



No: 10-PMU/BOR/2016/4037
BOARD OF REVENUE OF SINDH
REFORMS WING & SPECIAL CELL

Karachi, Dated: 10-05-2016

To,

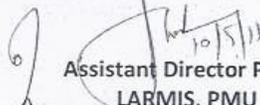
The Director (Advertisement),
Information Department,
Government of Sindh,
Karachi.

Subject: ADVERTISEMENT OF TENDER NOTICE FOR "PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING, BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH CONVERSION OF MICROFILMED ROLLS" UNDER THE SCHEME NAMEDLY "AUTOMATION OF STAMPS & REGISTRATION, EXTENSION TO ALL DISTRICTS OF SINDH"

I am directed to refer to letter of this office bearing No. 10-PMU/BOR/2016/4028, dated: 05-05-2016 (copy enclosed) and to state that the publication of the said advertisement is still awaited.

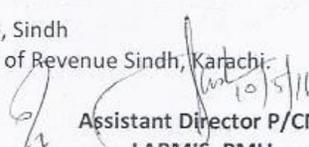
It is pertinent to mention herein that the subject task is being carried out in compliance of orders of the Honourable Supreme Court of Pakistan passed in HRC Case No.3193-P of 2009 dated: 20-04-2016 for expeditious completion of the assignment within a period of 03 months.

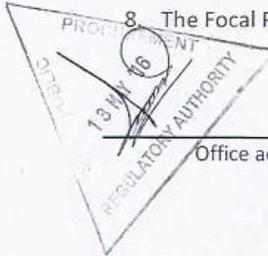
It is therefore expedient that the advertisement is published on immediate basis in leading newspapers. A revised copy 04 (sets) of "Notice Inviting Tender" for "Procurement of services for standardized formatting, printing, binding and supply of archived revenue record digitized through conversion of microfilmed rolls" UNDER THE SCHEME NAMEDLY "AUTOMATION OF STAMPS & REGISTRATION, EXTENSION TO ALL DISTRICTS OF SINDH" of BOR Sindh is therefore submitted. The tender notice may please be got published in three leading National Daily Newspapers in English, Urdu & Sindh at the earliest.


Assistant Director P/CM
LARMIS, PMU
Board of Revenue, Sindh

A copy is forwarded for information to:-

1. The Additional Chief Secretary (Dev), P&D Department, Govt. of Sindh, Karachi.
2. The Member R&S, Board of Revenue, Sindh
3. The Secretary Information Department, Govt. of Sindh, Karachi.
4. The Project Director ASR, Board of Revenue, Sindh
5. The Manager (C.B), Sindh Public Procurement Authority, Karachi, alongwith a copy of bidding document, notification of PC, CRC, extract of APP, and NIT with a request to publish the attached bidding document on the website of SPPRA as per Rule 21(4) of SPP Rules 2010.
6. The Deputy Director F&A, ASR, Board of Revenue, Sindh
7. The Section Officer to the Senior Member, Board of Revenue Sindh, Karachi.
8. The Focal Person Website: www.borsindh.gov.pk


Assistant Director P/CM
LARMIS, PMU
Board of Revenue, Sindh



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

REFORMS WING & SPECIAL CELL, BOARD OF REVENUE SINDH

EXTRACT OF PROCUREMENT PLAN

ADP SCHEME NAMEDLY "AUTOMATION OF STAMPS & REGISTRATION, EXTENSION TO ALL DISTRICTS OF SINDH PROVINCE"
FOR THE FINANCIAL YEAR 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 |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------|---------------------------|---------------------------------|-----------------------------|------------------------|---------------------|---------------------|---------------------|------------|
| | | | | | | | 1 st Qtr | 2 nd Qtr | 3 rd Qtr | 4 th Qtr | |
| 01 | "PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING, BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH CONVERSION OF MICROFILMED ROLLS" | | | Above 1 Million | ADP | Single Stage Two Envelope | | | | | Rule 46(2) |

-/Sd

Member R&S

Board of Revenue, Sindh

CC:-

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





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

NOTICE INVITING TENDER

Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, invites sealed bids for the assignment as per prescribed procedure of single stage - two envelope bidding process, under SPPR 2010 from all interested bidders under the approved revised ADP (2015-16) scheme **AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH:**

| S.No. | Description of Assignment | Cost of Bidding Document (Rs.) | Bid Security (% of Bid Price) |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------|
| 01 | "PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING, BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH CONVERSION OF MICROFILMED ROLLS" | Rs.2,000/- | 2% |

NOTE: Detailed specifications are available in the bidding documents, which can be purchased from the office of PD ASR, Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Clifton, Karachi. The bidder may bid for all the items of the assignment. Detailed TORs are specified in the bidding document.

