



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





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 (2016-17) 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	<u>"SERVICES FOR PRODUCTION OF CORPORATE TELEVISION COMMERCIAL (TVC), OUTDOOR BRANDING, SOCIAL MEDIA MANAGEMENT AND CORPORATE TRAINING FOR PUBLICITY OF AUTOMATED & COMPUTERIZED LAND RECORDS SERVICES OF BOARD OF REVENUE SINDH"</u>	Rs.2,000/-	2%

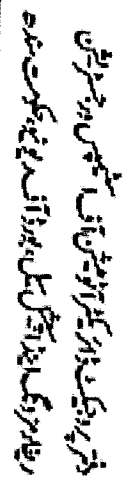
NOTE: Detailed specifications are available in the bidding documents, which can be purchased from the office of PD ASR, Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Clifton, Karachi. The bidder may bid for all the items of the assignment. Detailed TORs 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, Kehkashan, Block-2, Clifton, Karachi, Tel: +92-21-99251418 Ext-109, / Fax: +92-21-99251417 from **Monday 8th May 2017** 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 favor of Project Director Automation of Stamps & Registration, Board of Revenue, Sindh till **12:00 PM on Tuesday 23rd May 2017**. 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, Kehkashan, Block-2, Clifton, Karachi,, Tel: +92-21-99251418 Ext-109, / Fax: +92-21-99251417, on or before **Tuesday 23rd May 2017 at 03:00 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 23rd May 2017 at 03:30 pm** in the Committee room ASR Head Office, Board of Revenue, Government of Sindh, Clifton, Karachi. Tel: +92-21-99251418, / Fax: +92-21-99251417 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

Office address: - C-73 Kehkashan Clifton Block 2, Karachi.
Ph: 021-99251418, Fax: +92-21-99251417



ختر پر وجہ سے ہزار کیلئے اثر ہو گا۔ صرف اس شخص پر جو چتر میں
 رہے اور جو کہ اس کا چتر اس کی شکل پر ہوا آئے ہوئے ہو کہ چتر سے

۱۔ یہ تصدیق ہے کہ ان میں سے کسی ایک نے بھی سب سے زیادہ سزا کا مستحق نہیں ہے۔
 ۲۔ اگرچہ اس کے خلاف کوئی شہادت نہیں ہے کہ اس نے کسی اور کو قتل کیا ہے۔
 ۳۔ اس کی عمر 2010ء کے ابتدائی حصے میں 17 سال کی تھی۔
 ۴۔ اس کی عمر 2014ء کے ابتدائی حصے میں 21 سال کی تھی۔
 ۵۔ اس کی عمر 2014ء کے ابتدائی حصے میں 21 سال کی تھی۔
 ۶۔ اس کی عمر 2014ء کے ابتدائی حصے میں 21 سال کی تھی۔
 ۷۔ اس کی عمر 2014ء کے ابتدائی حصے میں 21 سال کی تھی۔
 ۸۔ اس کی عمر 2014ء کے ابتدائی حصے میں 21 سال کی تھی۔
 ۹۔ اس کی عمر 2014ء کے ابتدائی حصے میں 21 سال کی تھی۔
 ۱۰۔ اس کی عمر 2014ء کے ابتدائی حصے میں 21 سال کی تھی۔

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የጥያቄው አይነት	የጥያቄው ቁጥር	የጥያቄው ቀን	የጥያቄው ዓላማ	የጥያቄው ውጤት
2000	2000	2000	2000	2000

تاریخ: ۱۳۸۵/۰۵/۰۱
 موضوع: درخواست صدور مجوز برگزاری کارگاه آموزشی
 به: ریاست محترم سازمان اسناد و کتابخانه ملی جمهوری اسلامی ایران
 از: آقایان دکتر سید علی حسینی و دکتر سید علی حسینی
 شماره پرونده: ۱۳۸۵/۰۵/۰۱
 تاریخ: ۱۳۸۵/۰۵/۰۱

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2- کسی کہ جو دعوت میں آیا، اسے ایک بار www.pakistan.gov.pk پر ملے گا۔ وہاں اس کی تمام معلومات مل سکتی ہیں۔ www.donation.gov.pk پر ملے گا۔ اس کی تمام معلومات مل سکتی ہیں۔

