

REQUEST FOR PROPOSAL



October, 2015

**“SPECIALIZED SERVICES FOR CONDUCTING
WRITTEN/SCREENING TEST FOR SELECTION AGAINST PROJECT
POSITIONS OF AUTOMATION OF STAMPS & REGISTRATION
PROJECT ADVERTISED IN LEADING NEWSPAPERS”**

UNDER THE SCHEME NAMELY

“AUTOMATION OF STAMPS & REGISTRATION EXTENSION TO ALL DISTRICTS OF THE PROVINCE”

**PROJECT OF AUTOMATION OF STAMPS & REGISTRATION
REFORMS WING & SPECIAL CELL
BOARD OF REVENUE, GOVERNMENT OF SINDH**



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Definitions

In this Contract, the following terms shall be interpreted as indicated:

“Bid” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a Procuring Agency.

“Bidding Documents” means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner.

“Bidding Process” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract.

“Contract” means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities

“Contractor” means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

“Government” means the Government of Sindh.

“Procuring Agency” means, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.

“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract.

“Services” means any object of procurement other than goods or works, and includes consultancy services;

“Response Time” means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.”

“Lowest Evaluated Bid” means a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost;”;



INVITATION TO BID

Reforms Wing & Special Cell, Board of Revenue, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for **"SPECIALIZED SERVICES FOR CONDUCTING WRITTEN/SCREENING TEST FOR SELECTION AGAINST PROJECT POSITIONS OF AUTOMATION OF STAMPS & REGISTRATION PROJECT ADVERTISED IN LEADING NEWSPAPERS" UNDER THE SCHEME NAMEDLY AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**".

1. Tender Bids in sealed envelopes as per information are required. Interested bidders applying for bids should submit bids as per Single Stage Single Envelope Procedure of SPP Rules 2010. The interested bidder must have valid NTN, GST, PST registration certificates as a precondition for their eligibility for participation in the bidding process.
2. The bidder must quote for the complete specification. The uncompleted bid will be rejected as non-responsive.
3. The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Project Director Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kahkashan, Block-2, Clifton, Karachi, from **Thursday 22nd October 2015** during office Hours, i.e. from 9:00 am to 5:00 pm on payment of document fee of Rs. 2,000/- in the form of Pay order/Demand Draft in favour of Project Director Automation of Stamps & Registration, Board of Revenue, Sindh till **12:00 PM on Tuesday 10th November 2015**. This bidding document can also be downloaded from the website of SPPRA or the website of the Board of Revenue Sindh, i.e. www.borsindh.gov.pk, in which case document fee required in the specified format may be submitted alongwith the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participation in the bidding process.
6. All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of Project Director Automation of Stamps & Registration, Board of Revenue, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
7. Reforms Wing & Special Cell, Board of Revenue, Government of Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.



8. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

9. The Procuring Agency shall have right of rejecting all or any of the tenders as per Sindh Public Procurement Rules 2010.

10. All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax, Provincial Sales Tax and/or etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes. Purchaser will not be responsible and would not pay any additional amount in case of changing in tax rate by the Government of Sindh or Government of Pakistan.

11. Rights and obligations of the procuring agency and the contractor shall be governed by General and Special conditions of contract signed between the procuring agency and the contractor.

12. Execution of the bid may be at Purchaser's or any remote offices located at other areas or as per the decision of Purchaser at the time of signing of contract.

13. The following shall result in blacklisting of service providers individually or collectively as part of consortium:

- (a) conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
- (b) involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
- (c) final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
- (d) willful failure to perform in accordance with the terms of one or more than one contract;
- (e) failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor, supplier or consultant.

14. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Performance Guarantee (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

15. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

-sd/-

Project Director
Automation of Stamps & Registration
Board of Revenue Sindh



General Terms & Conditions

- Bids not conforming to the terms, conditions and specifications stipulated in this RFP will be rejected.
- Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh invites this tender under single stage – single envelope procedure, under SPPR 2010.
- Proposal after due date and time will not be accepted for any reason. Proposals must not be sent by Facsimile or e-mail. Such submissions will not be accepted for any reason.
- Bid / Proposal shall comprise the Single Stage One Envelope based technical & financial proposal. The technical proposal shall contain the required information mentioned below:
 - (i) Relevant experience;
 - (ii) Turn-over of at least last three years;
 - (iii) Registration with Income Tax, Sales Tax & Provincial Sales Tax (SRB);
 - (iv) Bid Security;
 - (v) Document Fee / Tender Fee (Non-Refundable);
 - (vi) Affidavit that the firm is not blacklisted; &
 - (vii) Any other information as required under the Evaluation Criteria of this bidding document;
- The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
 - (i) **Bid Security & Performance Security**
 - All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of Project Director Automation of Stamps & Registration, Board of Revenue, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
 - The bid security of the unsuccessful bidder will be released by PMU Automation of Stamps & Registration, Board of Revenue Sindh after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to 5% of contract price.



- The performance security of the successful bidder will be released after issuance of successful completion certificate by the Project Management Unit Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.
- All/any terms and conditions not specified here shall be dealt with reference to pertinent SPP Rules 2010.

(ii) Validity of the proposal

- All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) Currency

- All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

(iv) Withholding Tax, Sales Tax and other Taxes

- The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax laws of Pakistan, from all payments for supplies and services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by Government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

(v) Financial Capabilities

- The RO(s) shall describe the financial position of its organization. Income Statement or Report should be included in the detailed Technical proposal.

(vi) Penalty Clause

- It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supplies and services within stipulated period Earnest Money will be forfeited in favor of the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi. Besides liquidated damages of 0.025% per day of the contract price per day will be deducted for delayed delivery of goods and services.

The technical offer must be submitted (in duplicate) with the following documents

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.



2. Document Fee and Bid Security of the specified form and amount as per RFP.
3. Bid must be signed, named and stamped by the authorized person of the organization along with authorization letter
4. Authenticated Financial Statements of last three years should also be submitted with Technical Proposals
5. Valid NTN, GST, PST, Professional Tax and any other valid Tax Registration Certificate required by law in force.
6. In case of joint venture, names, organization, NTN, GST, PST Registration Certificates and authorization letter of the JV Partner on Stamp Paper of the prescribed denomination to bid on its behalf duly attested by the authorized Oath Commissioner / Notary Public shall be required.
7. Brochures/Prospectus of services offered.
8. Previous experience in conducting screening test of IT sector organization.

Selection Criteria

Single stage single-envelop procedure under SPP Rules 2010 will be used for the final selection of the vendor for the instant tender item. Bid / Proposal shall comprise one single envelope containing the technical & financial proposal sealed in one envelope alongwith required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.



Instructions for Responding Organizations

Communication

Enquiries regarding this RFP shall be submitted in writing/email to:

Project Director, Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Block 2, Kehkashan Clifton, Karachi, Tel: +92-21-99251416/
Fax: +92-21-35291752.

Mode of Delivery and Address

Proposal should be submitted on or before **Tuesday 10th November 2015** at **02:00 PM** at the address given below:

Project Director, Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kehkashan, Clifton, Block-2, Karachi. Tel/Fax: +92-21-35291752

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

Submission of Proposal

The bidder must bid for the complete package. Bidding for individual items from the package will be rejected as non-responsive. Proposals can be submitted on or **before Tuesday 10th November 2015 at 02:00 PM** at the office of Project Director, Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kehkashan, Clifton, Block-2, Karachi, Tel: +92-21-99251416 Fax: +92-21-35291752..Bid / Proposal shall comprise one single envelope containing the technical & financial proposal and required information mentioned in General Terms & Conditions

The Bank Draft for Bid Bond to be enclosed in a separate envelope, labeled as "Bank Draft/Earnest Money (Bid Bond)", and which should be sealed. Proof of Sales Tax and NTN numbers should also be provided. (Please provide photocopies of all relevant documents).

Opening of Proposals

The technical proposal submitted against the subject tender document will be opened by the Procurement Committee of PMU, ASR Board of Revenue, Sindh on **Tuesday 10th November 2015 at 02:30 PM** in the Committee room of PMU ASR, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, , C-73, Kehkashan, Clifton, Block-2, Karachi, Tel+92-21-99251416 Fax: +92-21-35291752 in presence of all the bidders, or their representatives, who may choose to be present.

