
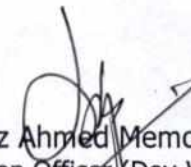



## Bid Evaluation Report

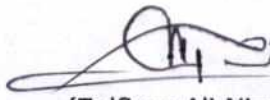
01.	<b>Name of Procuring Agency:</b>	Reforms Wing & Special Cell, Board of Revenue, Sindh
02.	<b>Tender Reference No:</b>	INF-KRY-1790/15, Dated: 09-05-2015
03.	<b>Tender Description/Name of work/ item:</b>	<b>"CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT"</b>
04.	<b>Method of Procurement:</b>	Quality and Cost Based Selection Method (QCBS)
05.	<b>Tender Published:</b>	Daily Express, Dawn, Jang dated 9 <sup>th</sup> May 2015 & Ibrat Newspapers SPPRA Website at Sr. No. 24060
06.	<b>Total Bid documents Sold;</b>	02 (Two)
07.	<b>Total Bids Received:</b>	02 (Two)
08.	<b>Technical Bid Opening date:</b>	26-05-2015
09.	<b>No. of Bid technically qualified:</b>	02 (Two)
10.	<b>Bid(s) Rejected:</b>	None
11.	<b>Financial Bid Opening date:</b>	02-06-2015
12.	<b>Bid Evaluation Report:</b>	

S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6
1.	M/s. Accountancy Outsourcing Services	Rs.457,860,000/-	1 <sup>st</sup>	Lower	The Committee found the bid of the firm as best evaluated bid under QCBS Method of SPP Rules.	Recommended for award of work.
2	M/s. Inbox Business Technologies	Rs.499,999,786/-	2 <sup>nd</sup>	Lower	Although technically qualified, the consolidated score of the firm evaluated under the QCBS method was below M/s. AOS due to low technical score and high financial bid.	Declared unsuccessful.

  
 (Athar Hussain Baloch)  
 Deputy Director IT,  
 IS&T Department,  
 Govt. of Sindh

  
 (Ejaz Ahmed Memon)  
 Section Officer (Dev-VI),  
 Finance Deptt. Govt. of Sindh/Member

  
 (Farzana Shahani)  
 Chief (S&T),  
 P&D Department,  
 Government of Sindh /Member

  
 (Zulfiqar Ali Nizamani)  
 Project Director - ASR,  
 Reforms Wing & Special Cell,  
 Board of Revenue, Sindh/Member

  
 (Zulfiqar Ali Shah)  
 Member (R&S)  
 Board of Revenue, Sindh/  
 Chairman Procurement Committee




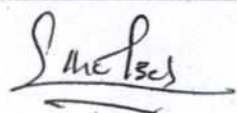
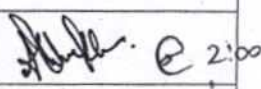

LIST OF PARTICIPANTS

MEETING OF CONSULTANT SELECTION COMMITTEE

FOR THE TENDER PUBLISHED IN THE DAILY NEWSPAPERS FOR

"CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE

HELD ON 26-05-2015 AT 3:30 P.M, AT PMU REVENUE HOUSE, CLIFTON, KARACHI

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
<u>PROCUREMENT COMMITTEE</u>			
1	Zulfiqar Ali Shah	Member R&S, BOR	<u>In-Chair</u>
2	Zulfiqar Ali Nizamani	Project Director ASR, BOR	
3	Fazganu Shehri	Chief (S&T), P&O Dept.	
4	Aijaz Ahmad Khan	SO FD	
5	Alina Hossain	DT. Dizeeli, IS&TD	
6			
<u>PARTICIPATING FIRMS</u>			
<u>s.No.</u>	<u>Name</u>	<u>Name of Firm</u>	<u>Signature</u>
01	Ali SHARIQ KHAN	ACCOUNTANCY OUTSOURCING SERVICES Ltd.	 @ 2:00
02	Zameer MUSSEVER YOUSAF	Inbox Business Technologies	 @ 2:00
03			
04			
05			
06			



PROJECT MANAGEMENT UNIT  
BOARD OF REVENUE SINDH

SUBJECT:

MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON 26-05-2015 FOR "CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE

A meeting of Consultant Selection Committee was held in the Committee Room of PMU under the Chairmanship of Member R&S at 03:30 PM on 26-05-2015 for procurement of the subject Consultancy Services under SPP Rules 2010. List of participants is attached at **Annexure-"A"**

Following agenda items were discussed in detail and decisions thereupon were taken as under:

**AGENDA ITEM NO. 01: CONFIRMATION OF MINUTES OF MEETING DATED: 07-05-2015 REGARDING APPROVAL OF BIDDING DOCUMENT**

The Committee members confirmed and unanimously approved the minutes and decisions of the meeting held on 07-05-2015.

**AGENDA ITEM NO. 02: OPENING OF TECHNICAL PROPOSALS**

The NIT was published in leading newspapers on 9<sup>th</sup> May 2015 vide INF KRY No. 1790/15 through which bids were invited under Quality and Cost Based Method of SPP Rules 2010. The last date for submission of bids was specified as 26<sup>th</sup> May 2015 till 3:00 PM and bidding document and NIT was published on the website of SPPRA & Procuring Agency on 8<sup>th</sup> May 2015. Upto the submission time, only two firms purchased the bidding documents and submitted their bids in the prescribed format upto the closing date & time. The technical proposals were placed before the Consultant Selection Committee for opening today in presence of bidders.

**Decision:** The Committee opened the technical proposals of the participating bidders namely (1) M/s. Accountancy Outsourcing Services and (2) M/s. Inbox Business Technologies Pvt. Ltd. in presence of bidders and assigned detailed evaluation of the same to the technical sub-committee of PMU to facilitate the CSC in individual assessment of the technical proposals.

The Committee further decided to conduct presentation on the technical proposal at 03:30 PM on 2<sup>nd</sup> June 2015 to be followed by finalization of technical evaluation of proposals and opening of financial bids of qualified bidders. Representatives of bidding firms present in the meeting were also informed accordingly.

Meeting ended with a vote of thanks to and from the chair.

(Athar Hussain Baloch)

Project Director, IT Department,  
Govt. of Sindh

(Farzana Shahani)

Chief (S&T),  
P&D Department,  
Government of Sindh /Member

(Ejaz Ali Memon)

Section Officer (DEV-VI),  
Finance Deptt. Govt. of Sindh/Member

(Zulfiqar Ali Nizamani)

Project Director - ASR,  
Reforms Wing & Special Cell,  
Board of Revenue, Sindh/Member

(Zulfiqar Ali Shah)  
Member (R&S)

Board of Revenue, Sindh/Chairman Procurement Committee



**BOARD OF REVENUE SINDH  
REFORMS WING & SPECIAL CELL**

**NOTIFICATION**

Karachi, dated the 30-03, 2015

No.P.S/MBR (R&S)/BOR/54/2015. A Consultant Selection Committee is hereby notified under the Sindh Public Procurement Rules 2010 for the tender namely "CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" under the revised PC-1 of scheme namely "Automation of Stamps & Registration" being executed by Project Director Automation of Stamps & Registration under R&S Wing, Board of Revenue, Sindh. The composition and Terms of References of the Committee are given here as under:

a. Member R&S, Board of Revenue, Sindh	Chairman
b. Project Director (ASR), R&S Wing, BOR	Member/Secretary
c. Representative of P&D Department, Govt. of Sindh	Member
d. Representative of Finance Deptt., Govt. of Sindh	Member
e. Representative of IS&T Deptt., Govt. of Sindh	Member
f. Deputy Director (F&A), PMU, BOR	Co-Op Member

**TERMS OF REFERENCES**

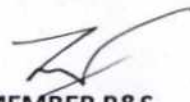
Procurement Committee shall be responsible for;

- (1) Preparing bidding documents;
- (2) Carrying out technical as well as financial evaluation of the bids as per bidding document;
- (3) Preparing evaluation report as provided in Rule 45;
- (4) Making recommendations for the award of contract to the competent authority;
- (5) Perform any other function ancillary and incidental to the above.

**MEMBER R&S  
BOARD OF REVENUE SINDH**

**C.C. to:-**

1. The Chief Secretary, Government of Sindh, Karachi.
2. The Additional Chief Secretary (Dev), P & D Department, Govt. of Sindh, Karachi.
3. The Secretary IS&T Department, Government of Sindh, Karachi.
4. The Secretary Finance, Government of Sindh, Karachi.
5. The Project Director ASR, Board of Revenue, Sindh
6. The Deputy Director F&A, PMU, Board of Revenue, Sindh
7. The P.S to SMBR. Board of Revenue, Sindh, Karachi.
8. The P.S to Member R&S, Board of Revenue Sindh, Karachi.

  
**MEMBER R&S  
BOARD OF REVENUE SINDH**



REFORMS WING & SPECIAL CELL BOARD OF REVENUE GOVERNMENT OF SINDH

## RE-TENDER NOTICE OF REQUEST FOR PROPOSAL

Read Nit Reference No. INF KRY No. 1291/15, dated: 09-04-2015

Reforms & Special Cell Wing in the Board of Revenue Sindh invited bids to hire consultancy services for the assignment namely "**CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT**" under its approved Project namely '**Automation of Stamps & Registration in all Districts of Sindh Province**' through the Quality & Cost Based Selection (QCBS) method of Sindh Public Procurement Rules 2010 vide INF KRY No. 1291/15, dated: 09-04-2015. However, in response to the queries raised by the interested bidders, certain clarifications were required which could not be addressed without modification in contents of the bidding document and hence the tender is re-invited with the following terms and conditions:

### Instructions:

1. Interested firms / Consortia of firms having relevant knowledge, technical expertise with proven record of undertaking the similar nature of assignments and meeting the prescribed qualifications may obtain the modified RFP document containing detailed specifications of required services from the office of the Project Director Automation of Stamps & Registration Board of Revenue Sindh located at the below mentioned address during office timings from 9.00 a.m. to 5.00 p.m. of working days on payment of document fee of Rs. 2000/- (nonrefundable) in the form of pay order / demand draft issued in favour of the Project Director Automation of Stamps & Registration, Board of Revenue Sindh from **Friday 8<sup>th</sup> May 2015**. Interested firms which have already paid the document fee need not to pay additional fee for the modified bid document.
2. The modified bidding document can also be downloaded from the website of SPPRA, i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) or the website of PMU, BOR, i.e. [www.borsindh.gov.pk](http://www.borsindh.gov.pk), in which case document fee may be submitted alongwith the bid. Only the bids for which the document fee is duly paid will be considered as eligible for participation in the bidding process.
3. Tender Bids in sealed envelope as per information are required. Firms applying for bids should submit their proposal as per the procedure prescribed in SPP Rules under QCBS Method containing the technical & financial proposal along with 2% bid security of the quoted amount of the total bid in the form of Pay Order / Demand Draft which should reach the office of the Project Director ASR, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367-68 / Fax: +92-21-35305586, on or before **Tuesday May 26<sup>th</sup> 2015 at 02:00 PM**. Further information / clarification may also be obtained from the same office.
4. The Proposals submitted against the subject modified RFP will be opened by the Consultant Selection Committee **on same day, i.e. Tuesday 26<sup>th</sup> May 2015 at 02:30 pm** in the Committee room of Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367-68 / Fax: +92-21-35305586 in presence of all the bidders, or their representatives, who may choose to be present.
5. All bids received will be opened and evaluated in the manner prescribed in evaluation criteria of bidding document.
6. Only bids offered in the prescribed tender form provided in the modified RFP document shall be accepted. However, additional sheets may be attached, if necessitated.
7. Conditional tender / proposal will not be entertained.
8. Reforms Wing & Special Cell, Board of Revenue Sindh may cancel the bidding process at any time prior to acceptance of the bid or proposal under Rule 25 (1) of SPP Rules 2010."
9. Procuring agency shall announce the results of bid evaluation in the form of a report, giving justification for acceptance of a bid or proposal, subject to the relevant provisions of SPPRA RULES 2010.
10. This notice can also be seen on the website of SPPRA i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) as well as on the website of PMU, i.e. [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk)

-sd/-

Project Director ASR  
Board of Revenue, Government of Sindh

### OFFICE ADDRESS:

Office of Project Director Automation of Stamps & Registration, BOR Sindh,  
Situating at Revenue House, ST-04, Block 6, Clifton, Adjacent. Dr. Ziauddin Hospital, Clifton Karachi,  
Ph: 021-99251372, 021-35824065, website: [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk)

## REFORMS WING &amp; SPECIAL CELL, BOARD OF REVENUE SINDH

## REVISED PROCUREMENT PLAN

ADP SCHEME NAMEDLY "AUTOMATION OF STAMPS & REGISTRATION"  
FOR THE FINANCIAL YEAR 2014-2015

S. No.	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (Where applicable) (Millions)	Funds allocated (Million)	Source of Funds (ADPs Non ADPs)	Proposed Procurement Method	Timing of Procurements				Remarks
							1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	
01	"Hiring Of Building For Office Purpose"	-	Rs.0.5 million Per Month	Rs.6.6 Million	ADP	Single Stage Single Envelope				March-April 2015	Rule 46 (1)
02	"Consultancy services for conversion of archival data of registered deeds stored in microfilming rolls into digital images and indexed format of document management"	-	Rs.6.67 per image	Rs.500 million	ADP	Quality and Cost Based Method for Selection of Consultancy Services				April-June 2015	Rule 72
03	"E-GOVERNANCE CONSULTANCY SERVICES FOR BUSINESS PROCESS RE-ENGINEERING STUDY AND IMPLEMENTATION SUPPORT FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE"				ADP						Rule 72
04	"Development of customized software for enhancement of scanning & preservation system of registered deeds in sindh"				ADP	Single Stage Two Envelope					Rule 46(2)



**REFORMS WING & SPECIAL  
CELL BOARD OF REVENUE  
GOVERNMENT OF SINDH**

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- Tender bids in sealed envelopes as per information are required. Firms applying for bids should submit their proposal as per the procedure prescribed in SPP Rules under QCBS Method containing the technical & financial proposal along with 2% bid security of the quoted amount of the total bid in the form of Pay Order / Demand Draft which should reach the office of the Project Director ASR, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367-68 / Fax: +92-21-35305586, on or before **Tuesday May 26th 2015 at 02:00 PM**. Further information / clarification may also be obtained from the same office.
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-sd/-

**Project Director ASR  
Board of Revenue, Government of Sindh**

**OFFICE ADDRESS:**

Office of Project Director Automation of Stamps & Registration, BOR Sindh, Situated at Revenue House, 5T-44, Block 6, Clifton, Adjacent, Dr. Ziauddin Hospital, Clifton Karachi, Ph: 021-99251372, 021-3582065, website [www.sindharnis.gov.pk](http://www.sindharnis.gov.pk)

INF-KRY No. 1790/15

Flight Terrorism to Build Nation, Say No to Terrorism.

English  
Expans to be  
9th May 2015



## دوبارہ ٹینڈر نوٹس بابت ریکونسٹ فار پروپوزل

موریہ: 9-4-2015

INF KRY No. 1291/15: حوالہ نمبر

ریکارمزونگ اینڈ اسپیشل سیل بورڈ آف ریونیو سندھ نے اپنے منظور شدہ پروجیکٹ یعنی "صوبہ سندھ کے تمام اضلاع میں اسٹامپس کی آٹومیشن درجسٹریشن" کے تحت اسٹامپس یعنی "ڈاکومنٹ منجمنٹ کیلئے ہائیکروٹنگ رولز میں اسٹور شدہ رجسٹرڈ ڈیز کے آرکائیو ڈیٹا کی مٹی بیچ انڈیکسڈ لی ڈی ایف فائز میں کنورژن" کیلئے سندھ پبلک پروکیورمنٹ رولز 2010ء بذریعہ کوآپٹی اینڈ کاسٹ میڈ سلیکشن (QCBS) طریقہ کار کے ذریعے کنسلٹنٹس سرورس ہائر کرنے کیلئے پیشکشیں طلب کی تھیں۔ ملاحظہ ہو INF-KRY No.1291/15 تاہم پیشکش دہندگان کی طرف سے چند استفسارات کرنے پر چند وضاحتیں ضروری تھیں جو کہ بڈنگ دستاویزات کے متن میں ترمیم کے بغیر پوری نہیں ہو سکتی تھیں لہذا مندرجہ ذیل شرائط و ضوابط کے ساتھ ٹینڈر دوبارہ طلب کیا جا رہا ہے۔

### ہدایات:

1- مختلف معلومات تکمیلی مہارت کی حامل اور ای لومیت کے اسٹامپس کی انہام دہی کے ثابت شدہ ریکارڈ کے ساتھ مقررہ قابلیتوں پر پورا اترنے والی دلچسپی کی حامل فرما/ فرمز کے کنسورٹیم ڈاکومنٹ فیس = 2000/- روپے (تاقابل واپسی) کی ادائیگی بشکل پی آرڈر/ ڈیمانڈ ڈرافٹ جاری کردہ بحق پروجیکٹ ڈائریکٹر آٹومیشن آف اسٹامپس اینڈ رجسٹریشن بورڈ آف ریونیو سندھ کرنے پر مطلوبہ سرورس کی مفصل تفصیلات پر مشتمل ترمیم شدہ RFP ایام کار میں دوران دفتری اوقات صبح 9-00 بجے سے شام 5-00 بجے تک درج ذیل پتے پر واقع دفتر پروجیکٹ ڈائریکٹر آٹومیشن آف اسٹامپس اینڈ رجسٹریشن بورڈ آف ریونیو سندھ سے جمع 8 مئی 2015 سے حاصل کر سکتے ہیں۔ دلچسپی رکھنے والی فرمز جو قبل ازیں ڈاکومنٹ فیس ادا کر چکی ہیں، انہیں ترمیم شدہ پیشکش دستاویزات کیلئے اضافی فیس ادا کرنے کی ضرورت نہیں۔

2- ترمیم شدہ بڈنگ دستاویزات SPPRA ویب سائٹ یعنی [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) یا PMU, BOR کی ویب سائٹ [www.borsindh.gov.pk](http://www.borsindh.gov.pk) سے بھی ڈاؤن لوڈ کی جا سکتی ہیں۔ اس صورت میں ڈاکومنٹ فیس بذمہ جمع کراتے وقت ادا کی جا سکتی ہے۔ صرف وہ پیشکشیں جن کے لئے ڈاکومنٹ فیس باقاعدہ ادا کردہ ہوگی، بڈنگ پروسیس میں شرکت کی اہل تصور کی جائے گی۔

3- ٹینڈر بڈ مذکورہ معلومات کے مطابق سربراہ لگانے میں درکار ہیں۔ پیشکشوں کیلئے درخواست دینے والی فرمز کو اپنی پروپوزل ایس بی رولز میں درج طریق کار کے مطابق QCBS طریقہ کار کے تحت ٹیکنیکل اور فنانشل پروپوزل پر مشتمل مجموعی پیشکش کی درج کردہ رقم کی 2% سکیورٹی بشکل پی آرڈر/ ڈیمانڈ ڈرافٹ کے ساتھ دفتر پروجیکٹ ڈائریکٹر آف اسٹامپس اینڈ اسپیشل سیل بورڈ آف ریونیو حکومت سندھ متصل ڈاکٹر ضیاء الدین اسپتال کلفٹن کراچی، ٹیلیفون 99251367-68 +92-21-99251367-68 فیکس 35305586-21 +92 میں منگل 26 مئی 2015 کو یا اس سے قبل سہر 2:00 بجے جمع کرا دیں۔ مزید معلومات/ تفصیلات بھی دفتر پڑا سے حاصل کی جا سکتی ہیں۔

4- ترمیم شدہ آرائف لی پر جمع کرائی گئی پروپوزل کو کنسلٹنٹ سلیکشن کمیٹی کی جانب سے اسی روز یعنی منگل 26 مئی 2015 سہر 2-30 بجے حاضری کے خواہاں پیشکش دہندگان یا ان کے نمائندوں کی موجودگی میں پروجیکٹ منجمنٹ یونٹ، ریکارمزونگ اینڈ اسپیشل سیل، بورڈ آف ریونیو حکومت سندھ، متصل ڈاکٹر ضیاء الدین اسپتال کلفٹن کراچی، ٹیلیفون 99251367-68 +92-21-99251367-68 فیکس 35305586-21 +92 کے کمیٹی روم میں کھولا جائے گا۔

5- وصول کی گئی تمام پیشکشیں پیشکش دستاویزات کے مقررہ تصحیحی معیار کے مطابق کھولی جائیں گی۔  
6- صرف وہ پیشکش جو ترمیم شدہ RFP دستاویزات میں فراہم کئے گئے مقررہ ڈیمانڈ فارم میں پیش کی جائیں گی قابل قبول ہوگی۔ تاہم اگر ضروری ہو تو اضافی پیشکش بھی منسلک کی جا سکتی ہیں۔  
7- شرط ٹینڈر/ پروپوزل پر غور نہیں کیا جائے گا۔  
8- ریکارمزونگ اینڈ اسپیشل سیل بورڈ آف ریونیو سندھ بڈنگ سس SPP رولز 2010 کے رول (1) 25 کے تحت پیشکش کی قبولیت سے قبل کسی بھی وقت منسوخ کر سکتا ہے۔  
(9) پروکیورنگ ایجنسی پیشکشوں کی جانچ پڑتال کے نتائج کا اعلان SPP رولز 2010 کے مندرجات سے مشروط ہڈ یا پروپوزل کی قبولیت کیلئے جواز پیش کرتے ہوئے ایک رپورٹ کی شکل میں کرے گا۔  
(10) نوٹس ہڈ SPPRA ویب سائٹ

[www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)

نیز PMU کی ویب سائٹ [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk) پر بھی ملاحظہ

اور ڈاؤن لوڈ کی جا سکتی ہیں۔

دفتر کا پتہ: پروجیکٹ ڈائریکٹر آٹومیشن آف اسٹامپس اینڈ رجسٹریشن بی او آر سندھ واقع بہ مقام ریونیو ہاؤس، ST-04 بلاک 6 کلفٹن متصل ڈاکٹر ضیاء الدین اسپتال کلفٹن کراچی، فون 021-99251372،

021-35824065:

ویب پروجیکٹ ڈائریکٹر ASR

بورڈ آف ریونیو، حکومت سندھ

INF-KRY-1790/15

اس ملک کی پکار، وہشت گردی پر یاخار پاکستانیوں کا عزم، وہشت گردی ختم



Sindh  
Ibrat  
10/5/15

## ريفارمز ونگ اينڊ اسپيشل سيل بورڊ آف روينيو گورنمينٽ آف سنڌ

### پروپوزل لاءِ درخواست جو ٻيهر نوٽيس

ريفارمز اينڊ اسپيشل سيل ونگ بورڊ آف روينيو سنڌ مشاورتي سروسز جي هائير لاءِ جنهن جي اسائنمينٽ جو نالو ڪنووزن آف آڪياول آف "رجسٽريڊ ڊيڊز اسٽورڊ ان مائڪرو فلنگ رولز انٽر ملٽيپل انڊيڪسڊ PDF ڦائل فار ڊاڪيومينٽ مئنيجمينٽ" جيڪي منظور ٿيل پراجيڪٽ جي تحت نالي "سنڌ صوبي جي تمار ضلعن ۾ اسٽامپ ۽ رجسٽريشن جي آٽوميشن" ڪوٺائي اينڊ ڪاسٽ بيسڊ سليڪشن (QCBS) SPPRA رولز جي INF-KRY.NO.1291/2015 تاريخ 09-04-2015 ذريعي آهي لاءِ واکن جي دعوت ڏجي ٿي. جيتوڻيڪ دلچسپي رکندڙ بڊرز پاران جواب ۾ ڪجهه سوا اٿاريا جنهن جي ڪري ڪجهه وضاحت جي ضرورت هئي جيڪي واک دستاويز ۾ ليرلار جي بنا سڪن نٿي ٿي سگهي تنهن ڪري هيٺ ڄاڻايل شرط ۽ شرطن تحت ٻيهر واکن لاءِ دعوت ٿي ڏني وڃي.

