



**SOLICITATION OF BIDS/QUOTATIONS FOR DEVELOPING STANDARD  
OPERATING SYSTEM OF CO-OPERATIVES SOCIETIES GILGIT REGION.**

The Co-operative Societies limited Gilgit-Baltistan Region are Registered under the Co-operative Societies Act, 1925 and functioning various areas of Gilgit-Baltistan region. The establishment and Registration of Societies is a continuous process. These societies have been established with the principle objective to promote and influence the economic development of the people of the Region and manage their shares. The Societies vary according to their nature of functions, mandate and volume of financial activities and providing credit and other facilities to their customers within their limits, mentioned in the approved bylaws. Under the guide lines of the Co-operative Societies Act, 1925, Rules, 1927 and directives issued by the Registrar Co-operatives Societies under Section 44D. The Societies needs to have various stranded ,Standard Operating Systems for smooth and transparent functioning. The Registrar Co-operative Societies G.B on behalf of the societies of Gilgit-Baltistan region (District Hunza, District Nagar, District Gilgit, District Ghizer and District Skardu) is seeking expression of interest (EOL) form registered consulting firms/organizations from Gilgit regions to submit technical and financial proposals (one stage two envelop) for development of policy manuals for the societies through gradual process on the “when and what” is needed approach. The interested bidders shall have experience of working with development sector particularly social organizations and Co-operatives Societies at least for Seven (07) years with experience of offering similar services and have completed at least ten (10) similar projects of this scale and complexity. The consultant should possess good knowledge of all concepts, principles and approaches required for the assignment. The consultant should submit the forms profile along with the Technical Proposal. The consultant should have office in Gilgit City and shall have adequately staffed for the assignment. Experience in working with and understanding of Investment, Credit Policies, Audit procedures and M&E functions shall be an advantage.

**DELIVERABLES**

The firm is expected to dedicate appropriate time and staff for the task and complete the following task.

1. Review existing polices and systems (firm shall include detailed methodology for review) prepare an inception report of the findings of the gaps of policies, procedures and implementation in societies and share with the Registrar Co-operative Societies G.B,Gilgit
2. Developing policy manuals for each society according to needs which includes.
  - a. Internal Audit manual
  - b. Manual for finance and Accounting functions including investment and risk management.
  - c. Manual of Procurement and assets management
  - d. Manual for human Resource Management
  - e. Manual for monitoring and evaluation of the functions of the societies.
  - f. Manual for Information Technology policy and business development.
3. Arrange 3-2-day training for the board and management of each society

### TIME FRAME

This will be a gradual process and completed according to when and what is needed however it should not be more than one month time for completing all manuals of single society after signing of contract agreement.

### BID PRICE

The firms are required to submit financial proposals mentioning cost of single document for single society and cost of each day training and must be inclusive of service tax and other applicable taxes, duties and levies. (If any)


### EVALUATION CRITERIA

DESCRIPTION	MARKS
Overall working experience of the form in the development sector	20
Experience of developing similar documents at least for ten Organization/Firms	25
Staff availability for the task	10
Understanding of procurement, investment, credit and Audit Procedures	05
Technical approach of the form	10
Financial	30
<b>Total</b>	<b>100</b>

The bids must reach to the Registrar Co-operatives G.B, Gilgit office in China Trade Complex Gilgit on 14<sup>th</sup> May, 2019 at 12:30. The bids will be opened on the same date and time in the presence of representatives of the bidders. The financial proposals of only technically qualifying bidders will be evaluated. Selection will be based on the overall maximum marks.

#### **Note:**

The authorities concerned have power to reject /cancel any bid or all bids without any reason

  
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