Instructions:

- Interested eligible bidders may obtain further information on the bid and collect the bidding documents for the above assignment from the office of Project Director Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kahkashan, Block-2, Clifton, Karachi., Tel: +92-21-99251367-68, 021-99251416 / Fax: +92-21-35305586 **from Monday May 16th 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 Automation of Stamps & Registration, Board of Revenue, Sindh **till 12:00 PM on Tuesday May 31st 2016**. Further information / clarifications may also be obtained from the same office.
- The bidding documents can also be downloaded from the website of SPPRA, i.e. www.pprasindh.gov.pk or the website of BOR, Sindh, 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 or a proof of payment thereof will be considered as eligible for participation in the bidding process.
- Tender Bids in sealed envelope for the above assignment as per information given in the bidding documents are required. Interested bidders for bids should submit two separate envelopes, i.e. the technical & financial proposal for along with 2% bid security of the quoted amount of the total bid in the form of Pay Order / Demand Draft at the office of the Project Director Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kahkashan, Block-2, Clifton, Karachi., Tel: +92-21-99251415-16, 021-99251416, 021-99251368/ Fax: +92-21-99251373, on or before **Tuesday May 31st 2016 at 02:00 PM**. Further information / clarification may also be obtained from the same office.
- The **technical proposals** submitted against the respective RFP will be opened by the Procurement Committee on same day, i.e. **Tuesday May 31st 2016 at 02:30 pm** in the Committee room of the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251368/ Fax: +92-21-99251373 in presence of all the bidders, or their representatives, who may choose to be present.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
- Only bids offered on the prescribed tender forms issued in the bidding documents by the office of the Project Director ASR, Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, shall be accepted. However, additional sheets may be attached, if necessitated.
- Conditional tenders / applications will not be entertained.
- The Procuring agency 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."
- 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 provisions of SPP RULES 2010.
- This notice can also be seen in the website of SPPRA i.e. www.pprasindh.gov.pk as well as in the website of Board of Revenue, Sindh, i.e. www.borsindh.gov.pk
- Please note that in case of any emergency situation posing a natural calamity or declaration of public holiday by the Government of Sindh, the bid submission and opening timelines would be extended to the next working date.

-sd/-

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

C-73, Kahkashan, Block-2, Clifton, Karachi., Tel: +92-21-99251367-68, 021-99251416 / Fax: +92-21-35305586 www.borsindh.gov.pk





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

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- The bidding documents can also be downloaded from the website of SPPRA, i.e. www.pprasinhd.gov.pk or the website of BOR, Sindh, i.e. www.borsindh.gov.pk, in which case document fee may be submitted along with the bid. Only the bids submitted with the document fee of a proof of payment thereof will be considered as eligible for participation in the bidding process.
- Tender Bids in sealed envelope for the above assignment as per information given in the bidding documents are required. Interested bidders for bids should submit two separate envelopes, i.e. the technical & financial proposal for along with 2% bid security of the quoted amount of the total bid in the form of Pay Order / Demand Draft at the office of the Project Director Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kahkashan, Block-2, Clifton, Karachi. Tel: +92-21-99251415-16, 021-99251416, 021-99251368 / Fax: +92-21-99251373, on or before **Tuesday May 31st 2016** at **02:00 PM**. Further information / clarification may also be obtained from the same office.
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- This notice can also be seen in the website of SPPRA i.e. www.pprasinhd.gov.pk as well as in the website of Board of Revenue, Sindh, i.e. www.borsindh.gov.pk
- Please note that in case of any emergency situation posing a natural calamity or declaration of public holiday by the Government of Sindh, the bid submission and opening timelines would be extended to the next working date.

