REFORMS WING & SPECIAL CELL BOARD OF REVENUE GOVERNMENT OF SINDH

NOTICE INVITING TENDER

Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, invites tender under single stage - one envelopes bidding process, under SPPR 2010 from all qualified companies for the following tender item under the scheme Automation of Stamps & Registration in All Districts of Sindh:

S.No.	Items	No. of Offices (QTY)
1	**"REPAIR & RENOVATION OF OFFICE PREMISES FOR ESTABLISHMENT OF SCANNING UNIT AT HYDERABAD UNDER THE SCHEME AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH"**	01

NOTE: Detailed specifications are available in the Tender Documents, which can be purchased from the Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi. The bidder must bid for all of the items of the tender. Bids for individual items will be rejected.

Instructions:

1. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Project Director Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kehkashan Block 2, Clifton, Karachi, Tel: +92-21-99251416 / Fax: +92-21-99251373 from **Wednesday 20th April 2016** during office Hours, i.e. from 9:00 am to 5:00 pm on payment of document fee of Rs. 2,000/- (non-refundable) in the form of Pay order/Demand Draft in favour of Project Director ASR, Board of Revenue, Sindh till 12:00 PM on **Thursday 5th May 2016**. Further information / clarifications may also be obtained from the same office.
2. The biding document can also be downloaded from the website of SPPRA, i.e. www.pprasindh.gov.pk or the website of PMU, BOR, i.e. www.borsindh.gov.pk, in which case document fee may be submitted alongwith the bid. Only the bids submitted with the document fee will be considered as eligible for participation in the bidding process.
3. Tender Bids in sealed envelope as per information are required. Proponents applying for bids should submit one single envelope 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 should be dropped / submitted at the office of the Project Director ASR, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kehkashan Block 2, Clifton, Karachi, Tel: +92-21-99251416-15 / Fax: +92-21-99251373, on or before **Thursday 5th May 2016 at 03:00 PM**. Further information / clarification may also be obtained in the same office.
4. The proposals submitted against the subject RFP will be opened by the Procurement Committee **on same day, i.e. Thursday 5th May 2016 at 03:30 am** 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 the evaluation criteria of bidding document.
6. Only bids offered on the prescribed tender form issued by the office of the Project Director ASR, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, shall be accepted. However, additional sheets may be attached, if necessitated.
7. Conditional tender / application will not be entertained.
8. Project Management Unit, Board of Revenue Sindh may cancel the bidding process at any time prior to the acceptance of a bid or proposal under Rule 25 (1) of SPP Rules 2010."
9. The 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 provision of SPPRA RULES 2010.
10. This notice can also be seen in the website of SPPRA i.e. www.pprasindh.gov.pk as well as in the website of PMU, i.e. www.sindhlarmis.gos.pk

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

Office address: - ST-4, Revenue House, Adjacent Dr. Ziauddin Hospital Clifton Karachi.
Ph: 021-99251367-8, Fax: 021-99251373, www.sindhlarmis.gos.pk

Board of Revenue ★ Government of Sindh ★

REFORMS WING & SPECIAL CELL, BOARD OF REVENUE SINDH

EXTRACT OF PROCUREMENT PLAN

ADP SCHEME NAMELY "AUTOMATION OF STAMPS & REGISTRATION, EXTENSION TO ALL DISTRICTS OF SINDH PROVINCE"

FOR THE FINANCIALYEAR 2015-2016

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
							1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
01	"REPAIR & RENOVATION OF OFFICE FOR ESTABLISHMENT OF SCANNING & INDEXING UNIT AT HYDERABAD"			1 Million	ADP	Single Stage Single Envelope					Rule 46(1)

