



# Enhancing IT Exports Through Industry Support Programs



## **TERMS OF REFERENCE (TORs) SELECTION OF SOFTWARE COMPANIES FOR PSEB'S ASSISTANCE ON CMMI LEVEL- 2**

**Version 1.0**



# SELECTION OF SOFTWARE COMPANIES FOR PSEB'S ASSISTANCE ON CMMI LEVEL- 2



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# SELECTION OF SOFTWARE COMPANIES FOR PSEB'S ASSISTANCE ON CMMI LEVEL- 2



## 1 Pakistan Software Export Board (G) Ltd, An Introduction

Pakistan Software Export Board (PSEB) is the government agency mandated to promote Pakistan's IT industry locally & internationally.

PSEB is a guarantee limited company totally owned and funded by the Government of Pakistan. It is under the administrative control of the Ministry of Information Technology and Telecommunications, and has a Board of Directors that is chaired by the Minister of IT and Telecommunications.

Through its many support programs, PSEB aims to help Pakistani companies and professionals in obtaining a greater share of the domestic as well as the global IT and ITeS market place.

## 2 Major Functions of PSEB

Since 1995, PSEB has been facilitating the overall development of the IT industry in general, and the export of software as well as IT enabled services in particular. Major functions are as follows;

- Formulate and implement policy frameworks and incentive packages for the IT industry.
- Act as an interface between the Government and the IT industry.
- Interact with the relevant regulatory bodies to develop the enabling infrastructure.
- Conceptualize and execute projects for the development of the Industry.
- Enhance the quality of IT education.
- Resolve problems/concerns of the IT industry with relevant government quarters.
- Address queries by overseas companies or direct them to the appropriate channels.
- Maintain the competitiveness of the local IT industry in the international market by creating a viable domestic environment.
- Bring IT companies under one platform.
- Market Pakistan as a viable IT Destination
- Monitor developments within the global IT sector and formulate / implement policies to adjust for the changed environment.
- Accelerate the growth of the domestic IT Sector.

## 3 Introduction to the Project (Standardization of Pakistani Software Industry)

The Capability Maturity Model Integration (CMMI) is globally regarded as the most authentic quality standard for the software industry. It has been developed by the Software Engineering Institute (SEI) of Carnegie Mellon University (CMU) to improve software development processes. Since its establishment in 1987, the model has gained



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popularity throughout the world and it has become the de facto international standard for software process improvement and software capability evaluation.

PSEB has already assisted 110 companies in achieving ISO 9001, 11 companies in ISO27001, 23 companies on CMMI level 2, Level 3 & Level 5.

PSEB is now looking forward to assist 30 more companies at various level of CMMI and 50 companies on ISO27001 & ISO20000 in next five years.

## 4 Objectives of this advertisement

The objective of this advertisement is to assist 08 Companies on CMMI Level-2. PSEB shall bear 70% cost associated with the consultancy and final assessment.

## 5 Purpose of this Document

The purpose of this document is to specify the approach that PSEB will use to evaluate and select Software Companies for enrollment into this program. This document also describes the requirements that the company has to fulfill in order to be selected.

## 6 Selection criteria

### Mandatory Requirements

- 1. PSEB Registration**  
Company should be a PSEB registered company.
- 2. ISO 9001:2000 or ISO27001 certification**  
Companies having a developed internal system against ISO 9001:2000 or ISO27001 standards and audited by external auditor will be selected for CMMI level 2.
- 3. Share Holding of the Company**  
At least 50% of the shares of the company must be held by individuals holding Pakistani Nationality. Documentary evidence needs to be provided to this effect. Companies with less than 50% Pakistani shareholders would be disqualified.
- 4. GOP Eligibility**  
The section disqualifies the companies black listed by any division, department or organization of Government of Pakistan

### Evaluation Criteria

- 1. Number of years in IT Business**



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This section gives an advantage to the companies that have more experience in terms of number of years. There is no disqualification in this section however.

**2. Export registered to SBP during previous year**

This section checks the company's performance in the three years preceding the proposal submission.

**3. Domestic revenue during previous year**

This section gives an edge to the companies that have been concentrating over the domestic market as well. There is no disqualification in this section.

**4. Number of Employees**

This section checks whether a company has sufficient human resource to implement CMMI. This also gives an edge to companies that have a larger number of human resources. The companies with less than 10 employees will be disqualified automatically.

## 7 Documents Required

**(These documents are mandatory and will have a strong impact on the selection)**

- Certificate of Incorporation / Proof of Establishment
- Copy of PSEB membership certificate
- Detailed company profile
- Copy of ISO 9001 or ISO27001 Certificate for CMMI Level-2
- Copy of CMMI Level-2 certificate for CMMI Level-3 and Copy of CMMI Level-3 certificate for CMMI Level-5
- Company Human Resource Strength (Detail of Employees returns filled with Tax Department during previous year OR Return of Employee filled with EOBI OR Copies of instructions issued to the Banker regarding transfer of salaries of employees for previous month)
- Detail of the company's shareholding (issued by SECP). Provide the copies of National ID Cards of the Pakistani shareholders. Also provide details about the Nationalities of foreign shareholders.
- Export proceed certificate issued by the bank, for last three years (e.g. Export Realization Certificates) OR sales bills reported to the State Bank of Pakistan on prescribed format with respect to export.

(Note: All companies will have to submit a bank draft of 30% share of CMMI consultancy and appraiser with in 15 days of selection. Failing to do so, company's selection will stand as void)



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## 8 Application Format

Please fill the table as mentioned below and attach documents as mentioned in section 7. This section should be provided on a Rs. 100/ stamp paper as affidavit.

Sr. No	Description	Information to be provided by the Applicant Companies
1.	Number of years in IT Business	?
2.	Number of employees working for the company	?
3.	Annual remittances of last two years	?
4.	Gross worth of contracts in hand (Future Projects)	?
5.	Year of company's registration with appropriate govt. body (e.g. SECP, PSEB etc)	?
6.	Domestic revenue of last two years	?
7.	Company is ISO 9001:2000 or ISO27001 certified	YES / NO
8.	Company has at-least 50% shareholding by Pakistani Nationals	YES / NO
9.	Company is not black listed by Govt. of Pakistan	YES / NO

I/We declare that the information provided in the "Expression of Interest" is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this "Expression of Interest" proved to be incorrect at any point, PSEB reserves the right to take any action deemed feasible by the PSEB authorities against me/us. I/We further declare that our company (\*\*\*\*\* Company Name here \*\*\*\*\*) is not black listed by any division, department or organisation of Government of Pakistan. I/ we further confirm that I/ we will provide a bank draft of 30% to PSEB as my / our share of CMMI consultancy and appraiser with in 15 days of the selection of my / our company to the full satisfaction of PSEB authorities.

## 9 Contact Information



**SELECTION OF SOFTWARE  
COMPANIES FOR  
PSEB'S ASSISTANCE ON CMMI  
LEVEL- 2**



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