[illegible][illegible][illegible]

8- مولف نے غرض سے کہہ دیا کہ اگر کوئی شخص اس کتاب کو پڑھ کر اس سے استفادہ کرے گا تو اس کا نام بھی اس کتاب کے ساتھ لکھ کر اس کے ساتھ بھیج دے گا۔

7۔ ڈیڑھ سو روپے عوارضہ جمع کیا۔
8۔ یہ ایک سو تیس روپے، 2010 کے سال 2541 روپے کے لئے تھی جس میں سے کئی روپے
ذات ہمت مال خریدا تھا۔

9۔ یہاں تک کہ نئی حکومت کو کافی وقت ملے گا کہ وہ اپنی تمام تر سرگرمیوں کو جاری رکھے اور حکومت کے کارکنوں کو اپنی سرگرمیوں میں مصروف رکھے۔
نویمبر 2010ء میں حکومتوں کے درمیان کی جانے والی ملاقاتوں کی کارکردگی تھی۔

10۔ یہاں تک کہ نئی حکومت کو کافی وقت ملے گا کہ وہ اپنی تمام تر سرگرمیوں کو جاری رکھے اور حکومت کے کارکنوں کو اپنی سرگرمیوں میں مصروف رکھے۔
نویمبر 2010ء میں حکومتوں کے درمیان کی جانے والی ملاقاتوں کی کارکردگی تھی۔

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BOARD OF REVENUE SINDH
REFORMS WING & SPECIAL CELL

NOTIFICATION

Karachi, dated the, 24th April 2017

No.P.S/SMBR/BOR/2075(1)/2017.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 **"SERVICES FOR PRODUCTION OF CORPORATE TELEVISION COMMERCIAL (TVC), OUTDOOR BRANDING, SOCIAL MEDIA MANAGEMENT AND CORPORATE TRAINING FOR PUBLICITY OF AUTOMATED & COMPUTERIZED LAND RECORDS SERVICES OF BOARD OF REVENUE SINDH"** under the scheme namely **AUTOMATION OF STAMPS & REGISTRATION, 21 DISTRICTS EXTENSION TO ALL DISTRICTS IN SINDH** of Board of Revenue Sindh" being executed by PMU ASR, R&S Wing, Board of Revenue, Sindh

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|--|----------|
| a. Member R&S, Board of Revenue, Sindh | Chairman |
| b. Project Director (ASR), PMU, BOR | Member |
| c. Representative of IS&T Deptt., Govt. of Sindh | Member |
| d. Representative of Industries Deptt., Govt. of Sindh | Member |
| e. Deputy Director (F&A), ASR, PMU, BOR | 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 PMU, Board of Revenue, Sindh, ASR
6. The Deputy Director GIS, Board of Revenue, Sindh
7. The P.S to SMBR. Board of Revenue, Sindh, Karachi.
8. The P.S to Member R&S, Board of Revenue Sindh, Karachi.


MEMBER R&S
BOARD OF REVENUE SINDH

REFORMS WING & SPECIAL CELL, BOARD OF REVENUE SINDH

EXTRACT OF PROCUREMENT PLAN

UNDER THE ADP SCHEME NAMELY "AUTOMATION OF STAMPS & REGISTRATION, EXTENSION TO ALL DISTRICTS IN SINDH.

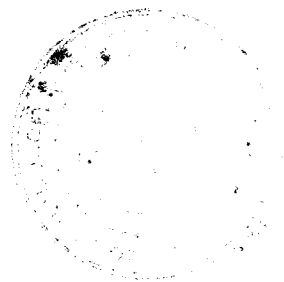
FOR THE FINANCIAL YEAR 2016-2017

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	<u>"SERVICES FOR PRODUCTION OF CORPORATE TELEVISION COMMERCIAL (TVC), OUTDOOR BRANDING, SOCIAL MEDIA MANAGEMENT AND CORPORATE TRAINING FOR PUBLICITY OF AUTOMATED & COMPUTERIZED LAND RECORDS SERVICES OF BOARD OF REVENUE SINDH"</u>			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