INF-KRY: No. 2095/16

Sd/-
Project Director
Automation of Stamps & Registration
Board of Revenue Government of Sindh

C-73, Kahkashan, Block-2, Clifton, Karachi.
Tel: +92-21-99251367-68, 021-99251416 / Fax: +92-21-35305586
www.borsindh.gov.pk

Say No to Corruption





آفيس آف پروجيڪٽ ڊائريڪٽر
 آٽوميشن آف اسٽئمپس اينڊ رجسٽريشن
 ريفارمس ونگ اينڊ اسپيشل سيل
 بورڊ آف روينيو گورنمينٽ آف سنڌ

ٽينڊر گھراڻي لاءِ نوٽيس

ريفارمس ونگ اينڊ اسپيشل سيل، بورڊ آف روينيو، حڪومت سنڌ منگورو ۽ ننگر پارلياماني ايجنسي
 ڊي پي (2015-16) اسڪيم "سنڌ جي سڀني ضلعن تائين آٽوميشن آف اسٽئمپس اينڊ
 رجسٽريشن 21 ڊسٽرڪٽ ايجنسيون تائين آٽوميشن آف اسٽئمپس اينڊ رجسٽريشن
 واء ٽينڊر کان SPPR-2010 هيٺ سنڌ اسٽيمپ ٽو اينڊ ريجسٽريشن ڊيپارٽمينٽ جي مقرر
 طريقو طاقن مقرر واسطي مهربان واء گھراڻي ٿا.

| سيول نمبر | اسٽئمپٽ جو تفصيل | واحد ڪاغذن واء سيڪيورٽي جي قيمت (واحد ڪاغذ 2% جي ڊيٽ) |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 01 | اسٽئمپس اينڊ رجسٽريشن ڊيپارٽمينٽ جي ا. ايس. آر اينڊ ٽيڪسٽ ٽيڪسٽ جي پروجيڪٽ مئنيجمينٽ پوئٽ لاء سهرڙو ۽ مئنيجمنٽ سروسز سان گڏ آهي، هارڊ ويئر ۽ اليڪٽرونڪ ايڪسپريمينٽ جي فراهمي ۽ تنصيب | 2000 روپيا 2% |

نوٽ: تفصيلي اسپيڪشن واء ڪاغذن ۾ موجود آهن. جھڙي آفيس آف پروجيڪٽ، پروجيڪٽ
 مئنيجمينٽ پوئٽ ريفارمس ونگ اينڊ اسپيشل سيل، بورڊ آف روينيو، گورنمينٽ آف سنڌ، C-73
 جھڙڪاڻا، بلاڪ 2، ظفرن طراحي مان غريبي سگھي ٿا. واء ٽينڊر اسٽئمپٽ جي سڀني
 آئٽمز لاءِ لاءِ طرح واء ٽينڊر، تفصيلي TORs واء ڪاغذن ۾ ڄاڻايل آهن.