-/Sd
Member R&S
Board of Revenue, Sindh

CC:-

- The Sindh Public Procurement Regulatory Authority, Govt. of Sindh, Karachi

BOARD OF R

46

NOTIFICATION

Karachi, dated the 29 December, 2011

No.01-15-10-BOR/46 : In supersession of earlier notification of the Board of Revenue Sindh issued vide No: 05/10/BOR/219/2010 dated: 13-05-2010 **Complaint Resdressal Committee** with the following composition is hereby constituted under **Rule 31 of the Sindh Public Procurement Rules, 2010** to address complaints, if any, in respect of procurement processes under the Schemes of Land Administration and Revenue Management Information System (LARMIS), Geo-database Information System (GIS) and Preservation of Land Records & Revamping of Survey & Settlement Directorate projects being executed by the PMU, R&S Wing Board of Revenue Sindh:

1.	**Senior Member, Board of Revenue Sindh**	**Chairman**
2.	**Representative of Accountant General, Sindh**	**Member**
3.	**An independent Professional from relevant field i.e. IT/ Law/ Industries**	**Member**

TERMS OF REFERENCES

1. To determine whether there exists any inconsistency in the procurement process with SPPR Rules, 2010 and regulations;
2. To determine whether any unauthorized act or decision made by the Consultant Selection Committee;
3. To reverse any decision of the Consultant Selection 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 GOVERNMENT OF SINDH
REVENUE DEPARTMENT

C.C. to:-

- The Accountant General Sindh, with a request to nominate a representative for the Committee;
- The Member R&S, Board of Revenue, Sindh;
- The Secretary, Board of Revenue, Sindh;
- _____ (Independent professional from relevant field).

MEMBER (R&S)
BOARD OF REVENUE SINDH

Copy for information to:

- PS to Honourable Minister for Revenue & Relief, Sindh, Karachi.
- PS to Senior Member, Board of Revenue Sindh, Karachi

Board of Revenue Government of Sindh

BOARD OF REVENUE SINDH
REFORMS WING & SPECIAL CELL

NOTIFICATION

Karachi, dated the 15th April, 2016

No.P.S/SMBR/BOR/266(2)/2016. A Procurement Committee for procurement of works and services is hereby notified under Rule 7 & 8 of the Sindh Public Procurement Rules 2010 for the following tender item under the Scheme "Automation of Stamps & Registration in all Districts of Sindh" being executed by Project Director ASR under R&S Wing, Board of Revenue, Sindh:

"REPAIR & RENOVATION OF OFFICE PREMISES FOR ESTABLISHMENT OF SCANNING UNIT AT HYDERABAD UNDER THE SCHEME AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH"

a.	**Member R&S, Board of Revenue, Sindh**	**Chairman**
b.	**Project Director (ASR), BOR**	**Member/Secretary**
c.	**Deputy Director (F&A), ASR, BOR**	**Member**
d.	**Representative of Works & Services Deptt., GOS**	**Member**
e.	**Representative of IS&T Deptt., GOS**	**Member**
f.	**Deputy Director (I.T), 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;
(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.

SECRETARY TO GOVERNMENT OF SINDH
REVENUE DEPARTMENT

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 Works & Services Department, Government of Sindh, Karachi.
4. The Secretary IS&T Department, Government of Sindh, Karachi.
5. The Project Director ASR, Board of Revenue, Sindh
6. The Deputy Director F&A, ASR, 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

Government of Sindh ★ Board of Revenue ★

OFFICE OF PROJECT DIRECTOR
AUTOMATION OF STAMPS & REGISTRATION
Reforms Wing & Special Cell
Board of Revenue Sindh

"REPAIR & RENOVATION OF OFFICE FOR ESTABLISHMENT OF SCANNING & INDEXING UNIT AT HYDERABAD UNDER THE SCHEME "AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH"

April , 2016

N.B

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.

Board of Revenue
Government of Sindh

Contents

Definitions

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

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

"Bid with Lowest Evaluated Cost" means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive.

"Bidder" means a person or entity submitting a bid.

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

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

"Contract" means 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 apportion able to the Software or Services in question.

"Goods" means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, hardware, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods.

"Government" means the Government of Sindh.

