



MOST IMMEDIATE

No.SO(T)/IS&TD/ 3-128/2015
**GOVERNMENT OF SINDH
INFORMATION, SCIENCE &
TECHNOLOGY DEPARTMENT**

Karachi, dated the 28th January, 2016

To,

The Director (Advertisement),
Information & Archive Department,
Government of Sindh,
Karachi.

Subject:

**PUBLICATION OF TENDER NOTICE FOR THE PROJECT TITLED
"E-MANAGEMENT SYSTEM FOR IS&T DEPARTMENT, GOVERNMENT OF
SINDH", INFORMATION SCIENCE & TECHNOLOGY DEPARTMENT,
GOVERNMENT OF SINDH.**

I am directed to refer to the subject noted above and to please find enclosed herewith seven (7) copies of Inviting Tender Notice for the project titled "**E-Management System for IS&T Department, Government Of Sindh**" to be published in English language (without translation) in leading English, Urdu & Sindhi newspapers preferably daily Dawn, Jang, Kawish.

(S.NADEEM AHMED JAFRI)
SECTION OFFICER (GENERAL)

A copy is forwarded for information to:-

1. The Director (Enforcement-II), SPPRA, Government of Sindh, Karachi with a request to publish the Tender Notice alongwith RFP, Notification of Procurement Committee, Notification of Redressal Committee, Procurement Plane and the copies of advertisement of leading news paper. on SPPRA website (**copies enclosed**).
2. Incharge, Provincial Portal for Sindh Government, Government of Sindh, Karachi to publish the advertisement on Sindh Government website.

7448

29-01-16


28/01/16
SECTION OFFICER (GENERAL)





GOVERNMENT OF SINDH
INFORMATION SCIENCE & TECHNOLOGY
DEPARTMENT

Karachi, dated the 28th January, 2016

INFORMATION SCIENCE & TECHNOLOGY DEPARTMENT
GOVERNMENT OF SINDH
TENDER NOTICE
(On Turn-Key Basis)

Information Science & Technology Department, Government of Sindh, invites Technical and Financial proposals (Separately sealed) for the following ADP Schemes under single stage-two envelopes bidding process, under SPPRA Rules, 2010 (Amended 2013) from all interested companies to implement the project on **TURN-KEY** basis solution.

Detailed specifications of items are available in the RFP / Tender Documents, which can be purchased separately from the Information, Science & Technology Department.

ITEM NO.	NAME OF WORK
1.	“E-Management System for IS&T Department, Government Of Sindh” ADP Scheme No.556 (On Turn-Key Basis)

- Interested firms / companies may obtain the Tender Document/RFP for above said **ADP Schemes separately** from the office of **Section Officer (G)**, situated at 1st Floor, Sindh Secretariat No. 6, Karachi (021-99213827) by submitting an application on their letterhead along with demand draft/pay order amounting to **Rs.2000/-for each tender document separately (non-refundable)** in favor of Section officer (G), Information, Science & Technology Department, Government of Sindh from **2nd February, 2016 to 22nd February, 2016 up to 2:00 pm.**
- Sealed Tenders comprising Technical and Financial proposals in separate sealed envelopes with clear marking of “Technical Proposal” and “Financial Proposal” in duplicate along with 2.5% earnest money of the quoted amount of the total bid in the form of Pay Order / Demand Draft in favor of Section Officer (G) should be dropped / submitted at the office of the **Section Officer (G)**, 1st Floor, Sindh Secretariat No. 6, Karachi (021-99213841) on **22nd February, 2016 at 3:00 pm.**
- Pre-bid meeting will be held on **10th February, 2016 at 3:00pm** in Committee Room, Information Science & Technology Department, 1st floor Sindh Secretariat Building No.06, Sindh Secretariat, Karachi.
- Technical Proposals of the participating bidders will be opened in the same day i.e. **22nd February, 2016 at 3:30 pm** in presence of the Procurement Committee of Information Science & Technology Department, Government of Sindh, and intending bidders or their authorized representatives at Committee Room, Information Science & Technology Department, 1st floor Sindh Secretariat Building No.06, Sindh Secretariat, Karachi
- Financial bids of only technically qualified bidders shall be opened, subsequently in accordance with SPPRA Rules, 2010 (Amended 2013).
- Interested Firms/ Companies must be registered with Income Tax, Sales Tax and Sindh Revenue Board (SRB) etc.
- Only bids offered on the prescribed Tender Form issued by the office of the Section Officer (G) of Information, Science & Technology Department shall be accepted. However, additional sheets may be attached, if necessary.
- Conditional tender / application will not be entertained.
- The Procurement agency may reject any tender as per provision of SPP Rules 2010 (Amended 2013).


