



**PROJECT MANAGEMENT UNIT  
BOARD OF REVENUE SINDH**

**REQUEST FOR EXPRESSION OF INTEREST**

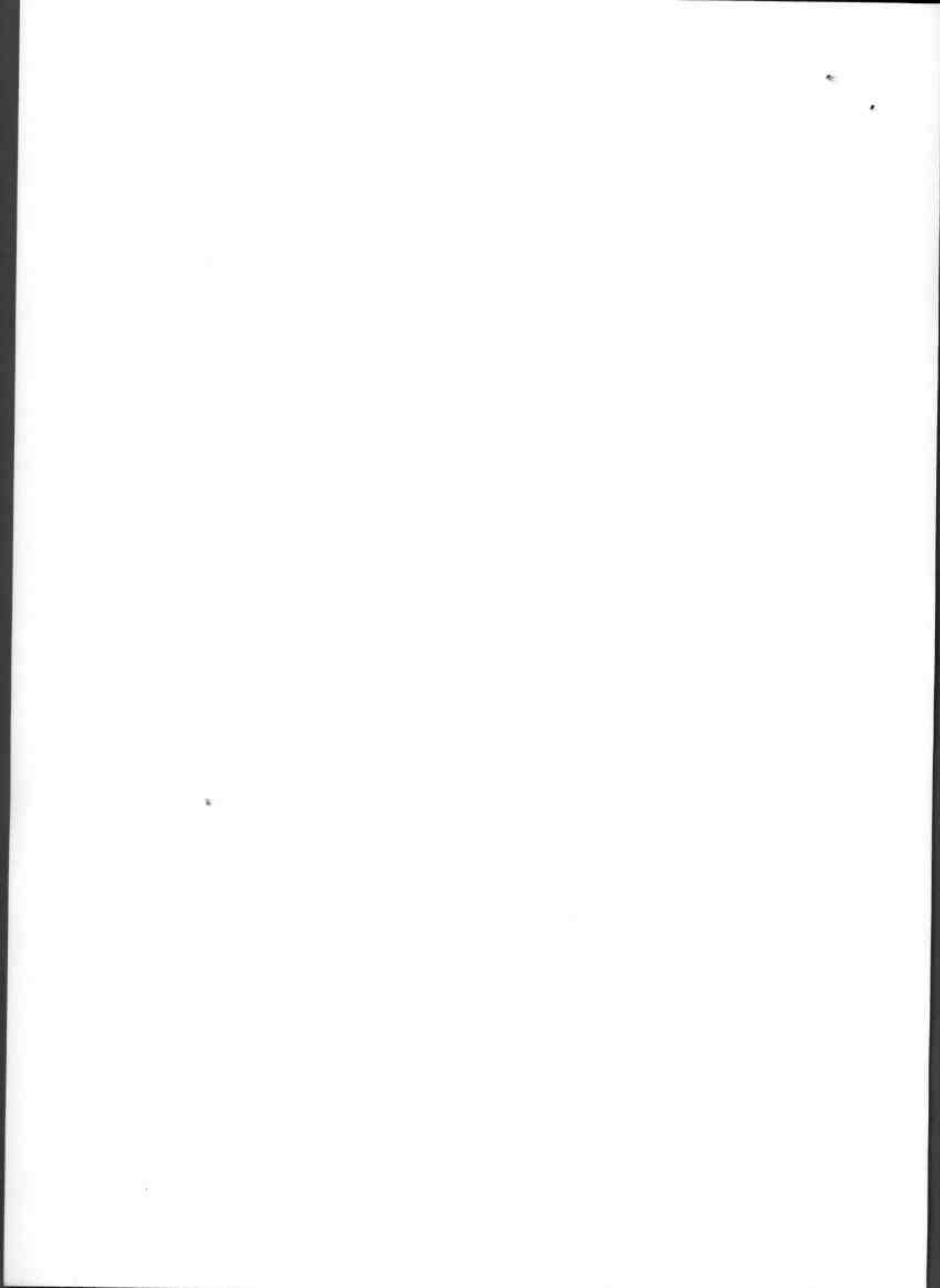
- Expression of interest is invited from registered IT firms as per the Sindh Public Procurement Rules, 2010 for "Supply, installation & commissioning of hardware, software & networking including software development alongwith support & maintenance services for various Board of Revenue offices" for the computerization program of Board of Revenue Sindh.
- Interested firms are invited to collect the application forms / Terms of References (TOR) document of the assignment from the office of Project Director PMU, Board of Revenue, Sindh at his office situated at ST\_04, Block 6, Clifton, Adjacent Dr. Ziauddin Hospital, Near Shireen Jinnah Colony, Karachi from 9:00 am to 5:00 pm from 6<sup>th</sup> December 2013 or download it from the website of PMU at [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk). The document is also available on the website of SPPRA.
- The document fee of Terms of Reference (TOR) document is Rs. 1000/- (Rupees One Thousand Only) which must be submitted in the shape of Pay Order/Demand Draft in favour of Project Director PMU, Board of Revenue, Sindh by mail or by hand.
- The Interested firms may submit their Expression of Interest (EOI) within 15 days calendar days, from the date of publication of this advertisement in the newspaper at the address given below through registered mail or by hand up to 23<sup>rd</sup> December 2013 till 02:00 p.m on the closing date. The EOIs will be opened by the department's notified Procurement Committee at 2:30 PM on the same day.
- Only the firms, short listed on basis of the evaluation criteria prescribed in the T.O.R document will be considered and notified for further participation in selection process under the Sindh Public Procurement Rules 2010.
- The Project management Unit, Board of revenue, Sindh reserves the right to accept or reject any or all applications as per the Sindh Public Procurement Rules 2010.