1. ڊيپارٽمينٽ رڪارڊ واء ٽينڊر واء ٽينڊر بائي واء ٽينڊر معلومات وٺي ۽ مٿين اسٽئمپٽ لاءِ واء
 ڪاغذ آفيس آف پروجيڪٽ وائيزيٽر آٽوميشن آف اسٽئمپس اينڊ رجسٽريشن، ريفارمس
 ونگ اينڊ اسپيشل سيل، بورڊ آف روينيو، گورنمينٽ آف سنڌ، C-73 جھڙڪاڻا بلاڪ-
 2، ظفرن طراحي مان 27 اپريل، 2016 کان آفيس وقت دوران يعني صبح 9:00
 وڳي کان 5:00 وڳي تائين 2000 روپين جي ڪاغذ تي (ٽائيمل واپس) بصورت پي
 آر آر / مانيٽر واء ٽينڊر پروجيڪٽ وائيزيٽر آٽوميشن آف اسٽئمپس اينڊ رجسٽريشن،
 بورڊ آف روينيو سنڌ طرف تي خطي 12 مئي، 2016 منجهند 12:00 وڳي تائين وٺي
 سگھي ٿا. (ٽيليفون: 021-99251368، 021-99251416، فیکس: 021-99251415-16)
 واء ڪاغذ ايس پي آر تي جي ويب سائٽ يعني: www.pprasinhd.gov.pk يا 80R سنڌ
 جي ويب سائٽ يعني: www.borsindh.gov.pk تان پڻ وٺڻ کولي سگھي ٿا. اهڙي ڪيس
 ۾ واء سان گڏ ڪاغذ تي جمع طراحي سگھي ٿي. فقط ضابطو جي سان جمع طراحي واء يا انهن
 جي ڏاڳي جي صورت تي واء عمل ۾ ترڪبت ڪرڻ لاءِ اهل تصور سمجهيا ويندا.
2. مهربان لاهي ۽ ٽينڊر واء ٽينڊر معلومات مطابق مٿين مقرر لاء جھڙن واء ڪاغذن ۾ ٽينڊر آفيس
 گھراڻي آڻن. وائيزيٽر آفيس رڪارڊ واء ٽينڊر بائي لاءِ لاهي ۽ مٿين واء ڪاغذن ۾ صورت
 ۽ تفصيل پريوزيٽي، جھڙي واء رٽرن 2% واء سيڪيورٽي پي آر آر / مانيٽر واء ٽينڊر جي صورت
 ۾ پروجيڪٽ وائيزيٽر آٽوميشن آف اسٽئمپس اينڊ رجسٽريشن، ريفارمس ونگ اينڊ اسپيشل سيل،
 بورڊ آف روينيو، گورنمينٽ آف سنڌ، C-73 جھڙڪاڻا بلاڪ 2، ظفرن طراحي جي آفيس ۾
 خميس 12 مئي، 2016 تي وٺي وٺڻ کولي سگھي ٿا يا کان اڳ جمع طراحي گھريڻ. (ٽيليفون: 02-
 99251415-16، 021-99251368، 021-99251416، فیکس: 021-99251373)
 وائيزيٽر معلومات وٺڻ تائين ساڳي آفيس مان حاصل ڪري سگھي ٿي.
3. اسٽئمپٽ RFP عيوضي ايجنسي ٽيڪسٽ ٽيڪسٽ پريوزيٽي پروجيڪٽ مئنيجمينٽ ڪمپني پاران ساڳي آفيس
 يعني خميس 12 مئي، 2016 تي وٺي وٺڻ کولي سگھي ٿي. پروجيڪٽ مئنيجمينٽ پوئٽ، ريفارمس ونگ
 اينڊ اسپيشل سيل، بورڊ آف روينيو، گورنمينٽ آف سنڌ لاءِ وائيزيٽر آفيس آف اسٽئمپس اينڊ رجسٽريشن
 طراحي ۽ رٽرن مقرر وڳي جي ڪاغذ تي واء ٽينڊر بائي لاءِ سندن نمائندگي جي وٺڻ کولي سگھي
 رٽرن ۾ وٺڻ کولي سگھي ٿا. (ٽيليفون: 02-99251368، 021-99251373، فیکس: 02-99251373)
 سمورا پھتل واء ڪاغذن جي ٽيڪسٽ واري معيار ۾ مقرر ڪيل طريقي مطابق
 کوليا ۽ انهن جي چٽوڙاڻي ڪئي ويندي.
4. فقط ايجل واء جھڙي آفيس آف پروجيڪٽ وائيزيٽر آف اسٽئمپس اينڊ رجسٽريشن، پروجيڪٽ
 مئنيجمينٽ پوئٽ، ريفارمس ونگ اينڊ اسپيشل سيل، بورڊ آف روينيو، گورنمينٽ آف
 سنڌ پاران جاري ڪيل واء ڪاغذن ۾ مقرر ٽيڪسٽ لاءِ ايجل قبول ڪيا ويندا.
 پھر حال، جھڙڪاڻن ضرورت پوي ته اضافي ٽيڪسٽ لاءِ سگھي ٿيون.
5. مشروط ٽينڊر ڊاڪيومينٽ تي غور نه ڪيو ويندو.
6. پروجيڪٽ ونگ ايجنسي ايس پي آر تي 2010 جي رول (25) تحت واء يا پريوزيٽي جي
 قبوليت کان اڳ ڪنهن به وقت واء جي طريقي طراحي کي رد ڪري سگھي ٿي.
7. پروجيڪٽ ونگ ايجنسي، هڪ رپورٽ جي صورت ۾ وائيزيٽر آف اسٽئمپس اينڊ رجسٽريشن جي
 اعلان ڪندي، جنهن ۾ واء يا پريوزيٽي جي قبوليت جي وضاحت ايس پي آر تي رولز
 2010 جي واسطو لاءِ سان مشروط هوندي.
8. هي نوٽيس ايس پي آر تي جي ويب سائٽ يعني: www.pprasinhd.gov.pk تي وٺي وٺڻ لاءِ
 روينيو، سنڌ جي ويب سائٽ يعني: www.borsindh.gov.pk تي پڻ وٺي وٺڻ کولي سگھي ٿي.
 مهربان لاهي ٽيڪسٽ ٽيڪسٽ ٽيڪسٽ سروسز مان جھڙن واء ٽينڊر بائي لاءِ حڪومت سنڌ پاران
 عام موٽل خطي وٺي وٺڻ لاءِ لاهي ٽيڪسٽ ٽيڪسٽ ٽيڪسٽ سروسز مان وٺي وٺڻ کولي سگھي ٿي.