SECTION OFFICER (GENERAL)
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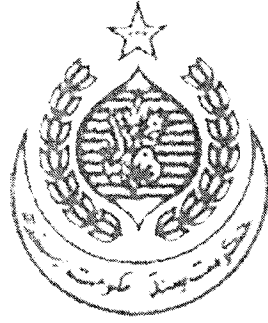
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SECTION OFFICER (GENERAL)
INFORMATION SCIENCE & TECHNOLOGY
DEPARTMENT



Government of Sindh



Information, Science & Technology Department

**e-Management System for IS&T Department,
Government of Sindh**

Request for Proposal

January 2016



Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts / drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

All companies registered with Income Tax/Sales Tax & Sindh Revenue Board (SRB) Department, will only be allowed to participate.

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Article I. DEFINITIONS

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

"Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Contractor.

"Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

"Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

"Contractor" means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.

"Contract Value" means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.

"Purchaser" means the Information, Science & Technology Department, Government of the Sindh, Karachi - Pakistan.

"Services" means services, such as testing, training and other such obligations of the Contractor covered under the Contract.

"Works" means all Software / Hardware to be provided and services to be rendered & work to be done by the Contractor under the Contract.

"SPPR 2010" means Sindh Public Procurement Rules 2010 (Amended 2013)

"SPPRA" means Sindh Public Procurement Regulatory Authority established under Section 3 of Sindh Public Procurement Act, 2009.

Article II. INVITATION TO BID

Information, Science & Technology Department Government of the Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for “E-Management System for IS&T Department, Government of Sindh”.

1. Tender Bids in sealed envelopes as per information are required. Proponents applying for bids should submit duplicate Financial Proposal and Technical Proposal in two separate envelopes with clear marking of “Technical Proposal” and “Financial Proposal” as per Single Stage - Two Envelope process as per SPPR Rules 2010 (Amended 2013). The interested bidder must have valid NTN also. Only Income Tax and Sales Tax registered firms are eligible to participate.
2. The bidder must quote for the complete scope of work. The bid offering partial scope of work shall be rejected as non-responsive.
3. The Technical Proposal should contain all the bid items without quoting the price and must list firm’s clientele, resumes / CV’s of the team. Financial bids of Firms not obtaining minimum passing criteria on Technical basis will not be opened.
4. Interested eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of Section Officer (General), Information, Science & Technology Department, Government of Sindh, 1st Floor, Building No. 6, Sindh Secretariat, Shakra-e-Kamal Ataturk, Karachi, Tel: +92-21-9921-3841 Fax: +92-21-9921-1414.
5. All bids must be accompanied by an earnest money 2.5% of total bid amount, and must be accompanied with the financial offer. Bid without bid security of required amount and prescribed form shall be rejected.
6. Information, Science & Technology Department Government of the Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
7. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
8. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered. The attention of bidders is drawn to the provisions of Clause on “Determination of Responsiveness of Bid” regarding the rejection of Bids, which are not substantially responsive to the requirements of the Bidding Documents.
9. The Information, Science & Technology Department, (Procurement Agency) Government of Sindh may reject any tender as per provision of SPP Rules 2010 (Amended 2013).
10. All prices quoted must include any Taxes applicable, such as Income Tax, etc. If not specifically mentioned in the quotation, then it will be presumed that the prices include all the taxes.
11. Failure to Complete the Task within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Security Deposit (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

**Secretary to the Government of Sindh
Information, Science & Technology Department
Government of Sindh**

Article III. Pre – Qualification

To response this RFP, the bidder should be capable to meet the following criteria in order to participate.