#### هدايتون:

1. دلچسپي رکندڙ فرمز / ڪنسرشيا آف فرمز جي وٽ لاڳاپيل معلومات، ٽيڪنيڪ مهارت ۽ گڏ لاڳاپيل ڪم جو مڃيل رڪارڊ ۽ ڄاڻايل قابليت هجڻ سي RFP دستاويز جنهن ۾ گهريل سروسز لاءِ تفصيلي تصريحات درج آهن پراجيڪٽ ڊائريڪٽر آٽوميشن آف اسٽامپ اينڊ رجسٽريشن بورڊ آف روينيو سنڌ جي آفيس مان واقع هيٺ ڄاڻايل ايڊريس تي ڪم جي اوقات 9:00 وڳي کان 5:00 وڳي تائين ڪم جي ڏينهن تي دستاويزن جي فيس 2000 (ٺاڦايل واپسي) پي آرڊر/ ڊيمانڊ ڊرافٽ جي صورت ۾ نالي پراجيڪٽ ڊائريڪٽر آٽوميشن آف اسٽامپ اينڊ رجسٽريشن بورڊ آف روينيو سنڌ تاريخ 08 مئي، 2015 کان وٺي فيس جي جمع ڪرائڻ بعد حاصل ڪري سگهجن ٿا. دلچسپي رکندڙ فرمز جيڪي پهرين گهريل فيس پياري چڪيا آهن تن کي ٻيهر فيس پياري جي ضرورت ناهي.
2. ٽرمينر ٿيل واک دستاويز SPPRA جي ويب سائيٽ: [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) يا BOR, PMU جي ويب سائيٽ: [www.borsindh.gov.pk](http://www.borsindh.gov.pk) تان ڏٺوڻ لاءِ ڪري سگهجن ٿا، جنهن سان ڪيس ڊاڪيومينٽ جي فيس گڏ ڏيڻي هوندي صرف اهي واک جن سان گڏ دستاويزن لاءِ گهريل فيس هوندي سي واک جي پروسيسر ۽ حصو وٺڻ جا اهل هوندا.
3. واک بڊرز مهربند لڦائن ۾ انفارميشن جي مطابق گهريل آهن فرمز جيڪي واکن لاءِ اهڙي ٿيون ڪن تن لاءِ ضروري آهي SPP رولز انڊر QCBS طريقي ڪار هيٺ جنهن ۾ ٽيڪنيڪل ۽ فنانشل پروپوزل گڏ 2% سيڪڙو سوڻي رقم هجي پنهنجا پروپوزل جمع ڪرائين واک جي سوڻي رقم جو 2% سيڪڙو پي آرڊر/ ڊيمانڊ ڊرافٽ جي صورت ۾ پراجيڪٽ ڊائريڪٽر آف اسٽامپ اينڊ رجسٽريشن بورڊ آف روينيو سنڌ ويجهو ڊاڪٽر ضياءُ الدين اسپتال، ڪلفٽن، ڪراچي، فون: 92-21-99251367-68 يا فيڪس: 92-21-35305586 جي آفيس ۾ اڱاري 26 مئي، 2015 تي منجهند 2:00 وڳي يا ان کان پهرين پهچي وڃڻ گهرجي. ٻيون معلومات/ وضاحتون ساڳئي آفيس مان حاصل ڪري سگهجن ٿيون.
4. پروپوزل جيڪي ٽرمينر ٿيل RFP تحت جمع ڪرائيا سي ڪنسلٽن سليڪشن ڪميٽي پاران ساڳئي ڏينهن يعني اڱاري 25 مئي، 2015 منجهند 2:30 وڳي پراجيڪٽ مئنيجمينٽ يونٽ، ريفارمز ونگ اينڊ اسپيشل سيل بورڊ آف روينيو گورنمينٽ آف سنڌ، ويجهو ڊاڪٽر ضياءُ الدين اسپتال، ڪلفٽن، ڪراچي، فون نمبر: 68-92-21-99251367 يا فيڪس: 92-21-35305586 جي ڪميٽي روم ۾ واک ڏيندڙن يا انهن جا نمائندا جيڪي اتي حاضر ٿيڻ چاهيندا جي موجودگي ۾ کوليا ويندا.
5. تمار واک، واک دستاويزن ۾ ڄاڻايل طريقي ڪار موجب چنڊڇاڻ ڪري پوءِ کوليا ويندا.
6. صرف اهي واک جيڪي ٽرمينر ٿيل RFP دستاويزن موجب آڻر ڪيا ويندا سي کوليا ويندا، جيتوڻيڪ اگر ضرورت هجي تہ اضافي شيٽون گڏ هڻي ڏين.
7. شرطي ٿيندڙ/ پروپوزل قبول نه ڪيا ويندا.
8. ريفارمز ونگ اينڊ اسپيشل سيل، بورڊ آف روينيو سنڌ SPP رولز 2010 ج رول (1) 25 تحت واک جي پروسيس کي واک قبول ڪرڻ جي وقت کان پهرين ڪنهن به مهل منسوخ ڪري سگهي ٿي.
9. پروڪيورنگ ايجنسي SPPRA رولز 2010 جي لاڳاپيل شتن تحت واک جي چنڊڇاڻ جي نتيجي جو هڪ رپورٽ جي صورت ۾ جنهن ۾ واکن کي قبول ڪرڻ جون وجه ٻڌايون وينديون، انهن جو اعلان ڪندي.
10. هي نوٽيس SPPRA جي ويب سائيٽ: [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) ۽ PMU جي ويب سائيٽ: [www.sindharmis.gov.pk](http://www.sindharmis.gov.pk) تي ڏسي سگهجي ٿو.

### پراجيڪٽ ڊائريڪٽر آف اسٽامپ

### بورڊ آف روينيو

### گورنمينٽ آف سنڌ

INF-KRY.NO.1790/2015

منشيات کي رڳو اوهان نه پر سڄي قوم ضايع ڪري



## دوبارہ ٹینڈر نوٹس بابت ریکونسٹ فار پروپوزل

موری: 9-4-2015

INF KRY No. 1291/15

ملاحظہ کیجئے این آئی ٹی حوالہ نمبر: INF KRY No. 1291/15 کے تحت اسٹائنٹ یعنی "ڈاکومنٹ منجمنٹ کیلئے مائیکرو ٹکنگ رولز میں اصلاح میں اسٹائنٹس کی آٹومیشن رجسٹریشن" کے تحت اسٹائنٹ یعنی "ڈاکومنٹ منجمنٹ کیلئے مائیکرو ٹکنگ رولز میں اصلاح شدہ رجسٹرڈ ڈیز کے آرکائیو ڈیٹا کی مٹی چیج اینڈ یکنڈ پی ڈی ایف فائلز میں کنورژن" کیلئے سندھ پبلک پرو کیورمنٹ رولز 2010ء بذریعہ کوآپریٹو اینڈ کاسٹ میڈ سلیکشن (QCBS) طریقہ کار کے ذریعے کنسلٹنٹس سرورسز ہائز کرنے کیلئے پیشکشیں طلب کی گئیں۔ ملاحظہ ہو INF-KRY No. 1291/15 تاہم پیشکش دہندگان کی طرف سے چندا استفسارات کرنے پر چندا متناہس ضروری نہیں جو کہ بڈنگ دستاویزات کے متن میں ترمیم کے بغیر پوری نہیں ہو سکتی تھیں لہذا مندرجہ ذیل شرائط و ضوابط کے ساتھ ٹینڈر دوبارہ طلب کیا جا رہا ہے۔

### ہدایات:

1- متعلقہ معلومات تکمیلی مہارت کی حامل اور ای نوعیت کے اسٹائنٹس کی انتہام دہی کے ثابت شدہ ریکارڈ کے ساتھ مقررہ قابلیتوں پر پورا اترنے والی دلچسپی کی حامل فرمز/ فرم کے کنسورٹیم ڈاکومنٹس 2000/ روپے (تاقابل واپسی) کی ادائیگی بشکل پے آرڈر/ ڈیماڈ ڈرافٹ جاری کردہ تہہ پر رجسٹرڈ ڈائریکٹر آؤٹیشن آف اسٹائنٹس اینڈ رجسٹریشن بورڈ آف ریونیو سندھ کرنے پر مطلوبہ سرورسز کی مفصل تصریحات پر مشتمل ترمیم شدہ RFP ایام کار میں دوران دفتری اوقات صبح 9-00 بجے سے شام 5-00 بجے تک درج ذیل پتے پر واقع دفتر پر رجسٹرڈ ڈائریکٹر آؤٹیشن آف اسٹائنٹس اینڈ رجسٹریشن بورڈ آف ریونیو سندھ سے جمع 8 مئی 2015 سے حاصل کر سکتے ہیں۔ دلچسپی رکھنے والی فرمز جو قبل ازیں ڈاکومنٹس ادا کر چکی ہیں، انہیں ترمیم شدہ پیشکش دستاویزات کیلئے اضافی فیس ادا کرنے کی ضرورت نہیں۔

2- ترمیم شدہ بڈنگ دستاویزات SPPRA ویب سائٹ یعنی [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) یا PMU, BORJ کی ویب سائٹ [www.borsindh.gov.pk](http://www.borsindh.gov.pk) سے بھی ڈاؤن لوڈ کی جا سکتی ہیں۔ اس صورت میں ڈاکومنٹس فیس بذمہ کراتے وقت ادا کی جا سکتی ہے۔ صرف وہ پیشکشیں جن کے لئے ڈاکومنٹس فیس باقاعدہ ادا کردہ ہوگی۔ بڈنگ پروسیس میں شرکت کی اہلیت تصور کی جائے گی۔

3- ٹینڈر بڈز مطلوبہ معلومات کے مطابق سربراہ لگانے میں درکار ہیں۔ پیشکشوں کیلئے درخواست دینے والی فرمز کو اپنی پروپوزل ایس بی رولز میں درج طریق کار کے مطابق QCBS طریقہ کار کے تحت ٹیکنیکل اور فنانس پر پوزل پر مشتمل مجموعی پیشکش کی درج کردہ رقم کی 2% سکیورٹی بشکل پے آرڈر/ ڈیماڈ ڈرافٹ کے ساتھ دفتر پر رجسٹرڈ ڈائریکٹر آف اسٹائنٹس اینڈ ریونیو سندھ کے ذریعہ اسٹائنٹس اینڈ ریونیو سندھ متعلق ڈائریکٹر ضیاء الدین اسپتال کلفٹن کراچی۔ ٹیلیفون 92-21-99251367-68 فیکس 92-21-35305586 میں منگل 26 مئی 2015 کو یا اس سے قبل سہ پہر 2:00 بجے تک کراویں۔ مزید معلومات/تفصیلات بھی دفتر بڈ سے حاصل کی جا سکتی ہیں۔

4- ترمیم شدہ آرائیف پی پر جمع کرائی گئی پروپوزلز کو کنسلٹنٹ سلیکشن کمیٹی کی جانب سے اسی روز یعنی منگل 26 مئی 2015 سہ پہر 2-30 بجے حاضری کے خواہاں پیشکش دہندگان یا ان کے نمائندوں کی موجودگی میں پروجیکٹ منجمنٹ یونٹ، ریکارڈز ونگ اینڈ اسپیشل سیل، بورڈ آف ریونیو سندھ، متصل ڈائریکٹر ضیاء الدین اسپتال کلفٹن کراچی، ٹیلیفون 92-21-99251367-68 فیکس 92-21-35305586 کے کمیٹی روم میں کھولا جائے گا۔

5- وصول کی گئی تمام پیشکشیں پیشکش دستاویزات کے ساتھ مقررہ تفصیلی معیار کے مطابق کھولی جائیں گی۔  
6- صرف وہ پیشکش جو ترمیم شدہ RFP دستاویزات میں فراہم کئے گئے مقررہ ڈیڈ لائن فارم میں پیش کی جائیں گی قابل قبول ہوگی۔ تاہم اگر ضروری ہو تو اضافی فیس بھی منگوائی جا سکتی ہیں۔  
7- شرط ٹینڈر/ پروپوزل پر غور نہیں کیا جائے گا۔  
8- ریکارڈز ونگ اینڈ اسپیشل سیل بورڈ آف ریونیو سندھ کے ذریعہ SPP رولز 2010 کے رول (1) 25 کے تحت پیشکش کی قبولیت سے قبل کسی بھی وقت منسوخ کر سکتا ہے۔  
(9) پرو کیورمنٹ اسپیشل سلیکشن کی جانچ پڑتال کے نتائج کا اعلان SPP رولز 2010 کے مندرجات سے شرط بڈ یا پروپوزل کی قبولیت کیلئے جواز پیش کرتے ہوئے ایک رپورٹ کی شکل میں کر سکتے ہیں۔  
(10) نوٹس ہذا SPPRA ویب سائٹ

[www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)

نیز PMU کی ویب سائٹ [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk) پر بھی ملاحظہ

اور ڈاؤن لوڈ کی جا سکتی ہیں۔

دفتر کا پتہ: پروجیکٹ ڈائریکٹر آؤٹیشن آف اسٹائنٹس اینڈ رجسٹریشن بی او آر سندھ واقع مقام ریونیو ہاؤس، ST-04 بلاک 6 کلفٹن متصل ڈائریکٹر ضیاء الدین اسپتال کلفٹن کراچی، فون 021-99251372،

021-35824065:

ویب پروجیکٹ ڈائریکٹر آف اسٹائنٹس

بورڈ آف ریونیو، حکومت سندھ INF-KRY-1790/15

اس ملک کی پکار، دہشت گردی پر یلغار پاکستانیوں کا عزم، دہشت گردی ختم

Jang Newspaper





PROJECT MANAGEMENT UNIT  
BOARD OF REVENUE SINDH

**SUBJECT:** MINUTES OF MEETING OF THE CONSULTANT SELECTION COMMITTEE HELD ON 02-06-2015 FOR PROCUREMENT OF "CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE

A meeting of the Consultant Selection Committee constituted for procurement of the subject Consultancy Services under SPP Rules 2010 was held in Committee Room of the Project Management Unit established under the Reforms Wing & Special Cell, Board of Revenue Sindh at 3.30 p.m on 02-06-2015. The Member R&S chaired the meeting which was attended by other members of the Committee and representatives of the participating firms as per list attached as **Annexure-"A"**

Following agenda items were discussed in detail and decisions thereupon were taken as under:

**AGENDA ITEM NO. 01: FINALIZATION OF EVALUATION OF TECHNICAL PROPOSALS**

Pursuant upon decision of the Consultant Selection Committee taken in its meeting held on 26-05-2015, a detailed evaluation of the technical proposals was carried out by member of the Technical Sub-Committee notified dated: 1<sup>st</sup> April 2015. A consolidated evaluation sheet furnished by the Technical Sub-Committee was placed before the Consultant Selection Committee to facilitate all members in individual assessment of the technical proposals. The same is attached as **"Annexure-B"**.

The participating firms were thereafter invited for power point presentations on their proposals to demonstrate their methodology for evaluation of its soundness and innovativeness and also to demonstrate their understanding of the assignment for assessment of their technical capability in the respective areas. The Committee Members as well as the Chairman of the Committee thereafter finalized their individual evaluation sheets on technical proposals of the bidders and signed the same as at **"Annexure-C"**. The consolidated sheet of Technical Evaluation by all Member and the Chairman of the Consultant Selection Committee is placed as under:

Sr. No.	Name of the bidder	Technical Marks
01	M/s. Accountancy Outsourcing Services	875
02	M/s. Inbox Business Technologies	765

### Decision over findings of Technical Assessment of the Bids

The Consultant Selection Committee declared technical proposals of both the bidders as responsive and technically compliant. Furthermore on basis of consolidated assessment of marks, both the firms secured higher marks as compared to the qualifying marks and were therefore declared successful for participation in the bidding process and evaluation of their financial proposals.

### AGENDA ITEM NO. II: OPENING OF FINANCIAL BIDS AND EVALUATION OF PROPOSALS UNDER THE QCBS METHOD

The financial proposals of both the firms were thereafter opened one by one in alphabetical order in presence of the bidders and read out aloud. The bid securities furnished by the respective bidders were also read out to compare validity thereof as per the requirements of RFP. The financial bids furnished by the respective bidders is as under:

Name of firm	Price Quoted	Amount of Bid Security deposited
M/s. Accountancy Outsourcing Services	Rs. 457,860,000/-	Rs. 15,000,000/-
M/s. Inbox Business Technologies	Rs. 499,999,786/-	Rs. 10,000,000/-

The Committee thereafter evaluated the combined scores of technical and financial bids of each bidder for assessment of respective bids under the QCBS method prescribed under the RFP by assigning the predefined weightage and formula of evaluation is shown here under:

$$Score_i = \left( \frac{Cost_{lowest}}{Cost_i} \right) \times 20\% + \left( \frac{Technical\_Score_i}{Technical\_Score_{highest}} \right) \times 80\%$$

#### Evaluation of proposals of M/s. Accountancy Outsourcing Services

$$Score_i = \left( \frac{457,860,000_{lowest}}{457,860,000} \right) \times 20\% + \left( \frac{875_i}{875_{highest}} \right) \times 80\%$$
$$= 20 + 80 = 100\%$$

#### Evaluation of proposals of M/s. Inbox Business Technologies

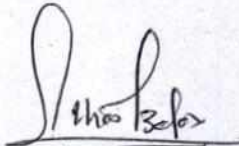
$$Score_i = \left( \frac{457,860,000_{lowest}}{499,999,786} \right) \times 20\% + \left( \frac{765_i}{875_{highest}} \right) \times 80\%$$
$$= 18.31 + 69.94 = 88.25\%$$

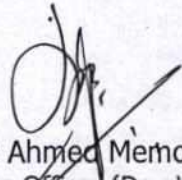
On basis of evaluation as above the bid of M/S Accountancy Outsourcing Services secured 100% marks and was declared best evaluated bid as compared to the bid of M/S Inbox which could secure 88.25% marks under the QCBS method.

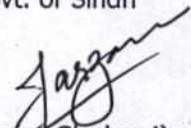
Decision

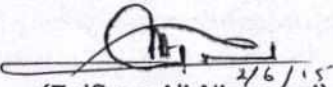
The Committee decided to recommend the award of contract for the Tender for "Consultancy Services for Conversion of Archival data of Registered Deeds stored in microfilming rolls into multipage indexed pdf files for Document Management" in favour of M/s. Accountancy Outsourcing Services against its bid at price of Rs.457,860,000/- (Rupees Four Hundred and Fifty Seven Million, Eight Hundred and Sixty Thousand Only) for the whole package as mentioned in schedule of Requirements of RFP under QCBS method of SPP Rules 2010.

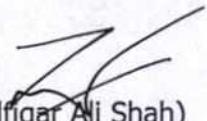
Meeting ended with a vote of thanks to and from the chair.

  
(Athar Hussain Baloch)  
Deputy Director IT,  
IS&T Department,  
Govt. of Sindh

  
(Ejaz Ahmed Memon)  
Section Officer (Dev-VI),  
Finance Deptt. Govt. of Sindh/Member

  
(Farzana Shahani)  
Chief (S&T),  
P&D Department,  
Government of Sindh /Member

  
(Zulfiqar Ali Nizamani)  
Project Director - ASR,  
Reforms Wing & Special Cell,  
Board of Revenue, Sindh/Member

  
(Zulfiqar Ali Shah)  
Member (R&S)  
Board of Revenue, Sindh/  
Chairman Procurement Committee

Ahmed A.



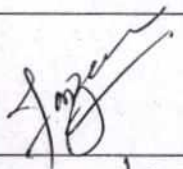


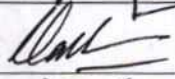
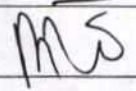
**LIST OF PARTICIPANTS**

**MEETING OF CONSULTANT SELECTION COMMITTEE**

FOR THE TENDER PUBLISHED IN THE DAILY NEWSPAPERS FOR

**"CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE**

HELD ON 02-06-2015 AT 3:30 P.M, AT PMU REVENUE HOUSE, CLIFTON, KARACHI

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
<b>PROCUREMENT COMMITTEE</b>			
1	Zulfiqar Ali Shah	Member R&S, BOR	<u>In-Chair</u>
2	Zulfiqar Ali Nizamani	Project Director ASR, BOR	
3	Athar Hussain Baloch	Deputy Director IT, IS&T Department, Govt. of Sindh	
4	Farzana Shahani	Chief S&T, P&D Department, Govt. of Sindh	
5	Ejaz Ahmed Memon	Section Officer (Dev-VI), Finance Department, Govt. of Sindh	
6			
<b>PARTICIPATING FIRMS</b>			
<u>s.No.</u>	<u>Name</u>	<u>Name of Firm</u>	<u>Signature</u>
01	SHAHZAD AKBANI	INBOX BUSINESS TECHNOLOGIES	
02	Waseem Aslam	AOS Limited	
03	AHMED HUSAN	AOS Limited	
04			
05			
06			

**IN RESPECT OF TENDER NAMEDLY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
A A1	50	<b>ORGANIZATIONAL CAPABILITY (200)</b> <b>YEARS IN IT BUSINESS</b> Number of years in IT Business (5 point for each year, no marks will be awarded for less than 5 years, max. marks 50)	50	50
A2	100	<b>FULL TIME TECHNICAL STAFF</b> Bidder having following number of full time technical staff on it payroll for at least 1 year holding following qualifications: a) Project Management Professional: 2 = 10 marks b) Master in Business Administration: 5 = 20 marks c) Master Degree or equivalent in Finance Domain: 5 = 20 marks d) Certified Database Manager: 5 = 20 marks e) Certified Software Engineer: 5 = 20 marks f) Certified Conversion Experts: 2 = 10 marks (Marks will be awarded proportionately to the max. of marks mentioned against each category)	10 20 20 12 08 10	10 20 20 20 00 00
A3	50	<b>ANNUAL TURNOVER IN IT PROJECTS DURING LAST 3 YEARS</b> Bidder having average annual turnover in IT Projects during last 3 years (a) Rs. 300 Million or more- 50 Marks (b) Rs. 150 Million or more - 25 Marks (No marks will be awarded for less than 150 Million, max. marks 50)	50	50
B B1	75	<b>RELEVANT EXPERIENCE (300)</b> <b>EXPERIENCE OF THE BIDDER IN CONVERSION OF MICROFILMED DATA</b> Experience of the bidder in conversion of microfilmed data of at least 50,000 negative (25 marks for each project to the max. of 75)	00	00
B2	75	<b>EXPERIENCE OF THE BIDDERS IN LARGE SCALE INDEXING / DATA ENTRY</b> Experience of the bidder in large scale indexing / data entry (25 marks for each project to the max. of 75)	75	00
B3	75	<b>EXPERIENCE OF THE BIDDERS IN SOFTWARE DEVELOPMENT</b> Experience of the bidder in software development (25 marks for each project to the max. of 75)	75	75
B4	75	<b>EXPERIENCE OF THE BIDDER FOR IT PROJECTS UNDERTAKEN IN SAME GEOGRAPHICAL LOCATION</b> Experience of the bidder for IT projects undertaken in same geographical of the Sindh Province (25 marks for each project to the max. of 75)	75	75
C C1	100	<b>SPECIALIZATION (200)</b> <b>AVAILABILITY OF RELEVANT HARDWARE OR AUTHORIZATION LETTER FROM PRINCIPAL</b> Submit invoices of minimum 20 conversion devices along with their relevant paraphernalia available / authorization letter sufficient relevant hardware from principal for this assignment	100	100