MAY 2017

**"SERVICES FOR PRODUCTION OF CORPORATE TELEVISION COMMERCIAL (TVC), OUTDOOR
BRANDING, SOCIAL MEDIA MANAGEMENT AND CORPORATE TRAINING FOR PUBLICITY OF
AUTOMATED & COMPUTERIZED LAND RECORDS SERVICES OF BOARD OF REVENUE SINDH"**

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

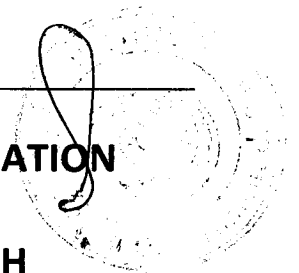
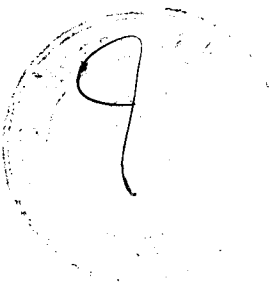


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Definitions

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

"Bid" means a tender, or an offer by a person, contractor, 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

Project Management Unit, Automation of Stamps & Registration, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for "SERVICES FOR PRODUCTION OF CORPORATE TELEVISION COMMERCIAL (TVC), OUTDOOR BRANDING, SOCIAL MEDIA MANAGEMENT AND CORPORATE TRAINING FOR PUBLICITY OF AUTOMATED & COMPUTERIZED LAND RECORDS SERVICES OF BOARD OF REVENUE SINDH" under the scheme namely "Automation of Stamps & Registration, 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 package of desired specifications.
3. Bidding for individual items or bids not meeting the required specification 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 the date of advertisement 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. 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, 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. A copy of each clarification letter shall also be listed on website of Board of Revenue Sindh www.borsindh.gov.pk for information of interested bidders.

-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.

- 1 Number of permanent staff employed: Technical /Managerial
- 2 Cumulative Experience (in years)
- 3 Details of Staff assigned for this project in the proposal.

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 consortium 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 lead bidder 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 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/BILL OF QUANTITIES/SCHEDULE OF SERVICES

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

After launching of computerized land records facility in Sindh, there's a need of wide publicity of computerized land records services and automated land records services, for which services of an eligible advertising/digital agency and consultancy firm is being sought through the schedule of requirements listed herein below for the various services of Board of Revenue Sindh a few of which are listed here as under:

- (a) *Free online Computerized land records search services*
- (b) *Free online Digital & Original Deh Map Search facility*
- (c) *Free online calculator for property registration taxes in Karachi*
- (d) *Free online Registries search facility*
- (e) *Free online Sales Certificate/NOC for Sale search facility*
- (f) *Free online Microfilmed Record, Ruled Card, Property Register services*
- (g) *Complaint Management Services of BOR*

Description of Services

- To develop a media awareness campaign program (2 TVCs) of 45 minutes length each with participation of multiple human characters on computerized land records services of BOR Sindh for electronic media in Sindhi & Urdu language with English subtitle.
- To develop ten (10) illustrative advertisements for print media in Urdu, Sindhi & English language.
- To provide social media marketing management on monthly basis on BOR reform initiatives & its management training to nominated team of BOR.
- To develop illustrative tutorials/videos for various computerized land records services of BOR through publication on social media forums such as Youtube, Facebook, TedTalk, etc.

- To provide outdoor advertising services including designing of advertisements, supply & installation of panaflex boards, banners, hoardings, direction signs at various offices of Board of Revenue located across the Province.

SCHEDULE OF REQUIREMENTS/PRICE SCHEDULE

The Schedule of Services alongwith Price & Delivery Milestones are detailed here as under.