ايس لاءِ: C-73، جھڙڪاڻا بلاڪ 2، ظفرن طراحي، ٽيليفون: 02-99251415-16، فیکس: 021-99251368،
www.borsindh.gov.pk، INF/KRY.No.1727/2016

SAY NO TO CORRUPTION
 اسان دهشتگردي جي خلاف متحيد آھيون

سنڌ واء ٽينڊر لاءِ مهربان لاهي ٽيڪسٽ ٽيڪسٽ ٽيڪسٽ سروسز مان وٺي وٺڻ کولي سگھي ٿي. ايس لاءِ لاهي ٽيڪسٽ ٽيڪسٽ ٽيڪسٽ سروسز مان وٺي وٺڻ کولي سگھي ٿي.





BOARD OF REVENUE SINDH
REFORMS WING & SPECIAL CELL

NOTIFICATION

Karachi, dated the 4th May, 2016

No.P.S/SMBR/BOR/878 /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 tender namely "PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING, BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH CONVERSION OF MICROFILMED ROLLS" under the scheme "Automation of Stamps & Registration, Extension to All Districts" being executed by PMU, ASR, Board of Revenue, Sindh

| | |
|------------------------------------------------------------|------------------|
| a. Member R&S, BOR | Chairman |
| b. Project Director (ASR), BOR | Member/Secretary |
| b. Representative of IS&T Deptt., Govt. of Sindh | Member |
| b. Representative of Industries Department, Govt. of Sindh | Member |
| c. Deputy Director (F&A), ASR, PMU, BOR | Member |
| d. Sr. System Analyst, ASR, PMU | Co-opted 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 IS&T Department, Government of Sindh, Karachi.
4. The Secretary Industries Department, Government of Sindh, Karachi.
5. The Project Director ASR, Board of Revenue, Sindh
6. The P.S to SMBR. Board of Revenue, Sindh, Karachi.
7. The P.S to Member R&S, Board of Revenue Sindh, Karachi.

MEMBER R&S
BOARD OF REVENUE SINDH





BOARD OF REVENUE SINDH

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 Redressal 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





May, 2016

**“PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING,
BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH
CONVERSION OF MICROFILMED ROLLS”**

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



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Definitions

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

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

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

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

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

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

“Government” means the Government of Sindh.

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

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

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

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

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



INVITATION TO BID

Reforms Wing & Special Cell, Board of Revenue, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for “PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING, BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH CONVERSION OF MICROFILMED ROLLS” UNDER THE SCHEME NAMEDLY “AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH

1. Tender Bids in sealed envelopes as per guidelines and information provided in this document are required. Interested bidders applying for bids should submit bids as per Single Stage Two Envelope Procedure of SPP Rules 2010.. The interested bidder must have valid NTN, GST, PST registration certificates as a precondition for their eligibility for participation in the bidding process.
2. The bidder must quote for the complete desired specifications. The uncompleted bids will be rejected as non-responsive.
3. The bidder must bid for the complete packages. Bidding for individual items will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Project Director Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kahkahan, Block-2, Clifton, Karachi, from May 16th 2016 during office Hours, i.e. from 9:00 am to 5:00 pm on payment of document fee of Rs. 2,000/- in the form of Pay order/Demand Draft in favour of Project Director Automation of Stamps & Registration, Board of Revenue, Sindh till **12:00 PM on Tuesday May 31st 2016** . This bidding document can also be downloaded from the website of SPPRA or the website of the Board of Revenue Sindh, i.e. www.borsindh.gov.pk, in which case document fee required in the specified format may be submitted along with the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participation in the bidding process.
6. All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of Project Director Automation of Stamps & Registration, Board of Revenue, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
7. Reforms Wing & Special Cell, Board of Revenue, Government of Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.



9. The Procuring Agency shall have right of rejecting the tender as per Sindh Public Procurement Rules 2010.

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

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

12. Execution/installation of all components of the bid would be at locations specified in BoQ of this document.

13. The following shall result in blacklisting of suppliers, contractors, or contractors, 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 or supplier.

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

15. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding documents 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 bids.