Amir B

**TECHNICAL EVALUATION REPORT BY INDIVIDUAL MEMBERS OF CONSULTANT SELECTION COMMITTEE IN ITS MEETING HELD ON 02-06-2015  
IN RESPECT OF TENDER NAMEDLY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN  
MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF  
STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
A A1	50	<b>ORGANIZATIONAL CAPABILITY (200)</b> <b>YEARS IN IT BUSINESS</b> Number of years in IT Business (5 point for each year, no marks will be awarded for less than 5 years, max. marks 50)	50	50
A2	100	<b>FULL TIME TECHNICAL STAFF</b> Bidder having following number of full time technical staff on it payroll for at least 1 year holding following qualifications: a) Project Management Professional: 2 = 10 marks b) Master in Business Administration: 5 = 20 marks c) Master Degree or equivalent in Finance Domain: 5 = 20 marks d) Certified Database Manager: 5 = 20 marks e) Certified Software Engineer: 5 = 20 marks f) Certified Conversion Experts: 2 = 10 marks (Marks will be awarded proportionately to the max. of marks mentioned against each category)	10 20 20 12 08 10	10 20 20 20 00 00
A3	50	<b>ANNUAL TURNOVER IN IT PROJECTS DURING LAST 3 YEARS</b> Bidder having average annual turnover in IT Projects during last 3 years (a) Rs. 300 Million or more- 50 Marks (b) Rs. 150 Million or more - 25 Marks (No marks will be awarded for less than 150 Million, max. marks 50)	50	50
B B1	75	<b>RELEVANT EXPERIENCE (300)</b> <b>EXPERIENCE OF THE BIDDER IN CONVERSION OF MICROFILMED DATA</b> Experience of the bidder in conversion of microfilmed data of at least 50,000 negative (25 marks for each project to the max. of 75)	00	00
B2	75	<b>EXPERIENCE OF THE BIDDERS IN LARGE SCALE INDEXING / DATA ENTRY</b> Experience of the bidder in large scale indexing / data entry (25 marks for each project to the max. of 75)	75	00
B3	75	<b>EXPERIENCE OF THE BIDDERS IN SOFTWARE DEVELOPMENT</b> Experience of the bidder in software development (25 marks for each project to the max. of 75)	75	75
B4	75	<b>EXPERIENCE OF THE BIDDER FOR IT PROJECTS UNDERTAKEN IN SAME GEOGRAPHICAL LOCATION</b> Experience of the bidder for IT projects undertaken in same geographical of the Sindh Province (25 marks for each project to the max. of 75)	75	75
C C1	100	<b>SPECIALIZATION (200)</b> <b>AVAILABILITY OF RELEVANT HARDWARE OR AUTHORIZATION LETTER FROM PRINCIPAL</b> Submit invoices of minimum 20 conversion devices along with their relevant paraphernalia available / authorization letter sufficient relevant hardware from principal for this assignment	100	100

Amir - C



S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
C2	100	<b>PROFESSIONALS / TECHNICAL TEAM</b> a) Project Management (PMP): 1 = 10 marks b) Experienced Professional for conversion / preservation: 20 = 40 marks c) Experienced Professional for indexing / data entry: 20 = 20 marks d) Domain expert of Registration Deeds: 1 = 5 e) Domain Expert of Land Records Management: 1 = 5 f) Certified Professional for database: 2 = 10 marks g) Certified Professional for software: 2 = 10 marks (Marks will be awarded proportionately to the max. of marks mentioned against each category)	10 40 20 00 00 10 10	10 40 20 00 00 05 00
D D1	50	<b>PROPOSED METHODOLOGY (100)</b> <b>INNOVATIVENESS</b> Methodology proposed by the consultants shall be evaluated for its innovativeness and would be graded subjectively	40	35
D2	50	<b>SOUNDNESS</b> Bidder should demonstrate its proficiency in conversion technology. Bidder to show dedicated equipment and dedicated (management & technical) staff for execution of this assignment	40	35
E E1	50	<b>QUALITY MANAGEMENT (100)</b> <b>ISO 13008:2012 OR EQUIVALENT</b> Bidders shall attach relevant certification(s)	50	50
E2	50	<b>ISO 9001:2008 OR EQUIVALENT</b> Bidders shall attach relevant certification(s)	50	50
F F1	20	<b>UNDERSTANDING OF ASSIGNMENT (100)</b> <b>RELEVANT LAWS</b> To demonstrate knowledge of relevant laws	20	20
F2	20	<b>REGISTRATION DEEDS</b> To demonstrate knowledge of documents of registration deeds	20	20
F3	20	<b>LAND RECORDS MANAGEMENT</b> To demonstrate knowledge of land records management	20	20
F4	40	<b>PRESERVATION AND CONVERSION OF MICROFILMING TECHNOLOGY</b> To demonstrate knowledge of preservation and conversion of microfilming technology	40	40
	1000	<b>Total Marks Obtained</b>	875	765

(Ejaz Ahmed Memon)  
Section Officer (Dev-VI),  
Finance Department,  
Govt. of Sindh/Member CSC

**TECHNICAL EVALUATION REPORT BY INDIVIDUAL MEMBERS OF CONSULTANT SELECTION COMMITTEE IN ITS MEETING HELD ON 02-06-2015  
IN RESPECT OF TENDER NAMELY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN  
MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF  
STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
A A1	50	<b><u>ORGANIZATIONAL CAPABILITY (200)</u></b> <b><u>YEARS IN IT BUSINESS</u></b> Number of years in IT Business (5 point for each year, no marks will be awarded for less than 5 years, max. marks 50)	50	50
A2	100	<b><u>FULL TIME TECHNICAL STAFF</u></b> Bidder having following number of full time technical staff on it payroll for at least 1 year holding following qualifications: a) Project Management Professional: 2 = 10 marks b) Master in Business Administration: 5 = 20 marks c) Master Degree or equivalent in Finance Domain: 5 = 20 marks d) Certified Database Manager: 5 = 20 marks e) Certified Software Engineer: 5 = 20 marks f) Certified Conversion Experts: 2 = 10 marks (Marks will be awarded proportionately to the max. of marks mentioned against each category)	10 20 20 12 08 10	10 20 20 20 00 00
A3	50	<b><u>ANNUAL TURNOVER IN IT PROJECTS DURING LAST 3 YEARS</u></b> Bidder having average annual turnover in IT Projects during last 3 years (a) Rs. 300 Million or more- 50 Marks (b) Rs. 150 Million or more - 25 Marks (No marks will be awarded for less than 150 Million; max. marks 50)	50	50
B B1	75	<b><u>RELEVANT EXPERIENCE (300)</u></b> <b><u>EXPERIENCE OF THE BIDDER IN CONVERSION OF MICROFILMED DATA</u></b> Experience of the bidder in conversion of microfilmed data of at least 50,000 negative (25 marks for each project to the max. of 75)	00	00
B2	75	<b><u>EXPERIENCE OF THE BIDDERS IN LARGE SCALE INDEXING / DATA ENTRY</u></b> Experience of the bidder in large scale indexing / data entry (25 marks for each project to the max. of 75)	75	00
B3	75	<b><u>EXPERIENCE OF THE BIDDERS IN SOFTWARE DEVELOPMENT</u></b> Experience of the bidder in software development (25 marks for each project to the max. of 75)	75	75
B4	75	<b><u>EXPERIENCE OF THE BIDDER FOR IT PROJECTS UNDERTAKEN IN SAME GEOGRAPHICAL LOCATION</u></b> Experience of the bidder for IT projects undertaken in same geographical of the Sindh Province (25 marks for each project to the max. of 75)	75	75
C C1	100	<b><u>SPECIALIZATION (200)</u></b> <b><u>AVAILABILITY OF RELEVANT HARDWARE OR AUTHORIZATION LETTER FROM PRINCIPAL</u></b> Submit invoices of minimum 20 conversion devices along with their relevant paraphernalia available / authorization letter sufficient relevant hardware from principal for this assignment	100	100

**TECHNICAL EVALUATION REPORT BY INDIVIDUAL MEMBERS OF CONSULTANT SELECTION COMMITTEE IN ITS MEETING HELD ON 02-06-2015  
IN RESPECT OF TENDER NAMEDLY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN  
MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF  
STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
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**TECHNICAL EVALUATION REPORT BY INDIVIDUAL MEMBERS OF CONSULTANT SELECTION COMMITTEE IN ITS MEETING HELD ON 02-06-2015  
IN RESPECT OF TENDER NAMELY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN  
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STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

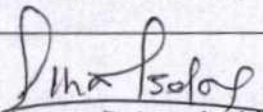
S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
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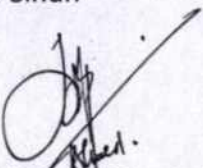
**TECHNICAL EVALUATION REPORT CONSOLIDATED BY MEMBERS OF CONSULTANT SELECTION COMMITTEE**

**IN ITS MEETING HELD ON 02-06-2015**


**IN RESPECT OF TENDER NAMELY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**


S#	MEMBERS OF CONSULTANT SELECTION COMMITTEE	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
01	Mr. Zulfiqar Ali Shah, Chairman CSC	875	765
02	Mr. Zulfiqar Ali Nizamani, Member/Secretary CSC	875	765
03	Mr. Athar Hussain Baloch, Deputy Director IT, IS&T Department, Govt. of Sindh	875	765
04	Mrs. Farzana Shahani, Chief S&T, P&D Department, Govt. of Sindh	875	765
05	Mr. Ejaz Ahmed Memon, Section Officer (DEV-VI), Finance Department, Govt. of Sindh	875	765
	<b>Total Marks Obtained</b>	<b>4375</b>	<b>3825</b>
	<b>AVERAGE CONSOLIDATED MARKS OBTAINED</b>	<b>875</b>	<b>765</b>

  
**(Athar Hussain Baloch)**  
Deputy Director IT  
IS&T Department,  
Govt. of Sindh

  
**(Ejaz Ahmed Memon)**  
SO (Dev-VI), Finance Department  
Government of Sindh

  
**(Zulfiqar Ali Shah)**  
Member R&S  
Board of Revenue, Sindh/Chairman

  
**(Zulfiqar Ali Nizamani)**  
Project Director ASR  
Board of Revenue, Sindh

  
**(Farzana Shahani)**  
Chief Science & Technology,  
P&D Department, Government of Sindh

# SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

## CONTRACT EVALUATION FORM

### TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPTT Project Management Unit, ASR, Board of Revenue, Sindh
- 2) PROVINCIAL/ LOCAL GOVT. / OTHER Provincial Government
- 3) TITLE OF CONTRACT "Consultancy Services for Conversion of Archival Data of Registered Deeds Stored in Microfilming Rolls into Multipage Indexed Pdf files for Document Management"
- 4) TENDER NUMBER 1790/15
- 5) BRIEF DESCRIPTION OF CONTRACT Conversion of Archival Data of Registered Deeds Stored in Microfilming Rolls into Multipage Indexed Pdf files for Document Management"
- 6) FORUM THAT APPROVED THE SCHEME Provincial Development Working Party (PDWP)
- 7) TENDER ESTIMATED VALUE Rs. 500 MILLION
- 8) ENGINEER'S ESTIMATE N/A  
(For civil works only)
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 16 Months
- 10) TENDER OPENED ON (DATE & TIME) 26-05-2015 at 03:30 PM
- 11) NUMBER OF TENDER DOCUMENTS SOLD Two (02)  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED Two (02)
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS Two (02)
- 14) BID EVALUATION REPORT 09<sup>th</sup> June 2015  
(Enclose a copy)
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Accountancy Outsourcing Services, Lahore
- 16) CONTRACT AWARD PRICE Rs. 457,860,000/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 1<sup>st</sup>
- 18) METHOD OF PROCUREMENT USED : - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE \_\_\_\_\_
- b) SINGLE STAGE – TWO ENVELOPE PROCEDURE \_\_\_\_\_
- c) TWO STAGE BIDDING PROCEDURE \_\_\_\_\_
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE \_\_\_\_\_
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING / NEGOTIATION ETC. WITH BRIEF REASONS:  
QUALITY AND COST BASED METHOD

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT **GOVERNOR SINDH THROUGH SENIOR MEMBER BOARD OF REVENUE SINDH**

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

Yes	<input checked="" type="checkbox"/> The advertisement was hoisted on SPPRA website on 08-05-2014 vide SPPRA ID No. 1575219671 at Sr. No. 24060
No	<input type="checkbox"/>

ii) News Papers  
(If yes, give names of newspapers and dates)

Yes	<b>Daily Dawn (09-05-2015)</b> <b>Daily Jang, Express (09-05-2015)</b> <b>Daily Ibrat (09-05-2015)</b>
-----	--

22) NATURE OF CONTRACT

Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24) WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
-----	--------------------------	----	--------------------------	-----	-------------------------------------

26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED BID/BEST EVALUATED BID (In Case Of Consultancies)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF CONTRACT?  
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

31) ANY COMPLAINTS RECEIVED  
(If yes, give details)

Yes	
No	√

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

Yes	
No	√

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

Yes	
No	√

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons)

Yes	
No	√

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT BLACK LISTED?

Yes	√	No	
-----	---	----	--

36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:  
(If yes, enclose a copy)

Yes		No	√
-----	--	----	---


37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	√	No		N/A	
-----	---	----	--	-----	--

38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	√

Signature & Official Stamp of  
Authorized Officer

  
Project Director  
National Office of Sindh's Registration  
Board of Revenue Sindh

**FOR OFFICE USE ONLY**

**SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi**  
**Tele: 021-9205356; 021-9205369 & Fax: 021-9206291**





No. 10-PMU/BOR/2015/0053

**PROJECT MANAGEMENT UNIT  
BOARD OF REVENUE SINDH**

Dated: 24-07-2015

To,

M/s. Accountancy Outsourcing Services,  
Lahore

SUBJECT: **LETTER OF AWARD**

This is to notify that your bid dated 02-06-2015 for the tender namely "**CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT**" for the Project of Automation of Stamps & Registration in All Districts of Sindh Province for the bid amount of **Rs.457,860,000/- (Rupees Four Hundred and Fifty Seven Million, Eight Hundred and Sixty Thousand Only)** as per BOQ items specified in the RFP/bid document, list of which is given below, is hereby awarded to your firm.

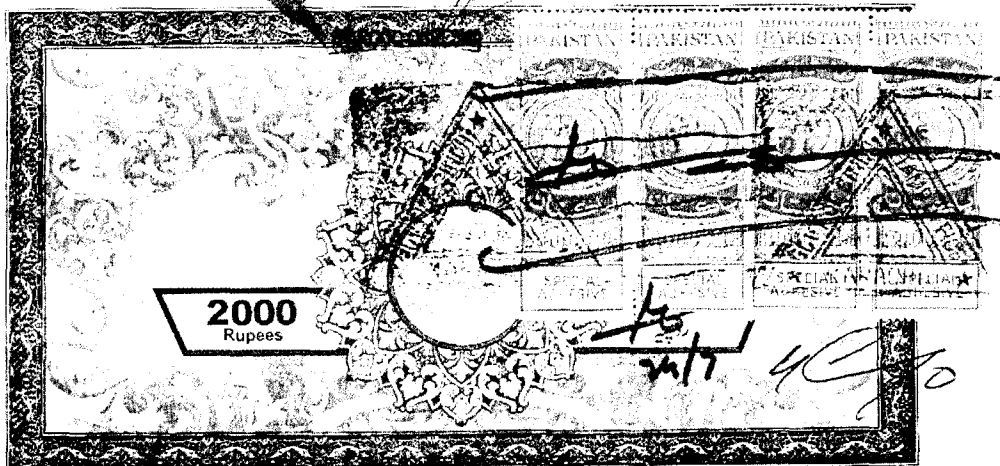
S. No.	Milestone	Unit	Unit Cost	Total Cost
1	Software & Database Development	1 solution	21,0750,00	21,075,000
2	Conversion of microfilm negatives to digital images	75,000,000 Images (approx.)	3.75	281,250,000
3	Indexing of Registered Deeds	4,500,000 PDF files of Register Deeds (approx.)	30.50	137,250,000
4	Indexing of Revenue Records	6,000 PDF files of Deh Registers Volume (approx.)	2,635	15,810,000
5	Trainings	165 persons	15,000	2,475,000
	<b>Total</b>			<b>Rs. 457,860,000</b>

You are accordingly requested to carry out the assignment within a period of sixteen (16) months as per agreed terms of contract.

  
Project Director (ASR)  
Board of Revenue, Sindh

Office Address: ST-04, Revenue House, Adjacent Dr. Ziauddin Hospital Clifton, Karachi  
Ph: 021-99251368-7, Fax: 021-35824065, www.borsindh.gov.pk

270328 270196 23/7/15



**AQIB IMRAN STAMP VENDOR**  
Licence No. 94, Shop No. 16, Block 14,  
Karim Plaza, Gulshan-e-Iqbal, Karachi

S. No: 007635  
Issued to With Address: \_\_\_\_\_  
Through With Address: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Value Rs: \_\_\_\_\_  
Stamp is valid for: \_\_\_\_\_  
Not valid for: \_\_\_\_\_  
Vendor Not Responsible for the \_\_\_\_\_

### I. AGREEMENT OF CONTRACT

This Agreement for "Consultancy Services for Conversion of Archival Data of Registered Deeds Stored in Microfilming Rolls into Multipage Indexed Files for Document Management" for the Project of Automation of Stamps & Registration in all Districts of Sindh Province is entered into at Karachi, on this 24<sup>th</sup> day of July, 2015.

#### BY AND BETWEEN

Governor of Sindh through its duly authorized representative, **Project Director, Automation of Stamps & Registration, Board of Revenue Sindh**, duly authorized by **Member R&S Wing, Board of Revenue, Sindh**, having its premises at St-04-Shireen Jinnah Colony, Clifton Block 6, Adj. Dr. Ziauddin Hospital, Karachi hereinafter referred to as the "Purchaser" of the **One Part**;

#### AND

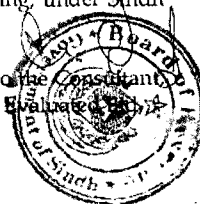
M/S. Accountancy Outsourcing Services Ltd, through its duly authorized representative, Mr. Waseem Aslam, holding CNIC No. 35202-8683146-1 having office at Building # 3, Floor 7, Aiwan-e-Iqbal Complex, Egerton Road, Lahore, hereinafter referred to as the "Consultant" of the **Other Part**.

WHEREAS The Project Director, Automation of Stamps & Registration, BOR under Member R&S, Board of Revenue, Sindh, conducted bidding process for "Consultancy Services for Conversion of Archival Data of Registered Deeds Stored in Microfilming Rolls into Multipage Indexed Pdf files for Document Management" for the Project of Automation of Stamps & Registration in All Districts of Sindh Province. M/s Accountancy Outsourcing Services Ltd. Is declared as the lowest best evaluated bidder under the QCBS method of procurement at total bid price of Rs. 457,860,000/- (Rupees Four Hundred and Fifty Seven Million, Eight Hundred and Sixty Thousand Only) through National competitive bidding, under Sindh Public Procurement Rules, 2010.

AND WHEREAS the Purchaser has evaluated and awarded the Contract to the Consultant, whose bid has been determined to be substantially responsive and the Best Evaluated Bid.



*Handwritten signature*



**Contract**

**For**

**Consultancy Services for Conversion of  
Archival Data of Registered Deeds  
stored in Microfilming Rolls into  
Multipage indexed PDF files for  
Document Management for the Project  
of Automation of Stamps &  
Registration, 21 Districts extension to all  
Districts in Sindh**



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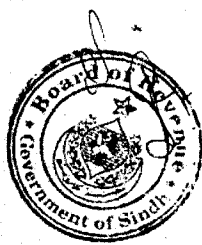
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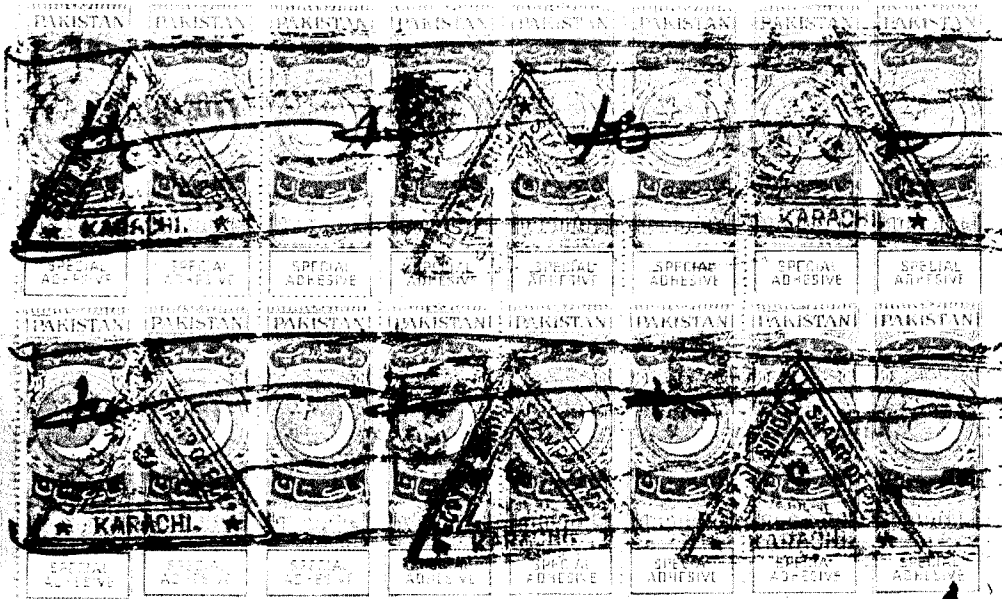
For and on behalf of ..... 21

For and on behalf of ..... 21

II. Special Conditions of Contract ..... 22

III. APPENDIXES ..... 29





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16  
36/10



**I. General Conditions of Contract**

**1. GENERAL PROVISIONS**

**1.1. Definitions**

Unless the context otherwise requires, capitalized terms used in this Agreement shall have the respective meanings given to them below:

"Acceptance Date" means the date on which any innovation is accepted or deemed to be accepted by the Client;

"Applicable Law" means the law or any other instrument having the force of law, in the country, or in any other country as may be specified in the Special Conditions of Contract (SC), which shall be issued from time to time and shall stand valid;

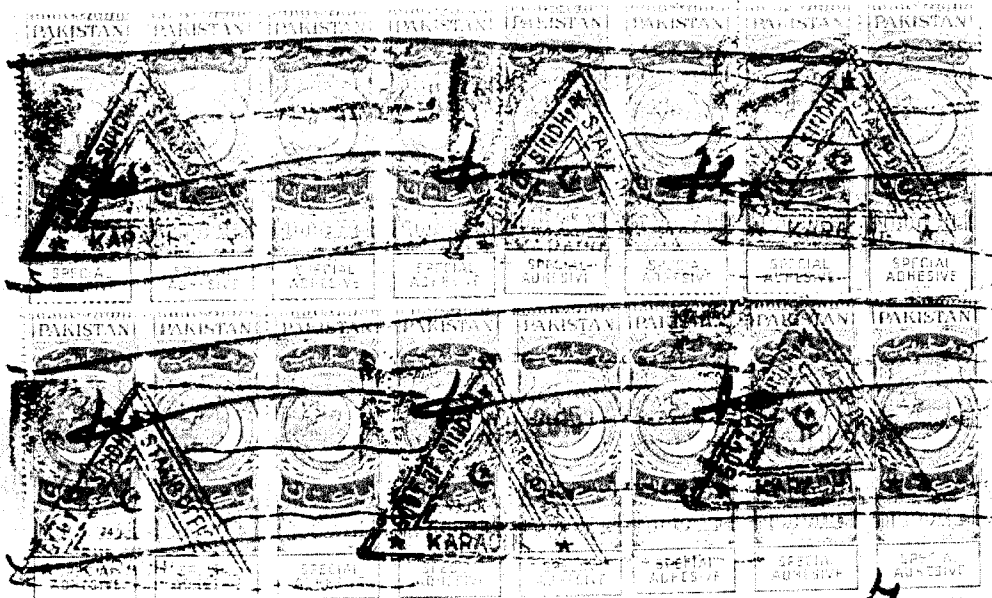
"Area" means the geographical limits of the Province of Sindh within which the Program Material shall be used;