Board of Revenue
Government of Sindh

"Procurement Proceedings" means all procedures relating to public procurement, starting from solicitation of bids up to award of contract.

"Procuring Agency" means Project Management Unit, Reforms Wing & Special Cell, Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.

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

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

"Works" means all items mentioned in BOQ to be provided and services to be rendered & work to be done by the Contractor under the Contract.

Board of Revenue ★ Government of Sindh ★

Invitation to Bid

Reforms Wing & Special Cell, Board of Revenue, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for **"REPAIR & RENOVATION OF OFFICE FOR ESTABLISHMENT OF SCANNING & INDEXING UNIT AT HYDERABAD UNDER THE SCHEME "AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH"** of Board of Revenue, Sindh.

1. Tender Bids in sealed envelope as per information are required in one single envelope containing the technical & financial proposal. The interested bidder must have valid NTN, GST, PST & PEC Registration certificates. Only Income Tax, Sales Tax and Provincial Sales Tax (PST), PEC registered firms are eligible to participate.

2. The bidder must quote for the complete specification. The uncompleted bid will be rejected as non-responsive.

3. The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.

4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Project Director Automation of Stamps & Registration (PD 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 from the date of advertisement during office Hours, i.e. from **Wednesday 20th April 2016** on payment of document fee of Rs. 2,000/- in the form of Pay order/Demand Draft in favour of Project Director ASR, Board of Revenue, Sindh till 12:00 PM on **Thursday 5th May 2016**. The biding document can also be downloaded from the website of SPPRA, i.e. www.pprasindh.gov.pk or the website of BOR, i.e. www.borsindh.gov.pk, in which case document fee may be submitted alongwith the bid. Only the bids submitted with the document fee will be considered as eligible for participating in the bidding process.

6. All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of Project Director ASR, Board of Revenue, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.

7. Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Board of Revenue
Government of Sindh

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

9. The Procuring Agency shall have right of rejecting all or any of the tenders as per SPPR 2010 (Amended till date).

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

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

12. The following shall result in blacklisting of suppliers, contractors, or consultants, individually or collectively as part of consortium:

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

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

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

-sd/-
Project Director ASR
Board of Revenue
Government of Sindh

Board of Revenue ★ Government of Sindh ★

General Terms & Conditions

- Bids not confirming to the terms, conditions and specifications stipulated in this RFP will be rejected.

- Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh invites this tender under **single stage - one envelope procedure, under SPPR 2010.**

- Proposal after due date and time will not be accepted for any reason. Proposals must not be sent by Facsimile or e-mail. Such submissions will not be accepted for any reason.

- Bid / Proposal shall comprise one single envelope containing the technical & financial proposal and required information mentioned below:
  - (i) relevant experience;
  - (ii) turn-over of at least last three years;
  - (iii) registration with Income Tax, Sales Tax & Provincial Sales Tax (SRB)
  - (iv) Valid Registration with Pakistan Engineering Council
  - (v) Bid Security
  - (vi) Document Fee/Tender Fee (non-refundable)
  - (vii) Affidavit that the firm has never been blacklisted
  - (viii) Any other information as prescribed under the evaluation criteria of this bidding document.

- The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.

- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

(i) Bid Security

- All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of Project Director PMU, Board of Revenue, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.

- The bid security of the unsuccessful bidder will be released by PMU BOR after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to **5%** of contract price.

Board of Revenue Government of Sindh

- The performance security of the successful bidder will be released after issuance of successful completion certificate by the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.

- All/any terms and conditions not specified here shall be dealt with reference to pertinent SPPRA rules 2010.

(ii) Validity of the proposal

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

(iii) Currency

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

(iv) Withholding Tax, Sales Tax, Provincial Sales Tax and other Taxes

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

(v) OEM relationships

- The support and Maintenance should be supplied through verifiable distribution channel in Pakistan.