1. Having an experience of three or more projects of similar nature in last five years, with public sector organizations.
2. Should have understanding and in depth knowledge of Government department's internal processes and workflow / processes executing, as per secretariat instructions and ESTA codes.
3. Bidder should have achieved at least ISO certifications, related to information security and quality management.
4. Bidder should have local presence in terms of development and deployment team required for completion of this project.
5. Interested bidder should offer their services and solution under their name, without any joint venture or any type of association(s), or MoU, a part of partnership with OEM.
6. The participant should be registered with FBR / SRB and should have Professional Tax Registration Certificate.

Article IV. BID FORM

To,
Secretary,
Information, Science & Technology Department,
Government of Sindh,
Karachi.

Sir:
Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.

Pak Rupees (in figures _____ in words _____)

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

We undertake, if our Bid is accepted, to complete the Works in accordance with the Contract Execution Schedule provided in the Schedule – A, Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 10% of the Contract Price or the same will be deducted from the running bills.

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

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

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

Dated this _____ day of _____-2016

WITNESS

BIDDER

Signature _____

Signature _____

Name _____

Name _____

Title:- _____

Title _____

Address. _____

Address _____

Article V. BID SECURITY FORM

WHEREAS -----(hereinafter called "**the Bidder**") has submitted its bid dated -----for the "**E-Management System for IS&T Department, Government of Sindh**", (hereinafter called "**the Bid**").

KNOW ALL MEN by these presents that We -----(Name of Bidder) of -----(Name of Country) having our registered office at -----(address of Bidder) hereinafter called "**the Bidder**") are bound into the Information, Science & Technology Department, Government of Sindh, Karachi, Pakistan (hereinafter called "**the Purchaser**") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2016

THE CONDITIONS of this obligation are:

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

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

This guarantee will remain in force up to -----2016, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)
By-----
(Title)
Authorized Representative

Article VI. PERFORMANCE SECURITY FORM

To,
Secretary,
Information, Science & Technology Department,
Government of Sindh,
Karachi-Pakistan

WHEREAS (Name of the Contractor)

_____ Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for "E-Management System for IS&T Department, Government of Sindh", dated _____ 2016, (hereinafter called "the Contract").

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

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

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 2016, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

1. Instructions to Bidders (ITB)

3.1 Introduction

The Information, Science and Technology Department, Govt. of Sindh invites sealed Proposals (Technical & Financial) from IT Consulting Firms for the implementation of the requirements of the Office automation system in government departments (e-Office) project mentioned in the scope of the project in this document in the time period specified. Present Provincial Government has been putting great emphasis on improving productivity and its internal processes; increased transparency in the decision-making and bring in citizen participation as part of the inclusive governance in the Province. The need for transforming conventional government office into more efficient and transparent e-office, thereby eliminating huge amount of paper work, has long been felt. The e-Office aims to support governance by ushering in more effective and transparent inter and intra government process. Governance processes are based around creation of files, notings in the file, decision at various levels, and finally issuing decisions as letters and notifications. Any request to the Government goes through an elaborate processing of different stages called workflow. Most of these processes are handled in the form of files, which move forward and backward for decisions. An automation of these files can play a very crucial role both in improving the efficiency of decision making and also in building transparency in governance.

3.2 Format for Technical Proposal

It must include the following details/documents:

(A) Profile of Firms:

- (i) Name, Address, Telephone, Fax and Email address of Firms.
- (ii) Ownership and Organizational Structure of the Firm.
- (iii) Year of Establishment.
- (iv) NTN/GST certificate.
- (v) FBR / SRB registration and professional tax certificate.

(B) Experience and Past Performance:

- (i) List of similar assignments with cost, under-taken in the past Five years.
- (ii) List of similar assignments with evidence of closure documents. Better evaluation will be given to those bidders who are able to provide successfully closed projects list.

(C) Key Personnel Qualification & Experience:

- (i) Brief CVs of relevant staff which may include project manager, infrastructure resource(s), developer(s), business analyst etc. with their past experiences and academic qualifications for the same project.

(D) Financial Capabilities:

- (i) Documentary evidence of financial position e.g. bank statement or audited accounts of the three years.
- (ii) Income tax return for the last three years.

(E) Training Capabilities:

The Firm should indicate its training capabilities to provide professional level training on proposed software solution.