"Client" means the Government of Sindh which will employ the Services from the Consultant under this Contract;

"Consultant" means Accountancy Outsourcing Services Limited which will provide the Services to the Client under this Contract;

"Contract" means the Form of Contract signed by the Parties, and all the documents attached, as listed in its Clause 1, which include the General Conditions (GC), the Special Conditions (SC), and the Appendices;





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68 Cp

"GC" means these General Conditions of Contract;

"Government" means the Government of Sindh;

"Local Currency" means Pakistani Rupees (PKR);

"Location" means all such premises owned, occupied or operated by a Personnel of or, authorized by a purchaser of that specific area;

"Party" means the Client or the Consultant, as per the case, and "Parties" means both of them;

"Personnel" means persons hired by the Consultant who are assigned for the performance of the Services or any part thereof, under the Contract;

"Purchaser" means the Client;

"Release" means the modified or improved version of the Software released by the Consultant from time to time or, if no Release has been accepted, the original Software;

"SC" means the Special Conditions of Contract by which the GC may be amended or supplemented;

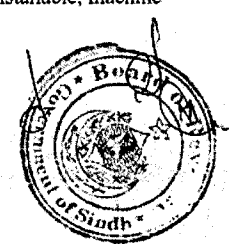
"Scope of Work" means the work to be performed by the Consultant under this Contract;

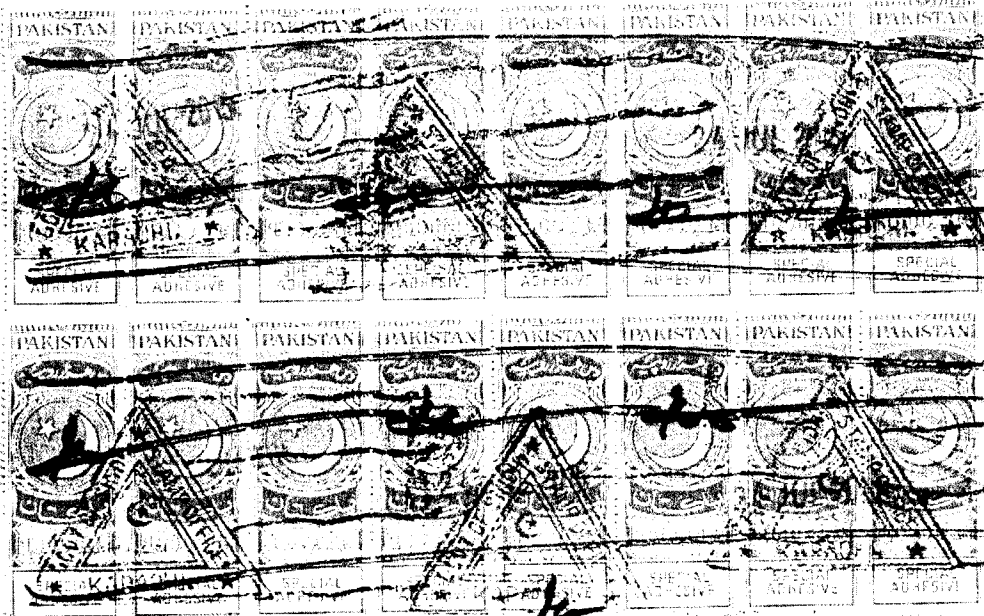
"Software" means the Software for Indexing & Searching, in compiled, installable, machine readable and executable form;

"Support and Maintenance Services" means the maintenance of services;

"Source Code" means the human-readable form of the Code;

"Training" means the users training;

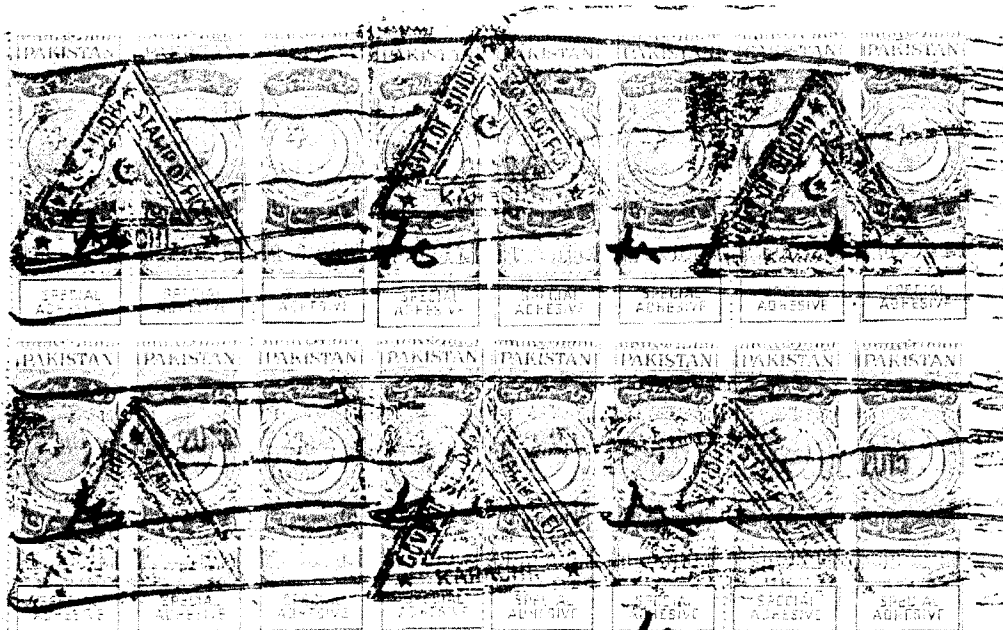




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16  
1000/0

- 1.5. Location** The Services shall be performed at such locations which are categorically specified in SC.
- 1.6. Authority of Member in Charge** In case, the Consultant consists of a joint venture/ consortium/ association of more than one entity, the Members hereby authorize the entity specified in the SC to act on their behalf in exercising all the Consultant's rights and obligations towards the Client under this Contract, without any restriction on receiving instructions and payments from the Client.
- 1.7. Authorized Representatives** Any action that is required or considered legitimate to be taken, and any document required or considered legitimate to be executed under this Contract by the Client or the Consultant may be taken or executed by the (authorized) officials specified in the SC.





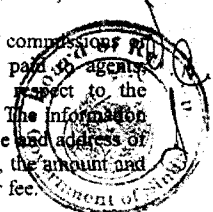
14/6 R. 13.74.000/- 196 23/07/15  
 138/CP

1.9.2.

(a) will sanction a Consultant, declaring the Consultant ineligible, either indefinitely or for a specific period of time, if it is at any time determined that the Consultant had or is, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing the contract;

1.9.3. Commission and Fees

(b) The successful Consultant shall disclose any commission or fees that may have been paid or are to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information that is disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.



**2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT**

**2.1. Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by both Parties, or on any later date which may be stated in the SC. The date when the Contract comes into effect is defined as the Effective Date.

**2.2. Commencement of Services** The Consultant shall begin carrying out the Services not later than [the number of] days, after the Effective Date, as are specified in the SC.

**2.3. Expiration of Contract** Subject to Clause 2.6, unless terminated earlier, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

**2.4. Modifications or Variations** 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 with the consent of the Parties, by





- (a) If the Consultant does not cure a failure in the performance of their obligations under the Contract, within sixty (30) days after being notified or within any further period as the Client may have subsequently approved in writing;
- (b) If the Consultant becomes insolvent or bankrupt;
- (c) 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 (30) days; and/or
- (d) If the Parties by their mutual consent and for any reason whatsoever decide to terminate the contract.

**2.6.2. By the Consultant**

The Consultants may request to terminate this Contract, through a written notice of not less than thirty (30) to the Client, which shall be given after the occurrence of any of the events specified in paragraphs (a) through (b) of this Clause 2.6.2:

- (a) If the Client fails to pay any money which is due to be paid, as consideration under this Contract, the Consultant, under the provision of this Contract, and not subject to dispute resolution method pursuant to Clause 7, may serve the said notice..
- (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.

**2.6.3. Payment Upon Termination**

Upon termination of this Contract, subject to Clause 2.6.1 or 2.6.2, the Client shall make the following payments to the Consultant:

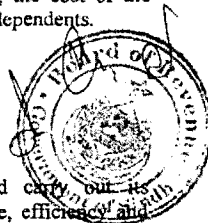
- (a) payment for Services satisfactorily performed prior to the effective date of termination, pursuant to Clause 6 of the Contract;
- (b) reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

**3. OBLIGATIONS OF THE CONSULTANT**

**3.1. General**

**3.1.1. Standard of Performance**

The Consultant shall perform the Services and carry out the obligations, under this Contract, with due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, 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 faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with third parties.



## CONSULTANT'S PERSONNEL

- 3.6. **Description of Personnel** The Consultant shall employ and provide such qualified and experienced Personnel as are required to carry out the Services. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Consultant's Key Personnel are described in Appendix C. The Key Personnel listed by title as well as by name in Appendix C are hereby approved by the Client.
- 3.7. **Removal and/or Replacement of Personnel**
- (a) Except as the Client may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Consultant, *inter alia*, retirement, death, medical incapacity, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications.
- (b) If the Client finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, the Consultant shall, at the Client's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Client.
- (c) The Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel. The replacement will be made in consultation and approval with the Client. Consultant shall provide at least three CVs of equivalent qualification and experience for the replacement.

## 4. OBLIGATIONS OF THE CLIENT

- 4.1. **Assistance and Exemptions** The Client shall use its best efforts to ensure that the Government shall provide the Consultant assistance along with such exemptions as are specified in the SC.
- 4.2. **Change in the Applicable Law Related to Taxes and Duties** If, after the date of this Contract, there is any change in the Applicable Law 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, pursuant to mutual agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2 (a) or (b), as the case may be.
- 4.3. **Services and Facilities** The Client shall facilitate the consultant free of charge for the Services and Facilities that have been listed under SC.

## 5. PAYMENTS TO THE CONSULTANT

- 5.1. **Lump-Sum Payment** The total payment due to the Consultant shall not exceed the Contract Price which is a fixed lump-sum amount inclusive of all costs required to carry out the Scope of Work described in Appendix A. Except, as specified in Scope of Work, the Contract Price may only be increased above the amounts stated in Clause 5.2 if the Parties have agreed to additional payments in accordance with Clause 2.4.

## 8. SECURITIES

### 8.1. Performance Security

- (a) The Consultant shall, within fifteen (07) days of the signing of Contract, provide a security for the due performance of the Contract in the amount and currency specified in the SC.
- (b) The security shall be a guarantee for the performance of the Contract in a manner which is prescribed by the Client (i.e. bank guarantee, pay order).
- (c) The security shall automatically become null and void after 30 days upon the completion of the Contract.
- (d) The Bank Guarantee for the performance of the Contract as security shall be issued by a scheduled bank in Pakistan acceptable to the Purchaser.

## 9. GUARANTEES AND LIABILITIES

### 9.1. Defect Liability

The Consultant warrants that the System shall be free from defects in the design, and workmanship of the Customized Software. Exceptions and/or limitations, if any, to this warranty with respect to Software (or categories of Software), shall be as specified in the SC. Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract.

### 9.2.

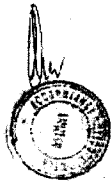
The Warranty Period shall commence from the date of the Users Acceptance of the Customized Software (or of any major component), and shall extend for the period of time that has been specified in the SC.

### 9.3

If during the Warranty Period, any defect, as specified in Clause 9.1 of this Contract, is found in the design and workmanship of the Information Technologies and other Goods supplied or of the Services provided by the Consultant, the Consultant shall promptly, with the consultation and agreement of the Client, provide an appropriate remedy for the defects, and at its sole cost, repair, replace, or otherwise make good (as the Consultant shall, at its discretion, determine) such defect as well as any damage to the System caused by such defect.

### 9.4.

The Consultant shall not be held responsible for the repair, replacement, or making good of any defect or damage which is caused to the System arising out of or resulting from any of the following causes:



- (a) An operation by the Client against the provided guideline of the Consultant;
- (b) Use of the System with items not supplied by the Consultant, unless otherwise identified in the Technical Requirements, or approved by the Consultant; or
- (c) Modifications made to the System by the Client, or a third party, not approved by the Consultant.

### 9.5.

The Client shall give the Consultant a written notice promptly following the discovery of a defect, if any, stating the nature of any defect together with all available evidence. The Client shall afford all reasonable opportunity for the Consultant to inspect any such

substantial part of the delivered, restricted Software shall be subject to the same restrictions as are set forth in this Contract;

- (v) as specified in the SC, disclosed to, and reproduced for use by support service Consultants and their sub Consultants, (and the Client may sublicense such persons to use and copy for use the Software) to the extent reasonably necessary to the performance of their support service contracts, subject to the same restrictions as are set forth in this Contract; and

11.2

Deliverable(s) / Milestone(s) will be subject to audit by the Client, in accordance with the terms specified in the SC.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract which is to be signed in their respective names as of the day and year stated above.

For and on behalf of  
M/s BOARD OF REVENUE SINDH

  
Project Director  
Automation of Stamps & Registration,  
Board of Revenue Sindh

Zulfiqar Ali Nizamani  
Project Director,  
Automation of Stamps & Registration,  
Board of Revenue, Sindh


Witnesses:

Name: FARAZ AHMED

Address: DEPUTY DIRECTOR IT LABS

N.I.C. No. \_\_\_\_\_

For and on behalf of  
M/s Accountancy Outsourcing Services

  
Waseem Aslam  
Chief Executive Officer  
Accountancy Outsourcing Services Ltd.

Waseem Aslam  
Chief Executive Officer  
Accountancy Outsourcing Services Ltd.

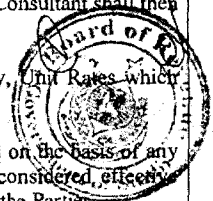
Name: AHMED HASAN

Address: Director Operations

AOS Ltd.

N.I.C. No. 3810106502561

	Each party shall be liable for its own taxes. The prices quoted by the Consultant in its financial proposal will be considered inclusive of all applicable taxes.
2.1	The Effective Date is the date of signing of the Form of the Contract.
2.2	45 days.
2.3	16 months from the date of commencement of services.
2.1, 2.2 & 2.3	<p>This Contract sets forth the complete and exclusive agreement of the parties regarding the subject matter of this Contract and supersedes all prior agreements, understandings and communications, oral or written, between the Parties regarding the subject matter of this Contract.</p> <p>In the event of any one or more of the provisions of this Contract shall for any reason be held invalid, illegal or unenforceable, the remaining provisions of this Contract shall be unimpaired and the invalid, illegal and unenforceable provision(s) shall be replaced by mutually acceptable provision(s), which being valid, legal and enforcement come(s) nearest to the intention of the Parties.</p> <p>It is acknowledged and agreed that this Contract constitutes legal, valid and binding obligation between the Parties hereto and shall be considered binding upon each Party's respective, successors and assign.</p>
2.4	<p>Any work which has not been covered in Appendix A, that Scope of Work shall be deemed to be outside the scope of this Contract, and shall be treated as additional work as it does not fall in the scope of this Contract.</p> <p>In case of additional work related to Software Development, the Consultant shall propose a cost for carrying out the Additional Work. On approval by Client, the Consultant shall then carry out the required changes.</p> <p>In case of additional work related to Conversion &amp; Indexing activity, Unit Rates which have been specified in Clause 5.4 shall be applicable.</p> <p>This Contract may not, in whole or in part, be modified or terminated on the basis of any negotiation or discussion between the Parties and nothing shall be considered, effected, except by the means of a written instrument executed and approved by the Parties.</p> <p>No failure or delay by either Party in exercising any rights, power or privilege under this Contract shall operate as a waiver of such right, power or privilege, nor shall any single or partial exercise of that right, power or privilege preclude any other to future exercise thereof.</p>
3.3	<p>The Consultant and its respective affiliates and subsidiaries and the Client officers/officials, consultants etc. shall keep confidential and not disclose, publish, sell, trade or disseminate in any manner to any third party any technical information, data, business or trade secrets, other proprietary information or other similar information ("Confidential Information") provided by a Party during and after the course of this Contract without written consent from other Party.</p> <p>The Confidential Information is the exclusive property of the Party(ies) providing the same and if possible, shall be returned to the respective party or if permitted copies exist, destroyed upon termination of this Contract.</p> <p>The Confidential Information shall not be used by the Consultant for its benefit during and after the course of this Contract.</p>



STAMP



	Module & Integration)		
	Delivery of the Searching Module & Integration	25% of the total Software component value to be upon delivery of the Data Entry Software System	5,268,750
	1 Year Completion	10% of the total Software component value to be upon Completion of 1 years from approval of the software OR on the expiry of the contract, whichever is earlier?	2,107,500

Project Director Automation of Stamps & Registration, BOR shall clear the invoice of each innovation within 30 days of the date of submission.

**Component:** Conversion of Microfilm Negatives to Digital Images

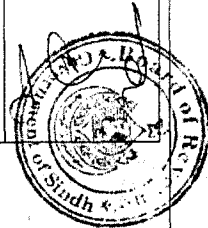
**Total Component Value:** 281,250,000

**Price Schedule**

Requirement	Quantity (Images)	Unit Price	Total Price
Conversion of Microfilm Negatives to Digital Images.	75,000,000	3.75	281,250,000

**Payment Conditions**

Activity	Deliverables/Milestone	Conditions for Payment	Payment Mode
Conversion of Microfilm Negatives to Digital Images	Digital Images	Consultant will submit a monthly invoice for the work done on Conversion of Microfilm Negatives to Digital Images, the work will delivered in the form of USB Data Device / DVD.  Project Director Automation of Stamps & Registration, BOR shall ensure verification of deliverable from 3 <sup>rd</sup> Party and clear invoice within 30 days of the submission date.	As per delivered record



**Component:** Indexing of Registered Deeds

**Total Component Value:** 137,250,000

**Price Schedule**

Requirement	Quantity (PDF files of Registered Deeds)	Unit Price	Total Price
Indexing of Registered Deeds	4,500,000	30.50	137,250,000

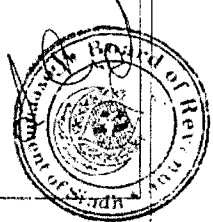


**Price Schedule**

Requirement	Quantity (Persons)	Unit Price	Total Price
Trainings	165	15,000	2,475,000

**Payment Conditions**

Activity	Deliverables/Milestone	Condition for Payment	Payment Pak Rs.
Trainings	Training at Karachi & People Service Center located at each District of Sindh	<p>After the completion of any batch of trainees, Consultant can submit the invoice @ Rs. 15,000 per trainee.</p> <p>Consultant shall be responsible to conduct training of maximum of 165 trainees.</p> <ul style="list-style-type: none"> <li>Comprehensive technical (local) training of software and database to 5 technical resources</li> <li>Operational training to 40 staff/officers nominated by the Purchaser.</li> <li>On-site Training of 120 Staff/officer at all People Service Center located in each district of Sindh.</li> </ul> <p>Project Director Automation of Stamps &amp; Registration, BOR shall clear the invoice within 30 days of the date of submission.</p>	As per trainees or batch done



All disputes arising between the Parties, with respect to any matter or thing arising from or in any manner connected with this Contract, shall be referred to arbitration in Karachi in accordance with the Arbitration Act 1940 or any amendment or re-enactment thereof, to be conducted by sole Arbitrator is said to be appointed by the mutual consent of the Parties hereto. The Arbitrators' decision shall be final and binding on all the Parties.

Within fifteen (15) calendar days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish a performance security in the amount of five per cent (5%) of total contract price in the form of Pay Order or Demand Draft or Bank Guarantee in favor of the Purchaser as per format of the Performance Security Form attached at Appendix F.

### III. APPENDIXES

#### APPENDIX A: SCOPE OF WORK

##### 1. SCOPE OF WORK

###### 2.1 Software Development

The Consultant shall develop the software at its own place and deliver the following for the Microfilm Conversion Project to the Purchaser:

###### 2.1.1 Database

Vendor shall design in a way that is considered reliable, scalable and secure database, which should consolidate and centralize the management of the sensitive data in a manner that prevents security and privacy rather than those with such data spread across multiple operational or data mart systems. To that end, vendor should develop an endwise capability for securely designing and implementing privacy-aware data warehouses.

The database shall maintain a rich set of security controls for managing, protecting, and auditing access to stored data. These capabilities include extensive password controls, support for multiple authentication methods, access controls, high-performance database views, network traffic encryption, access logging, and audit reporting.

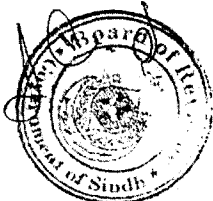
###### 2.1.2 Indexing Software

Indexing software shall be a powerful, all-in-one, easy-to-use, batch-oriented document indexing application capable of integrating high-speed OCR with real-time image display, indexing, and bar code assignment. It shall be designed for as less complex application and which makes it easy for anyone to quickly convert to PDF, index and export documents for fast and easy retrieval. Technology should be built into the application to improve system effectiveness. The application shall be capable to export captured images and data to a wide variety of backend systems.

Document Management System Repository or Library shall be used to centrally manage a pre-defined vocabulary ensuring that documents are indexed (tagged / classified) in a meaningful way when added or checked into the software.

Metadata fields may be created and associated with different types of documents using Document Classes. It is these metadata fields that users will use when indexing a document they are adding or checking into the system.

- User Management / Access Control
- Entity Recognition
- Expert Search
- Document Previews in Search Results
- Dynamic Navigation Enhancements
- Logs & Audits
- Deprecated Features
- Version Control Management
- Markup and Annotation attachment
- Powerful Information storage
- Intuitive and User Friendly Interface
- Optimized for High Performance
- Scalable and Extendable





### 2.1.6 Reporting Module

The Consultant shall provide comprehensive reporting module based on the data stored in database under the assignment, such as search certificate.

### 2.1.7 Support and Maintenance

The Consultant shall provide online software support and maintenance till the date of expiry of the contract. Support & Maintenance period shall start from acceptance of the software.

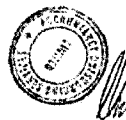
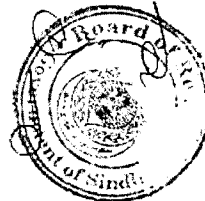
In case of any software related bug / issue, the Consultant shall make sure to resolve the issue which is a reported error within 7 working days. Support period shall start after delivery of Searching Software.

### 2.1.8 Deployment Services:

Consultant shall be held responsible to deploy the searching system at Data Center of PMU BOR Sindh and OR all Divisional HQs of Sindh as per Client's requirement.

## 2.2 CONVERSION AND INDEXING OF MICROFILM NEGATIVES

1. The conversion shall be conducted at the labs to be established by the Consultant at each of the five District namely Karachi, Hyderabad, Mirpurkhas, Larkana & Sukkur in near proximity of the already established Microfilming Units.
2. Consultant shall be responsible for safe & secure transportation & conversion of Microfilming Rolls.
3. Indexing for registered deeds will be carried out in English language with following fields:
  - a) SR Office
  - b) Type of Registered Deed
  - c) Registered Deed Number
  - d) Registration Date
  - e) Microfilming Number
  - f) Microfilming Date
  - g) Type of Land
  - h) Description of Property
  - i) Address of Property (with territory wise breakup such as Distt, Taluka/Town & etc.)
  - j) Area of Property
  - k) All Names of 1<sup>st</sup> Party
  - l) NIC/CNIC/SNIC # of all 1<sup>st</sup> Party
  - m) All names of 2<sup>nd</sup> Party
  - n) NIC/CNIC/SNIC # of all 2<sup>nd</sup> Party
4. Indexing will be carried out in English language with following fields:
  - a) Territory (breakup such as Distt, Taluka/Town, Deh/Quarter/Ward)
  - b) Survey Number(s)
5. Consultant shall establish lab for Indexing in Karachi.
6. The negatives / images to be converted on a min. 200 DPI resolution, color.
7. All the images should be in the same standard size and format.
8. The converted registered deeds shall be converted into Multipage "PDF" format. All the pages of a single deed file have to be created into a multipage PDF document.
9. The converted Revenue Record shall be converted into Multipage "PDF" format as Territory and Register's Volume wise. Converted Jpeg/Gif/Tiff should be handed over to Procuring Agency.



