,000	20,000	10,000	-	-	-	-	-	-
Total Intangible Assets	50,000	40,000	30,000	20,000	10,000	-	-	-	-	-	-
TOTAL ASSETS	**11,526,535**	**12,660,938**	**12,717,006**	**13,571,559**	**15,164,119**	**17,536,061**	**20,786,340**	**25,017,980**	**30,333,408**	**36,849,690**	**42,827,862**
Liabilities & Shareholders' Equity											
Current liabilities											
Accounts payable	-	806,786	978,902	1,160,230	1,368,363	1,606,926	1,880,024	2,192,300	2,546,698	2,809,097	3,030,397
Bank Overdraft	-	-	-	-	-	-	-	-	-	-	-
Total Current Liabilities	-	806,786	978,902	1,160,230	1,368,363	1,606,926	1,880,024	2,192,300	2,546,698	2,809,097	3,030,397
Other liabilities											
Project Loan	7,500,000	7,500,000	6,633,351	5,706,036	4,713,810	3,652,127	2,516,127	1,300,607	-	-	-
Working Capital Loan	-	-	-	-	-	-	-	-	-	-	-
Total Long Term Liabilities	7,500,000	7,500,000	6,633,351	5,706,036	4,713,810	3,652,127	2,516,127	1,300,607	-	-	-
Shareholders' equity											
Paid-up capital	4,026,535	4,026,535	4,026,535	4,026,535	4,026,535	4,026,535	4,026,535	4,026,535	4,026,535	4,026,535	4,026,535
Retained earnings	-	327,617	1,078,218	2,678,757	5,055,411	8,250,472	12,363,654	17,498,538	23,760,175	30,014,058	35,770,930
Total Equity	4,026,535	4,354,153	5,104,754	6,705,293	9,081,946	12,277,007	16,390,189	21,525,073	27,786,710	34,040,593	39,797,465
TOTAL CAPITAL AND LIABILITIES	**11,526,535**	**12,660,938**	**12,717,006**	**13,571,559**	**15,164,119**	**17,536,061**	**20,786,340**	**25,017,980**	**30,333,408**	**36,849,690**	**42,827,862**

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10.3 Cash Flow Statement

Financial Analysis: Cash Flow Statement **SMEDA**
Fruit & Vegetable Dehydration

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Operating Activities											
Net profit	-	327,617	1,851,487	3,102,435	4,369,790	5,728,314	7,286,430	9,064,678	11,103,253	12,266,735	13,457,795
Add: depreciation and amortization expense	-	1,620,055	1,348,662	1,126,944	944,759	794,295	659,475	555,531	468,686	395,922	334,811
Accounts receivable	-	(1,287,773)	(137,457)	(281,804)	(309,750)	(354,630)	(405,388)	(462,751)	(527,533)	(485,626)	(427,552)
Finished goods inventory	-	(428,723)	(77,240)	(89,357)	(102,170)	(116,651)	(133,007)	(151,468)	(172,291)	(126,995)	(139,790)
Equipment inventory	-	-	-	-	-	-	-	-	-	-	-
Raw material inventory	(161,566)	(34,491)	(59,448)	(75,770)	(96,325)	(122,172)	(154,628)	(195,326)	(190,057)	(228,854)	1,318,636
Pre-paid building rent	(270,000)	(27,000)	(29,700)	(32,670)	(35,937)	(39,531)	(43,484)	(47,832)	(52,615)	(57,877)	636,646
Accounts payable	-	806,786	172,116	181,329	208,133	238,563	273,098	312,276	354,398	262,399	221,300
Cash provided by operations	(431,566)	976,471	3,068,421	3,931,108	4,978,499	6,128,188	7,482,496	9,075,107	10,983,840	12,025,704	15,401,846
Financing Activities											
Project Loan - principal repayment	-	-	(866,649)	(927,315)	(992,227)	(1,061,682)	(1,136,000)	(1,215,520)	(1,300,607)	-	-
Working Capital Loan - principal repayment	-	-	-	-	-	-	-	-	-	-	-
Bank overdraft repayment	-	-	-	-	-	-	-	-	-	-	-
Additions to Project Loan	7,500,000	-	-	-	-	-	-	-	-	-	-
Additions to Working Capital Loan	-	-	-	-	-	-	-	-	-	-	-
Issuance of shares	4,026,535	-	-	-	-	-	-	-	-	-	-
Cash provided by / (used for) financing activities	11,526,535	-	(866,649)	(927,315)	(992,227)	(1,061,682)	(1,136,000)	(1,215,520)	(1,300,607)	-	-
Investing Activities											
Capital expenditure	(10,119,600)	-	-	-	-	-	-	-	-	-	-
Cash (used for) / provided by investing activities	(10,119,600)	-	-	-	-	-	-	-	-	-	-
Net Cash	975,370	976,471	2,201,772	3,003,793	3,986,273	5,066,505	6,346,496	7,859,586	9,683,233	12,025,704	15,401,846
Cash balance brought forward	-	975,370	1,951,841	3,052,727	4,554,623	6,547,759	9,081,012	12,254,260	16,184,053	21,025,670	27,038,522
Drawings from profit in terms of Cash	-	-	1,100,886	1,501,897	1,993,136	2,533,253	3,173,248	3,929,793	4,841,617	6,012,852	7,700,923
NET CASH (available for appropriation)	975,370	1,951,841	3,052,727	4,554,623	6,547,759	9,081,012	12,254,260	16,184,053	21,025,670	27,038,522	34,739,445
CASH CARRIED FORWARD	**975,370**	**1,951,841**	**3,052,727**	**4,554,623**	**6,547,759**	**9,081,012**	**12,254,260**	**16,184,053**	**21,025,670**	**27,038,522**	**34,739,445**