- The responding organization (RO) or one of the Joint Bidding Company to be authorized Partner/ Reseller, OF THE ORIGINAL MANUFACTURER.

(vi) Compliance to Specifications

- The Responding Organization (RO) to provide information as per (Compliance sheet). RO may not propose any kind of refurbished material / components in their technical proposals.

(vii) Financial Capabilities

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

Board of Revenue ★ Government of Sindh ★

(viii)Penalty Clause

- It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of renovation work within stipulated period Earnest Money will be forfeited in favor of the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi.
    - An affidavit that the firm has not been entangled in litigation with any client during the last 5 years.
    - An affidavit that the firm has never been blacklisted by any Government Department.
    - Liquidated damages of 0.025% per day of the contract price per day will be deducted for delay in completion of the assignment.

<u>The technical offer must be submitted (in duplicate) with the following documents</u>

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
2. Valid Registration with Pakistan Engineering Council (relevant category)
3. Partnership / Reseller letter or agreement copy which authorize Bidder to sell or market the proposed hardware products in Pakistan.
4. Drawings, operational manuals and brochures of the products and services offered.
5. Complete schedule of the repair/renovation/civil work is to be provided.
6. Ability to provide after services support.
7. Authenticated Financial Statements of last three years should also be submitted with Technical Proposals.
8. Bid Security of the specified form and amount as per RFP
9. Bid must be signed, named and stamped by the authorized person of the firm alongwith authorization letter
10. Valid NTN, GST, PST, Professional Tax and any other relevant & valid tax registration certificate

Board of Revenue
Government of Sindh

Selection Criteria

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

Instructions for Responding Organizations

Communication

Enquiries regarding this RFP shall be submitted in writing/email to:
Project Director ASR, 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.

Mode of Delivery and Address

Proposal should be submitted on or before **Thursday 5th May 2016** at **03:00** AM at the address given below:

> ***Project Director Automation of Stamps & Registration, 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.***

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

Submission of Proposal

The bidder must bid for at least one complete package. Bidding for individual items from packages will be rejected as non-responsive. Proposals can be submitted on or before **Thursday 5th May 2016 at 03:00 PM** at the office of 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. Bid / Proposal shall comprise one single envelope containing the technical & financial proposal and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

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

Opening of Proposals

The proposals submitted against the subject RFP will be opened by the Procurement Committee of PMU, Board of Revenue, Sindh on **Thursday 5th May 2016 at 03:30 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.

Evaluation and Comparison of Technical and Financial Bids

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

Basis of Evaluation and Comparison of Bid

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

S.No.	Criteria	Compliant	Non-Compliant
1	05 Year in Civil Work Business (Attach certificate of incorporation)		
2	Registration with Pakistan Engineering Council (Civil) (Attach valid authenticated Certificate)		
3	Average turnover of 10 million in Civil Work Business during last 3 years (attach audited financial statements)		
4	Completed at least 03 projects/works of civil works (including civil, electrical, mechanical, plumbing, aluminum work, etc., in public sector) OR Completed at least 06 projects of similar nature in private sector. (attach successful completion certificate)		
5	Having certified Civil Engineers (at least 01) on company payroll for at least last 01 year proposed for this project (attach degree certificates and PEC certificates of the Civil engineers and Company payroll)		
6	Compliance of proposed construction schedule as per requirement (attach affidavit on stamp paper)		
7	Bid quoted for complete package		
8.	Registration with NTN, GST, PST (Attach valid certificates)		
9.	Require bid security is attached		
10.	Bid is signed named and stamped (every page of bid)		

Preliminary Evaluation Checklist

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

Board of Revenue Government of Sindh

Information Required

a) General

1 Name of Bidder or Group of companies going into bid.
2 No of Years in business in Pakistan
3 No of Offices locations in Pakistan
4 Annual Turnover (Million Rs.)
5 Value of projects in hand (details may be given)
6 Year of Incorporation
7 Status of the Bidder
- Sole Proprietor
- Partnership Firm
- Private Limited Company
- Public Limited Company
- Entity registered / incorporated outside Pakistan (Give details)
- Other (Please specify)

