

**GOVERNMENT OF BALOCHISTAN  
SCIENCE & INFORMATION TECHNOLOGY DEPARTMENT**

Tender Document

For

System Requirement Specification (SRS) study, Design, Development, Installation and Implementation of Web based Document Management System, Digitization of Laws/Acts, CMS based Website and allied Hardware on turnkey basis

FOR

**ESTABLISHMENT OF DIGITAL LIBRARY/ DIGITIZATION OF  
LAWS/ ACTS.**

**Signature of Bidder**

## COMPANY PROFILE

1. Name: \_\_\_\_\_

2. Full Address: \_\_\_\_\_

\_\_\_\_\_

3. Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

4. Status: \_\_\_\_\_ (Please specify)

\_\_\_\_\_

5. Type of Company:            **Private Limited, Partnership, Proprietorship,**  
   **Public Limited**

6. National Tax No (NTN): \_\_\_\_\_

7. Sales Tax Registration No: \_\_\_\_\_

8. BRA Registration No: \_\_\_\_\_

SIGNATURE OF  
BIDDER / SUPPLIER / CONTRACTOR

SEAL OF  
BIDDER / SUPPLIER / CONTRACTOR

**Signature of Bidder**

### **SPECIAL INSTRUCTION**

1. Any conditional, ambiguous or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.
2. Any erasing cutting crossing etc., appearing in the offer must be properly signed and stamped by the person signing the tender. Moreover all pages of the tender must also be properly signed and stamped. Offers with any overwriting shall in no circumstances be accepted.
3. The Responding Organization has to respond as per Terms of Reference (TOR).

**CERTIFICATE**

I/We hereby confirm to have read carefully the description and all the terms and condition of your tender Receiving / enquiry No. \_\_\_\_\_ due for Opening on \_\_\_\_\_ regarding the **System Requirement Specification (SRS) study, Design, Development, Installation and Implementation of Web based Document Management System, Digitization of Laws/Acts , CMS based Website and allied Hardware on turnkey basis**

**For**

**ESTABLISHMENT OF DIGITAL LIBRARY/ DIGITIZATION OF LAWS/ ACTS.**

In addition to the conditions laid down and also all the special instructions attached with the said tender enquiry. We agree to abide by all those instructions / Conditions.

1. I/We also hereby confirm that the SRS study by me/us would be exactly to the particulars and specifications as laid down in the TOR in all respects.
2. I/We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essences of the contract that will be strictly adhered to by me/us. In case of failure I/we agree unconditionally to accept the recovery of liquated damages on belated job at 2% (of the total offered cost) per month on part thereof.

**Name of Bidder:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**WITNESS**

(a) Name: \_\_\_\_\_ Signature \_\_\_\_\_

(b) CNIC #: \_\_\_\_\_

(c) Full address: \_\_\_\_\_

(d) Date: \_\_\_\_\_



**GOVERNMENT OF BALOCHISTAN  
SCIENCE & INFORMATION TECHNOLOGY DEPARTMENT**

Terms of Reference (TOR) for hiring of services for System Requirement Specification (SRS) study, Design, Development, Installation and Implementation of Web based Document Management System, Digitization of Laws/Acts, CMS based Website and allied Hardware on turnkey basis

for

**ESTABLISHMENT OF DIGITAL LIBRARY/ DIGITIZATION OF LAWS/  
ACTS.**

**1. BACKGROUND.**

The term "Digital Library" is less transparent than one might expect. The words raises up images of cutting-edge Computer and Information Science Research. They are invoked to describe what some emphasize to be radically new kinds of practices for the management and use of information, and are used to replace earlier references to "Electronic" and "Virtual" libraries. One could understand by the term as an organized and focused collection of digital objects, including text, images, video and audio, with the methods of access and retrieval and for the selection, creation, organization, maintenance and sharing of collection(s).

Information-seeking is an important part of Law experts work and like many other professions, the legal profession need access to many dedicated legal information resources. The need for information is greatly influenced by the age and experience of a lawyer. It is argued that the older a lawyer is the more experience he/she is in legal practice, therefore, the less he/she might need to consult information sources. Access to the right kind of information is viewed as the bedrock for judicial process success. Legal information is seen as a key element in delivering quality services to the population of any country. But accessing the right legal information depends on the resources that a practicing lawyers has. The issue of lawyers/Official of Law & Parliamentary Affairs Department for accessing the right legal information is absolutely crucial for efficient and effective judicial performance if we are to promote good governance, accountability and justice.