Evaluation and Comparison of Technical and Financial Bids

Bid / Proposal shall comprise one single envelope containing the technical & financial proposal and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.



Mandatory Eligibility Qualification:

1. Registration with Income Tax, Sales Tax and Provincial Sales Tax
2. Affidavit that the firm has never been blacklisted
3. Affidavit that the information submitted is true and correct
4. Affidavit that the firm is not involved in any litigation

Basis of Evaluation and Comparison of Bid

The bidders meeting the following criteria will be eligible for consideration of financial bid against the tender.

S.No.	Criteria	Compliant	Non-Compliant
1	05 Year in relevant Business (Attach certificate of incorporation)		
2	The bidder must show at least 01 PhDs and at least three (03) Masters in IT, Finance & Management Sciences each for the last 01 year on Institution's payroll. (attach authentic payroll certificate and degree of above employees)		
3	Average turnover of 05 million per annum in relevant Business during last 3 years (attach audited financial statements)		
4	Completed at least 05 projects of similar nature (attach successful completion certificate against each)		
5	Compliance Sheet of RFP Check list: i. Compliance of mandatory Eligibility qualifications ii. Compliance of Bid for Complete Package iii. Compliance of prescribed delivery schedule as per requirements supported by affidavit		
6	Required Bid Security Attached		
7	Document Fee submitted		
8	Registration with NTN, GST & PST (Attach valid certificate)		
	Compliant/Non-Compliant		

Preliminary Evaluation Checklist

The Bidder should fill out this Form by providing all the required information and Placing this Form on top of the Proposal. Relevant portions of the Proposal should be referenced in this form. Please note that all required information should be provided on this Form and no document should be attached.

Information Required

- a) **General**
- 1 Name of Bidder or Group of companies going into bid.
 - 2 No of Years in business in Pakistan



- 3 No of Offices locations in Pakistan
 - 4 Annual Turnover (Million Rs.)
 - 5 Value of projects in hand (details may be given)
 - 6 Year of Incorporation
 - 7 Status of the Bidder
 - Sole Proprietor
 - Partnership Firm
 - Private Limited Company
 - Public Limited Company
 - Entity registered / incorporated outside Pakistan (Give details)
 - Other (Please specify)
 - 8 Names of Owner / Partners / Chief Executive / Directors
 - 9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)
- b) Details of total staff employed**
- 1 No of permanent staff employed: Technical /Managerial
 - 2 Curulative Experience (in years)
 - 3 Total No. of Staff assigned for the proposed project.

c) Joint Ventures

Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:

- a) The Bid, and in case of successful Bid, the Contract form, shall be signed by the lead bidder duly nominated by all the JV partners;
- b) One of the partners shall be authorized to be Incharge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- c) The partner Incharge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) all partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- e) The JV Agreement for this project entered into by the joint venture partners on stamp paper duly attested by Notary Public shall be submitted with the Bid.

Special Instructions

- Incomplete applications will not be considered.
- Any organization, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.



- Board of Revenue reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- The financial bid must be filled in prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Only companies registered with Sales Tax, Income Tax & Sindh Revenue Board Departments shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.

Contacting the Purchaser

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation or Contract award will result in the rejection of the bidder's bid.

Purchaser's Right to Accept or Reject the Bid

The Purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchaser's action as per SPP Rules, 2010.

Scope of Work

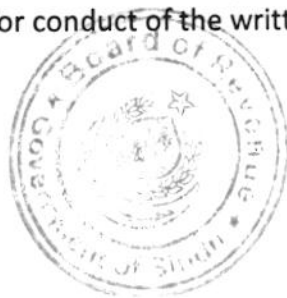
Reforms Wing & Special Cell under its approved Project of Automation of Stamps & Registration, 21 Districts, extension to all Districts in Sindh is actively engaged in capacity building of Board of Revenue, Government of Sindh through number of project components, aimed at developing the standards and systems of Information & Communication Technology at the international industry levels.

To effectively achieve the project objectives, various positions/staff has been provided in the approved PC-1 of the project. List of positions advertised are attached at **Appendix-I**. Advertisements for various positions were published in leading English, Urdu and Single widely circulated newspapers during financial year 2015-16 which are at **Appendix-II**.

Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, under the said approved Project of Automation of Stamps & Registration, 21 Districts, extension to all Districts in Sindh invites tender through National Competitive Bidding under single stage one envelope procedure of SPP Rules 2010.

Contractor/Service Provider shall also be responsible to conduct written/screening test of approximately 2000 candidates divided into three batches at three centers to be arranged by the bidder, i.e. (1) Karachi, (2) Hyderabad & (3) Sukkur for each of the below listed positions separately at specified time and District module of test for each post. The list of candidates for each center will be provided by Procuring Agency.

The bidder will be required to quote unit price as well as total price as per no of candidates and each testing module for the three above specified centers. The bidder will be responsible to make necessary arrangement for conduct of the written/screening test including location. Communication



of written test/screening test schedule to the candidates will be the responsibility of Procuring Agency. The bidder will be required to conduct the written/screening test during 2015-16.

Penalty would be imposed on vendor to makeup the loss; in case of finding carelessness in provision of proper environment for conduct of exam.

Reforms Wing & Special Cell, Board of Revenue, Government of Sindh through its Project of Automation of Stamps & Registration has right to terminate the contract if vendor will fail in providing satisfactory services in given scheduled time. In addition to that, Performance Security amount will also be forfeited. Any unforeseen requirement for the implementation of the project would be core responsibility of vendor.

SCHEDULE OF REQUIREMENT/BOQ ITEM

DESCRIPTION OF SERVICES

TITLE	"SPECIALIZED SERVICES FOR CONDUCTING WRITTEN/SCREENING TEST FOR SELECTION AGAINST PROJECT POSITIONS OF AUTOMATION OF STAMPS & REGISTRATION PROJECT ADVERTISED IN LEADING NEWSPAPERS"
DESCRIPTION OF SERVICES	Contractor/Service Provider shall be responsible to conduct written/screening test of approximately 2000 candidates for each module for each post separately divided into three batches at three centers to be arranged by the bidder, i.e. (1) Karachi, (2) Hyderabad & (3) Sukkur. The bidder will be responsible to make necessary arrangement for conduct of the written/ screening test including location.

Communication of written test/screening schedule:

- (i) Communication of written test/screening test schedule to the shortlisted candidates through courier service at least seven days prior to conduct of test shall be responsibility of the contractor.
- (ii) Contractor shall also be responsible to furnish complete test schedule with description of each module enlisting the candidates for each test to the procuring agency of at least one week before date of conduct of test.

Responsibility of Procuring Agency

- The list of candidates for each center will be provided by Procuring Agency upon signing of contract with the successful bidder.

Contract Period & Timelines:

The bidder will be required to conduct the written/screening test during 2015-16 as per the below specified timelines:

- (i) SUPPLY OF DESCRIPTION OF MODULES OF TESTS WITH CRITERIA FOR EACH POST:
Within 15 days of award of contract
- (ii) CONDUCT OF TESTS OF EACH MODULE AT ALL THREE LOCATIONS AT SPECIFIED TIMINGS SIMULTANEOUSLY:
Within 20 days of approval of test modules for the specified posts.
- (iii) DECLARATION OF RESULT:
Within 15 Days of conduct of Test



PRICE SCHEDULE

CHEDULE OF PRICE BID

The bidders must quote unit and total price bid/financial proposal in the following prescribed format in accordance with the terms and conditions and provisions of this bidding document.

S.No.	Module Title for	Total Candidates	Unit Price	Total Price
01	Data Processing Assistant	1,500		
02	Assistant Admin	100		
03	Assistant Procurement	50		
04	Computer Operator	100		
05	Personal Assistant to PD	50		
06	Telephone Operator	150		
07	Computer Technician	150		
	Total	2,000		

Payment terms & schedule:

Payment will be released after successful completion of screening process and declaration of result of successful candidates on unit price of actual number of candidates for each post as per list of shortlisted candidates to be supplied by the Procuring Agency.



To,
Project Director ASR,
Project Management Unit,
Re forms Wing & Special Cell,
Board of Revenue,
Government of Sindh
Karachi.

Sir.