(F) Proposed Methodology/Work Plan:

The Firms shall provide a detailed implementation plan and project management plan for which the interested firm can take a prior survey of IS&TD, Government of Sindh. The Firm should provide the timeline for completion of project and should cover tasks assigned to the employees and resource allocation during the course of the project. This should not be in generic terms but should be specific to the project. Project plans in tabular form, mentioning names of tasks, sub tasks, start date, finish date, resources and milestones will also be appreciated.

(G) Proposed Solution:

The technical solution should include in following manner.

- (i) Architecture
- (ii) Technologies
- (iii) Feature offering
- (iv) Bill of Quantities
 - a. Hardware
 - b. Software
- (v) Support plan

3.3 Format for Financial Proposal

Financial offer should be sealed under a separate envelope. It shall be prepared using the tabular forms and all the items must be mentioned separately. It shall list all costs associated with the assignment, including software development, deployment, post deployment support, each hardware item, etc. The Firm should quote all prices in PKR.

(A) Currency:

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

(B) Taxes:

The Firm should mention all applicable taxes separately for hardware, software and services. In case of any tax exemption, the Firm should provide relevant documentary evidence.

(C) Specimen:

S. No.	Item Description	QTY	Unit Price	Total Price
A. Hardware				
1.				
2.				
3.				
4.				
5.				
Total of Hardware (A)				
GST (if applicable)				
WHT (if applicable)				
Any other applicable tax				
<i>Total of Hardware(A) inclusive of taxes</i>				
B. Software				
1.				
2.				
3.				
4.				
5.				
Total of Software (B)				
GST (if applicable)				
WHT (if applicable)				
Any other applicable tax				
<i>Total of Software(B) inclusive of taxes</i>				
C. Services				
1.				
2.				
3.				
4.				
5.				
Total of Services (C)				
GST (if applicable)				
WHT (if applicable)				
Any other applicable tax				
<i>Total of Services(C) inclusive of taxes</i>				
<i>Total price of Solution (A + B + C) exclusive of taxes</i>				
<i>Total price of Solution (A + B + C) inclusive of taxes</i>				

2. Scope of Work

4.1 Objectives

In recent times, technology has become an inevitable tool for good governance. The appeal of the whole information technology arena is that it is designed to make public sector employees and departments more knowledgeable, efficient, effective and transparent. IT promotes good governance in three basic ways:

- By increasing transparency, information, and accountability
- By facilitating accurate decision-making and public participation; and
- By enhancing the efficient delivery of public services.

This project is to embark on an aggressive program for promoting Information Technology for eGovernance. The rise of e-government has been one of the most striking developments of the web. This has led to increasing dependence on electronic business transactions resulting in the emergence of a variety of customer-centred relationships between service providers and consumers. Governments are no exception to these phenomena.

To adopt the advancement in technology, DoIT is initiating to setup office automation system(e-office) for Government departments which brings efficiency, accuracy, effectiveness, transparency, and accountability in decision making. Sindh Government's internal processes common to all departments will automate through the e-office Application Suite. The e-Office application suite will comprises a set of open notation based modules to promote working with files, documents, records, grievances, which automates the internal functioning within and across government offices. By using this, department can avail following benefits;

- (i) To establish a single solution (e-government) for reuse in the government.
- (ii) To support integration and interoperations.
- (iii) To avoid duplication of efforts.
- (iv) To avoid redundant data storage.
- (v) To promote inter/intra Government information sharing.
- (vi) To allow flexibility for scaling and sustainability.
- (vii) To enhance transparency - files can be tracked and their status is known to all at all times.
- (viii) Increase accountability - the responsibility of quality and speed of decision making is easier to monitor.
- (ix) Assure data security and data integrity.
- (x) Provide a platform for re-inventing and re-engineering the government.
- (xi) Promote innovation by releasing staff energy and time from unproductive procedures.
- (xii) Transform the government work culture and ethics.
- (xiii) Promote greater collaboration in the work place and effective knowledge management

4.2 Software Development

The underlying infrastructure of the e-office application suite is a set of technology components which form the bedrock of the entire platform. These include off the shelf components from the open source world as well as custom frameworks which have been built specifically for such information system. E-Office technical infrastructure takes advantages of the advances in the open source software or licensed software to create a best of breed low cost system. Integrating the same with the other advanced technologies will produce a result that will serve the program's overall objectives and goals in an efficient and effective way.