**In January 2015**, the Honorable Supreme Court while hearing Suo Moto Petition, issued directions to Federal and Provincial Governments for:

- i. Post Codification of accurate and verified Primary and Secondary laws on the official Websites of the Federal and Provincial governments.**

- ii. **Publicize all the applicable Laws in consolidated hard form with definitions, indices, marginal & footnotes, followed by translation of these laws into Urdu Language.**
- iii. **Display of Urdu version in comprehensible form for use of general public (in the manner that laws are divided between two phases; Phase-I containing laws from 1981 till date, while Phase-II related to laws framed during 1812-1980).**

For the purpose of compliance, the Science & IT Department, in consultation with Law & Parliamentary Affairs Department deliberated over the components and submitted a theme specifically for installation of separate software, by means of outsourcing the task to achieve the objectives.

The aim was to implement Supreme Court Orders for uploading all Laws and Rules (English & Urdu Version) for availability & access to public and help in decision making on sustainable scale. The proposed scheme is in line with the objective above & will improve & strengthen overall E-Government initiatives, ultimately upgrade the quality of service and facilities in public sector with incorporation of the four-fold functions under revised rules of Business as proposed by the Law & Parliamentary Affairs Department (i.e. Publication, Codification, Printing in Hard form and Translation (in Urdu) of Primary, Secondary and subordinate legislation), it would become a regular feature of the department to execute all the requirements defined in Court's order.

For the purpose of uploading of Laws in Urdu particularly and to accomplish the overall work on a sustainable scale, it is imperative to engage professionals of required standards, to verify the glossary of legal Urdu, approach and consistency in translation of Code into Urdu language free from errors and in consonance with prescribed guidelines, and to reconcile the Balochistan Code, after completion, with the sample of "Pakistan Code", being maintained at the level of Federal Ministry of Law Government of Pakistan, so as to fulfill the requirements enumerated under various orders of the honorable Court.

**The overall objective of the Proposed Web-based Document Management System is to provide user friendly access and advance searching mechanism for documents of Law & Parliamentary Affairs Department to authorized senior management of concern department and general public as per assigned user rights application is:**

- i. To design and develop Web-based online data entry and document uploading module;
- ii. To Design, Develop and Implement a Centralized IR (Information Retrieval) based document searching functionality in Web-based Document Management System that will assist users to search and access available documents using various search, sort and filters;
- iii. To draft guidelines, develop specification and recommend modalities for establishment of Document Management System/Digital Library/Digitization of Laws/Acts;
- iv. To ensure flexibility in database design to adapt/accept the changes in data that may be required in future by senior management Law & Parliamentary Affairs Department.

To achieve the project objective successfully, Science & IT Department is seeking services of IT Firms for the study of Software Requirement Specification (SRS) in respect of development of a CMS based Document Management System. The proposed solution will meet present and future needs of Law & Parliamentary Affairs Department.

## **2. SCOPE OF SERVICES.**

The need may vary according to the circumstances, it is expected that the firm engaged will go through a gradual transition towards more closely supporting department's and document management system/digital library standards, need and priorities, as government strategy emerges. Integration of system with other likewise resource centers/organizations would also be an added feature and an important aspect of the project.

The scope of the document management system/digital library, from the outset, has to be defined and framed according to existing needs identification and existing infrastructure and services available at the department level. It is not the aim of document management system/digital library to duplicate the existing or is planned or to deliver functionality that is not its core purpose and can be better served elsewhere.