-sd/-

Project Director
Automation of Stamps & Registration
Board of Revenue Sindh



General Terms & Conditions

- Bids not conforming to the terms, conditions and specifications stipulated in this document will be rejected.
- Project Management Unit, A.S.R Reforms Wing & Special Cell, Board of Revenue, Government of Sindh invites this tender under single stage - two envelope procedure, under SPPR 2010 as amended till date.
- Proposal after due date and time will not be accepted for any reason. Proposals must not be sent by Facsimile or e-mail. Such submissions will not be accepted for any reason.
- Bid/Proposal shall comprise the technical and financial proposal.
- 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 this bidding document.
 - (i) **Bid Security & Performance Security**
 - All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of Project Director Automation of Stamps & Registration, Board of Revenue, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount in the prescribed form shall be rejected.
 - Bid security of the unsuccessful bidders will be released by PMU Automation of Stamps & Registration, Board of Revenue Sindh after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to 5% of contract price.
 - The performance security of the successful bidder will be released after issuance of successful completion certificate by the Project Management Unit Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.
 - All/any terms and conditions not specified here shall be dealt with reference to SPPR Rules 2010 as amended till date.



(ii) Validity of the proposal

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

(iii) Currency

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

(iv) Withholding Tax, Sales Tax and other Taxes

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

(v) Compliance to Specifications

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

(vi) 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.

(vii) Penalty Clause

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



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

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
2. Evidence of Relevant experience.
3. Affidavit that the firm is not blacklisted;
4. Document Fee and Bid Security of the specified form and amount as per the Tender Document in a sealed envelope.
5. Bid must be signed, named and stamped by the authorized person of the firm along with authorization letter
6. Authenticated Financial Statements of last three years should also be submitted with Technical Proposals
7. Valid NTN, GST, PST, Professional Tax and any other valid Tax Registration Certificate required by law in force.
8. In case of joint venture, names, company profiles, NTN, GST, PST Registration Certificates and authorization letter of the JV Partner on Stamp Paper of the prescribed denomination to bid on its behalf duly attested by the authorized Oath Commissioner / Notary Public shall be required.
9. Drawings and brochures of the products offered with specification compliance sheet of each.
10. Complete schedule of supply & installation is to be provided.
11. Ability to provide after service support.
12. A comparative sheet may be attached in the format indicating compliance of essential tender requirements in the format given below:

| Sr. No | Tender Requirement | Compliance | Non- Compliance |
|--------|----------------------------------------------------------------------|------------|-----------------|
| 1. | Bid submitted in prescribed format with required technical documents | | |
| 2. | Bid for complete package | | |
| 3. | Items specification compliance | | |
| 4. | Delivery schedule compliance | | |
| 5. | Technical skills compliance | | |



Selection Criteria

Single stage two-envelope procedure under SPP Rules 2010 as amended till date, will be used for the final selection of the vendor for the supply, & installation of the IT hardware and Electronic Equipments. Bid / Proposal shall comprise one single envelope containing the technical & financial proposals separately sealed 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 tender document shall be submitted in writing/email to:
Project Director, Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.

Mode of Delivery and Address

Proposals should be submitted on or before **Tuesday 31st May, 2016 at 02:00 PM** at the address given below:

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

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

Submission of Proposal

The bidder must bid for the complete package. Bidding for individual items from the package will be rejected as non-responsive. Proposals can be submitted on or before **Tuesday May 31st, 2016 at 02:00 PM** at the office of Project Director, Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kehkashan, Block-2, Clifton, Karachi, Tel: +92-21-99251416, Fax: :+92-21-35291752. Bid / Proposal shall comprise one single envelope containing the technical & financial proposals sealed and required information mentioned in General Terms & Conditions.

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



Opening of Proposals

The technical proposal submitted against the subject tender document will be opened by the Procurement Committee of PMU, ASR Board of Revenue, Sindh on **Tuesday May 31st, 2016 at 02:30 PM** in the Committee room of PMU, ASR Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, C-73, Kehkashan, Block-2, Clifton, Karachi, in presence of all the bidders, or their representatives, who may choose to be present.

Evaluation and Comparison of Technical and Financial Bids

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

Mandatory Clause

The Bidders must comply with the following mandatory requirements:

- The Bidder must be registered under the Companies Ordinance 1984;
- The Bidders must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax.
- The Bidders must be registered with Sindh Revenue Board (SRB) for Provincial Sales Tax and must be on SRB's Active Taxpayers List.
- The Bidders must be able to demonstrate that they have expertise in performing the tasks enlisted under scope of work.
- Bidders may submit bids as a Joint Venture but in such case one bidder shall be appointed as a lead bidder who shall be solely responsible for end to end delivery of the entire project.
- Bidders or any of its consortium partners must not have been black listed or declared bankrupt by any Government or Financial institution.
- Bidders NOT complying with any of the above eligibility pre-requisites would be disqualified. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.
- The Bidder individual or consortium as collectively must be partner of principle for IT Equipment listed at SR# 1 & 2 of the BOQ.