An office automation system (e-office) is required to be developed based in compliance of rules/regulation/acts of the Government for document management which should have the following modules. The major features for each module are described below which should be further upgradeable with time to time.

4.2.1 File Automation

The purpose of said module is primarily to create the hierarchy for the departments inside the E-Office system and then to automate the internal communication and movement of files. The workflow processes should be completely automated. Management of files includes the creation of files, adding the documents in the existing files, handling the file movement workflow, keeping track of file movement, files weeding, etc.

The proposed solution is expected to provide the following functionalities:

- (i) Map the organization hierarchy for all departments
- (ii) Create roles for all the users
- (iii) Easy to configure admin interface
- (iv) Secure mode for file exchange
- (v) Complete file noting mechanism
- (vi) Document templating engine
- (vii) Ability to attach documents to the file
- (viii) Digital Signatures for each user using the system
- (ix) Non-duplication of File Numbers
- (x) Search functionality by name and content of the files
- (xi) Complete Audit trail & Events History
- (xii) Reminders based on files and documents
- (xiii) Personal dashboard for every user
- (xiv) Executive dashboard with various statistics e.g. file movement
- (xv) Extensive reports generation
- (xvi) Receive and Issue (R & I) system
- (xvii) Delegation of roles
- (xviii) Workflow creation and management
- (xix) Web based access

Document/File Management: Most government processes start with the initiation of a file. The Document and File Management system provides the functionality of attaching documents and searching through those documents to all the modules as a part of the e-Office. All document management must comply with existing government rules and regulation and should be auditable.

Role Based Access Control: Specific people are assigned to perform specific tasks. The technology infrastructure allows grouping of tasks, the users of the system to be assigned a set of roles and the access control and security.

Workflow Engine: The workflow engine allows the end users to create the workflow rules which transition the tasks automatically or manually to other user's inbox/dash board based on the predefined rules in the system.

Rule Engine: The government functions by the rules and acts enshrined in their constitution. The script based workflow engine is flexible to incorporate the complex business rules of the government.

Centralized dashboard: The dashboard should be designed using latest technologies, responsive to all platforms including smart phone, tablets and large interactive screens. Dashboard should have feature of customization for department heads, chief secretary and chief minister. Dashboard will be assisted with business intelligence competent

4.2.2 Human Resource Management

This module will keep the complete job history of the employees that is, personal information, grades, promotions, transfers, termination, and reward as per ESTACODE. A unique identification will be available to identify a particular employee. This data will be available to all the departments of

Government of Sindh. The IT Officer / Administrator of any particular department will have the access to modify / update the data of currently approved personnel at a particular department. The processes that should be part of this module are listed below.

- (i) New Job Creation Process
- (ii) Recruitment Process
- (iii) Training Process
- (iv) Appraisal Process (Annual Confidential Report)
- (v) Promotion Process
- (vi) Disciplinary Action Process
- (vii) Retirement Process
- (viii) Honorarium/Incentive Process
- (ix) Transfer Process
- (x) Severance Process
- (xi) House Rental Process
- (xii) Leave Process
- (xiii) Promotion Process
- (xiv) Medical Reimbursement Process
- (xv) Reports

4.2.3 Time & Attendance

An Enterprise application is required with Service-oriented architecture. The application should have web services for data exchange, database independent architecture, redundant database server support, audit logging, application access right management and auto recovery. The system shall be designed to be adaptable / conforming to prevailing international common access card standards.