		Deeds (approx.)
4	Indexing of Revenue Record	6,000 PDF files of Deh Registers Volume (approx.)
5	Trainings	165 persons

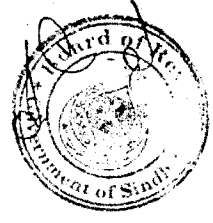
### 2.3 TRAINING OF STAFF

The Consultant shall give comprehensive technical (local) training of software and database to 5 technical resources and operational training to 40 staff/officers who have been nominated by the Purchaser. The site for training at Karachi, & training material would be the responsibility of the Consultant.

TA/DA and boarding and lodging for 45 staff/officers will also be responsibility of consultant.

On-site Training of 120 Staff/officer at all People Service Center located in each district of Sindh will be responsibility of Consultant.

The Consultant will arrange all the training material along with the necessary hardware which is needed to conduct the training.



### APPENDIX C - KEY PERSONNEL

The minimum staffing requirements for the duration of contract are:

#### Software & Database Development

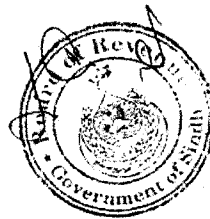
Name of Staff	Position Assigned
Ayaz Muhammad Khan	Director IT
Muzammil Khan	Project Manager
Zafar Iqbal	Database Manager
Zain ul Haq	Quality Assurance Manager
Kamran Saeed	Database Designer
Rana Adeel Arshad	Senior Software Engineer
Bilal Sohail	Software Engineer
Shumilia Shehzadi	Software Engineer
Rehan Ali	Software Engineer

#### Conversion & Indexing

Name of Staff	Position Assigned
Ahmed Hasan	Director Operation
Fraz Muhammad Khan	Manager Operation
Habib ur Rehman	Conversion Incharge
Hafiz Nadeem	Scanning field Incharge
Sajad ul Hasan	Scanning Field Incharge
Asif Bhatti	Indexing Incharge
Zulfiqar Shah	Indexing Incharge
Mohkum ud Din Shahani	Domain Expert
Kareem Dad	Domain Expert

#### Training Services

Name of Staff	Position Assigned
Habib ur Rehman	Training Manager
Shahbaz Ahmed	Master Trainer
Rizwan Siddiqui	Master Trainer
Usman Ghani	Master Trainer



**APPENDIX E- PERFORMA FOR BANK GUARANTEE FOR ADVANCE PAYMENT**

To:

**PROJECT MANAGEMENT UNIT, ASR, BOARD OF REVENUE,  
GOVERNMENT OF SINDH, PAKISTAN**

In accordance with the provisions of the Conditions of Contract " **Consultancy Services for Conversion of Archival Data of Registered Deeds stored in Microfilming Rolls into Multipage indexed PDF files for Document Management for the Project of Automation of Stamps & Registration, 21 Districts extension to all Districts in Sindh**, contract Clause ----- ("Terms and Conditions of Payment") of the above-mentioned Contract, ----- (hereinafter called "the Service Provider") shall deposit with Project Management Unit, ASR, Board of Revenue, Government of Sindh a Bank Guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of Pak Rupees /- (Pak Rs. only).

We, the Bank-----, as instructed by the Service Provider, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to Project Management Unit, Board of Revenue, Government of Sindh on his first demand without whatsoever right of objection on our part and without his first claim to the Service Provider, in the amount not exceeding Pak Rupees ----- only)

We further agree that no change or addition to or other modification of the terms of the Contract or of Services to be performed there under or of any of the Contract documents which may be made between Project Management Unit, ASR, Board of Revenue, Government of Sindh and the Service Provider, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect upon receipt of advance payment from the beneficiary under the Contract directly to the Bank Account ----- of the service provider maintained at the NAME of BANK and BRANCH.

This guarantee shall expire on -----

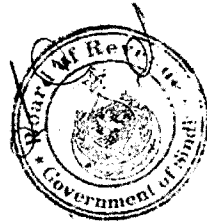
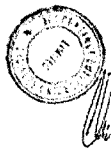
Yours truly,

Signature and seal: \_\_\_\_\_

Name of Bank/Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

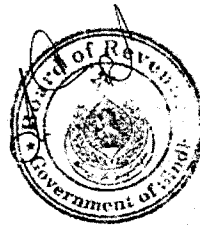
Date: \_\_\_\_\_



APPENDIX G- REPORTING REQUIREMENT

Sr. #	Description	No. of days
1	Monthly Progress Report for Conversion & Indexing	5th of every month
2	Final Report	At the end of project

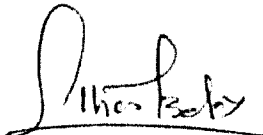
Note: Consultant shall deliver any other report as and when required by the Client.

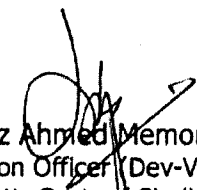



## Bid Evaluation Report


01.	Name of Procuring Agency:	Reforms Wing & Special Cell, Board of Revenue, Sindh
02.	Tender Reference No:	INF-KRY-1790/15, Dated: 09-05-2015
03.	Tender Description/Name of work/ item:	<b>"CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT"</b>
04.	Method of Procurement:	Quality and Cost Based Selection Method (QCBS)
05.	Tender Published:	Daily Express, Dawn, Jang dated 9 <sup>th</sup> May 2015 & Ibrat Newspapers SPPRA Website at Sr. No. 24060
06.	Total Bid documents Sold;	02 (Two)
07.	Total Bids Received:	02 (Two)
08.	Technical Bid Opening date:	26-05-2015
09.	No. of Bid technically qualified:	02 (Two)
10.	Bid(s) Rejected:	None
11.	Financial Bid Opening date:	02-06-2015
12.	Bid Evaluation Report:	

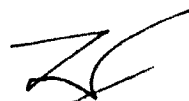
S No	Name of Firm or Bidder	Cost offered by the Bidder	Ranking in terms of cost	Comparison with Estimated cost	Reasons for acceptance/ rejection	Remarks
0	1	2	3	4	5	6
1.	M/s. Accountancy Outsourcing Services	Rs.457,860,000/-	1 <sup>st</sup>	Lower	The Committee found the bid of the firm as best evaluated bid under QCBS Method of SPP Rules.	Recommended for award of work.
2	M/s. Inbox Business Technologies	Rs.499,999,786/-	2 <sup>nd</sup>	Lower	Although technically qualified, the consolidated score of the firm evaluated under the QCBS method was below M/s. AOS due to low technical score and high financial bid.	Declared unsuccessful.

  
 (Athar Hussain Baloch)  
 Deputy Director IT,  
 IS&T Department,  
 Govt. of Sindh

  
 (Ejaz Ahmed Memon)  
 Section Officer (Dev-VI),  
 Finance Deptt. Govt. of Sindh/Member

  
 (Farzana Shahani)  
 Chief (S&T),  
 P&D Department,  
 Government of Sindh /Member

  
 (Zulfiqar Ali Nizamani)  
 Project Director - ASR,  
 Reforms Wing & Special Cell,  
 Board of Revenue, Sindh/Member

  
 (Zulfiqar Ali Shah)  
 Member (R&S)  
 Board of Revenue, Sindh/  
 Chairman Procurement Committee



PROJECT MANAGEMENT UNIT  
BOARD OF REVENUE SINDH

SUBJECT:

MINUTES OF THE MEETING OF CONSULTANT SELECTION COMMITTEE HELD ON 26-05-2015 FOR "CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE

A meeting of Consultant Selection Committee was held in the Committee Room of PMU under the Chairmanship of Member R&S at 03:30 PM on 26-05-2015 for procurement of the subject Consultancy Services under SPP Rules 2010. List of participants is attached at **Annexure-"A"**

Following agenda items were discussed in detail and decisions thereupon were taken as under:

**AGENDA ITEM NO. 01: CONFIRMATION OF MINUTES OF MEETING DATED: 07-05-2015 REGARDING APPROVAL OF BIDDING DOCUMENT**

The Committee members confirmed and unanimously approved the minutes and decisions of the meeting held on 07-05-2015.

**AGENDA ITEM NO. 02: OPENING OF TECHNICAL PROPOSALS**

The NIT was published in leading newspapers on 9<sup>th</sup> May 2015 vide INF KRY No. 1790/15 through which bids were invited under Quality and Cost Based Method of SPP Rules 2010. The last date for submission of bids was specified as 26<sup>th</sup> May 2015 till 3:00 PM and bidding document and NIT was published on the website of SPPRA & Procuring Agency on 8<sup>th</sup> May 2015. Up to the submission time, only two firms purchased the bidding documents and submitted their bids in the prescribed format up to the closing date & time. The technical proposals were placed before the Consultant Selection Committee for opening today in presence of bidders.

**Decision:** The Committee opened the technical proposals of the participating bidders namely (1) M/s. Accountancy Outsourcing Services and (2) M/s. Inbox Business Technologies Pvt. Ltd. in presence of bidders and assigned detailed evaluation of the same to the technical sub-committee of PMU to facilitate the CSC in individual assessment of the technical proposals.

The Committee further decided to conduct presentation on the technical proposal at 03:30 PM on 2<sup>nd</sup> June 2015 to be followed by finalization of technical evaluation of proposals and opening of financial bids of qualified bidders. Representatives of bidding firms present in the meeting were also informed accordingly.

Meeting ended with a vote of thanks to and from the chair.

(Athar Hussain Baloch)

Project Director, IT Department,  
Govt. of Sindh

(Farzana Shahani)

Chief (S&T),  
P&D Department,  
Government of Sindh /Member

(Ejaz Ali Memon)

Section Officer (DEV-VI),  
Finance Deptt. Govt. of Sindh/Member

(Zulfiqar Ali Nizamani)

Project Director - ASR,  
Reforms Wing & Special Cell,  
Board of Revenue, Sindh/Member

(Zulfiqar Ali Shah)  
Member (R&S)

Board of Revenue, Sindh/Chairman Procurement Committee



REFORMS WING & SPECIAL CELL BOARD OF REVENUE GOVERNMENT OF SINDH

## RE-TENDER NOTICE OF REQUEST FOR PROPOSAL

Read Nit Reference No. INF KRY No. 1291/15, dated: 09-04-2015

Reforms & Special Cell Wing in the Board of Revenue Sindh invited bids to hire consultancy services for the assignment namely "CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" under its approved Project namely 'Automation of Stamps & Registration In all Districts of Sindh Province' through the Quality & Cost Based Selection (QCBS) method of Sindh Public Procurement Rules 2010 vide INF KRY No. 1291/15, dated: 09-04-2015. However, in response to the queries raised by the interested bidders, certain clarifications were required which could not be addressed without modification in contents of the bidding document and hence the tender is re-invited with the following terms and conditions:

### Instructions:

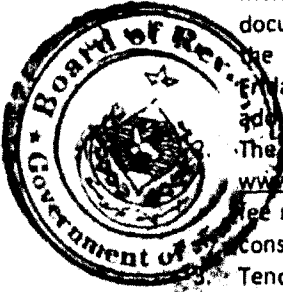
1. Interested firms / Consortia of firms having relevant knowledge, technical expertise with proven record of undertaking the similar nature of assignments and meeting the prescribed qualifications may obtain the modified RFP document containing detailed specifications of required services from the office of the Project Director Automation of Stamps & Registration Board of Revenue Sindh located at the below mentioned address during office timings from 9.00 a.m. to 5.00 p.m. of working days on payment of document fee of Rs. 2000/- (nonrefundable) in the form of pay order / demand draft issued in favour of the Project Director Automation of Stamps & Registration, Board of Revenue Sindh from **Friday 8<sup>th</sup> May 2015**. Interested firms which have already paid the document fee need not to pay additional fee for the modified bid document.  
The modified bidding document can also be downloaded from the website of SPPRA, i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) or the website of PMU, BOR, i.e. [www.borsindh.gov.pk](http://www.borsindh.gov.pk), in which case document fee may be submitted alongwith the bid. Only the bids for which the document fee is duly paid will be considered as eligible for participation in the bidding process.
2. Tender Bids in sealed envelope as per information are required. Firms applying for bids should submit their proposal as per the procedure prescribed in SPP Rules under QCBS Method containing the technical & financial proposal along with 2% bid security of the quoted amount of the total bid in the form of Pay Order / Demand Draft which should reach the office of the Project Director ASR, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367-68 / Fax: +92-21-35305586, on or before **Tuesday May 26<sup>th</sup> 2015 at 02:00 PM**. Further information / clarification may also be obtained from the same office.
4. The Proposals submitted against the subject modified RFP will be opened by the Consultant Selection Committee on same day, i.e. **Tuesday 26<sup>th</sup> May 2015 at 02:30 pm** in the Committee room of Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367-68 / Fax: +92-21-35305586 in presence of all the bidders, or their representatives, who may choose to be present.
5. All bids received will be opened and evaluated in the manner prescribed in evaluation criteria of bidding document.
6. Only bids offered in the prescribed tender form provided in the modified RFP document shall be accepted. However, additional sheets may be attached, if necessitated.
7. Conditional tender / proposal will not be entertained.
8. Reforms Wing & Special Cell, Board of Revenue Sindh may cancel the bidding process at any time prior to acceptance of the bid or proposal under Rule 25 (1) of SPP Rules 2010."
9. Procuring agency shall announce the results of bid evaluation in the form of a report, giving justification for acceptance of a bid or proposal, subject to the relevant provisions of SPPRA RULES 2010.
10. This notice can also be seen on the website of SPPRA i.e. [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk) as well as on the website of PMU, i.e. [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk)

-sd/-

Project Director ASR  
Board of Revenue, Government of Sindh

### OFFICE ADDRESS:

Office of Project Director Automation of Stamps & Registration, BOR Sindh,  
Situated at Revenue House, ST-04, Block 6, Clifton, Adjacent. Dr. Ziauddin Hospital, Clifton Karachi,  
Ph: 021-99251372, 021-35824065, website: [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk)





Sindh  
Ibroad  
10/5/15

## ريفارمز ونگ اينڊ اسپيشل سيل بورڊ آف روينيو گورنمينٽ آف سنڌ

### پروپوزل لاءِ درخواست جو پيهر نوٽيس

ريفارمز اينڊ اسپيشل سيل بورڊ آف روينيو سنڌ مشاورتي سروس جي هٿيار لاءِ جنهن جي اسٽيٽمينٽ جو نالو ڪنٽرول آف اڪيٽو آف ريجسٽرڊ ڊيڊز اسٽورڊز ان ڪارپوريشن ملنگ رولز انٽو ملٽيپل انڊيڪسڊ PDF ٽائل فار ڊاڪيومينٽ مئنيجمينٽ جيڪي منظور ٿيل پراجيڪٽ جي تحت نالي سنڌ صوبي جي شمار صلحن و اسٽامپ ۽ رجسٽريشن جي آٽوميشن ڪوٽي اينڊ ڪانسٽرڪشن سليڪشن (SPPRA (QCBS رولز جي 2015/INF-KRY.NO 1291 تاريخ 04-09-2015 ذريعي آهي لاءِ واڪن جي دعوت ڏني ٿي جيڪو ٽيڪنڪل ڊلجيسي وڪنڊو ڊيڊز پاران حواب و ڪجهه سوا اٿاريا جنهن جي ڪري ڪجهه وضاحت جي ضرورت هئي جيڪي واڪ دستاويز و ليرلار جي بنا سڪن نٿي ٿي سگهي تنهن ڪري هيٺ ڄاڻايل شرط ۽ شرو تحت پيهر واڪن لاءِ دعوت ٿي ڏني وڃي

#### هدايتون:

1. دلچسپي رکندڙ فرمز / ڪنٽريٽورا آف فرمز جي وٽ لاڳاپيل معلومات ٽيڪنيڪل مهارت ۽ گڏ لاڳاپيل ڪم جو مڃيل رڪارڊ ۽ ڄاڻايل قابليت هجي سي RFP دستاويز جنهن و گهريل سروس لاءِ تفصيلي تصريعات درج آهن پراجيڪٽ ڊائريڪٽر آٽوميشن آف اسٽيٽمينٽ اينڊ رجسٽريشن بورڊ آف روينيو سنڌ جي آفيس مان واقع هيٺ ڄاڻايل ايڊريس تي ڪم جي وقت (9:00 وڳي کان 5:00 وڳي تائين) ڪم جي ڏينهن تي دستاويزن جي فيس 2000 روپيا ڏيڻ واريءَ سان ڏيڻ جي ضرورت آهي. دستاويزن جي وقت وڳي کان 2015 وڳي تائين فرمز جي جمع ڪرائڻ بعد حاصل ڪري سگهجن ٿا. دلچسپي رکندڙ فرمز جيڪي پهرين گهريل فيس واري چڪيا آهن تن کي پيهر فيس واريءَ جي ضرورت ناهي.
2. ٽرمينر لاءِ دستاويز SPPRA جي ويب سائيٽ: [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) يا BOR, PMU جي ويب سائيٽ: [www.borsindh.gov.pk](http://www.borsindh.gov.pk) مان ڏٺو لاءِ ڪري سگهجن ٿا. جنهن سان ڪيس ڊاڪيومينٽ جي فيس گڏ ڏيڻي هوندي صرف اهي واڪ جن سان گڏ دستاويزن لاءِ گهريل فيس هوندي سي واڪ جي پروسيجر حصور وٽ جا اهل هوندا.
3. واڪ ڊيڊز مهينن لائق وڌيڪ ڏيڻ جي مطابق گهريل آهن فرمز جيڪي واڪن لاءِ اهڙي ٿيون ڪن تن لاءِ ضروري آهي SPP رولز انٽر CBS خريفت ڪار هيٺ جنهن و ٽيڪنيڪل ۽ فائنل پروپوزل گڏ 2% سيڪڙو سوڻي رقم هجي پنهنجا پروپوزل جمع ڪرائڻ واڪ جي سوڻي رقم جو 2% سيڪڙو ٻي آرڊر مٿان ڊرافٽ جي صورت و پراجيڪٽ ڊائريڪٽر ASR ريفارمز ونگ اينڊ اسپيشل سيل بورڊ آف روينيو گورنمينٽ آف سنڌ وڃي ڊاڪٽر ضياءَ لڊين اسپتال ڪلفٽن ڪراچي فون: 92-21-99251367-68 يا فيڪس 92-21-35305586 جي آفيس وڃي 26 مئي 2015 تي منجهند 2:00 وڳي يا ان کان پهرين پهچي وڃي گهرجي. ٻيون معلومات / وضاحتون ساڳئي آفيس مان حاصل ڪري سگهجن ٿيون.
4. پروپوزل جيڪي ٽرمينر لاءِ RFP تحت جمع ڪرائڻا سي ڪلفٽن سليڪشن ڪميٽي پاران ساڳئي ڏينهن يعني اڱاري 25 مئي 2015 منجهند 3:30 وڳي پراجيڪٽ مئنيجمينٽ يونٽ، ريفارمز ونگ اينڊ اسپيشل سيل بورڊ آف روينيو گورنمينٽ آف سنڌ وڃي ڊاڪٽر ضياءَ لڊين اسپتال ڪلفٽن ڪراچي فون نمبر 68 يا 92-21-99251367 يا فيڪس 92-21-35305586 جي ڪميٽي رور و واڪ ڏيندو يا انهن جا نالا جيڪي اتي حاضر ٿيڻ چاهيندا هي مرموڊو ۽ ۾ ڪوليا ويندا.
5. شمار واڪ . واڪ دستاويز وڌيڪ ڄاڻايل طريقه ڪلر موجب ڇنڊڇاڻ ڪري ۾ ڪوليا ويندا.
6. صرف اهي واڪ جيڪي ٽرمينر لاءِ RFP دستاويزن موجب آڻر ڪيا ويندا سي ڪوليا ويندا. جيڪو ٽيڪنڪل اگر ضرورت هجي تہ اصلي نسخو گڏ هڻي ڏيڻ شرط تي ٿيندو / پروپوزل قبول نه ڪيا ويندا.
7. ريفارمز ونگ اينڊ اسپيشل سيل بورڊ آف روينيو سنڌ SPP رولز 2010 ج رول 25(1) تحت واڪ جي پروسيجر کي واڪ قبول ڪرڻ جي وقت کان پهرين ڪنهن به مهل منسوخ ڪري سگهي ٿي.
8. پروڪيورنگ ايجنسي SPPRA رولز 2010 جي لاڳاپيل شرطن تحت واڪ جي ڇنڊڇاڻ جي نتيجي جو هڪ رپورٽ جي صورت و جنهن و واڪن کي قبول ڪرڻ جون وڌيڪ وڌيڪون ٿينديون آهن جو اعلان ڪندي.
9. هي نوٽيس SPPRA جي ويب سائيٽ: [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) ۽ PMU جي ويب سائيٽ: [www.sindharmis.gov.pk](http://www.sindharmis.gov.pk) تي ڏني سگهجي ٿي.

پراجيڪٽ ڊائريڪٽر ASR  
بورڊ آف روينيو  
گورنمينٽ آف سنڌ.

INF-KRY.NO.1790/2015

منشيائت کي وڳو اوهان تہ پر سڄي قوم خدائو ڪري



PROJECT MANAGEMENT UNIT  
BOARD OF REVENUE SINDH

**SUBJECT:** MINUTES OF MEETING OF THE CONSULTANT SELECTION COMMITTEE HELD ON 02-06-2015 FOR PROCUREMENT OF "CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE

A meeting of the Consultant Selection Committee constituted for procurement of the subject Consultancy Services under SPP Rules 2010 was held in Committee Room of the Project Management Unit established under the Reforms Wing & Special Cell, Board of Revenue Sindh at 3.30 p.m on 02-06-2015. The Member R&S chaired the meeting which was attended by other members of the Committee and representatives of the participating firms as per list attached as **Annexure-"A"**

Following agenda items were discussed in detail and decisions thereupon were taken as under:

**AGENDA ITEM NO. 01: FINALIZATION OF EVALUATION OF TECHNICAL PROPOSALS**

Pursuant upon decision of the Consultant Selection Committee taken in its meeting held on 26-05-2015, a detailed evaluation of the technical proposals was carried out by member of the Technical Sub-Committee notified dated: 1<sup>st</sup> April 2015. A consolidated evaluation sheet furnished by the Technical Sub-Committee was placed before the Consultant Selection Committee to facilitate all members in individual assessment of the technical proposals. The same is attached as "**Annexure-B**".

The participating firms were thereafter invited for power point presentations on their proposals to demonstrate their methodology for evaluation of its soundness and innovativeness and also to demonstrate their understanding of the assignment for assessment of their technical capability in the respective areas. The Committee Members as well as the Chairman of the Committee thereafter finalized their individual evaluation sheets on technical proposals of the bidders and signed the same as at "**Annexure-C**". The consolidated sheet of Technical Evaluation by all Member and the Chairman of the Consultant Selection Committee is placed as under:

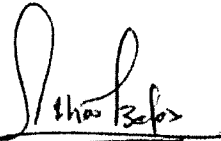
Sr. No.	Name of the bidder	Technical Marks
01	M/s. Accountancy Outsourcing Services	875
02	M/s. Inbox Business Technologies	765

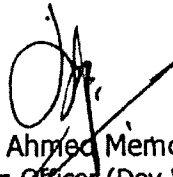
On basis of evaluation as above the bid of M/S Accountancy Outsourcing Services secured 100% marks and was declared best evaluated bid as compared to the bid of M/S Inbox which could secure 88.25% marks under the QCBS method.