8 Names of Owner / Partners / Chief Executive / Directors
9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)

b) Details of total staff employed

1 No of permanent staff employed: Technical /Managerial
2 Cumulative Experience (in years)
3 Total No. of Support professionals in Technical Domain
4 Total No. of Staff assigned for the proposed project.

c) Joint Ventures

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

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

Special Instructions

- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Board of Revenue reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- Authority Letter or Agreement from Principal Company or its Distributor for product and vendor authentication.
- The tender must be filled on prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Only companies registered with Sales Tax and Income Tax Departments shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.

Contacting the Purchaser

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

Purchaser's Right to Accept the Bid or Reject the Bid

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

Scope of Work

Reforms Wing & Special Cell is actively engaged in capacity building of Board of Revenue, Government of Sindh through number of project components, aimed at developing the standards and systems of Information & Communication Technology at the international industry levels.

Project Director Automation of Stamps & Registration Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, invites tender through National Competitive Bidding.

Contractor shall also be responsible to carry out renovation work at Shahbaz Building Hyderabad for establishment of Scanning Unit under Board of Revenue, Government of Sindh as per BOQ items of this RFP document within a period specified thereunder.

Procuring Agency has right to terminate the contract if vendor fails in providing satisfactory services in given scheduled time. In addition to that, Security Deposit (CDR) amount will be forfeited.

Any unforeseen requirement for the implementation of the assignment would be core responsibility of vendor.

Board of Revenue Government of Sindh

BILL OF QUANTITY /SCHEDULE OF SERVICES
& PRICE SCHEDULE

ALONGWITH DETAILED TECHNICAL SPECIFICATION

BOQ FOR SUPPLY & COMMISSIONING OF CIVIL WORK AT SCANNING UNIT SHAHBAZ BUILDING, HYDERABAD, (SINDH)

Civil work

S. #	DESCRIPTION	QTY.	UNIT	Unit Cost	Cost
1	Providing of layout drawings of civil work including 2D	1 Job	LS		
	view of interior sitting complete In all respect.				
2	Demolition, Cheezling, Cutting of floor, wall, as per	1 Job	LS		
	drawing and removal of windows, grill, door, wall, fix c.c.				
	slabs of wooden cabinets, and removal of debris from				
	site on urgent basis or as directed.				
3	Providing and supply and commisioning of 5" x 8" x 12"	1 Job	LS		
	concrete machine blocks for partition of wall with				
	cheezling of wall with 5" mash fixing on wall for support				
	in proper alignment up to the required height as per				
	drawing.				
4	Providing, supply and commisionin of Cement sand	1 Job	LS		
	mortar 2 step plaster (1) Katcha, (2) Plaster in proper 3/4"				
	thickness both side with complete curing, and smooth				
	finish with cleaning of walls etc. or as directed				
5	Providing, supply of Three coats of water based plastic	1750	Sqft		
	emulsion paint with complete scrape and removal of				
	existing color, with acrylic filing of standard quality in				
	room, corridor, and officer's room or as directed				
6	Providing, supply of Three coats of distemper paint	3500	Sqft		
	with complete scrape and removal of holes with proper				
	acrylic filing of standard quality in corridor area and				
	officer's room or as directed				