Addressing the needs of document management system/digital library being a repository, or repositories, to manage, store and provide access to digital resources, used as a source of reference for research, teaching or arise out of either activity. Digital resources could be found/identified in different formats. Initially, the focus is on Law resources, however would be expanded to cover materials which encompass audio, digitized manuscripts, video and images. The document management system/digital library would have to cater following types of data:

- i. Laws, Acts and Rules (English & Urdu Version);**
- ii. Images 2D, 3D in a range of file formats and sizes;**
- iii. Digital audio Video files;**
- iv. Digitized text and manuscripts;**
- v. Web resources;**
- vi. Presentational resources;**
- vii. Datasets, for example statistical, experimental or analysis data.**

The firm's scope of services for the proposed study shall initially include but not limited to the following:-

- i. Review existing system and conduct requirement study to identify department needs for development of proposed document management system;
- ii. Carry out broad discussion with Department in the process of designing, development and installation online document management system;
- iii. Identify other requirements towards designing, development, installations and implementation support of web based document management system which should be coherent with the existing web based application;
- iv. Identify modules, capabilities and different reports that the software should be able to generate online on various indicators which will include output tables and Graphs detail of reports.
- v. Technical specifications of software / database, along with security & data Integrity;
- vi. Service Level Agreements with the firm(s) selected for development of software/ supply of equipment etc;
- vii. Technical/ Administrative and end user training on proposed hardware and software.

### **3. SRS STUDY.**

#### **3.1 Required Documentation:**

The firm has to prepare following documents (hard/soft copies in English), as SRS Study outcome:

- a. As – Is Model.**
- b. BPR.**
- c. To be Model.**

#### **3.2 Deliverables and Terms of Reference:**

The Responding Organization (RO) should clearly mention and list all the deliverables to be completed under the proposed project. All architectural deliverables must comply with industry standards, i.e. use UML wherever possible along with hardcopy UML deliverables, soft copies in XML or another industry interchange format must be provided for CASE tools. The defined deliverables for the different stages at a minimal include the following (please refer to the E-Government Standard 2009 for current list of deliverables and their details):

The defined deliverables for the different stages at a minimal include the following:

- i. Process flow of all current Business Processes (As is Model)
- ii. Use CASE Model for all functional and non-functional parts
- iii. Functional and non-functional model
- iv. Logical Model Development of SRS Document
- v. Product Perspective, Product, Functions etc.
- vi. Architectural Decisions
- vii. Business Process Re-engineering (BPR) with Entity Relationship Diagrams, State Transition Diagrams and Data Flow Diagrams
- viii. Proposed Recognized Model Requirements Analysis (To be Model)
- ix. Procedural data flow and control modeling
- x. System Features including Description and Priority, Stimulus / Response Sequences, Functional Requirements.
- xi. User Classes and Characteristics
- xii. Design and Implementation Constraints, and dependencies
- xiii. Assumptions
- xiv. Legacy Data solutions
- xv. Detailed migration plan
- xvi. External User Interfaces including user, hardware and Software interfaces, UI Model, UI Design, UI Navigation and responsive templates for laptop/desktop and mobile devices
- xvii. Volumetric Analysis
- xviii. Non-Functional Requirements including Performance Requirements, Standards to follow, Safety Requirements, Security Requirements etc.
- xix. Detailed testing methodology with success and failure indicators



- xx. Operational Model and Operating Environment: Software options, hardware and network requirements, other factors depending on the environment/business processes
- xxi. Methodology for software quality assurance and testing
- xxii. System Robustness and responsiveness
- xxiii. Data recovery and data back-up mechanism

The SRS Document shall possess the following attributes:

### **3.2.1 Unambiguous**

Every requirement stated therein has only one possible interpretation. All stakeholders with approximately the same knowledge about the system and its context interpret the requirement in the same way. It also requires that, at least, each characteristic of the final product be described using a single unique term, and those terms that could have multiple meanings in a particular context, should be included in a glossary where its meaning becomes more specific.

### **3.2.2 Complete**

Contains the following elements:

1. All significant requirements;
2. All possible scenarios covered and listed i.e. definition of the responses of the software to all realizable classes of input data in all realizable classes of situations;
3. Complete labels and references to all figures, tables and diagrams in the SRS and definition of all terms and units of measure. All pages must be numbered and all referenced material must be present in SRS;
4. All assumptions shall be kept to a minimum and clearly mentioned;
5. At reasonable & required instances, also mentions what the software is NOT supposed to do.

The SRS is not complete if there are unfinished sections, i.e., there are marks "To Be Determined" (TBD). A requirement is complete if it is fully specified and does not omit any piece of information that is relevant to some stakeholder.