S.NO.	DESCRIPTION OF SERVICES	QTY	Delivery Schedule (From date of Work Award)	Unit Rate
01	PRODUCTION OF TELEVISION COMMERCIALS (TVCs)	02	15 Days from the date of issuance of instructions by PA	
	<p>Media firm will be required to develop 45 Seconds TVCs On Automated Land Records Services of BOR Sindh for Electronic Media in Sindhi & Urdu Language with English Subtitle.</p> <p>The shoot will cover following computerized land record facilities located in Karachi & Hyderabad:</p> <ul style="list-style-type: none"> Peoples Service Center in any 04 Districts Data Center at Karachi, Disaster Recovery Center at Hyderabad, Call Center at Karachi, Digital Scanning Units: <ul style="list-style-type: none"> Karachi, Hyderabad, Mirpurkhas, Larkana & Benazirabad Sub-Registrar Offices at Karachi <p>Production of each TVC will be conducted in two consecutive days consisting of the following milestones:</p> <ul style="list-style-type: none"> <u>PRE-PRODUCTION</u> Concept, Production Design and Planning <u>CAMERA, LIGHTS AND EQUIPMENT</u> Lights, Grips, Camera - Arri ALEXA, Lenses + JIB + Track & Other Equipment <u>WARDROBE, ACCESSORIES AND STYLING</u> Wardrobe, Wardrobe Styling, Jewelry, Make-Up, and other Accessories <u>PRODUCTION TEAM AND ARTISTS FEE</u> Director, Assistant Director, DOP, Artists, Other Production & Technical Staff <u>PRODUCTION EXPENSES</u> Vanity, Generator, Fuel, Food, Traveling and Miscellaneous Expense <u>POST PRODUCTION</u> Music, Voice Over, Post, Animation, Editing and Grading/CC 	02		

S.NO	DESCRIPTION OF SERVICES	QTY	Delivery Schedule (From date of Work Award)	Unit Rate
	Firm will be required to provide the following deliverables against each TVC: a) 03 hard and 03 soft copies of commentary /script of text used in the Episode b) 03 CD & 03 DVD of Rough Cut after shoot is completed c) 10 DVs of Final Cut	3+3 3+3 10	7 Days 3 Days 15 Days	
02	PRINT MEDIA PUBLICITY	QTY	Delivery Schedule (From date of Work Award)	
	Development of an illustrative advertisement for print media in Urdu, Sindhi & English language a) One hard color copy and one soft copy of script of text used in the advertisement b) 10 Hard Color Copies of final illustrative advertisements c) 10 CDs/DVDs of final illustrative advertisements	10 1+1 10 10	10 Days 03 Days 01 Week 1 Day	
03	DIGITAL MEDIA MARKETING	QTY	Delivery Schedule (From date of Work Award)	
	<p>The firm will be required to provide widespread publicity of reforms initiatives of BOR on automated land records services on renown social forum, such as Twitter, Facebook, Fliker, Youtube, TedTalk, etc involving the following milestones:</p> <ul style="list-style-type: none"> IDEATION Concept, Digital Planner CREATIVES Visualize, Creative, Branding MANAGEMENT Publish Post, Inbox response, Engagement KPI (Key Performance Indicator) Reach, Engagement, Likes REPORT Comparative Analysis WEB MANAGEMENT Content, Creative, Forms, Redundancy, Security, Analytic <p>Firm will be required to quote monthly rate for designing and publication of BOR Advertisements on social media.</p>			
04	OUTDOOR ADVERTISING	QTY	Delivery Schedule (From date of Work Award)	
	Design, fabrication, installation and supply of installation of the following boards/barriers with given sizes and specifications at various offices of Board of Revenue, Sindh, advertisement by which		advertisement by the Procuring Agency	
(a)	Panaflex Boards with Tally Wood Frame (1x1 ½ Thick) with installation size 4' x 6'	100		
(b)	Panaflex Boards with Iron Frame (1x120) Gauge	100		

S.NO.	DESCRIPTION OF SERVICES	QTY	Delivery Schedule (From date of Work Award)	Unit Rate
	Iron Pipe KYCwith installation size 4' x6'			
(c)	Panaflex Banners with Tally Wood Frame (1x1 ½ Thick)with installation size 4' x 10'	100		
(d)	Panaflex Boards with Iron Frame (1x120) Gauge Iron Pipe KYCwith installation size 4' x 10'	100		
(e)	Hoardings with installation size 10' x 20'	100		
(f)	Hoardings (Toll Plaza Hyderabad Both Sides)with installation size 10' x 20'	01		
(g)	Hoardings (Toll Plaza Karachi Both Sides)with installation size 10' x 20'	01		
(h)	Directions signs for each district 4' x 2'	100		
05	TRAINING & TUTORIALS Development of orientation video tutorials for various computerized land records services of Board of Revenue Sindh such as Online Calculator, Online Registries Search facility, etc. Apart from this, training of social media marketing management will also be the responsibility of the qualified firm.		Within 02 Weeks of Instructions by PA	
(a)	Illustrative Videos/Tutorials for publication on social media for training/orientation of users of BOR's computerized land records services	10		
(b)	Training to BOR team for Social Media Marketing Management on renown social media websites such as Twitter, Facebook, etc.	10		

Project Duration:

- The total duration of the contract will extend upto 1 year after signing of contract while milestones will be required as per scheduled given herein above on as and when need basis.