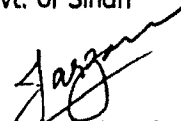
**Decision**

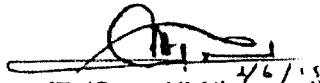
The Committee decided to recommend the award of contract for the Tender for "Consultancy Services for Conversion of Archival data of Registered Deeds stored in microfilming rolls into multipage indexed pdf files for Document Management" in favour of M/s. Accountancy Outsourcing Services against its bid at price of Rs.457,860,000/- (Rupees Four Hundred and Fifty Seven Million, Eight Hundred and Sixty Thousand Only) for the whole package as mentioned in schedule of Requirements of RFP under QCBS method of SPP Rules 2010.

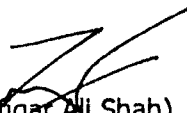
Meeting ended with a vote of thanks to and from the chair.

  
(Athar Hussain Baloch)  
Deputy Director IT,  
IS&T Department,  
Govt. of Sindh

  
(Ejaz Ahmed Memon)  
Section Officer (Dev-VI),  
Finance Deptt. Govt. of Sindh/Member

  
(Farzana Shahani)  
Chief (S&T),  
P&D Department,  
Government of Sindh /Member

  
(Zulfiqar Ali Nizamani)  
Project Director - ASR,  
Reforms Wing & Special Cell,  
Board of Revenue, Sindh/Member

  
(Zulfiqar Ali Shah)  
Member (R&S)  
Board of Revenue, Sindh/  
Chairman Procurement Committee

**TECHNICAL EVALUATION REPORT BY SUB-COMMITTEE OF PMU  
IN RESPECT OF TENDER NAMEDLY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN  
MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF  
STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

Annex B

Sl	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
A				
A1	50	<b>ORGANIZATIONAL CAPABILITY (200)</b> <b>YEARS IN IT BUSINESS</b> Number of years in IT Business (5 point for each year, no marks will be awarded for less than 5 years, max. marks 50)	50	50
A2	100	<b>FULL TIME TECHNICAL STAFF</b> Bidder having following number of full time technical staff on it payroll for at least 1 year holding following qualifications: a) Project Management Professional: 2 = 10 marks b) Master in Business Administration: 5 = 20 marks c) Master Degree or equivalent in Finance Domain: 5 = 20 marks d) Certified Database Manager: 5 = 20 marks e) Certified Software Engineer: 5 = 20 marks f) Certified Conversion Experts: 2 = 10 marks (Marks will be awarded proportionately to the max. of marks mentioned against each category)	10 20 20 12 08 10	10 20 20 20 00 00
A3	50	<b>ANNUAL TURNOVER IN IT PROJECTS DURING LAST 3 YEARS</b> Bidder having average annual turnover in IT Projects during last 3 years (a) Rs. 300 Million or more- 50 Marks (b) Rs. 150 Million or more - 25 Marks (No marks will be awarded for less than 150 Million, max. marks 50)	50	50
B				
B1	75	<b>RELEVANT EXPERIENCE (300)</b> <b>EXPERIENCE OF THE BIDDER IN CONVERSION OF MICROFILMED DATA</b> Experience of the bidder in conversion of microfilmed data of at least 50,000 negative (25 marks for each project to the max. of 75)	00	00
B2	75	<b>EXPERIENCE OF THE BIDDERS IN LARGE SCALE INDEXING / DATA ENTRY</b> Experience of the bidder in large scale indexing / data entry (25 marks for each project to the max. of 75)	75	00
B3	75	<b>EXPERIENCE OF THE BIDDERS IN SOFTWARE DEVELOPMENT</b> Experience of the bidder in software development (25 marks for each project to the max. of 75)	75	75
B4	75	<b>EXPERIENCE OF THE BIDDER FOR IT PROJECTS UNDERTAKEN IN SAME GEOGRAPHICAL LOCATION</b> Experience of the bidder for IT projects undertaken in same geographical of the Sindh Province (25 marks for each project to the max. of 75)	75	75
C				
C1	100	<b>SPECIALIZATION (200)</b> <b>AVAILABILITY OF RELEVANT HARDWARE OR AUTHORIZATION LETTER FROM PRINCIPAL</b> Submit invoices of minimum 20 conversion devices along with their relevant paraphernalia available / authorization letter sufficient relevant hardware from principal for this assignment	100	100

S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
CZ	100	<b>PROFESSIONALS / TECHNICAL TEAM</b> a) Project Management (PMP): 1 = 10 marks b) Experienced Professional for conversion / preservation: 20 = 40 marks c) Experienced Professional for indexing / data entry: 20 = 20 marks d) Domain expert of Registration Deeds: 1 = 5 e) Domain Expert of Land Records Management: 1 = 5 f) Certified Professional for database: 2 = 10 marks g) Certified Professional for software: 2 = 10 marks (Marks will be awarded proportionately to the max. of marks mentioned against each category)	10 40 20 00 00 10 10	10 40 20 00 00 05 00
D		<b>PROPOSED METHODOLOGY (100)</b>		
D1	50	<b>INNOVATIVENESS</b> Methodology proposed by the consultants shall be evaluated for its innovativeness and would be graded subjectively	40	35
D2	50	<b>SOUNDNESS</b> Bidder should demonstrate its proficiency in conversion technology. Bidder to show dedicated equipment and dedicated (management & technical) staff for execution of this assignment	40	35
E		<b>QUALITY MANAGEMENT (100)</b>		
E1	50	<b>ISO 13008:2012 OR EQUIVALENT</b> Bidders shall attach relevant certification(s)	50	50
E2	50	<b>ISO 9001:2008 OR EQUIVALENT</b> Bidders shall attach relevant certification(s)	50	50
F		<b>UNDERSTANDING OF ASSIGNMENT (100)</b>		
F1	20	<b>RELEVANT LAWS</b> To demonstrate knowledge of relevant laws	20	20
F2	20	<b>REGISTRATION DEEDS</b> To demonstrate knowledge of documents of registration deeds	20	20
F3	20	<b>LAND RECORDS MANAGEMENT</b> To demonstrate knowledge of land records management	20	20
F4	40	<b>PRESERVATION AND CONVERSION OF MICROFILMING TECHNOLOGY</b> To demonstrate knowledge of preservation and conversion of microfilming technology	40	40
	1000	<b>Total Marks Obtained</b>	875	765

(Ejaz Ahmed Memon)  
Section Officer (Dev-VI),  
Finance Department,  
Govt. of Sindh/Member CSC

**TECHNICAL EVALUATION REPORT BY INDIVIDUAL MEMBERS OF CONSULTANT SELECTION COMMITTEE IN ITS MEETING HELD ON 02-06-2015  
IN RESPECT OF TENDER NAMEDLY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN  
MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF  
STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

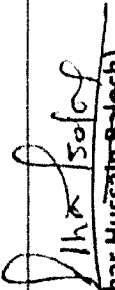
Sl	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
A	50	<b>ORGANIZATIONAL CAPABILITY (200)</b> <b>YEARS IN IT BUSINESS</b> Number of years in IT Business (5 point for each year, no marks will be awarded for less than 5 years, max. marks 50)	50	50
A2	100	<b>FULL TIME TECHNICAL STAFF</b> Bidder having following number of full time technical staff on it payroll for at least 1 year holding following qualifications: a) Project Management Professional: 2 = 10 marks b) Master in Business Administration: 5 = 20 marks c) Master Degree or equivalent in Finance Domain: 5 = 20 marks d) Certified Database Manager: 5 = 20 marks e) Certified Software Engineer: 5 = 20 marks f) Certified Conversion Experts: 2 = 10 marks (Marks will be awarded proportionately to the max. of marks mentioned against each category)	10 20 20 12 08 10	10 20 20 20 00 00
A3	50	<b>ANNUAL TURNOVER IN IT PROJECTS DURING LAST 3 YEARS</b> Bidder having average annual turnover in IT Projects during last 3 years (a) Rs. 300 Million or more- 50 Marks (b) Rs. 150 Million or more - 25 Marks (No marks will be awarded for less than 150 Million,-max. marks 50)	50	50
B	75	<b>RELEVANT EXPERIENCE (300)</b> <b>EXPERIENCE OF THE BIDDER IN CONVERSION OF MICROFILMED DATA</b> Experience of the bidder in conversion of microfilmed data of at least 50,000 negative (25 marks for each project to the max. of 75)	00	00
B2	75	<b>EXPERIENCE OF THE BIDDERS IN LARGE SCALE INDEXING / DATA ENTRY</b> Experience of the bidder in large scale indexing / data entry (25 marks for each project to the max. of 75)	75	00
B3	75	<b>EXPERIENCE OF THE BIDDERS IN SOFTWARE DEVELOPMENT</b> Experience of the bidder in software development (25 marks for each project to the max. of 75)	75	75
B4	75	<b>EXPERIENCE OF THE BIDDER FOR IT PROJECTS UNDERTAKEN IN SAME GEOGRAPHICAL LOCATION</b> Experience of the bidder for IT projects undertaken in same geographical of the Sindh Province (25 marks for each project to the max. of 75)	75	75
C	100	<b>SPECIALIZATION (200)</b> <b>AVAILABILITY OF RELEVANT HARDWARE OR AUTHORIZATION LETTER FROM PRINCIPAL</b> Submit invoices of minimum 20 conversion devices along with their relevant paraphernalia available / authorization letter sufficient relevant hardware from principal for this assignment	100	100


TECHNICAL EVALUATION REPORT CONSOLIDATED BY MEMBERS OF CONSULTANT SELECTION COMMITTEE


IN ITS MEETING HELD ON 02-06-2015


IN RESPECT OF TENDER NAMEDLY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH


S#	MEMBERS OF CONSULTANT/SELECTION COMMITTEE	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
01	Mr. Zulfiqar Ali Shah, Chairman CSC	875	765
02	Mr. Zulfiqar Ali Nizamani, Member/Secretary CSC	875	765
03	Mr. Athar Hussain Baloch, Deputy Director IT, IS&T Department, Govt. of Sindh	875	765
04	Mrs. Farzana Shahani, Chief S&T, P&D Department, Govt. of Sindh	875	765
05	Mr. Ejaz Ahmed Memon, Section Officer (DEV-VI), Finance Department, Govt. of Sindh	875	765
	Total Marks Obtained	4375	3825
	AVERAGE CONSOLIDATED MARKS OBTAINED	875	765

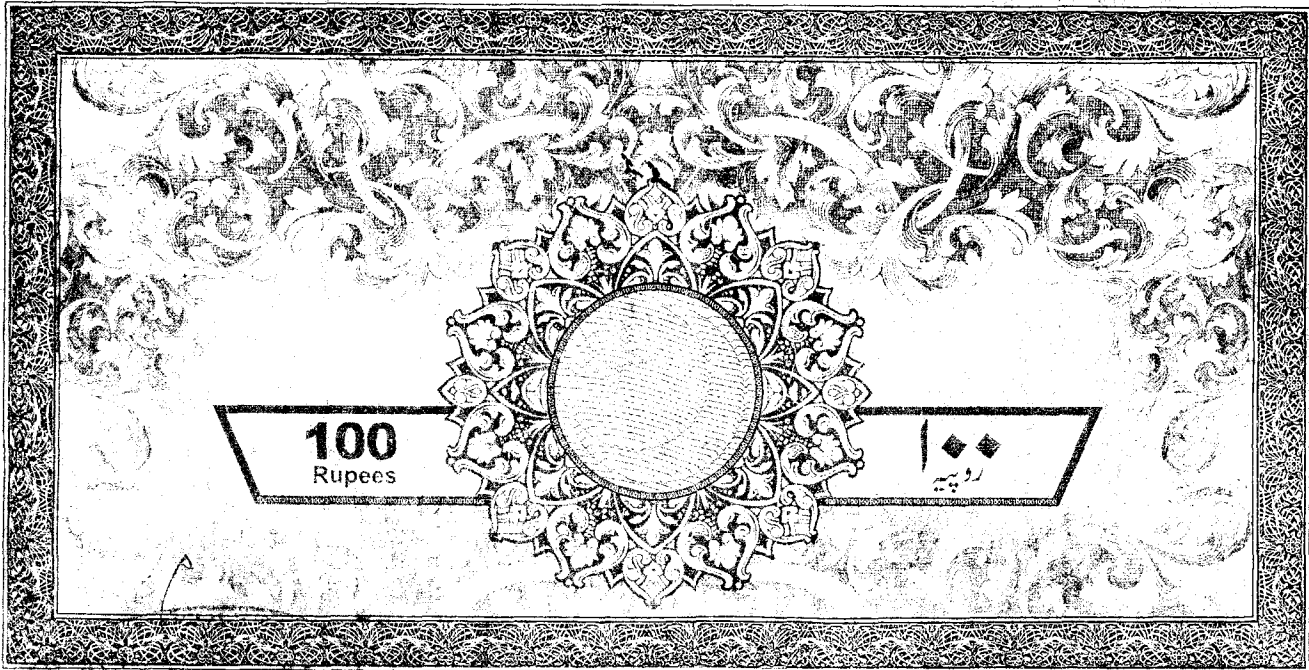
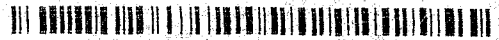
  
(Athar Hussain Baloch)  
Deputy Director IT  
IS&T Department,  
Govt. of Sindh

  
(Zulfiqar Ali Nizamani)  
Project Director ASR  
Board of Revenue, Sindh

  
(Ejaz Ahmed Memon)  
SO (Dev-VI), Finance Department  
Government of Sindh

  
(Farzana Shahani)  
Chief Science & Technology,  
P&D Department, Government of Sindh

  
(Zulfiqar Ali Shah)  
Member R&S  
Board of Revenue, Sindh/Chairman



### INTEGRITY PACT FOR

**Project Name:** Consultancy Services for Conversion of Archival Data of Registered Deeds stored in Microfilming Rolls into Multipage indexed PDF files for Document Management for the Project of Automation of Stamps & Registration, 21 Districts extension to all Districts in Sindh

Date: 24th July 2015

Accountancy Outsourcing Services Ltd. 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 Sindh (GOS) or any administrative sub division or agency thereof or any other entity owned or controlled by GOS through any corrupt business practice.

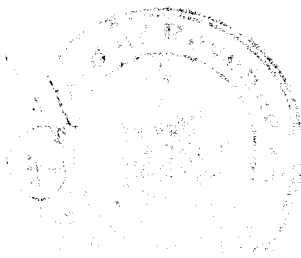
Without limiting the generality of the foregoing Accountancy Outsourcing Services Ltd. represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to anyone within or outside Pakistan either associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege, or other obligation or benefit in whatsoever form from Government of Sindh (GoS) that has been expressly declared pursuant hereto.

Accountancy Outsourcing Services Ltd. certify that it has made and will make full disclosure of all agreements and arrangement with all persons in respect of or related to the transaction with GOS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.


Accountancy Outsourcing Services Ltd. accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege, other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GOS under any law, contract or other instrument, be void ab initio at the option of GOS.

Notwithstanding any right and remedies exercised by GOS in this regard, Accountancy Outsourcing Services Ltd. agrees to indemnify GOS for any loss or damage incurred by it on account of its corrupt business practices, and further pay compensation to GOS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by Accountancy Outsourcing Services Ltd. 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 GOS.

  
Waseem Aslam  
Chief Executive Officer



**ATTESTED**

  
Saima Khatun  
Secretary  
Labour With Central Office



**TECHNICAL EVALUATION REPORT BY INDIVIDUAL MEMBERS OF CONSULTANT SELECTION COMMITTEE IN ITS MEETING HELD ON 02-06-2015  
IN RESPECT OF TENDER NAMEDLY CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN  
MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT FOR THE PROJECT OF AUTOMATION OF  
STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
A A1	50	<b>ORGANIZATIONAL CAPABILITY (200)</b> <b>YEARS IN IT BUSINESS</b> Number of years in IT Business (5 point for each year, no marks will be awarded for less than 5 years, max. marks 50)	50	50
A2	100	<b>FULL TIME TECHNICAL STAFF</b> Bidder having following number of full time technical staff on it payroll for at least 1 year holding following qualifications: a) Project Management Professional: 2 = 10 marks b) Master in Business Administration: 5 = 20 marks c) Master Degree or equivalent in Finance Domain: 5 = 20 marks d) Certified Database Manager: 5 = 20 marks e) Certified Software Engineer: 5 = 20 marks f) Certified Conversion Experts: 2 = 10 marks (Marks will be awarded proportionately to the max. of marks mentioned against each category)	10 20 20 12 08 10	10 20 20 20 00 00
A3	50	<b>ANNUAL TURNOVER IN IT PROJECTS DURING LAST 3 YEARS</b> Bidder having average annual turnover in IT Projects during last 3 years (a) Rs. 300 Million or more - 25 Marks (b) Rs. 150 Million or more - 25 Marks (No marks will be awarded for less than 150 Million, max. marks 50)	50	50
B B1	75	<b>RELEVANT EXPERIENCE (300)</b> <b>EXPERIENCE OF THE BIDDER IN CONVERSION OF MICROFILMED DATA</b> Experience of the bidder in conversion of microfilmed data of at least 50,000 negative (25 marks for each project to the max. of 75)	00	00
B2	75	<b>EXPERIENCE OF THE BIDDERS IN LARGE SCALE INDEXING / DATA ENTRY</b> Experience of the bidder in large scale indexing / data entry (25 marks for each project to the max. of 75)	75	00
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C C1	100	<b>SPECIALIZATION (200)</b> <b>AVAILABILITY OF RELEVANT HARDWARE OR AUTHORIZATION LETTER FROM PRINCIPAL</b> Submit invoices of minimum 20 conversion devices along with their relevant paraphernalia available / authorization letter sufficient relevant hardware from principal for this assignment	100	100

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STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH**

Amelia : C

S#	POINTS	CRITERIA	M/S. ACCOUNTANCY OUTSOURCING SERVICES PVT. LTD.	M/S. INBOX BUSINESS TECHNOLOGIES PVT. LTD.
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B	75	<b>RELEVANT EXPERIENCE (300)</b> <b>EXPERIENCE OF THE BIDDER IN CONVERSION OF MICROFILMED DATA</b> Experience of the bidder in conversion of microfilmed data of at least 50,000 negative (25 marks for each project to the max. of 75)	00	00
B2	75	<b>EXPERIENCE OF THE BIDDERS IN LARGE SCALE INDEXING / DATA ENTRY</b> Experience of the bidder in large scale indexing / data entry (25 marks for each project to the max. of 75)	75	00
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Ameed




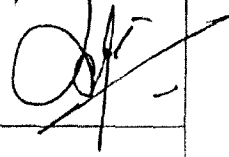



LIST OF PARTICIPANTS

MEETING OF CONSULTANT SELECTION COMMITTEE

FOR THE TENDER PUBLISHED IN THE DAILY NEWSPAPERS FOR

"CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE

HELD ON 02-06-2015 AT 3:30 P.M, AT PMU REVENUE HOUSE, CLIFTON, KARACHI

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
<b>PROCUREMENT COMMITTEE</b>			
1	Zulfiqar Ali Shah	Member R&S, BOR	<u>In-Chair</u>
2	Zulfiqar Ali Nizamani	Project Director ASR, BOR	
3	Athar Hussain Baloch	Deputy Director IT, IS&T Department, Govt. of Sindh	
4	Farzana Shahani	Chief S&T, P&D Department, Govt. of Sindh	
5	Ejaz Ahmed Memon	Section Officer (Dev-VI), Finance Department, Govt. of Sindh	
6			
<b>PARTICIPATING FIRMS</b>			
<u>s.No.</u>	<u>Name</u>	<u>Name of Firm</u>	<u>Signature</u>
01	SHAHZAD AKBANI	INBOX BUSINESS TECHNOLOGIES	
02	Waseem Aslam	AOS Limited	
03	AHMED HUSAN	AOS Limited	
04			
05			
06			

### **Decision over findings of Technical Assessment of the Bids**

The Consultant Selection Committee declared technical proposals of both the bidders as responsive and technically compliant. Furthermore on basis of consolidated assessment of marks, both the firms secured higher marks as compared to the qualifying marks and were therefore declared successful for participation in the bidding process and evaluation of their financial proposals.

### **AGENDA ITEM NO. II: OPENING OF FINANCIAL BIDS AND EVALUATION OF PROPOSALS UNDER THE QCBS METHOD**

The financial proposals of both the firms were thereafter opened one by one in alphabetical order in presence of the bidders and read out aloud. The bid securities furnished by the respective bidders were also read out to compare validity thereof as per the requirements of RFP. The financial bids furnished by the respective bidders is as under:

<b>Name of firm</b>	<b>Price Quoted</b>	<b>Amount of Bid Security deposited</b>
<b>M/s. Accountancy Outsourcing Services</b>	<b>Rs. 457,860,000/-</b>	<b>Rs. 15,000,000/-</b>
<b>M/s. Inbox Business Technologies</b>	<b>Rs. 499,999,786/-</b>	<b>Rs. 10,000,000/-</b>

The Committee thereafter evaluated the combined scores of technical and financial bids of each bidder for assessment of respective bids under the QCBS method prescribed under the RFP by assigning the predefined weightage and formula of evaluation is shown here under:

$$Score_i = \left( \frac{Cost_{lowest}}{Cost_i} \right) \times 20\% + \left( \frac{Technical\_Score_i}{Technical\_Score_{highest}} \right) \times 80\%$$

#### **Evaluation of proposals of M/s. Accountancy Outsourcing Services**

$$Score_i = \left( \frac{457,860,000_{lowest}}{457,860,000} \right) \times 20\% + \left( \frac{875_i}{875_{highest}} \right) \times 80\%$$

$$= 20 + 80 = 100\%$$

#### **Evaluation of proposals of M/s. Inbox Business Technologies**

$$Score_i = \left( \frac{457,860,000_{lowest}}{499,999,786} \right) \times 20\% + \left( \frac{765_i}{875_{highest}} \right) \times 80\%$$

$$= 18.31 + 69.94 = 88.25\%$$



**دوبارہ ٹینڈر نوٹس بابت ریگولیشن فار پروپوزل**

ملاحظہ کیجئے این آئی آر نمبر INF KRY No. 1291/15 مورخہ 9-4-2015  
ریکارڈز اینڈ اسٹیشنریل ونگ بورڈ آف ریونیو سندھ نے اپنے منظور شدہ پروجیکٹ یعنی "سوپر سڈھ کے تمام احاطہ میں اسٹاف کی آؤٹیشن اور جسریشن" کے تحت اسٹاف یعنی "ڈاکومنٹ مینجمنٹ کیلئے ہانگیر فلک رولز میں اسٹور شدہ جسریشنڈیز کے آرکائیو لیا کی جی پی ایچ اینڈ ایکٹیو ڈی ڈی ایف فائلز میں کورون" کیلئے سڈھ پبلک پروویڈرمنٹ رولز 2010ء بذریعہ کے کوآئی اینڈ کاسٹ ونڈ سلیکشن (QCBS) طریقہ کار کے ذریعے ٹینڈر سروسز فراہم کرنے کیلئے پیشکشیں طلب کی ہیں۔ ملاحظہ ہو INF-KRY No.1291/15 مہینہ پیشکش دہندگان کی طرف سے چند استفسارات کرنے پر چند اضافی ضروریات میں جو کہ بڈجٹ دستاویزات کے متن میں ترمیم کے لیے ضروری ہیں ہو سکتی ہیں انہیں مندرجہ ذیل شرائط و ضوابط کے ساتھ ٹینڈر رو بارڈ طلب کیا جا رہا ہے۔