### **3.2.3 Consistent**

#### **3.2.3.1 Internally Consistent**

The SRS shall not be considered internally consistent if the subsets of requirements outlined in it have conflicts. Moreover, a requirement is consistent if the statements within it do not contradict each other.

#### **3.2.3.2 Externally Consistent**

A requirement in the SRS is considered externally consistent, has no conflicts with any project documentation (i.e. system requirements specifications, statements of work, white papers, an early SRS version with which the new version must be compatible, and system requirements specifications of other systems to which this system must have interface). Thus, a SRS is considered externally consistent if the requirements described in it have no conflict with any project documentation.

### **3.2.3.3 Correct**

The SRS shall be considered correct if every requirement is something required to build the system, i.e., each requirement contributes to the satisfaction of some need. The SRS should be compared with B-PP Rules 2014, B-PP Service Rules, B-PPRA Act 2009 and the amendment 2013 along with other applicable Rules/Regulations/Acts of the Government of Balochistan. Finally, B-PPRA shall determine whether the SRS correctly reflects the actual needs.

### **3.2.3.4 Traceable**

The SRS shall be traceable; each requirement shall have a clear source and shall be easily referenced in subsequent development phase or documentation.

- i. **Backward traceability**, i.e., before the development stages. This is achieved when each requirement explicitly reference to its source in earlier documents. Some authors define this attribute as "Traced"
- ii. **Forward traceability**, i.e., all documents generated from the SRS. This may be achieved by each requirement having a unique name or reference number. The origin and evolution as well as its impact and use in later stages of development of each element/requirement shall be traceable.

### **3.2.3.5 Verifiable (Testable)**

The SRS shall be considered verifiable if every requirement stated therein can be verified. A requirement is verifiable if there is a finite and cost-effective process with which a person or machine can check that the software product meets the requirement. To facilitate verifiability, some acceptance criteria must be defined as agreed with the relevant functional experts.

### **3.2.3.6 Modifiable**

A SRS is considered modifiable if its structure and style are such that allow introducing easily, completely, and consistently any change, without affecting the structure and style. To achieve modifiability the SRS must:

- i. Have a coherent & easy to use organization, a table of contents, an index, & explicit cross-references
- ii. Avoid redundancy (because problems can arise when a redundant requirement is altered in only one of the places where this occurs, resulting in an inconsistent SRS)
- iii. Express each requirement separately

### **3.2.3.7 Annotated by Relative Importance, Relative Stability or Version**

The SRS shall be considered ranked by importance if each requirement in it has an identifier to indicate its importance. One way to classify requirements is to distinguish classes of them as essential, conditional, and optional.

The SRS shall be considered ranked by stability if each requirement in it has an identifier to indicate the stability of that particular requirement. Requirements stability can be expressed with the number of expected changes for any requirement. A requirement is rated if its relevance has been determined and documented.

### **3.2.3.8 Understandable**

The SRS shall be considered understandable if its readers (B-PPRA Functional Experts, End Users, Project Managers, Software Developers, Testers, and others) can easily comprehend the meaning of all requirements with a minimum of explanation.

The readability and modifiability of a SRS is influenced by the structure and style of the document, so, in this sense, the SRS should have a coherent structure, each requirement should have a unique identification, redundancies should be avoided, and the requirements defined should be atomic.

### **3.2.3.9 Concise**

The SRS shall be considered concise if it is as short as possible without adversely affecting any other document quality. So, if there exist two SRS describing an identical system with identical quality measures, then the shorter the better.

### **3.2.3.10 Organized**

The SRS shall be considered organized if its content is organized, that is, readers can easily locate information and logical relationships between adjacent sections are evident. To achieve a useful organization:

- i. A standard must be followed, and
- ii. One of the five organizational models must be used: group the functional requirements by user class, common stimulus, common response, feature or object.

### **3.2.3.11 Not Redundant**

The SRS shall be redundant if the same requirement is declared more than once. If redundancy is used to increase readability of the SRS, and necessary, it should include explicit cross-references.

### **3.2.3.12 Atomic**

Each requirement in the SRS should be clearly determined and identified, without being mixed with other requirements. A requirement is atomic if it describes a single and coherent event. A requirement is not atomic if it describes multiple isolated or just loosely coupled events which can be divided into several requirements.