**PROJECT MANAGEMENT UNIT (PMU)**  
at 1<sup>st</sup> floor, ST-4 project management unit  
Adjacent Dr. Ziauddin hospital, Clifton, Karachi  
Ph: 021-99251367-8. Fax: 021-99251367

**Project Director (PMU),  
Board of Revenue Sindh**

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Office address: - ST-4, Revenue House, Adjacent Dr. Ziauddin Hospital Clifton Karachi.  
Ph: 021-99251367-8, Fax: 021-99251373, [www.sindharmis.gos.pk](http://www.sindharmis.gos.pk)



# TERMS OF REFERENCE

S.No.

*for*

**"Supply, Installation & Commissioning of Hardware, Software & Networking including Software Development alongwith Support & Maintenance Services for various Board of Revenue offices "**

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**PROJECT MANAGEMENT UNIT  
BOARD OF REVENUE SINDH**



**TABLE OF CONTENTS**

SECTION	I	INTRODUCTION
SECTION	II	INFORMATION TO THE INTERESTED FIRMS
SECTION	III	OBJECTIVES OF THE ASSIGNMENT & INDICATIVE SCOPE OF SERVICES
SECTION	IV	QUALIFICATION/EVALUATION CRITERIA
SECTION	V	INFORMATION FROM INTERESTED FIRMS ON STANDARD FORMS



## **EXPRESSION OF INTEREST FOR**

**"SUPPLY, INSTALLATION & COMMISSIONING OF HARDWARE, SOFTWARE & NETWORKING INCLUDING SOFTWARE DEVELOPMENT ALONGWITH SUPPORT & MAINTENANCE SERVICES FOR VARIOUS BOARD OF REVENUE OFFICES"**

Board of Revenue, Government of Sindh is entrusted with Enforcement and administration of Land Laws. Its functions include;

- Maintenance of Record of Rights, tenure, tenancy and restrictions on title of properties ;
- Assessment and collection of Land Tax, development cess, surcharges, water rate and any other levy assigned by the Government.
- Conducting land surveys in land utilization.
- Registration of deeds, documents and collection of registration fee.
- Management of judicial and non-judicial stamps.
- Collection of court fee and stamp fee.
- Reassessment and settlement.

The Project Management Unit, Board of Revenue, Government of Sindh through its already approved program is in the process of automation of all of the above functions of the Board of Revenue Sindh.

The program is aimed at computerization and automation of revenue processes for bringing about efficiency and transparency in providing services related to all of the functions of the Revenue Department and includes:

- Revamping of the existing manual business processes of BOR through computerization of the land and property record and transactions taking place at BOR.
- Automation of the functions of Board of Revenue through development of customized software.
- Establishing better administrative controls, transparency and promotion of the culture of facilitation in public services.
- Establishing Facilitation Centers for one window operations for verification, registration, and mutation services for land and properties.
- Establishing 'Management Information System' containing all revenue record and transactions taking place at Board of Revenue.
- Generation of reports and information for effective public policy and optimization of revenue collection.
- Supply, installation & commissioning of hardware, software & networking including software development alongwith support & maintenance services for various board of revenue offices.