Following are required capabilities:

- (i) The system shall provide future system expansion capability, through the use of scalable hardware and software solutions and with the provision of non-proprietary external interface integration points for the database and application functions.
- (ii) The system shall have flexibility for up-gradation and expansion in all respects depending on future requirements with standard modules.
- (iii) The system shall have integration layer to integrate different industry standard card readers.
- (iv) Synchronizing the timing on the Access Controllers, Readers, Visitor Management System Client software and all devices in Access Control System (ACS) network should be from the Central ACS Server / software.
- (v) The system shall adhere to a centralized architecture, with centrally located application.
- (vi) Network communications shall utilize TCP/IP network communications protocol.
- (vii) The system shall monitor attempted unauthorized entry and other incidents and alarms and report / log those for alarm notification & further action.
- (viii) All the Access Control/Time attendance equipment installed will be interconnected and function as one system.
- (ix) Sufficient resilience / redundancy and logic shall be provided to assure that the availability objectives can be met without manual intervention. The proposed hardware shall be designed so that there is no single point of failure that can cause operations to be disrupted.
- (x) System components shall be independent and capable of co-existing on the system to allow for an increased level of capacity. Modular design and flexibility shall be provided for easy expansion of the system to the extent specified without degradation of the system's performance.
- (xi) In the event of a system failure or security communications network failure, the individual intelligent modules shall work as standalone systems and shall have minimal impact on overall operation of the system
- (xii) Proposed solution shall have a centralized architecture server and shall deploy a very high level of encryption technology, minimal points of failures, scalability & industry standard

redundant architecture and an extremely essential conformance to a well-documented failure-to-safety policy-framework.

- (xiii) The solution shall be based on individual smart cards to be issued to entities (as ID-cum security for personnel). The smart cards shall be based on latest RFID technology.
- (xiv) A security control room shall have visitor registration station equipped with the complete software and hardware (smart card & biometric template reader / writer solution for capturing the employee writing the same onto the smart card).
- (xv) A security control room shall have a panic switch connected to the local controller to be used in emergency / duress situations with a control for allowing free passage in case of emergency evacuation.

The following is the least (but not limited) software list within Access Control System.

- (i) Registration both online/offline.
- (ii) Access Control Software
- (iii) Visitor Management Software.
- (iv) Card printing module
- (v) Reporting module
- (vi) Dashboards
- (vii) Auditing trails

Application should be capable of:

- (i) Integration with Industry standard/custom-made ERPs/ HRMS.
- (ii) Integration with Microsoft Active Directory

Salient Features

- (i) Support for All types of Readers/Credentials/Formats (Smart Card, Biometric, Pin, Long Range)
- (ii) Automatic/Manual Database Back up, Restore & Management; Database Size Management
- (iii) Auto-Alert, Email and SMS(optional)
- (iv) Scheduled Access/Attendance Reports via Email
- (v) Zone Draw, MAP VIEW (GUI); Logical Area Control
- (vi) Import employee ledger from an excel sheet to the database Map excel sheet columns to database field names
- (vii) Regularize employee working hours (used in cases where employee is unable to mark attendance through the system)
- (viii) Operation mode selectable; RF(PIN) Only / RF(PIN) + PW / RF(PIN) + fingerprint / RF(PIN) + PW + fingerprint
- (ix) Generate following time attendance reports for a specific period for group of employees:
 - Daily Report
 - Individual report
 - Individual detailed report
 - Daily Summary
 - Individual Summary
 - Team Reports
 - Visitor Summary
 - Visitor per day / week
- (x) Filter time attendance reports on following parameters
 - Full Day
 - Half Day
 - Late In
 - Early Out
 - Overtime
 - All Leave
 - Leave with respective types

Participants have to make sure that proposed solution should run in integrated mode i.e. modules defined above under section “Software Development” should interconnect, correlate the data and synchronized in real time. Proposed solution should be deployed to support high availability.

4.3 Hardware

To achieve the required objective, appropriate hardware will be required. Bidders have to provide Make, Model and specification of each item with quantities depending on their proposed solution. List of high level items are mentioned below, although bidder may add or reduce items with proper justifications.