### **3.2.3.13 Cross-Referenced**

Cross-references shall be used to relate sections containing requirements to other sections containing: redundant requirements, more abstract or more detailed descriptions of the same requirements or requirements that depend on them or on which they depend.

### **3.2.3.14 Design Independent**

The SRS shall be design independent if there are more than one system design and implementations that implement all requirements stated in it. The SRS

shall use abstraction, i.e., state that requirements must tell what the system must do without telling how it must do it. Thus, a SRS should avoid excessive technical details about the implementation.

### **3.2.3.15 Electronically Stored**

The SRS shall be electronically stored i.e. the entire document shall be produced with a word processor or generated from a requirements database.

### **3.2.4 At the Right Level of Abstraction/Detail**

The SRS shall provide different levels of detail. The SRS summary should be relatively specific to ensure that the developer knows what is being acquired. A summary of each section/group of requirements shall be provided at the beginning of each section/group followed by detailed requirements at a consistent level of detail.

### **3.2.5 Precise**

All used terms in the SRS shall be concrete and well-defined. Particularly,

- i. Numerical quantities shall be used whenever possible
- ii. All numerical quantities shall have appropriate levels of precision.

### **3.2.6 Achievable**

The SRS shall be achievable i.e. is at least one system that correctly implements all requirements stated in it or the possibility to implement each requirement within the capabilities and limitations of the system and its operating environment.

### **3.2.7 Up to date and update-able**

The requirements in the SRS shall be Up to date and reflect the current status of the system and its context, such as the current stakeholder's desire and current legal regulations. The SRS should define measures and requirements to update data/tables/fields so that changing regulations or needs can be met to the maximum possible extent.

## **4 SOFTWARE AND CMS BASED WEBSITE DEVELOPMENT.**

### **4.1 Characteristics / Features of Software:**

The firm engaged would proceed further on the basis of detailed/approved SRS for the design, development, deployment and installation of Software and CMS based website development. The Software and CMS based website should possess (not limited to) following features and characteristics.

#### **4.1.1. Operational Characteristics.**

- i. Information Retrieved
- ii. Security
- iii. Integrity
- iv. Efficiency

#### **4.1.2 Characteristics including.**

- i. **Maintainability:** Maintenance of the software should be easy for any kind of user.
- ii. **Flexibility:** Changes in the software should be easy to make.
- iii. **Extensibility:** It should be easy to increase the functions performed by it.
- iv. **Scalability:** It should be very easy to upgrade it for more work (or for more number of users).
- v. **Testability:** Testing the software should be easy.
- vi. **Modularity:** Any software is said to be made of units and modules which are independent of each other. These modules are then integrated to make the final software. If the software is divided into separate independent parts that can be modified, tested separately, it has high modularity.

#### **4.1.3 Transition Characteristics including.**

- i. **Interoperability:** Interoperability is the ability of software to exchange information with other applications and make use of information transparently.
- ii. **Reusability:** If we are able to use the software code with some modifications for different purpose then we call software to be reusable.
- iii. **Portability:** The ability of software to perform same functions across all environments and platforms, demonstrate its portability.

#### **4.1.4 Propriety/licensing.**

System should be free of any propriety/licensing and must not be any platform dependent. The software package will be the sole property of Science & IT Department, Government of Baluchistan, & production of the same (in any case) would not be made without consent of Law & Parliamentary Affairs Department, Government of Balochistan.

## **4.2 Digital Library may include but not limited to the following features and characteristics:**

- a. Architecture allows multiple levels of user permissions, which can be configured based on collections, collection groups, or institutional units, for example, various levels of administrator and staff user permissions are available for organization staff to change system settings and content. Simple and secure user account creation is available for staff, end-users to upload files and add metadata.
- b. Architecture facilitates staff in setting up collections and assigning or ingesting items to collections.
- c. Indexes can be updated to include new or changed content without having to re-index the entire database. Indexing runs in the background (no downtime for using the system during indexing). New items can be indexed in real time so that they are available to the public immediately.
- d. Collections can be created, populated, and viewed by authorized users while remaining invisible to unauthorized users.
- e. System natively supports content in English and Urdu.
- f. Custom configuration settings are available at the collection level for collection specific behavior and appearance with collection settings overriding global settings.