Basis of Evaluation and Comparison of Bid

The financial bid of only those bidders will be opened who meet the mandatory requirements and qualify the following evaluation criteria against the tender. The financial bid of disqualified/non-compliant bidders will be returned unopened.



| S.No. | Criteria | Max. Marks | Marks obtained |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------|
| A | COMPANY PROFILE | 200 | |
| 1 | Years in relevant Business. a. 5 years or more = 100 Marks b. More than 2 years but less than 5 years = 50 Marks (Attach Certificate of Incorporation) | 100 | |
| 2 | The firm must have at least 10 IT employees/staff on company's permanent payroll in relevant category for last one (01) year: a) Equal to or more than 10 employees= 100 marks b) More than 5 but less than 10=50 Marks c) No marks for less than 5 IT Employees/Staff (Attach authenticated company's payroll, CV and Degrees of Employees) | 100 | |
| B | EXPERIENCE | 400 | |
| 1 | SPECIFIC EXPERIENCE Completed at least 3 projects of IT services in public or private sector. (Attach Successful Completion Certificate) | 200 | |
| 2 | GENERAL EXPERIENCE Completed at least 02 Projects having worth Rs. 10 Million or Above (50 marks for each Project to the maximum of 200 marks). No marks for less than 2 projects. (Attach Successful Completion Certificate) | 200 | |
| C | QUALITY | 200 | |
| 1 | ISO 9001:2008 Certified or equivalent credentials (Attach Valid Certificate) | 100 | |
| 2 | Technical/Management credentials: 03 x Certified Graphic Designers = 100 Marks (Attach Authenticated Company's Payroll, CV and Certificates of Employees) | 100 | |
| D | FINANCIAL CAPABILITY | 200 | |
| 1 | Average turnover in relevant IT Business during last 3 Years:(No Marks will given below Rs. 10 Million) a. More than Rs. 10 million but less than Rs. 20 million = 100 Marks b. Rs. 20 Million or above = 200 Marks (Attach Audited Financial Statements) | | |



| S.No. | Criteria | Max. Marks | Marks obtained |
|-----------------------|----------|-------------|----------------|
| Total: | | 1000 | |
| Passing Marks: | | 800 | |

Preliminary Evaluation Checklist

Bidders are required to furnish relevant information required in the evaluation criteria in the prescribed Technical Evaluation Forms provided in the document

Information Required

a) General

- 1 Name of Bidder consortium going into bid.
- 2 Number of Years in business in Pakistan
- 3 Number 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 Number of permanent staff employed: Technical /Managerial
- 2 Cumulative Experience (in years)
- 3 Details 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 executing 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.
- The financial bid must be filled in prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Board of Revenue reserves the right to increase or decrease the scope of work / number of items without assigning any reason under relevant provisions of SPPRA Rules 2010.
- Only companies registered with Sales Tax, Income Tax & Sindh Revenue Board Departments shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.

Contacting the Purchaser

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

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



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

Vendor would be responsible to provide services as per specifications and details listed in schedule of requirement/ Bill of Quantities of this bidding document.

Penalty would be imposed on vendor to makeup the loss; in case of finding carelessness in equipment handling and misuse of the provided equipment.

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

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



SCHEDULE OF REQUIREMENT/BILL OF QUANTITY
ALONGWITH DETAILED TECHNICAL SPECIFICATION

| Sr. # | Item | Description | Qty |
|-------|-------------------|-------------------------------------------------------------------------------------------|------------------|
| 1. | Page alignment | Page alignment for binding of converted/scanned achieved revenue record. | 1,000,000 Pages |
| 2. | Quality assurance | Quality assurance for verification of page sequencing for printing of pages appropriately | 1,000,000 Pages |
| 3. | Printing | Printing of pages appropriately in duplicate | 1,000,000 Pages |
| 4. | Binding | Binding of registers approximately 12000 (i.e. two sets of each Deh record) | 12,000 Registers |
| 5. | Shipment | Shipment of final product to Provincial Record Cell, Hyderabad | 12,000 Registers |

Technical Specifications

Note: Vendors should submit their bid with equivalent or higher specification.

Delivery schedule

The successful bidder would be required to carry out the delivery of the BOQ items within a period of fifteen (15) days after signing of contract.



PRICE SCHEDULE

The bidders should submit their price bid/financial proposal in the following prescribed format detailing item, its quantity, unit price & total price in accordance with the terms and conditions and provisions of this bid document.