**ہدایات:**

1- متعلقہ معلومات عملی مہارت کی حامل اور اسی نوعیت کے اسٹاف کی انجمنٹس کی فراہمی کے تحت شدہ ریکارڈز کے ساتھ مقررہ قابلیتوں پر پورا اترنے والی دلچسپی کی حامل (سرو/لر) کے کنٹریکٹس ڈاکیومنٹس - 2000 روپے (۲۰۰۰ روپے) کی ادائیگی شکل ہے آرڈر/ایمانڈ ڈرافٹ جاری کر دینے پر ڈیجیٹل ڈائیکٹریٹیشن آف اسٹاف اینڈ جسریشن بورڈ آف ریونیو سندھ کرنے پر مطلوبہ سروسز کی تفصیل تصدیقات پر مشتمل ترمیم شدہ RFP ایام کار میں دوران دفتری اوقات صبح 9-00 بجے سے شام 5-00 بجے تک روزانہ ذیل پتے پر واقع دفتر پروجیکٹ ڈائریکٹر آؤٹیشن آف اسٹاف اینڈ جسریشن بورڈ آف ریونیو سندھ سے جمع 8 مئی 2015 سے حاصل کر سکتے ہیں۔ دلچسپی رکھنے والی لرحر جرنل ڈائریکٹمنٹ میں ادا کر سکتی ہیں، انہیں ترمیم شدہ پیشکش دستاویزات کیلئے اضافی نہیں ادا کرنے کی ضرورت نہیں۔

2- ترمیم شدہ بڈجٹ دستاویزات SPPRA ویب سائٹ یعنی [www.pprasinindh.gov.pk](http://www.pprasinindh.gov.pk) اور PMU, BOR کی ویب سائٹ [www.borsindh.gov.pk](http://www.borsindh.gov.pk) سے مگنی ڈاؤن لوڈ کی جاسکتی ہیں۔ اس صورت میں ڈاکومنٹس میں بڈجٹ کراتے وقت ادا کی جاسکتی ہے۔ صرف دو پیشکشیں جن کے لئے ڈاکومنٹس فراہم ہوا کر دہوگی۔ بڈجٹ پر واپس میں شرکت کی اہلی ضروری کی جائے گی۔

3- ٹینڈر بڈجٹ پر مطلوبہ معلومات کے مطابق سروس فراہم کرنے میں درکار ہیں۔ پیشکشوں کیلئے درخواست دینے والی لرحر کو اپنی پروپوزل میں ایس بی رولز میں درج طریق کار کے مطابق QCBS طریقہ کار کے تحت ڈیجیٹل اور فائل پر پروپوزل پر مشتمل مجموعی پیشکش کی درج کر دہ رقم کی 2% تکیرنی شکل ہے آرڈر/ایمانڈ ڈرافٹ کے ساتھ دفتر پروجیکٹ ڈائریکٹر آف اسٹاف اینڈ جسریشن بورڈ آف ریونیو سندھ حاصل ڈاکٹریٹیاہ الدین اسپتال گلشن کراچی۔ ٹیلیفون 92-21-99251367-68 فیکس 92-21-35305586 میں منگل 26 مئی 2015 کو پلاس سے منگل سہرہ 2:00 بجے جمع کرادیں۔ مزید معلومات/تصدیقات مگنی دفتر ذیاد سے حاصل کی جا سکتی ہیں۔

4- ترمیم شدہ آر ایف بی پر جمع کرائی گئی پروپوزلز کو اسٹاف سلیکشن کمیٹی کی جانب سے اسی روز یعنی منگل 26 مئی 2015 سہرہ 2-30 بجے حاضری کے خواہاں پیشکش دہندگان یا ان کے نمائندوں کی موجودگی میں پروجیکٹ مینجمنٹ ہونٹ، ریکارڈز ونگ اینڈ اسٹیشنریل، بورڈ آف ریونیو سندھ، تحصیل ڈاکٹریٹیاہ الدین اسپتال گلشن کراچی، ٹیلیفون 92-21-99251367-68 فیکس 92-21-35305586 کے کمیٹی روم میں کھلا جائے گا۔

5- وصول کی گئی تمام پیشکشیں ریگولیشن دستاویزات کے ساتھ پیشکشیں مہیا کر کے مطابق مگنی کی جائیں گی۔  
6- صرف دو پیشکش جو ترمیم شدہ RFP دستاویزات میں فراہم کیے گئے مقررہ ٹینڈر فارم میں پیش کی جائیں گی قابل قبول ہوں گی۔ تاہم اگر ضروری ہو تو اضافی پیشکشیں بھی مگنی کی جاسکتی ہیں۔

7- شرط ٹینڈر پروپوزل پر غور نہیں کیا جائے گا۔  
8- ریکارڈز ونگ اینڈ اسٹیشنریل بورڈ آف ریونیو سندھ پروجیکٹ SPP رولز 2010 کے رول (1) 25 کے تحت پیشکش کی قیمت سے منگنی کی بھی وقت منسوخ کر سکتا ہے۔

(9) پروویڈرمنٹ اینڈ اسٹیشنریل کی جانچ پڑتال کے نتائج کا اعلان SPP رولز 2010 کے مندرجات سے شرط بڈجٹ پروپوزل کی قیمت کیلئے جواز پیش کرتے ہوئے ایک رپورٹ کی شکل میں کر کے  
(10) نوٹس ڈاؤن SPPRA ویب سائٹ

[www.pprasinindh.gov.pk](http://www.pprasinindh.gov.pk)

نیز PMU کی ویب سائٹ [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk) پر مگنی ملاحظہ

اور ڈاؤن لوڈ کی جاسکتی ہیں۔

دفتر کا پتہ: پروجیکٹ ڈائریکٹر آؤٹیشن آف اسٹاف اینڈ جسریشن لی او آر سندھ واقع مقام ریونیو ہاؤس، ST-04 بلاک 6 گلشن تحصیل ڈاکٹریٹیاہ الدین اسپتال گلشن کراچی، فون 021-99251372،

021-35824065

پروجیکٹ ڈائریکٹر  
بورڈ آف ریونیو، حکومت سندھ

INF-KRY-1790/15

اس ملک کی بیکار، روہشت گردی پر پلٹا پاکستانیوں کا مزہ، روہشت گردی ختم

Jang Newspaper



REFORMS WING & SPECIAL CELL, BOARD OF REVENUE SINDH  
**REVISED PROCUREMENT PLAN**

ADP SCHEME NAMEDLY "AUTOMATION OF STAMPS & REGISTRATION"  
 FOR THE FINANCIAL YEAR 2014-2015

S. No.	Description of Procurement	Quantity (Where applicable)	Estimated Unit Cost (Where applicable) (Millions)	Funds allocated (Million)	Source of Funds (ADPs Non ADPs)	Proposed Procurement Method	Timing of Procurements				Remarks
							1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	
01	"Hiring Of Building For Office Purpose"	-	Rs.0.5 million Per Month	Rs.6.6 Million	ADP	Single Stage Single Envelope				March-April 2015	Rule 46 (1)
02	"Consultancy services for conversion of archival data of registered deeds stored in microfilming rolls into digital images and indexed format of document management"	-	Rs.6.67 per image	Rs.500 million	ADP	Quality and Cost Based Method for Selection of Consultancy Services				April-June 2015	Rule 72
03	"E-GOVERNANCE CONSULTANCY SERVICES FOR BUSINESS PROCESS RE-ENGINEERING STUDY AND IMPLEMENTATION SUPPORT FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE"				ADP						Rule 72
04	"Development of customized software for enhancement of scanning & preservation system of registered deeds in sindh"				ADP	Single Stage Two Envelope					Rule 46(2)





BOARD OF REVENUE SINDH  
REFORMS WING & SPECIAL CELL

**NOTIFICATION**

Karachi, dated the 30.03.2015

No.P.S/MBR (R&S)/BOR/ *Sty*2015. A Consultant Selection Committee is hereby notified under the Sindh Public Procurement Rules 2010 for the tender namely "CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" under the revised PC-1 of scheme namely "Automation of Stamps & Registration" being executed by Project Director Automation of Stamps & Registration under R&S Wing, Board of Revenue, Sindh. The composition and Terms of References of the Committee are given here as under:

a. Member R&S, Board of Revenue, Sindh	Chairman
b. Project Director (ASR), R&S Wing, BOR	Member/Secretary
c. Representative of P&D Department, Govt. of Sindh	Member
d. Representative of Finance Deptt., Govt. of Sindh	Member
e. Representative of IS&T Deptt., Govt. of Sindh	Member
f. Deputy Director (F&A), PMU, BOR	Co-Op Member

**TERMS OF REFERENCES**

Procurement Committee shall be responsible for;

- (1) Preparing bidding documents;
- (2) Carrying out technical as well as financial evaluation of the bids as per bidding document;
- (3) Preparing evaluation report as provided in Rule 45;
- (4) Making recommendations for the award of contract to the competent authority;
- (5) Perform any other function ancillary and incidental to the above.

MEMBER R&S  
BOARD OF REVENUE SINDH

C.C. to:-

1. The Chief Secretary, Government of Sindh, Karachi.
2. The Additional Chief Secretary (Dev), P & D Department, Govt. of Sindh, Karachi.
3. The Secretary IS&T Department, Government of Sindh, Karachi.
4. The Secretary Finance, Government of Sindh, Karachi.
5. The Project Director ASR, Board of Revenue, Sindh
6. The Deputy Director F&A, PMU, Board of Revenue, Sindh
7. The P.S to SMBR. Board of Revenue, Sindh, Karachi.
8. The P.S to Member R&S, Board of Revenue Sindh, Karachi.

  
MEMBER R&S  
BOARD OF REVENUE SINDH





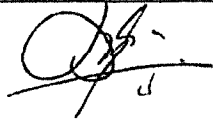
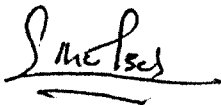

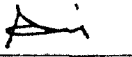
LIST OF PARTICIPANTS

**MEETING OF CONSULTANT SELECTION COMMITTEE**

FOR THE TENDER PUBLISHED IN THE DAILY NEWSPAPERS FOR

**"CONSULTANCY SERVICES FOR CONVERSION OF ARCHIVAL DATA OF REGISTERED DEEDS STORED IN MICROFILMING ROLLS INTO MULTIPAGE INDEXED PDF FILES FOR DOCUMENT MANAGEMENT" FOR THE PROJECT OF AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH PROVINCE**

HELD ON 26-05-2015 AT 3:30 P.M, AT PMU REVENUE HOUSE, CLIFTON, KARACHI

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
<b>PROCUREMENT COMMITTEE</b>			
1	Zulfiqar Ali Shah	Member R&S, BOR	<u>In-Chair</u>
2	Zulfiqar Ali Nizamani	Project Director ASR, BOR	
3	Fazganu Shehri	Chief (S&T), P&O Dept.	
4	Aijaz Ahmad Khan	SO FD	
5	Alta Hossain	DT. Dizeeli, BS&TD	
6			
<b><u>PARTICIPATING FIRMS</u></b>			
<u>s.No.</u>	<u>Name</u>	<u>Name of Firm</u>	<u>Signature</u>
01	ALI SHARIQ KHAN	ACCOUNTANCY OUTSOURCING SERVICES Ltd.	 @ 2:00
02	Zaman MUBSEVER YOUSAF	Inbox Business Technologies	 @ 2:00
03			
04			
05			
06			



**APPENDIX F- PERFORMA FOR BANK GUARANTEE FOR PERFORMANCE  
GUARANTEE**

**Issuing Bank:**

**Beneficiary:** PROJECT MANAGEMENT UNIT, ASR, BOARD OF REVENUE,  
GOVERNMENT OF SINDH, PAKISTAN

**Date:**

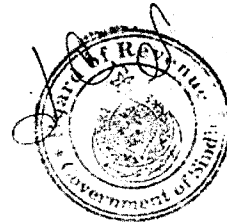
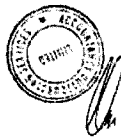
**Performance Guarantee No.**

We have been informed that on June -----, 2015 you signed a Contract for "Consultancy Services for Conversion of Archival Data of Registered Deeds stored in Microfilming Rolls into Multipage indexed PDF files for Document Management for the Project of Automation of Stamps & Registration, 21 Districts extension to all Districts in Sindh" (hereinafter called "the Contract") with ----- (hereinafter called "the Supplier"). Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we -----, a financial institution established under the laws of Pakistan, having its registered office at -----, hereby irrevocably undertake to pay you any sum(s) not exceeding PKR ----- (Rupees -----) upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee shall expire no (date of expiry) and any demand for payment under it must be received by us at this office before that date.

Signature \_\_\_\_\_

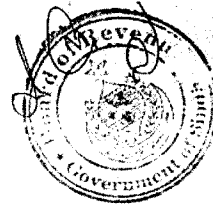


## APPENDIX D- SERVICES AND FACILITIES PROVIDED BY THE CLIENT

### Roles and Responsibilities

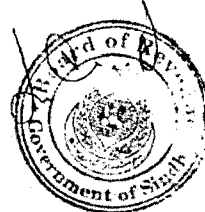
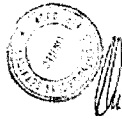
#### PMU ASR, Board of Revenue, Sindh

1. PMU ASR, BOR will ensure that all Microfilms will be available in the Microfilm Record Room for Conversion according to the schedule of scanning.
2. Provision of Microfilm & Revenue Rolls in best available form
3. PMU ASR, BOR will coordinate with the Microfilms Record Room Administration to ensure that a representative of the Record Room is present with the Consultant during the whole conversion operation. Conversion task will carry out in daily 2 shifts, so representative should be available in both shifts.
4. PMU ASR, BOR will provide full support to Consultant for Analysis of any component of the project. This includes but not limited access to Microfilm Record, provide copy of the same, arrange meetings with officials,
5. PMU ASR, BOR will provide remote access of their servers to Consultant for timely deployments and maintenance of project.
6. Presence of trainees on training sites as per agreed schedule
7. Sites and/or Equipment for User Acceptance Testing
8. Information about bugs etc. on the agreed templates and as per procedures set forth during the execution of this project



**APPENDIX B: WORK PLAN**

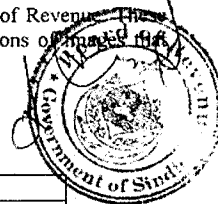
Task #	Milestone	Start	Max Duration (Working Days)	Responsibility
1	Submission of Requirement Specifications Document	On contract signing	20	Consultant
2	Review / Approval of SRS	After submission of SRS	5	Client
3	Incorporation of changes in proposed SRS & Deliver for Approval	1 day after Task 2	3	Consultant
4	Approval of SRS	1 day after Task 3	2	Client
5	Analysis & Review of Microfilm Rolls in Five Microfilming Units	10 days after contract signing	15	Consultant
6	Development of Indexing Software	1 day after Task 4	20	Consultant
7	Establishment of Conversion & Indexing Lab	5 days after Task 6	5	Consultant
8	Submission of Design Document for Searching & Integration	1 days after Task 6	10	Consultant
9	Review of Design Document	1 days after Task 8	5	Client
10	Incorporation of changes in proposed Design Document & Deliver for Approval	1 day after Task 9	5	Consultant
11	Approval of Design Document	1 day after Task 10	3	Client
12	Provision of Test Cases for UAT for Searching Software	1 day after Task 11	10	Client
13	Development of Searching Software	1 day after Task 11	20	Consultant
14	UAT of Searching Software	3 day after Task 13	3	Client
15	UAT Feedback / observations in writing	1 day after Task 14	2	Client
16	Feedback incorporation	1 day after Task 15	5	Consultant
17	Final Review and Approval	3 day after Task 16	5	Client
18	Conversion of Microfilming Rolls, Indexing of Registered Deeds and Indexing of Revenue Record	5 day after Task 7	200	Consultant
19	Trainings	7 days after Task 18	20	Consultant



10. Quality of converted negatives / images are enhanced up to the optimum level and required image enhancement activities like De-skew (to make the images straight), contrast ratio setting etc. has been done on the documents.
11. Cropping and cleaning of images like removing black noises around the text, and providing the equal margins all around the text.
12. In case the content of the documents are not visible then document conversion shall be done in Gray Scale.
13. The successful bidder will use its own site & infrastructure. This shall include, but is not limited to, Computers, Conversion Machines, UPS, backup generators, devices for conversion of negatives / images tools for indexing etc.
14. No negatives / images shall be converted/digitized or indexed more than once. The negatives / images and converted files will be checked by the conversion vendor before and after conversion and if there is any discrepancy, it should be sorted out with the in charge / focal person nominated by Board of Revenue before proceeding.
15. A quality control program adapted to this contract in accordance with the requirements and standards shall be initiated, documented, and maintained throughout the life of this contract. The quality control plan shall be implemented for each phase of contract performance beginning with capture of the microfilm through delivery and acceptance by the Board of Revenue of all deliverables.
16. The Consultant shall be responsible for performing all inspections or evaluations of the quality of images and accuracy of filenames and directories for all digital images produced under this contract.
17. Inspection equipment shall be of appropriate quality, accuracy, and quantity and appropriate dedicated staffing shall be utilized to ensure that all requirements of this Contract are met.
18. The Consultant shall document all quality control procedures and any actions taken including correction of problems. etc. and submit a quality review report along with (or as a part of) the conversion and indexing log with each delivery to the Board of Revenue.
19. The Consultant should maintain a conversion log. At a minimum, this log shall indicate the date and general description of the number of converted images as well as the PDF files/documents formed, noting exceptions, problems, irregularities, and anomalies. The conversion log should be in computerized format; it shall be in commonly used software (e.g. MS Word, MS Excel and etc.) and/or delivered as a delimited ASCII or a generic word processing file.
20. The Board of Revenue will actively consult this log as it carries out its quality review of the materials delivered by the Consultant. The accuracy of the logs will be especially important in tracking the movement of batches/lots within a larger task order. The Board of Revenue will also use the log to guide the modification of its cataloging or finding aids by incorporating the log's reports of missing documents, impossible-to-convert negative / rolls, and other anomalies.
21. The conversion vendor would deploy its own human resource for all the aforementioned activities. The vendor shall deploy adequately skilled manpower resources to complete the job within the specified time.
22. After conversion, the physical roll would have to be marked properly and returned in the same form as it was given for conversion.
23. When performing reworks, the Consultant shall follow all specifications and specific task specifications as agreed to in this Contract for the original conversion and for the filename/directory structure, unless otherwise directed by the Board of Revenue. These are referred to as rework, meaning that they contain reworked versions of images that failed in the first delivery.

2.2.1 Milestones & Volume of Work

S.No.	Milestone	Units
1	Software & Database Development	1 Solution
2	Conversion of microfilm negatives to digital images	75,000,000 images (approx.)
3	Indexing of Registered Deeds	4,500,000 PDF files of Register



### 2.1.3 Searching Module

Search Module should be designed in a way that is powerful, less complex application which makes it easy for anyone to quickly search documents for fast and easy retrieval. Technology should be built into the application to ensure optimal software needs with effectiveness. Building and managing this controlled vocabulary is essential in the process on the basis of synchronicity which means as soon as you type letter, the search begin and dialog box fill rapidly. Search mechanism should handle sounded search.

- **Search Query Types:** Search queries can be done in a variety of ways. Module should allow the user create a very powerful search by adding a few key words.
- **AND Searches:** To get results that match from all multiple words.
- **OR Searches:** To get results that match from any of multiple words.
- **Exclusionary Searches:** To get results that match from none of any given words.

#### 2.1.3.1 Integration

Software shall be designed as it should be integrated with internal and external ecosystem/e-Government System of Board of Revenue Sindh viz LARMIS, GIS and other Government, Semi-Government, e-Stamps & e-Registration System, and Non-Government Financial institutions / organizations. The software shall be free of all major integration risks and should transform workflow so that it is as automated as possible. This means reducing or eliminating entirely the need for anyone to hand key information. Spending any time manually searching/relating data is a waste of time and is counterproductive to the purpose of seamless technology integrations.

For and in consideration of this Agreement, and subject to the fulfillment by the Purchaser of all of its obligations set forth in this Agreement, the Consultant hereby grants to the Purchaser a non-exclusive, non-transferable, and non-assignable license to use the Software. The Purchaser may not sell, lease, license or otherwise transfer any of the rights of the Software, nor otherwise use the Software except as expressly set forth above. The Purchaser would be licensed to utilize the Software for the purposes of the Board of Revenue Sindh ("BOR") administration in any manner, for any numbers of Purchaser's stations and by any number of users therein.

### 2.1.4 Documentation

The Consultant shall submit all the following documentation:

1. Software Requirement Specification Document
2. Design Document for Searching Software
3. User Manual
4. Training Manual
5. Installation Manual

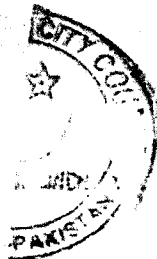


### 2.1.5 User Acceptance Testing

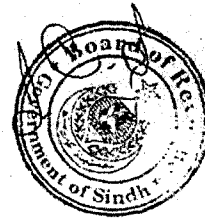
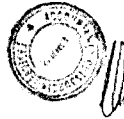
The Purchaser will be responsible to conduct a test for software user acceptance. The Purchaser will provide the detailed test plan and test cases to the Consultant for this activity to be lead.

The Consultant will remove/fix all the issues raised during every testing phase cycle within 7 working days and shall provide the latest version of the Software to the Purchaser.

At the completion of the software testing phase, the Purchaser will issue NOC to the Consultant. If the Purchaser does not issue the NOC within seven days of the completion of software testing phase then it would be deemed that the NOC has been issued and the Purchaser has been satisfied with the Software and has accepted the same.



9.1.	Third party software (e.g. DBMS, Operating Systems, and System Drivers) shall not be covered by this warranty.
9.2.	Warranty period shall be valid from the date of approval of the software to One (1) year OR expiration of Contract whichever is earlier.
10.1	Government of Sindh has full rights to use Indexing & Searching Software in any number of users and anywhere but limited within the Province of Sindh. Consultant shall not re-distribute the Indexing & Searching Software to any other entity.
11.1 (b)(v)	After the completion of support period for Indexing & Searching Software, the Consultant shall provide the complete updated source code to the Client.
11.2	After the completion of each milestone / deliverable, Client may verify the deliverable milestone through Third Party Supervisor.