- g. The system must provide/support different formats (but not limited to) TIFF images, JPG/JPEG images, JP2/JPEG 2000 images, Single Page & Multipage PDFs, Text, Audio, Video, etc. of downloading and uploading document(s),
- h. The system must provide user-friendly, web-based, online data entry and document uploading interface and reporting facilities,
- i. System provide option of first digitizing the document off-line (and storing locally), and uploading the data to the central database later directly from the local system,
- j. Provide option to verify or cross check uploaded documents before publishing online for general public,
- k. The system must provide tools for basic analysis on uploaded documents and downloaded history (such as producing summary statistics, simple graphs, trend analysis, etc.),
- l. Must provide flexibility to add/delete/modify data as per assigned user rights,
- m. Must allow integrated multimedia collections can have text, images, audio, video, etc. all in the same collection,
- n. The software must be accessible and compatible with latest internet browser and operating system,
- o. The product must have enough flexibility to accommodate the frequent changes and open to customization as required for the future,
- p. Content Management System (CMS) should be enabled to update contents of public pages,
- q. The software shall be flexible and scalable in terms of performance and functionality,
- r. The software must be able to run on Intranet when there is no internet connection for uploading documents,
- s. The firm must provide user manual of the system along technology transfer documents and training (both Technical/End user training) to our technical team,
- t. Should have a dynamic access menu control,
- u. The software should have inbuilt feature for URDU language composing,
- v. Software should support use of multiple users at a time,
- w. The response time of the software system as data transaction should be less (1-2 sec) as far as possible,
- x. Must support related objects, defined as groups of objects with some relation to each other, such that:
  - a. If one is retrieved, all are retrieved
  - b. The relationship among the objects is made clear
  - c. Related objects do not have to all be in the same format
  - d. Any number of related objects can comprise a group
- y. System has a readily available easy process and tools for staff to:
  - a. Input/update metadata
  - b. Add local fields (including administrative fields not shown to the public)
  - c. Ingest existing metadata records
  - d. Edit ingested existing metadata records
  - e. And export metadata records
- z. Metadata can be created/edited online, or created offline and uploaded.
- aa. The system supports both:
  - a. Manual upload to ingest

- b. Automatic batch upload to ingest
- bb. Provides immediate verification of ingest success or, in the case of ingest failure, provides error messages that communicate to staff what needs to be fixed for successful ingest.
- cc. Ingest processing is speedy enough to meet staff needs. (For each DL System under review, discussions over the value of increased speed should consider the benefits of that speed in relation to the costs/delays for staffing, software version upgrades, etc.).
- dd. The system can automatically index full text from formats including PDF, Word, Open Office, The SHTML, and XML.
- ee. When a complex object with manifestations exists in the system, it should be possible to replace a specific file or files without having to re-ingest the entire object.
- ff. The user can choose to search metadata only and both metadata and full text together.
- gg. Both Google like simple search (all fields, one search box, all terms OCR'd) and advanced search (choice of specific fields, limits, choice of Boolean operators) are allowed.
- hh. Users can search and browse:
  - a. Within a single collection
  - b. across all collections
  - c. across groups of collections defined by staff
  - d. across ad hoc groups of collections defined by the user
- ii. Assistance for search and navigation is provided through:
  - a. Alternate suggestions when no results found
  - b. Faceted browsing
  - c. Clickable links within metadata (author, subject, format, etc.)
  - d. Pre-determined canned searches
- jj. An outline or table of contents display is available for complex structured bibliographic items. It is possible to expand and contract any heading in the outline hierarchy.
- kk. When a textual object is retrieved by a full text search:
  - a. the number of occurrences of the term in the object is displayed in the list of hits,
  - b. When the textual object retrieved by a full text search is displayed, the search term is highlighted on the page,
- ll. When multiple manifestations (e.g. image and full text, audio and transcript) are available, they can be displayed simultaneously on the screen.
- mm. Users can display, download, print and/or email content (unless these functions are restricted for a particular computer file, bibliographic item, or collection).
- nn. Restrictions on access and use can be implemented at the computer file and/or the bibliographic item level by password and by IP filter. When an object is restricted, the restriction is clear to the user.
- oo. Easy to understand help files and/or tutorials are available to assist users with search, display, and use functions.
- pp. Interface should be attractive and easy to use. Training materials are available for all user levels – robust user community involvement a plus especially if the user community has effective input into the design/development process.