SUBJECT: "SPECIALIZED SERVICES FOR CONDUCTING WRITTEN/SCREENING TEST FOR SELECTION AGAINST PROJECT POSITIONS OF AUTOMATION OF STAMPS & REGISTRATION PROJECT ADVERTISED IN LEADING NEWSPAPERS" UNDER THE SCHEME NAMEDLY AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH"

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price Pak Rupees (in figures _____ in words)

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

We undertake, if our bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% of the Contract Price for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this-----day of -----2015

WITNESS

Signature -----

Name -----

Title -----

Address -----

BIDDER

Signature -----

Name -----

Title -----

Address -----



BID SECURITY FORM

WHEREAS [Name of Bidder] (hereinafter called "the Bidder" has submitted its bid dated [date] for the "SPECIALIZED SERVICES FOR CONDUCTING WRITTEN/SCREENING TEST FOR SELECTION AGAINST PROJECT POSITIONS OF AUTOMATION OF STAMPS & REGISTRATION PROJECT ADVERTISED IN LEADING NEWSPAPERS" , (hereinafter called "the Bid").

KNOW ALL MEN by these presents that we [Name of the Bank] of [Name of Country] having our registered office at [Address of Bank] (hereinafter called "the Bank") are bound into the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2015

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
 - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
 - (b) Fails or refuses to execute the Contract Form, when requested. or

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

By [Bank] .
(Title)
Authorized Representative



PERFORMANCE SECURITY FORM

To,

Project Director ASR,
Project Management Unit,
Reforms Wing & Special Cell,
Board of Revenue,
Government of Sindh
Karachi.

WHEREAS [Name of the Contractor] hereinafter called "the Contractor" has undertaken, in pursuance of the bid for "SPECIALIZED SERVICES FOR CONDUCTING WRITTEN/SCREENING TEST FOR SELECTION AGAINST PROJECT POSITIONS OF AUTOMATION OF STAMPS & REGISTRATION PROJECT ADVERTISED IN LEADING NEWSPAPERS" UNDER THE SCHEME NAMEDLY AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH", dated _____ 2015, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, 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 Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, 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 _____ day of _____, 2015, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature _____
Name _____
Title _____
Address _____
Seal _____



Technical Evaluation Forms

FORM 1

ORGANIZATION PROFILE NUMBER OF YEARS IN BUSINESS

Date: -----

All bidders are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under the bye-laws as a Partnership/Joint Venture.

1.	Name of firm or consortium of firm (Legal Name): <i>(In case of Joint Venture (JV), please also provide legal name of each partner)</i>	
2.	Nature of Business: <i>(Whether the firm is a Corporation, Partnership, Trust etc., show documentary evidence of required nature in business for every year)</i>	
3.	Head Office Address:	
4.	Telephone Fax numbers: E-mail address:	
5.	Place of Incorporation/Registration: Year of incorporation/registration:	
6.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:	
7.	<u>NATIONALITY OF OWNERS.</u>	
	Name:	Country:

Note:

Please attach relevant document such as certificate of incorporation / registration



ORGANIZATION PROFILE

Regular employees on company payroll for last one year.
(Please attach authenticated pay roll certificates)
(ATTACH SEPARATE SHEET FOR EACH FULL TIME TECHNICAL STAFF)

POSITION			
PERSONNEL INFORMATION	NAME		DATE OF BIRTH
	PROFESSIONAL QUALIFICATIONS		
	TECHNICAL/PROFESSIONAL CERTIFICATIONS		
EXPERIENCE	NAME OF EMPLOYER		
	POSITION	FROM	To
PRESENT EMPLOYMENT RECORD	Job Title:		
	Period with firm:		
	Telephone:		Email:
	NTN:		
	Mail Address:		

Note:

Please attach relevant document such as degree(s), certificate(s) and any other deemed necessary as proof of claims in CVs.



FINANCIAL CAPABILITIES
ANNUAL TURNOVER
 (Attach relevant authenticated audited statement)

Date: -----

YEAR	AVERAGE TURNOVER	INCOME TAX PAID	Name alongwith Cost of IT Projects Executed/ Undertaken	Liquid Assets Balance
2013-14				
2012-13				
2011-12				

Note:

Please attach relevant document such as authenticated audited statements and any other document deemed necessary as proof of claims



RELEVANT EXPERIENCE

Completed at least 05 projects of similar nature
(attach successful completion certificate)

Use a separate sheet for each contract / Consultancy.