A key factor in this initiative is to hire services of IT firms for "Supply, installation & commissioning of hardware, software & networking including software development alongwith support & maintenance services for various board of revenue offices" to ensure that appropriate




ICT infrastructure is available to embed the computerized system throughout various offices of Board of Revenue Sindh through National Competitive Bidding, under Sindh Public Procurement Rules, 2010.

Eligible firms or consortia of firms who are having the required capability and experience in development of vast ICT Infrastructures and software development may submit their Expression of Interest (EOI) for the assignment along with following information in duplicate:

1. Registration certificate of concerned professional and regulatory bodies.
2. Name, Address, Phone, Fax and E-mail Address along with postal and Telegraphic Address of registered head office and branch offices.
3. Name and Short CVs of Principal, Proprietor, Partners and Directors of the Firm.
4. Financial statement summary for the past **three** years.
5. National Tax Number of the firm along with proof of submission of last 03 (three) years Income Tax Return.
6. List of proposed Staff with resumes stating relevant experience, roles and responsibilities for the project. The core team of Interested Firm should comprise of certified personnel in the appropriate field.
7. Total personnel strength for the last one year.

BOR may reject all or any submissions at any time prior to the acceptance of submissions, subject to the relevant provisions of SPP Rules 2010.

  
**Project Director (LARMIS)**  
**Board of Revenue, Sindh**



## SECTION-II

### INFORMATION TO CONSULTANTS

- 2.1 BOR will Short list the prospective bidders, in accordance with the evaluation criteria given in this document, under SPP Rules, 2010.
- 2.2 Please note that the expenditure of preparing the EOI including any visit to BOR or the site is not reimbursable.
- 2.3 This EOI invites only the Expression of Interest on the assignment. No Consultant is to indicate, explicitly or impliedly, financial implication of their proposal. Revealing financial bid at this stage would disqualify the proposal altogether, under the provisions of SPP Rules, 2010. Only the short listed bidders would be provided with a detailed Request for Proposal (RFP) thereby giving them a reasonable opportunity to submit technical and financial proposals separately;
- 2.4 The interested firms/consortia of firms are to provide relevant information on the prescribed forms attached in this document. Any other format preferred by the firms may obscure material information and hence affect the evaluation process;
- 2.5 Minimum points to qualify the short-listing process are 80%, below which all proposals would be considered disqualified / non-responsive;
- 2.6 Firms/Consortia of firms or any of their affiliates shall not be hired for any assignment, which, by its nature, may be in conflict with another assignment, already awarded to them.
- 2.7 The interested firms/consortia of firms shall observe the highest standards of ethics during the selection and execution of such contracts. In pursuance of the policy i.e.
  - a. Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution, and fraudulent practice means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the BOR, and includes collusive practices among bidders (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the BOR of the benefits of free and open competition.
  - b. BOR will reject an EOI for award if it determines that the firm recommended for short listing has engaged in corrupt or fraudulent activities in competing for the contract in question;



- c. BOR will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the said firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- 2.8 The competent authority may at any time cancel this solicitation without giving a reason.
- 2.9 The interested firms/consortia of firms may request a clarification in respect of any of the documents at least 5 working days before the EOI submission date. Any request for clarification must be sent in writing by post, facsimile or electronic mail to the BOR's address as indicated below. The BOR will respond in writing by post, facsimile or electronic mail to all invited firms and will send copies of the response to all invited Consultants who intend in submit EOI.

**PROJECT DIRECTOR (PMU)  
BOARD OF REVENUE SINDH  
1<sup>ST</sup> FLOOR ST-04, PROJECT MANAGEMENT UNIT,  
ADJACENT ZIAUDDIN HOSPITAL, CLIFTON BLOCK 6, KARACHI  
PH: 021-99251367/8  
FAX: 021-99251373**





## SECTION-III

### OBJECTIVES OF THE ASSIGNMENT & INDICATIVE SCOPE OF SERVICES

#### Objectives of the Assignment

The Project Management Unit – Board of Revenue, is interested in contracting services of a firm(s) having extensive experience in knowledge of ICT infrastructure in terms of supply, installation & commissioning of hardware, software & networking including software development alongwith support & maintenance services, specifically tailored to safeguard the successful completion of the program. The PMU BOR seeks the following goals through procuring the above supervision services:

- *To ensure that high quality equipments & service to be delivered and to ensure that all works are carried out in full compliance with the technical specifications and other contract documents within the stipulated time period.*
- *To demonstrate the efficacy of contract by professional team of professionals experienced in this field of work.*
- *Gain an experienced team of experts, to implement and execute the task(s) effectively and in-line with the guidelines of the Project Management Unit.*
- *Keep the assignment(s) on schedule, reduce technical risks and prevent compatibility errors.*

#### Scope of Assignment

The firm will provide extensive services spanning all aspects of ICT infrastructure development including supply, installation & commissioning of hardware, software & networking alongwith software development as well as support & maintenance services & training of staff for various offices of Board of Revenue Sindh throughout the Sindh province. The detailed scope of the assignment includes the following:

- Supply & Installation / Commissioning of Hardware
- Supply & Commissioning of Networking
- Supply & Commissioning of Internet Connectivity
- Supply & Commissioning of WAN Connectivity
- Development of Customized software
- Documentations
- Technical assistance
- Installation, Commissioning, Support, Maintenance trained / experienced professionals
- Weekly, Monthly & Final Reports
- Training of staff

Detailed Terms of References (TORs) specifying the tasks and requirement of complete specific services will be provided in the RFP document to the qualified /shortlisted firms.

#### Subsequent Tendering Process

Based upon inputs received through this Eoi, the prequalified firms will be issued a RFP document wherein the task would be divided into various assignments engaging services for different offices of Board of Revenue; for which Development of ICT Infrastructure will be exercised by various companies to yield maximum output within shortest possible time.

Accordingly detailed technical and financial bids will be solicited for each of the assignment separately. BOR Sindh reserves the right to cancel the bidding process without assigning any reason whatsoever. The decision of BOR Sindh shall be firm and binding on all concerned. The entire procurement procedure will be carried out strictly in the light of rules provided under Sindh Public Procurement Rules 2010.



SECTION-IV

QUALIFICATION/ EVALUATION CRITERIA

Mandatory Provisions/Eligibility: Firms / Consultants must possess (i) valid registration certificate with concerned professional and regulatory bodies in relevant category as well as membership with relevant representative body(ies); (ii) valid registration complying with the Government of Pakistan FBR taxation regulations for the last 5 years; and (iii) is not black listed earlier. (Attach all certificates and affidavits supported thereto).

(A) COMPANY PROFILE: 30 MARKS

- i. Firms in IT business for at least 10 years ..... 10 Marks
- ii. Firms having average turnover of  
100 Million per annum or above in I.T  
Projects during last 3 years .....10 Marks
- iii. Firms having at least 50 number  
of full time technical staff .....10 Marks

(B). GENERAL / SPECIFIC EXPERIENCE RECORD: 40 MARKS

- i. Projects involving supplies, installation, commissioning,  
networking & support 24/7/365 at least (15) in number  
..... 10 Marks  
(Attach satisfactory completion certificates)
- ii. Projects undertaken in similar geographical limits involving local language  
..... 15 Marks  
(Attach copies of work orders)
- iii. Projects undertaken involving land record management systems  
..... 15 Marks  
(A) In hand (05-07 in number) ..... 10 Marks  
(B) Completed (05-07 in number) ..... 05 Marks  
(Attach satisfactory completion certificates)

(C). ORGANIZATIONAL CAPABILITIES: 20 MARKS

- i. Is holding Certification  
ISO 9001, ISO 27001 & ISO 17799 .....15 Marks  
(05 mark for each certificate)
- ii. Is having certified Project Management (PMP)  
and Software and Hardware Engineers as part of regular company paid staff  
..... 05 Marks

(D). EQUIPMENT CAPABILITY: 10 MARKS

Company owns and possess the relevant Equipments,  
Related to execution of similar Projects

Total 100 MARKS

Minimum score required to be short-listed is: 70 Marks



**SECTION-V**

**INFORMATION FROM CONSULTANTS ON STANDARD FORMS**

**Application Submission Form**

**(The covering letter is to be submitted by the prospective consultant or partner responsible for a joint venture, on appropriate company letterhead)**

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

To:

The Project Director, PMU  
Board of Revenue Sindh.