SCHEDULE OF REQUIREMENT/BILL OF QUANTITY ALONGWITH DETAILED TECHNICAL SPECIFICATION

| Sr. # | Item | Description | Qty | Unit Price | Total Price |
|-------|-------------------|-------------------------------------------------------------------------------------------|---------------------|------------|-------------|
| 1. | Page alignment | Page alignment for binding of converted/scanned achieved revenue record. | 1,000,000 Pages | | |
| 2. | Quality assurance | Quality assurance for verification of page sequencing for printing of pages appropriately | 1,000,000 Pages | | |
| 3. | Printing | Printing of pages appropriately in duplicate | 1,000,000 Pages | | |
| 4. | Binding | Binding of registers approximately 12000 (i.e. two sets of each Deh record) | 12,000 Registers | | |
| 5. | Shipment | Shipment of final product to Provincial Record Cell, Hyderabad | 12,000 Registers | | |



BID FORM

To,
Project Director ASR,
Project Management Unit,
Reforms Wing & Special Cell,
Board of Revenue,
Government of Sindh
C-73, Kehkashan, Block-2, Clifton, Karachi.

Sir,

SUBJECT: "PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING, BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH CONVERSION OF MICROFILMED ROLLS" UNDER THE SCHEME NAMEDLY AUTOMATION OF STAMPS & REGISTRATION

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
Signature -----
Name -----
Title -----
Address -----

BIDDER
Signature -----
Name -----
Title -----
Address -----



BID SECURITY FORM

WHEREAS [Name of Bidder] (hereinafter called "the Bidder" has submitted its bid dated [date] for the "PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING, BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH CONVERSION OF MICROFILMED ROLLS", (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



PERFORMANCE SECURITY FORM

To,

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

WHEREAS [Name of the Contractor] hereinafter called "the Contractor" has undertaken, in pursuance of the bid for "PROCUREMENT OF SERVICES FOR STANDARDIZED FORMATTING, PRINTING, BINDING AND SUPPLY OF ARCHIVED REVENUE RECORD DIGITIZED THROUGH CONVERSION OF MICROFILMED ROLLS", 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 _____



Technical Evaluation Forms

FORM A1

COMPANY PROFILE

NUMBER OF YEARS IN BUSINESS

Date: -----

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

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

Note:

Please attach relevant document such as certificate of incorporation / registration



COMPANY'S PROFILE

Regular employees on company payroll for last one year.

(ATTACH SEPARATE SHEET FOR EACH FULL TIME TECHNICAL STAFF)

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

Note:

Please attach relevant document such as degree(s), certificate(s) and any other deemed necessary as proof of claims in CVs. Also please attach the authenticated Payroll of the staff for the last one year.



SPECIFIC EXPERIENCE

Completed at least 3 projects of digital graphic quality enhancement of 1 million pages including page alignment, printing & binding.

Use a separate sheet for each contract / Consultancy.

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

Note:

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



SPECIFIC EXPERIENCE

Completed at least 03 projects of supply of printed record in registers at geographically diverse locations in a Province. No marks for less than 3 projects.

Use a separate sheet for each contract / Consultancy.

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

Note:

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



GENERAL EXPERIENCE

Completed at least 02 Projects having worth Rs. 10 Million or Above
(50 marks for each Project to the maximum of 200 marks).

Use a separate sheet for each contract / Consultancy.

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

Note:

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



QUALITY

ISO 9001:2008 or equivalent credentials

Use a separate sheet for each credentials.

| | |
|----|------------------------------------|
| 1. | Name of Certificate: |
| 2. | Grant Date: |
| 3. | Expiration Date: |
| 4. | Accreditation body: |
| 5. | Last date of audit/inspection: |
| 6. | Next due date of audit/inspection: |

Note:

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



QUALITY

Technical/Management credentials

Use a separate sheet for each credentials.

| | |
|----|-------------------------------------|
| 1. | Name: |
| 2. | Certificate/Credential of employee: |
| 3. | Credential Number: |
| 4. | Grant Date: |
| 5. | Expiration Date: |
| 6. | Accreditation body: |
| 7. | Last date of renewal: |

Note:

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



FORM D1

FINANCIAL CAPABILITIES
AVERAGE ANNUAL TURNOVER

Date: -----

| YEAR | TURNOVER | INCOME TAX PAID | Name along with Cost of IT Projects Executed/ Undertaken | Liquid Assets Balance |
|---------|----------|--------------------|----------------------------------------------------------------------|-----------------------------|
| 2014-15 | | | | |
| 2013-14 | | | | |
| 2012-13 | | | | |

Note:

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