1.	Name of Contract:
	Country:
2.	Name of Procuring Agency, Telephone and Fax Number:
3.	Procuring Agency Address:
4.	Nature of works and special features relevant to the contract: :..... :.....
5.	Contract Role (Tick One): (a) Sole (b) Sub-partner (c) Partner in a Joint Venture
6.	Value of the total contract (in specified currencies) at completion, or at date of award for current contract: Currency..... Currency..... Currency.....
7.	Equivalent in Pak/ Rs.:
8.	Date of Award:
9.	Date of Completion:
10.	Specified Requirements:

Note:

Please attach relevant document such as completion certificate and any other document deemed necessary as proof of claims



APPENDIX-I

S.No.	Position	No. of Vacancies	No. of Applications Received
1	Data Processing Assistant	160	1,500
2	Assistant Admin	02	100
3	Assistant Procurement	02	50
4	Computer Operator	02	100
5	Personal Assistant to PD	01	50
6	Telephone Operator	02	150
7	Computer Technician	15	150
	Total	184	2,000





آفيس آف دي پروجيڪٽ ڊائريڪٽر، اٽوميشن آف اسٽئمپس اينڊ رجسٽريشن
ان آل ڊسٽرڪٽس آف سنڌ پراونس، بورڊ آف روينيو سنڌ، ڪراچي

عهدا خالي آهن

بورڊ آف روينيو سنڌ، ڪراچي، پر نيج ڪانٽريڪٽوريل بنياد تي پروجيڪٽ "اٽوميشن آف اسٽئمپس اينڊ رجسٽريشن ان آل ڊسٽرڪٽس آف سنڌ پراونس" پر هيٺين عهدن جي سامهون ڄاڻايل لاڳاپيل تجربو ۽ گهربل لياقت رکندڙ اميدوارن کان درخواستون گهرائجن ٿيون.

سيريال نمبر	عهدا	جائين جو تعداد	گهٽ ۾ گهٽ گهربل لياقت	تجربو
01	ڊپٽي پروسيسنگ اسٽنٽ	160	بيچلرز ڊگري DIT، بورڊ آف ٽيڪنيڪل ايڊمڪيشن پاران تسليم ٿيل ڪنهن به انسٽيٽيوشن مان ٽائينگ ڪارڊ رکڻ/آفيس مئنيجمينٽ پر بهتر اسڪالز لازمي رکندڙ هجي	واسطيدار شعبي ۾ گهٽ ۾ گهٽ 01 سال تجربو.
02	اسٽنٽ ائڊمن	02	بي بي اي/بي ايس/ايل ايل بي ڪنهن به تسليم ٿيل انسٽيٽيوشن مان ايم ايس آفيس/ايم ايس پروجيڪٽ ۾ سرٽيفڪيٽ	واسطيدار شعبي ۾ گهٽ ۾ گهٽ 01 سال تجربو.
03	اسٽنٽ پروڪيورمينٽ	02	بي بي اي/بي ايس/ايل ايل بي ڪنهن به تسليم ٿيل انسٽيٽيوشن مان ايم ايس آفيس/ايم ايس پروجيڪٽ ۾ سرٽيفڪيٽ	واسطيدار شعبي ۾ گهٽ ۾ گهٽ 01 سال تجربو.
04	ڪمپيوٽر اپريٽر	02	بيچلرز ڊگري DIT، بورڊ آف ٽيڪنيڪل ايڊمڪيشن پاران تسليم ٿيل ڪنهن به انسٽيٽيوشن مان	واسطيدار شعبي ۾ گهٽ ۾ گهٽ 01 سال تجربو.
05	پرسنل اسٽنٽ ٽو، ٽي، ڏي	01	بيچلرز ڊگري ايم ايس آفيس ۾ سرٽيفڪيٽ ڪنهن به تسليم ٿيل انسٽيٽيوشن مان ٽائينگ ڪارڊ رکڻ/آفيس مئنيجمينٽ پر بهتر اسڪالز لازمي رکندڙ هجي	واسطيدار شعبي ۾ گهٽ ۾ گهٽ 01 سال تجربو.
06	ٽيليفون اپريٽر	02	بيچلرز ڊگري ايم ايس آفيس ۾ سرٽيفڪيٽ بهر ٽرمينل ڪنٽرول اسڪالز لازمي رکندڙ هجي	واسطيدار شعبي ۾ گهٽ ۾ گهٽ 01 سال تجربو.
07	ڪمپيوٽر ٽيڪنيڪيئن	15	ا.ا. پر ڊپلوما بورڊ آف ٽيڪنيڪل ايڊمڪيشن پاران تسليم ٿيل ڪنهن به انسٽيٽيوشن مان ڪمپيوٽر هارڊ ويئر ۽ نيٽ ورڪ ۾ لازمي اسڪالز رکندڙ هجي.	واسطيدار شعبي ۾ گهٽ ۾ گهٽ 01 سال تجربو.