- qq. Share feature – Users can share an item via email, Facebook, Twitter, or other social networking sites.
- rr. User can save searches.
- ss. User can see search history.

#### 4.3 Required Documentation:

The firm has to prepare/submit the following documents:

- i. The firm should provide a detailed user manual, Operational & maintenance manual of the system covering step-by-step instruction on the use of each module. The maintenance manual should clearly give the module description, assumption and constraints, function carried out, and notes on troubleshooting in case of failure,
- ii. The selected firm should prepare and submit SRS to be approved before starting development of software & CMS based website,
- iii. The manual should be in English & Urdu Language,
- iv. The firm should submit the manuals in both hard and soft copy format.

#### 4.4 Deliverables:

The firm is required to deliver the following:

- i. Inception report including work schedule,
- ii. Monthly progress report according to work schedule,
- iii. All diagrams like ERM, ERD etc,
- iv. Installed and fully operational web based software,
- v. System delivered on DVD with source code along all third party tools,
- vi. Operation & User Manual of the system,
- vii. Completion Report.

### 5. ELIGIBILITY CRITERIA FOR BIDDERS:

S. No.	Bidders Eligibility Factor	Requirement	Document Required
1.	Registration with Income Tax	Mandatory	Attach Copy of NTN
2.	Registration with Sales-Tax	Mandatory	Attach Copy GST registration Certificate
3.	Turn-over of previous three years	Annually PKR 100 Million for the past 3 Years	Attach supporting Bank Certificate of Firms Bank Account
4.	Meeting the specification	If the quoted items are below the required specification, the Bid shall stand ineligible	Attach copies of technical literature & Brochures from the manufacturer, which may be verified on the Internet
5.	Being the Authorized Dealer	The Bidder must be Authorized Dealer/ authorization from manufacturer of the quoted Equipment. If not, the Bid shall	Attach copy of Dealership and Authorization Certificate of the quoted equipment from the



		stand ineligible	manufacturer/ Principal  And E-mail from the manufacturer /Principal to be sent to the procuring agency's email, authorizing the bidder to quote their product and offering after sales support
6.	<b>Registration with BRA</b>	Mandatory	Attach Copy of BRA certificate/ number
7.	<b>Registration with PEC in relevant category</b>	Mandatory	Attach Copy of registration/ categories/ document  EE09, EE04, EE07, E011 and other relevant category if applicable
8.	<b>Blacklisting</b>	Mandatory	Submission of legal valid undertaking that the Firm/ JV partner/ developing partners are not blacklisted by any government organization or anywhere in the world.
9.	<b>Incorporation of Bidder :Sole bidder, Consortium or Joint Venture is permitted to Bid in this Tender</b>	Consortium / Joint Venture of Partners should not exceed three partners. Prime bidder must be incorporated / registered as IT firm in Pakistan since at-least last five years	Copy of the Consortium / JV Agreement AND valid membership certificate of respective Chamber of Commerce. The main bidder and partner both be clearly mentioned.
10.	<b>PSEB Registration</b>	Mandatory	Registration with Pakistan Software Export Board. (Current year Validation 2017-2018)
11.	<b>Human Resource (Attach CVs and pay slip)</b>	Design, 3 Professionals. 05 Professionals for deployment/Implementation 2 Professional Trainers for training. Certified PMP, 2 Professional. Technical staff in Networking / 02 Qualified Engineers CCNA/ CCNP certified. Technical staff in Software Development 02 OCP/ MCP certified.	Attach CV/ Resume of professionals.

<b>12.</b>	<b>Project Management &amp; Deployment Plan</b>	To validate the understanding of the Firm regarding the suitability of the proposal. This should at-least contain efficient time plan, labor to be deployed plan, maintenance plan & recovery plan and compatibility with existing fiber/ network.	Detail report of project.
<b>13.</b>	<b>Local Existence</b>	Local office existence of company in Balochistan for giving local support and replacement warranty	Attach receipts of rent/ agreement /GST/ NTN copy of last 03 years.
<b>14.</b>	<b>Warranty Period</b>	Free warranty <b>02</b> years starting from expiry of first year compulsory warranty period of Hardware.	Letter required from manufacturer.