OTHER SPECIFICATIONS

- Documentary / film should be made on Red Epic Camera HD.
- Duration of the film should be between 45 to 50 minutes.
- Language: Urdu and Sindhi both with English Subtitles in separate versions.
- Final Video Format: DV
- The Script should be approved by the Equal Opportunity Cell prior to shooting.
- The Rough Cut should be as close as possible to the final version of the Film.
- International shoots will also be preferred.
- A final schedule for the completion of the Film.

- One master tape with mixed audio on DV should be submitted
- Photographs should be of good quality and should not be grabs from the video

9

BID FORM

To,

Project Director,
Automation of Stamps & Registration,
Project Management Unit,
Board of Revenue,
Government of Sindh
Karachi.

Sir,

SUBJECT: _____ "SERVICES FOR PRODUCTION OF CORPORATE TELEVISION COMMERCIAL (TVC), OUTDOOR BRANDING, SOCIAL MEDIA MANAGEMENT AND CORPORATE TRAINING FOR PUBLICITY OF AUTOMATED & COMPUTERIZED LAND RECORDS SERVICES OF BOARD OF REVENUE SINDH" UNDER THE SCHEME 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 -----2017

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 "SERVICES FOR PRODUCTION OF CORPORATE TELEVISION COMMERCIAL (TVC), OUTDOOR BRANDING, SOCIAL MEDIA MANAGEMENT AND CORPORATE TRAINING FOR PUBLICITY OF AUTOMATED & COMPUTERIZED LAND RECORDS SERVICES OF BOARD OF REVENUE SINDH" UNDER THE SCHEME AUTOMATION OF STAMPS AND REGISTRATION OF BOR 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-----, 2017

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)

PERFORMANCE SECURITY FORM

To,
Project Director,
Project Management Unit,
Automation of Stamps & Registration
Board of Revenue,
Government of Sindh
Karachi.

WHEREAS [Name of the Contractor] hereinafter called "the Contractor" has undertaken, in pursuance of the bid for **"SERVICES FOR PRODUCTION OF CORPORATE TELEVISION COMMERCIAL (TVC), OUTDOOR BRANDING, SOCIAL MEDIA MANAGEMENT AND CORPORATE TRAINING FOR PUBLICITY OF AUTOMATED & COMPUTERIZED LAND RECORDS SERVICES OF BOARD OF REVENUE SINDH"**, dated _____ 2017, (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 _____, 2017, 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.

FORM B1**RELEVANT EXPERIENCE**

Projects Completed for production of corporate TVC (100 Marks will be given for each project)

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



RELEVANT EXPERIENCE

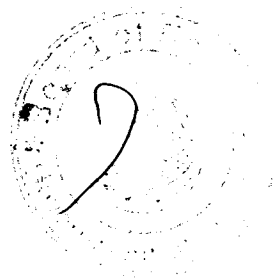
Projects Completed for social media & web marketing (50 Marks will be given for each project)

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



FORM B3**RELEVANT EXPERIENCE**

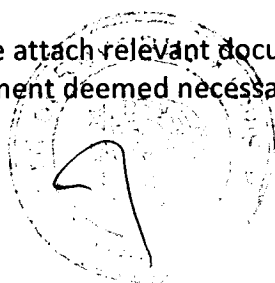
Projects Completed for production of outdoor branding/advertising (i.e. posters, banner, boards and hoardings with installation) (50 Marks will be given for each project)

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



RELEVANT EXPERIENCE

Projects Completed for training services. (50 Marks will be given for each project)

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

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FINANCIAL CAPABILITIES
AVERAGE ANNUAL TURNOVER

Date: -----

YEAR	TURNOVER	INCOME TAX PAID	Name along with Cost of IT Projects Executed/ Undertaken	Liquid Assets Balance
2015-16				
2014-15				
2013-14				

Note:

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