مقروين جا شرط:

- مقروي هڪ سال جي مدي لاءِ نيج ڪانٽريڪٽ بنياد تي ڪنڻ ويندي، توسيع، فنڊن جي موجودگي ۽ مڃاڻ اختيار تي پاران منظوري ملڻ سان مشروط هوندي ۽ آرگنائيزيشن پاران هڪ مهيني جي اجازت ٿيڻ سان نوڪري برطرف ڪري سگهجي ٿي.
- ڪانٽريڪٽ جي مدي ۾ ڪنهن به توسيع جي حالت ۾ سرڪاري پاليسي مطابق پگهار پڪيڙ ۾ هڪ انٽريمينٽ ڏني ويندي.
- مٿي ڄاڻايل عهدن لاءِ درخواستون ڏيندڙ اميدوار سنڌ صوبي جو ڊوميسائل ۽ مستقل رهائشي سرٽيفڪيٽ رکندڙ هجن.

نوٽ:

- گهربل لياقت ۽ ڪم جو تجربو رکندڙ خواهشمند درخواست گذار پنهنجون درخواستون جواب وزيو ۾ جيڪي سندن مڪمل بايو ڊيٽا، تعليمي لياقتن ۽ ڪم ڪرڻ جي تجربن جي تفصيل تي مشتمل هجن، ڪنهن به گزيتيد ايمس پاران تصديق ٿيل سي اين آءِ سي، ڊوميسائل/ايم ايس آر سي سميت واسطيدار سرٽيفڪيٽن ۽ ٽن تازن پاسپورٽ سائيز فوٽو گرافس سان گڏ موڪليهن وڃن.
- اٽوميشن/ايل مڪمل درخواستن تي غور نه ڪيو ويندو.
- لڪٽ ٽيسٽ/انٽرويو لاءِ فقط شارٽ لسٽيد اميدوارن کي گهرايو ويندو.
- مٿين عهدن لاءِ عورت اميدوارن جي درخواستن ڏيڻ واسطي همت افزائي ڪجي ٿي.
- خواهشمند اميدوارن کي پنهنجون درخواستون ٻنگلو نمبر 73-C، بلاڪ-2، ڪهڪشان ڪالون، ڪراچي جي اٽوميشن تي موڪلڻ گهرجن.
- جيڪي درخواست گذار اڳ ۾ ئي سرڪاري نوڪرين ۾ آهن، تن کي سندن ڪانڊ معرفت درخواستون ڏيڻ گهرجن.
- درخواستن امانڻ جي آخري تاريخ 05 آڪٽوبر، 2015 هوندي.
- ٽيسٽ ۽ انٽرويو لاءِ ٽي/ڏي اي ٽي ڏنو ويندو.
- چرند جي طريقو ڪار کي سرڪاري پاليسي مطابق حتمي صورت ڏني ويندي.

پروجيڪٽ ڊائريڪٽر (ASR)

اٽوميشن آف اسٽئمپس اينڊ رجسٽريشن

بورڊ آف روينيو، سنڌ

INF/KRY.No.3231/2015

SAY NO TO CORRUPTION

دهشتگردي ڪندڙن جو ڪوبه مذهب نه آهي

ٽيڪسٽ

سنڌ ۾ تعليم جي بهتري لاءِ علمي ۽ پنهنجو بغير لڪي 8 3 9 8 تي ايمس ايمس ڪريو



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