**Payment Conditions**

Activity	Deliverables/ Milestone	Condition for Payment	Payment Pak Rs.
Indexing of Registered Deeds	Indexed PDF Files of Registered Deeds	Consultant shall submit monthly invoice for the work done on the Indexing of Registered Deeds, the work will then be delivered in the form of Indexed PDF & Database on USB Data Device / DVD.  Project Director Automation of Stamps & Registration, BOR shall ensure verification of deliverable from 3 <sup>rd</sup> Party and clear invoice within 30 days of the submission date.	As per delivered record

**Component: Indexing of Revenue Record**

**Total Component Value: 15,810,000**

**Price Schedule**

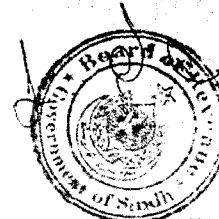
Requirement	Quantity (Units to be Registered Volume)	Unit Price	Total Price
Indexing of Revenue Record	6,000	2,635	15,810,000

**Payment Conditions**

Activity	Deliverables/ Milestone	Condition for Payment	Payment Pak Rs.
Indexing of Revenue Record	Indexed PDF Files of Revenue Record	Consultant will submit monthly invoice for the work done of Indexing of Deh Registers Volume, the work will then be delivered in the form of Indexed PDF & Database on USB Data Device / DVD.  Project Director Automation of Stamps & Registration, BOR shall ensure verification of deliverable from 3 <sup>rd</sup> Party and clear invoice within 30 days of the submission date.	As per delivered record

**Component: Training of BOR Staff**

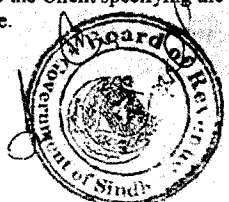
**Total Component Value: 2,475,000**



4.3	<p>The Client shall help the Consultant by providing:</p> <ol style="list-style-type: none"> <li>1. Access to storage houses of Microfilm &amp; Revenue Rolls</li> <li>2. Provision of Microfilm &amp; Revenue Rolls in best available form</li> <li>3. Nominate a Focal Person on each storage site</li> <li>4. Access to deployment sites as and when requested by the Consultant for Software</li> <li>5. Presence of trainees on training sites as per agreed schedule</li> <li>6. Sites and/or Equipment for User Acceptance Testing</li> <li>7. Information about bugs etc. on the agreed templates and as per procedures set forth during the execution of this project</li> </ol> <p>Approval of forms, reports, specifications, if any in a timely manner as per schedule. This will also include the Work Plan.</p>																
5.1	<p>Payments for "Conversion of Microfilm Negatives to Digital Images", "Indexing of Registered Deeds" &amp; "Trainings of BOR Staff" shall be based on actual quantity of data and unit price fixed according to payment Clause 5.4.</p>																
5.2	<p>A. The contract price:  Foreign Currency: N/A  For local currency: PKR 457,860,000/-</p> <p>Pak rupees Pak Rupces Four Hundred Fifty Seven Million Eight Hundred Sixty Thousands only.</p> <p>In case of any discrepancy in the payments, financial proposal shall prevail.</p>																
5.4	<p><b>Advance Payment:</b> An amount equivalent to 20% of the total cost of the contract will be paid to the Consultant, upon providing of an Advance Payment Bank Guarantee of the same amount acceptable to the Client in the form set forth in Appendix E. The advance payment bank guarantee shall be valid up to expiry of this Contract.</p> <p>Mobilization payment will be deducted 20% on each invoice raised by the Consultant. The advance payment bank guarantee shall be reduced equivalent to the amount of mobilization advance recovered from the consultant.</p> <p>All other payment shall be made after the conditions listed in the table below for each payment has been met, the Consultant has submitted an invoice to the Client specifying the amount due and the Client has accepted the deliverable/work done.</p> <p><b>Component:</b> Software &amp; Database Development</p> <p><b>Total Project Value:</b> 21,075,000</p> <table border="1" data-bbox="414 1366 1193 1792"> <thead> <tr> <th>Activity</th> <th>Deliverable/Milestone</th> <th>Condition for Payment</th> <th>Payment (PKR)</th> </tr> </thead> <tbody> <tr> <td>Software Development</td> <td>Submission of the Requirements Specification Document</td> <td>15% of the total Software component value to be paid upon the submission of the Requirement Specifications Documents and the acceptance thereof by the Purchaser.</td> <td>3,161,250</td> </tr> <tr> <td></td> <td>Delivery of the Indexing Software</td> <td>40% of the total Software component value to be paid upon delivery of Scanning and Indexing Software</td> <td>8,430,000</td> </tr> <tr> <td></td> <td>Delivery of the Design Document (Searching</td> <td>10% of the total Software component value to be upon delivery of the Data Entry Software System</td> <td>2,107,500</td> </tr> </tbody> </table>	Activity	Deliverable/Milestone	Condition for Payment	Payment (PKR)	Software Development	Submission of the Requirements Specification Document	15% of the total Software component value to be paid upon the submission of the Requirement Specifications Documents and the acceptance thereof by the Purchaser.	3,161,250		Delivery of the Indexing Software	40% of the total Software component value to be paid upon delivery of Scanning and Indexing Software	8,430,000		Delivery of the Design Document (Searching	10% of the total Software component value to be upon delivery of the Data Entry Software System	2,107,500
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	Delivery of the Design Document (Searching	10% of the total Software component value to be upon delivery of the Data Entry Software System	2,107,500														

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## II. Special Conditions of Contract

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.2	The Laws of Pakistan.
1.3	English.
1.4	<p>The addresses are:</p> <p><b>Consultant:</b>  Name: M/s Accountancy Outsourcing Services Limited  Address: Building # 3, Floor # 7, Aiwan-e-Iqbal Complex, Edgerton Road, Lahore  Tel. No.: +92-42-36316384  Fax No.:+92-42-36306033  Email:larmis@aoserv.com</p> <p><b>Client:</b>  Name: Project Management Unit, Board of Revenue, Government of Sindh  Address: 1st Floor, ST-4, Project Management Unit, Adjacent Ziauddin Hospital, Clifton, Karachi  Tel. No. :+92-21-99251372  Fax No.:+92-21-99251373  Email:</p>
1.5	District Karachi, Hyderabad, Mirpurkhas, Larkana & Sukkur
1.7	<p>The Authorized Representatives are:</p> <p>For the Client:</p> <p><b>Name:</b> Project Director, ASR (BOR)  <b>Contact Number:</b> +92-21-99251372  <b>Address:</b> 1st Floor, ST-4, Project Management Unit, Adjacent Ziauddin Hospital, Clifton, Karachi</p> <p>For the Consultant:</p> <p><b>Name:</b> Waseem Aslam  <b>Contact Number:</b>+92-42-36364564  <b>Address:</b> : Building # 3, Floor # 7, Aiwan-c-Iqbal Complex, Edgerton Road, Lahore</p> <p>Each signatory hereto represents and gives a warranty to the other that he or she is the appointed representative of the party on whose behalf he or she has signed this Agreement and has the actual and unconditional authority and is duly authorized to sign for and bind that party.</p>
1.8	Income Tax shall be deducted from each payment made to the Consultant as per Income Tax Rules and Regulations prescribed by Government of Pakistan.

defect. The Client shall make the system accessible to the Consultant to the extent it is considered necessary, and also to enable the site to the Consultant to perform its obligations under this Clause 9.

9.6. The Consultant may, with the consent of the Client, remove from the site any Information Technologies and other Goods that are defective, if the nature of the defect, and/or any damage to the System caused by the defect, is such that repairs cannot be expeditiously carried out at the site.

9.7. If such part fails the tests, the Consultant shall carry out further repair, replacement, or making good (as the case may be) until that part of the System passes such tests. The tests shall be agreed upon by the Client and the Consultant.

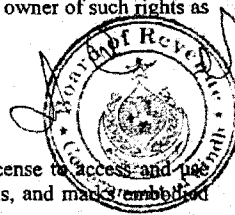
## 10. COPYRIGHT

10.1. The Intellectual Property Rights in all Standard Software and Standard Materials shall remain vested in the owner of such rights as specified in SC.

## 11. SOFTWARE LICENSE AGREEMENTS

11.1

The Consultant hereby grants the Client a license to access and use the Software, including all inventions, designs, and marks embedded in the Software.



Such license to access and use the Software shall:

- (a) be:
  - (i) nonexclusive;
  - (ii) fully paid up and irrevocable;
  - (iii) valid throughout the territory of the Province of Sindh;
- (b) permit the Software to be:
  - (i) used or copied for use on or with the computer(s) for which it was acquired (if specified in the Technical Requirements and/or the Consultant's bid), plus a backup computer(s) of the same or similar capacity, if the primary is(are) inoperative, and during a reasonable transitional period when use is being transferred between primary and backup;
  - (ii) if the nature of the System is such as to permit access, approached from other computers connected to the primary and/or backup computer(s) by means of a local or wide-area network or similar arrangement, and used on or copied for use on those other computers to the extent necessary to that access;
  - (iii) reproduced for safekeeping or backup purposes;
  - (iv) customized, adapted, or combined with other computer software for use, by the Client, provided that the derivative software incorporating any



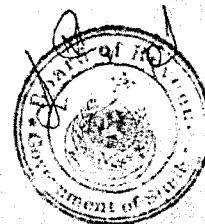
- 5.2. Contract Price** (a) The price payable in foreign currency/currencies is set forth in the SC.  
 (b) The price payable in local currency is set forth in the SC.
- 5.3. Payment for Additional Services** For the purpose of determining the remuneration due for additional services as may be agreed under Clause 2.4.
- 5.4. Terms and Conditions of Payment** Payments will be made in favor of Consultant and in accordance with the payment schedule stated in the SC.

**6. GOOD FAITH**

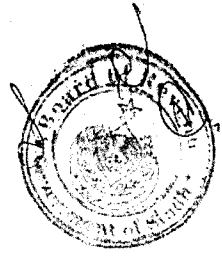
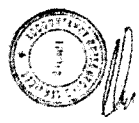
- 6.1. Good Faith** The Parties undertake to act in good faith with respect to each other's rights, under this Contract, and to adopt all reasonable measures to ensure the understanding of the objectives set forth in this Contract.

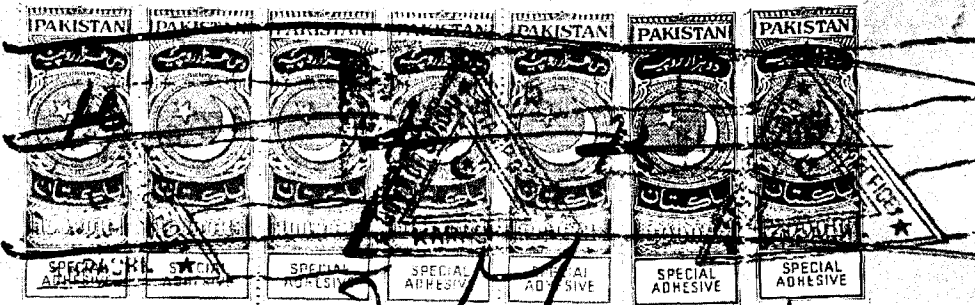
**7. SETTLEMENT OF DISPUTES**

- 7.1. Amicable Settlement** The Parties agree that the evasion or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 7.2. Dispute Resolutions** Any dispute that arises between the Parties, pursuant to this Contract, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement in accordance with the provisions specified in the SC.



- 3.2. Conflict of Interests** The Consultant shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
- 3.2.1. Consultants Not to Benefit from Commissions, Discounts, etc.** The payment of the Consultant, subject to Clause 6, shall constitute the Consultant's only payment in connection with this Contract or the Services, and the Consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities under this Contract or to the Services or in the discharge of their obligations under the Contract, and the Consultant shall use their best efforts to ensure that the Personnel and agents of either of them similarly shall not receive any such additional payment.
- 3.2.2. Consultant And Affiliates Not To be Otherwise Interested in Project** The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services) resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.
- 3.2.3. Prohibition Of Conflicting Activities** The Consultant shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
- 3.3. Confidentiality** Without prior written consent of the Client, the Consultant and the Personnel shall not communicate or transfer to any other person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services, under the Contract.
- 3.4. Reporting Obligations**
- (a) The Consultant shall submit, to the Client, reports and documents which have been specified in Appendix F hereto, in such form and numbers, and within the time periods set forth.
  - (b) All the reports shall be delivered in the form of hard copy and soft copy / optical media.
- 3.5. Documents Prepared by the Consultant**
- (a) All plans, specifications, designs, reports, other documents and software submitted by the Consultant, under this Contract, shall be delivered to the Client well in time upon the termination or expiration of the Contract.
  - (b) The Consultant may retain a copy of such documents and software. Restrictions on the further use of these documents in future, if any, shall be specified in the SC Clause 3.3.





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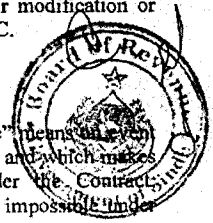
Rs. 13,74,000/- C.No 196 23/07/15

written agreement signed between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party as specified in SC.

**2.5. Force Majeure**

**2.5.1.**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations, under the Contract, impossible or so impractical as to be considered impossible under the circumstances.



**2.5.2. No Breach of Contract**

The failure of a Party to fulfill any of its obligations under the contract 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 (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

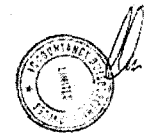
**2.5.3.**

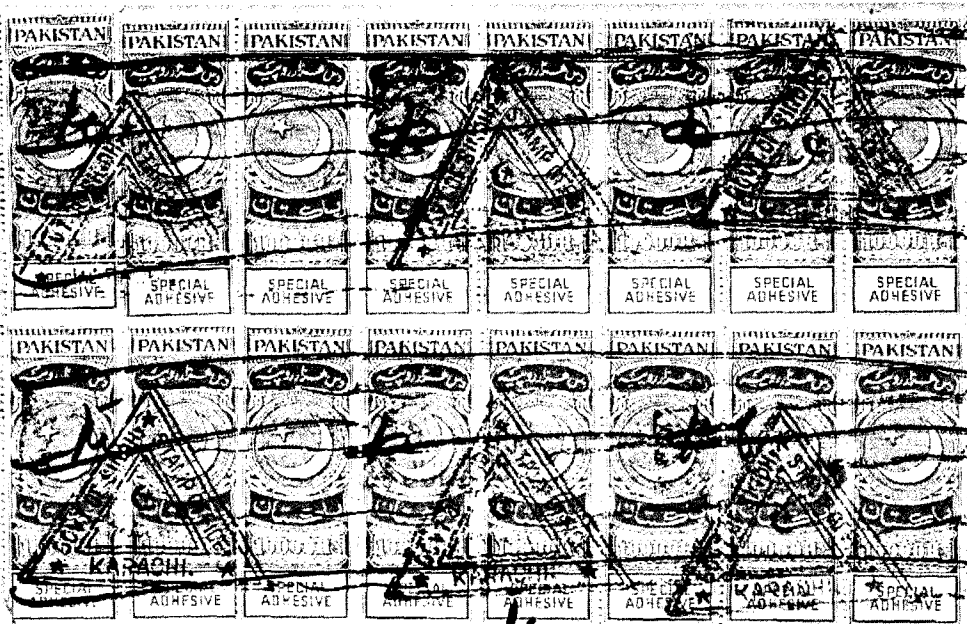
Any period within which a Party is required, pursuant to this Contract, to complete any action or task, shall be extended, for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure, by mutual agreement of the Parties.

**2.6. Termination**

**2.6.1. By the Client**

The Client may terminate this Contract in case of the occurrence of any of the events specified in this Clause and in case such an event occurs, the Client shall give a written Notice of Termination of not less than sixty (30) days to the Consultant:





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**1.8. Taxes and Duties**

The Consultant shall pay such indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

**1.9. Fraud and Corruption**

1.9.1.

It is required that the Consultants observe the highest standard of ethics during the selection and execution of such contracts in pursuance of this policy, the Client;

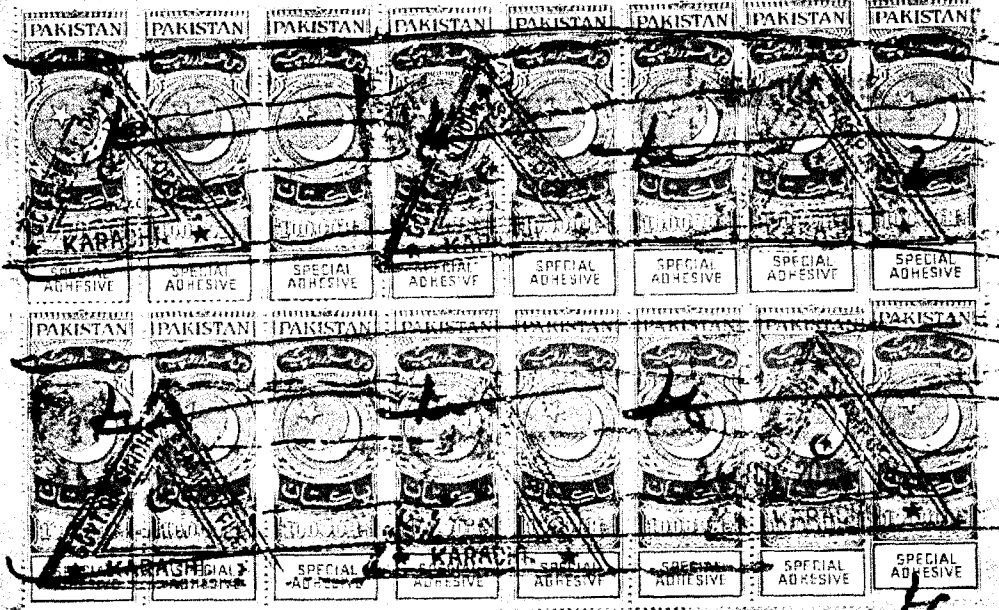


(a) Defines, for the purpose of this provision, the terms set forth below shall have the meaning and interpretation as follows:

- (i) "Corrupt practice" means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
- (ii) "Fraudulent practice" means a misrepresentation or an act or omission of facts in order to influence a selection process or the execution of a contract;
- (iii) "Collusive practices" means a scheme or arrangement between two or more consultants, with or without the knowledge of the Borrower, designed to establish prices at artificial, noncompetitive levels;
- (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;



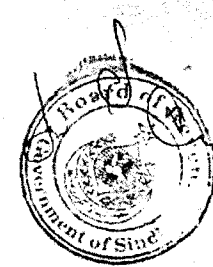
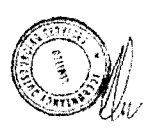


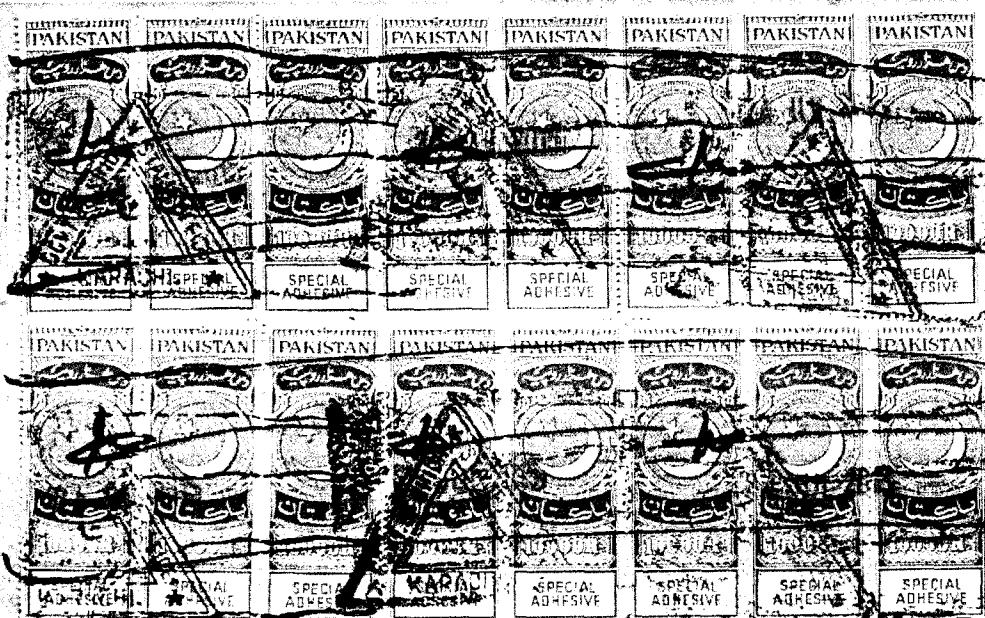


"Third Party Supervisor" means an independent evaluator hired by PMU ASR (BOR) Sindh for this project;

Any term, which has not been defined herein, shall have the same meaning as commonly used in the software development and information technology industry.

- 1.2. **Law Governing Contract** This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 1.3. **Contract Language** This Contract has been executed in the language specified in the SC, which shall be binding and regulatory for all matters relating to the meaning or interpretation of this Contract.
- 1.4. **Notices**
  - 1.4.1. Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered to an authorized representative of the Party to whom the communication is addressed, or sent to such Party at the address specified in the SC.
  - 1.4.2. A Party may change its address, for notice, under this Contract, by giving the other Party notice in writing of such change of address as specified in the SC.





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"Contract Price" means the price to be paid for the performance of the Services, in consideration of this Contract;

"Code" means computer programming code. If not otherwise specified, Code shall include Source Code (defined herein below). Code shall include if any Maintenance Modifications or Basic Enhancements thereto created by the Consultant from time to time;

"Deliverables" means all Source Code, Documentation, Microfilm Extracted Images and Indexed PDF Files / Database under this Contract and any Work Statement that is issued hereunder;

"Documentation" means Requirements Specifications, Design Document Installation Guide and user Manual, as specified in the provisions of this Contract;

"Delivery Date" means the date on which the innovation shall be delivered and deployed;

"Deployment" means deployment and operation of Software as per the locations, quantity of computers and time period;

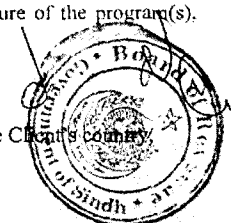
"Effective Date" means the date on which this Contract comes into force;

"Error" means any failure of a Program(s) to conform on any material regarding their own or published specifications;

"Error Correction" means either a modification or addition that, when made or added to the Program(s), brings the program(s) into material conformity with its or their published specifications, or a procedure, when observed in the regular procedure of the program(s), voids the adverse effect of such nonconformity;

"Writing" means through letter, email or fax;

"Foreign Currency" means any currency other than the currency of the Client's country;



**CONTRACT FOR CONSULTANTS' SERVICES**

**BETWEEN**

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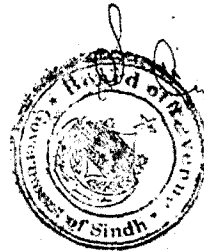
**Government of Sindh**

**AND**

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**M/s Accountancy Outsourcing Services Limited**

**Dated: -07-2015**



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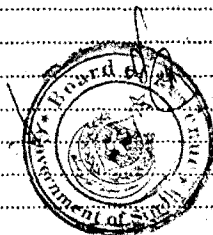
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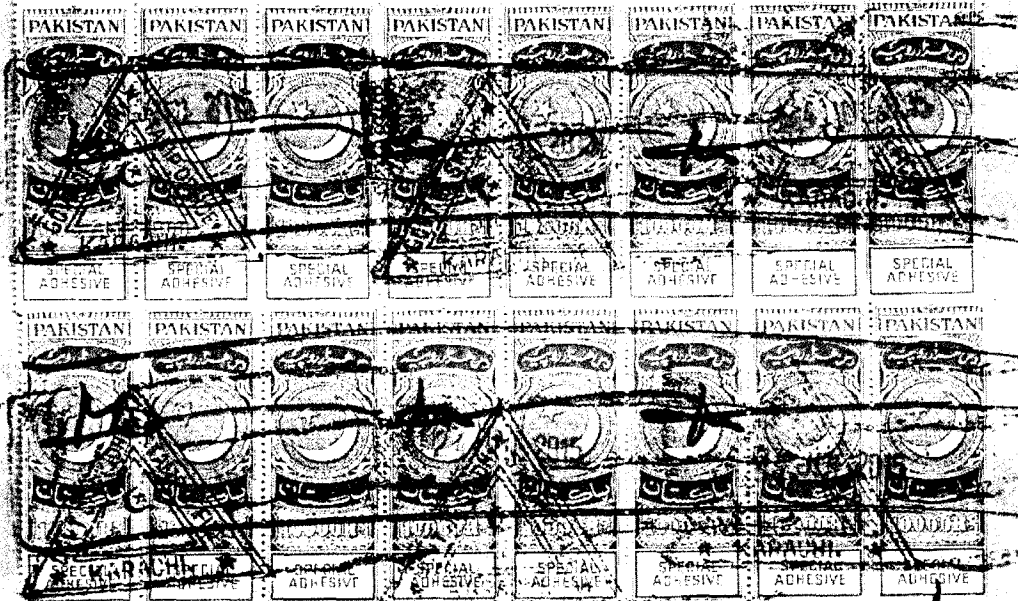
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AND WHEREAS the PURCHASER has agreed to award the contract to the CONSULTANT upon terms and conditions contained hereunder:

NOW THEREFORE, the parties hereto hereby agree as follows:

- i. The following documents attached hereto shall be deemed to form an integral part of this Contract:
  - I. The General Conditions of Contract;
  - II. The Special Conditions of Contract;
  - III. The following Appendices:
    - Appendix A: Scope of Services
    - Appendix B: Work Plan
    - Appendix C: Key Personnel
    - Appendix D: Services and Facilities Provided by the Client
    - Appendix E: Performa for Bank Guarantee for Advance Payment
    - Appendix F: Performa for Bank Guarantee for Performance Guarantee
    - Appendix G: Reporting Requirements



*Handwritten signature*