S.No.	Item Description	Quantity
1.	Servers (at least Quad Core, 96 GB RAM, 2 x 1 TB HDD, Dual Gig NIC)	02 or more
2.	Laptop / Desktop (preferable Core i5, 8GB RAM, 500 GB HDD with 19" LED)	3 Laptop 2 Desktop
3.	SAN Storage (10 TB usable or above)	01
4.	Network Switch 1Gig 24 Ports	01
5.	Scanners Flatbed Auto Doc Feeder (50 pages), 2400 dpi, speed at least 15ipm	02
6.	Laser Printer 35ppm, duplex and network enabled	03
7.	Colour Laser Printer 35ppm, 1200 x 1200 dpi and network enabled	01
8.	RFID / Biometric Readers (with accessories like clock, push buttons, etc.). Standalone device with embedded controller, having 32 bit and dual 8 bit microprocessor or equivalent. Verification Identification Time (Finger Print): Less than 1second / Less than 2second. Communication: RS232/ RS422/ Ethernet (or with External Converter), High Quality Optical Sensor, 500DPI, Extracted Image Size- 260x300 Pixels or equivalent. Certifications Approvals: FCC, CE, KCC, RoHS.	02
9.	RFID Card Printer - HDP	01
10.	125 KHz RFID Cards	100
11.	Enrolment / Registration Station	01

4.4 Software

For the Software, following would be required.

S.No.	Software Items
1.	Microsoft Windows 2012 R2 (with respect to number of proposed server(s))
2.	Microsoft Windows 8.1 Professional (with respect to number of proposed Desktop Laptop)
3.	Office Application Suite (File Movement & Human Resource Modules for xxusers), inclusive of databases and application server.
4.	Access Control Software Suite (Time & Attendance, Visitor management and Reports), inclusive of database and application server.

4.5 Services

The Successful Firm should plan and assess the environment before deployments. The Firm should be responsible to do the following tasks during project.

- (i) Gap Analysis
 - a. Build As-Is
 - b. Recommend To-Be
- (ii) System designing
- (iii) Build the environment
- (iv) Testing and bug fix
- (v) Installation & Configuration of hardware and software

4.6 Support

Post deployment support in form of resident engineer(s) of commissioned software modules as defined above and deployed hardware for the period of one year will start from date of Go-Live. The Firm should provide response & resolution time matrix with procedure of escalations.

4.7 Training

The Firm should also provide a detailed training schedule separately for Administrative department, Officials, Officers and administrative IT (e-Office) staff. Training (on-site) and necessary equipment other than furniture, trainee's system, refreshments, and projector will be arranged by the vendor.

Following training has to be provided by the firm once before the system goes live

- (vi) System Administration
- (vii) End User (to build trainers)

4.8 Documentation

Successful bidder would require to provide at minimum following documents during project life cycle.

- (i) Project management plan
- (ii) Project Schedule
- (iii) Weekly or fortnightly status report
- (iv) Configurations manual
- (v) Training manuals

6. Evaluation Criteria

Detailed technical evaluation will be done for the shortlisted Firms which meet the pre-qualification criteria. Ratings for the technical evaluation will be as follows:

S. No.	Description	Evaluation Weight – age
1.	Technical	80%

6.1 Technical Evaluation

S. No.	Description	Marks
Organization Performance		
1.	Experience of Government File Automation projects in Public Sector, with proofs by providing copies of contract & project closure(4 Marks for each project) max. 20	20
2.	Number of similar projects of Government file Automation having worth over PKR 50 Million of each project (4 Marks for each project) max-12	12
Professional Staff		
1.	PMI's certified Project Manager, with relevant experience of 5 years or more individual should be on bidder's payroll since at least a year and visible on EOBI's active employee list.	15
2.	RFID Technology Certified Resource with relevant experience of 5 years or more (at least 1). Individual(s) should be on bidder's payroll since at least a year and visible on EOBI's active employee list.	8
3.	Developers with relevant degrees in computer science/IT and international certification(s) with relevant experience of 5 years or more (1 marks for each certified staff) max-10. Individual(s) should be on bidder's payroll since at least a year and visible on EOBI's active employee list.	10
4.	Active Employee Count Verifiable from EOBI Website: More than 100 (10 Marks) Between 50 and 99 (5 Marks) Less than 50 (2 Marks)	10
Presentation and Demonstration		
1.	Demonstration of existing implemented software (Government File Automation) within 15 days after opening of bids	15
Financial Strengths		
1.	Annual average yearly turnover for the last three years should be over PKR 200Million	10
Grand Total		100 Marks

6.2 Scoring Mechanics

Successful bidder will have to obtain at least 75% from technical evaluation. The financial proposal will be open of those bidders which successfully meet the said criteria.