S. #	DESCRIPTION	QTY.	UNIT	Unit Cost	Cost
7	Providing, supply and commissioning of gypsum false	400	Sqft		
	ceiling size 2' x 2' complete with rafters, bands, channel,				
	fixing complete in all respect or as directed				
8	Providing, supply of Ceramic Tiles for flooring 16" x 16"	360	Sqft		
	with compaction of floor, and cleaning of surface before				
	commissioning with cement / bond mortar with grouting,				
	filing, curing, complete in all respect in scanning unit				
9	Providing, supply of Ceramic Tiles for flooring 16" x 16"	450	Sqft		
	with compaction of floor, and cleaning of surface before				
	commissioning with cement / bond mortar with grouting,				
	filing, curing, complete in all respect at walls of				
	scanning unit up to the height of 3' or as directed				
10	Providing, supply of Porcelin Tiles for flooring 2' x 2'	1500	Sqft		
	with compaction of floor, and cleaning of surface before				
	commissioning with cement / bond mortar with grouting,				
	filing, curing, skirting complete in all respect at corridor				
	corridor area of scanning unit up to the height of 3' or as				
	directed				
11	Providing, supply and commissioning of Metal Steel Grill	3	Each		
	with scissor type to secure the area of scanning unit with				
	lock provision, coloring, fixing, etc. or as directed				
12	Providing, supply and commissioning of Ajrak border of	1 Job	LS		
	8" mounting on lamination sheet on wall tiles in				
	pen flex with proper fitting and pasting with edges				
13	Providing, supply and commissioning of 12 mm glass	1 job	LS		
	door enterence up to the level of roof with aluminum				
	support with spider clip, lock & floor motor complete in				
	all respect or as directed .				
14	Providing, supply and commissioning of Aluminum	1 Job	LS		
	Partition on in 9' x 10' upto the of fase ceiling with frost				
	paper on glass and provision of lock complete in all				

S. #	DESCRIPTION	QTY.	UNIT	Unit Cost	Cost
	respect or as dreicted				
15	Providing, supply & commissioning of door frame with	3	Each		
	ply finish flush door with enamel paint, hinges, locks				
	complete in all respect				
16	Providing, complete bathroom in all respect with outer	1 Job	LS		
	wall of backside of scanning unit size 7' x 7' with slab				
	roof, false ceiling, plumbing work from over head tank,				
	tiling up to the height of 4', electrical work, sanitry,				
	proper drainage of sewerage line, etc. or as directed				

Work schedule

The successful bidder would be required to carry out the assignment within a period of 01 month after signing of contract.

Board of Revenue
Government of Sindh

BID FORM

To,

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

Sir,

SUBJECT:"REPAIR & RENOVATION OF OFFICE FOR ESTABLISHMENT OF SCANNING & INDEXING UNIT AT HYDERABAD UNDER THE SCHEME "AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH"

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

Pak Rupees (in figures _____ in words _____)

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

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

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

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

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

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

Dated this----------day of ----------2016

WITNESS	**BIDDER**
Signature ----------	Signature ----------
Name ----------	Name ----------
Title ----------	Title ----------
Address ----------	Address ----------

Board of Revenue ★ Government of Sindh ★

BID SECURITY FORM

WHEREAS *[Name of Bidder]* (hereinafter called "**the Bidder**" has submitted its bid dated *[date]* for the **"REPAIR & RENOVATION OF OFFICE FOR ESTABLISHMENT OF SCANNING & INDEXING UNIT AT HYDERABAD UNDER THE SCHEME "AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH",** (hereinafter called "**the Bid**"). **KNOW ALL MEN** by these presents that we *[Name of the Bank]* of *[Name of Country]* having our registered office at *[Address of Bank]* (hereinafter called "the Bank") are bound into the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of ----------, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this----------day of-------, 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 ----------, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

By [Bank] .
(Title)
Authorized Representative

Board of Revenue
Government of Sindh

PERFORMANCE SECURITY FORM

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

WHEREAS [Name of the Contractor] hereinafter called "the Contractor" has undertaken, in pursuance of the bid for **"REPAIR & RENOVATION OF OFFICE FOR ESTABLISHMENT OF SCANNING & INDEXING UNIT AT HYDERABAD UNDER THE SCHEME "AUTOMATION OF STAMPS & REGISTRATION IN ALL DISTRICTS OF SINDH"** under the ADP scheme "Automation of Stamps & Registration" of BOR, 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 _____

Board of Revenue ★ Government of Sindh ★