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11 KEY ASSUMPTIONS

11.1 Operating Cost Assumptions

Description	Details
Travelling Expense	Rs. 6,000 per month
Communication Expenses	Rs. 5,000 per month
Promotional Expenses	Rs. 10,000 per month
Depreciation Method	Diminishing Balance
Depreciation Rate	15% on Machinery & Equipment 30% on Office Equipment 15% on Furniture & Fixture 15% on Office Vehicle
Inflation Growth Rate	10%
Electricity Price Growth Rate	10%
Salaries Growth Rate	10%
Gas Price Growth Rate	10%

11.2 Production Cost Assumptions

Description	Details
Maximum Processing Capacity in Kgs	264,000
No of Operational Hours Per Day	10
Shift Length (Hours)	10
No of Operational Days	330
Maximum Production Capacity	95%
Processing Days Potatoes	60
Processing Days Onion	120
Processing Days Garlic	60
Processing Days Apricot	45
Processing Days Peach	45

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11.3 Revenue Assumptions

Description	Details
Sale Price Growth Rate	10%
Capacity Utilization (Year 1)	60%
Capacity Utilization Growth Rate	5%

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Small and Medium Enterprises Development Authority

HEAD OFFICE

Office # 007, Ground Floor, Evacuee Trust Complex (ETC)
Agha Khan Road, F-5/1, Islamabad - Pakistan
Ph: (051) - 9205711 / 14

www.smeda.org.pk, helpdesk@smeda.org.pk

REGIONAL OFFICE PUNJAB	REGIONAL OFFICE SINDH	REGIONAL OFFICE KPK	REGIONAL OFFICE BALOCHISTAN
3rd Floor, Building No. 3, Aiwan-e-Iqbal Complex, Egerton Road Lahore, Tel: (042) 111-111-456 Fax: (042) 36304926-7 helpdesk.punjab@smeda.org.pk	5TH Floor, Bahria Complex II, M.T. Khan Road, Karachi. Tel: (021) 111-111-456 Fax: (021) 5610572 helpdesk-khi@smeda.org.pk	Ground Floor State Life Building The Mall, Peshawar. Tel: (091) 9213046-47 Fax: (091) 286908 helpdesk-pew@smeda.org.pk	Bungalow No. 15-A Chaman Housing Scheme Airport Road, Quetta. Tel: (081) 831623, 831702 Fax: (081) 831922 helpdesk-qta@smeda.org.pk

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