Dear Sir,

**SUB: "SUPPLY, INSTALLATION & COMMISSIONING OF HARDWARE, SOFTWARE & NETWORKING INCLUDING SOFTWARE DEVELOPMENT ALONGWITH SUPPORT & MAINTENANCE SERVICES FOR VARIOUS BOARD OF REVENUE OFFICES"**

1. The undersigned, being duly authorized to represent and act on behalf of ..... apply to be short-listed for the project cited above and enclosed one (1) original (together with ----- copies of our documents and declare the following:
  - a) We have examined and have no reservations to the EOI Document, including Addenda No(s).....
  - b) We understand that you may cancel the prequalification process at any time and that you are not bound either to accept any application that you may receive or to invite the shortlisted applicants to bid for the assignment subject of this EOI, without incurring any liability to the Applicants.
  - c) Proposals by applicants will be subject to verification of all information submitted for shortlisting at the time of bidding;
  - d) Agency reserves the right to amend the scope and value of any contract under this project; in such event bids will only be called from shortlisted consultants who meet the revised requirements;
  
2. Your Agency and its authorized representatives may contact the following person(s) for further information, if needed:

Person to be contacted: \_\_\_\_\_ Telephone: \_\_\_\_\_
  
3. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed:

Name:



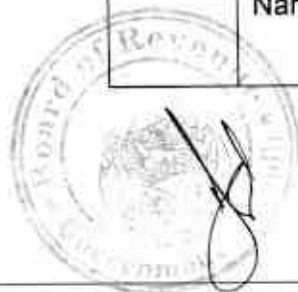
**Company Profile****(SHOWING THAT FIRM IS DEALING IT BUSINESS FOR AT LEAST 10 YEARS)**

Date: -----

Assignment: -----

All individual firms and each partner of a joint venture applying for shortlisting are requested to complete the information in this form. Nationality information is also to be provided for foreign owners or applicants who are forming part of the Joint Ventures as required under rules.

1.	Name of firm:  <i>(In case of Joint Venture (JV), legal name of each partner:</i>	
2.	Nature of Business:  <i>(Whether the firm is a Corporation, etc.) (In case of Consortium; whether the Lead Consortium Member is a Corporation, etc.)</i>	
2.	Head Office Address:	
3.	Telephone Fax numbers: E-mail address:	
4.	Place of Incorporation/Registration:  Year of incorporation/registration:	
5.	Applicant's authorized representative: Telephone Fax numbers: E-mail address:	
6.	<b><u>NATIONALITY OF OWNERS.</u></b>	
	Name:	Country:



**COMPANY'S PROFILE**

**AVERAGE TURNOVER OF 100 MILLION PER ANNUM  
OR ABOVE IN I.T PROJECTS DURING LAST 3 YEARS**

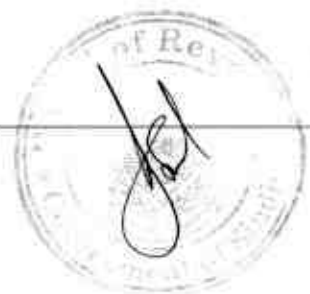
(Attach copies of relevant record)

YEAR	AVERAGE TURNOVER	INCOME TAX PAID	Name alongwith Cost of IT Projects Executed/ Undertaken
2012			
2011			
2010			

**COMPANY'S PROFILE**

**DETAILS OF 50 NUMBER OF FULL TIME TECHNICAL STAFF**

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



Form B-I

**GENERAL / SPECIFIC EXPERIENCE RECORD**

(I) Projects involving supplies, installation, commissioning, networking & support 24/7/365 at least (15) in number

S.No.	Name of Project	Executing Agency	Cost of Project	Status of Project

Form B-II

(II) Projects undertaken in similar geographical limits involving local language

S.No.	Name of Project	Executing Agency	Cost of Project	Status of Project

Form B-III

(III) Projects undertaken involving land record management systems

S.No.	Name of Project	Executing Agency	Cost of Project	Status of Project

**Note:** Attach certified completion certificates of executing agency.

**ORGANIZATIONAL CAPABILITIES**  
 Organizational Certifications (ISO 9001, ISO 27001 & ISO 17799)

S.No.	Description	Year of certification

**DETAILS OF PROJECT MANAGEMENT PROFESSIONAL (PMP), SOFTWARE AND HARDWARE ENGINEERS AS PART OF REGULAR COMPANY PAID STAFF**  
 (Attach academic/Relevant Certificates for each technical personnel separately)

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



**EQUIPMENT CAPABILITY**  
Company owns and possess the relevant  
Equipments related to execution of similar Projects

S.No.	Title of Equipment	Specifications	Quantity	Date of purchase