No.SO(T)/IS&TD/ 3-128/2015
Government of Sindh
Information, Science & Technology
Department

Karachi dated 9th December, 2015

NOTIFICATION

No.SO(T)/IS&TD/3-128/2015: The Government of Sindh, Information, Science & Technology Department has been pleased to constitute a Procurement Committee for the project “**E-Management System for IS&T Department, Government of Sindh ADP-556**” with the following composition:-

- | | |
|--|-------------------|
| 01. Additional Secretary (Technical),
Information, Science & Technology Department,
Govt. of Sindh | Convener |
| 02. Deputy Director,
Information, Science & Technology Department,
Govt. of Sindh | Member |
| 03. Representative of Finance Department,
Govt. of Sindh not below the rank of BPS-17 | Member |
| 04. Representative of SPPRA | Member |
| 05. Section Officer (Technical),
Information, Science & Technology Department,
Govt. of Sindh | Member /Secretary |

Functions and Responsibilities of Procurement Committee – Procurement Committee shall be responsible for following Functions / Responsibilities as per SPPRA Rules, 2010:-

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

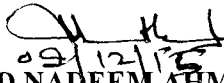
SECRETARY TO GOVT. OF SINDH
INFORMATION, SCIENCE & TECHNOLOGY
DEPARTMENT

No.SO(T)/IS&TD/ 3-128/2015:

Karachi dated the 9th December, 2015

Copy is forwarded for information and necessary action;

1. Director (Enforcement-II), SPPRA, Karachi.
2. Member concerned
3. Office record


(SYED NADEEM AHMED JAFRI)
SECTION OFFICER (GENERAL)
FOR SECRETARY TO GOVT. OF SINDH





No.SO(T)/IS&TD/ 3-128/2015
Government of Sindh
Information, Science & Technology
Department

Karachi dated 9th December, 2015

NOTIFICATION

No.SO(T)/IS&TD/3-128/2015: The Government of Sindh, Information, Science & Technology Department has been pleased to constitute a Redressal of Grievances and Settlement of Disputes Committee (Redressal Committee) for the project “**E-Management System for IS&T Department, Government of Sindh ADP-556**” with the following composition:-

- | | |
|---|----------|
| 01. Secretary,
Information, Science & Technology Department,
Govt. of Sindh | Chairman |
| 02. Representative of Accountant General, Sindh | Member |
| 03. An Independent Professional from relevant field | Member |

Functions and Responsibilities of Redressal Committee – Redressal of Grievances and Settlement of Disputes Committee shall be responsible for following Functions / Responsibilities as per SPPRA Rules, 2010:-

- (1) To determine whether there exists any inconsistency in the procurement process with SPPRA Rules 2010 and regulations;
- (2) To determine whether any unauthorized act or decision made by the Procurement Committee;
- (3) To reverse any decision of the Procurement Committee or substitute its own decision for such a decision;
- (4) The Complaint Redressal Committee shall announce its decision within seven (07) days w.e.f. date of reference to the committee;

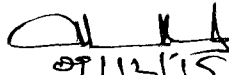
SECRETARY TO GOVT. OF SINDH
INFORMATION, SCIENCE & TECHNOLOGY
DEPARTMENT

No.SO(T)/IS&TD/ 3-128/2015:

Karachi dated 9th December, 2015

Copy is forwarded for information and necessary action;

1. Director (Enforcement-II), SPPRA, Karachi.
2. Member concerned
3. Office record


(SYED NADEEM AHMED JAFRI)
SECTION OFFICER (GENERAL)
FOR SECRETARY TO GOVT. OF SINDH

ANNUAL PROCUREMENT PLAN (FOR ADP PROJECTS)

(Information, Science & Technology Department)

Financial Year 2015-16

Sr. No	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (ADP/Non ADP)	Proposed procurement method	Timing of procurements				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	E-Management for IS&T Department Government of Sindh	One time services	30,000,000	30,000,000	Yes	ADP# 556	Single Stage Two Envelope		Oct - Dec 2015	Jan - March 2016	Apr - June 2016	The process for procurement has been initiated.

M. H. Khan