## **6. BILL OF QUANTITIES.**

<b>S.No</b>	<b>Description</b>	<b>Qty</b>
1.	Customized Software	1 job
2.	Server Machine	1
3.	Desktop Computer	10
4.	SAN Solution	1
5.	Data Center Switch	1
6.	Access Layer Switch	1
7.	SFP Modules	4
8.	Edge Firewall:	1
9.	Scanner	1
10.	Optical Fiber Cable	RFT
11.	Cat 6 cable	RFT
12.	I/O Connectors, Face Plates & Duct Patti	1 job
13.	42U Rack	1
14.	4U Rack	1

15.	Active Network Configuration Cost	1 job
16.	Passive Network Laying Cost	1 job
17.	Data Center Servers infrastructure configuration Cost	1 job
18.	Microsoft Windows Server Operating System	1
19.	Proxy Software (Microsoft TMG Server Software)	1
20.	Furniture and renovation	1
21.	Hands on Training of Network/System/Hardware troubleshooting for IT Team	1 job

#### **6.1 DATA-SHEET/ SPECIFICATION SHEET OF THE ASSIGNMENT**

<b>S. No</b>	<b>Item Name</b>	<b>Item Details / Specification</b>	<b>QTY</b>
1.	Customized Software	Establishment of Digital Library/ Digitization of Laws/ Acts.	1 job
2.	Server Machine	Dual Socket 1U Rack Server :  Intel product family 12 cores of processor, Memory 8X8 GB DDR4, Storage Drive 2 * 10 TB with all allied accessories.	01
3.	Desktop Computer	Core i7 (6th Generation processor), Windows OS 10 or higher with built in 10/100/1000 Gigabit Ethernet LAN, Intel 802.11b/g/n WLAN, 17” LED Monitor and allied accessories	10
4.	SAN Solution	Maximum Disk Drives and Storage Capacity 150 TB.	01
5.	Data center/ Enterprise Switch.	Rack mount 24 GE PoE layer III Manageable Switch; 4 GE SFP ports; Max Number of Stacks 48Gbps; DRAM Memory 256 MB; Forwarding performance 42 Mbps etc.	01
6.	Access Layer (L2) Manageable Switch	Rack mount 24 port PoE Ethernet layer II Manageable Switch with 2 SFP 1G port.	01
7.	SFP module	SFP Modules for Data Center & Access Layer Switch	04
8.	Edge Firewall.	Next Generation Firewall or higher	01
9.	Scanner	Paper Size A4/Legal, Duplex Scan mode, 50 sheet ADF, 20ppm (or higher)	01
10.	Optical Fiber Cable.	Multimode 48 pair cable	RFT

11.	Cat 6 Cable Roll.	Branded	RFT
12.	I/O connectors, Face plates.	Branded I/Os, Face Plates, Duct/ PVC Pipe / Flexi Pipe	As per Survey
13.	42 U Rack with KVM and PDU solution.	Contemporary, sleek appearance, Strong frame structure, Multiple vendor equipment compatibility, Full line of accessories & Family of sizes and styles, Width: EIA Standard 19" Rack Rails, External Width: 23.6" – 600 mm, Height: 78.74" – 2,000 mm – Rack Units: 42 U, Depths: 39.37" & 41.34", Side walls, Split rear doors, Baying Kits, tool less Shelves, casters, Bolt Down Kits, Cable Management, Power Strips – vertical or Rack mount, Enclosure Monitoring System, Tool less Blanking Panels, Fans with	01
14.	4 U Rack	Branded	01
15.	Active Network Configuration Cost.	Data Center Firewall, Data Center Ethernet Switch and Access Layer Ethernet Switch installation, configuration, policy implementation	1 Job
16.	Passive (Inner) Network Laying Cost.	Cat 6 cable Laying, commissioning, point testing, fiber splicing for SFP mod:, ducting, weather proofing of all passive network equipment	1 Job
17.	Data Center Servers infrastructure configuration Cost.	Installation and configuration of all the required Software & Services	1 Job
18.	Server Operating System	Microsoft Windows 2012 Standard edition	01
19.	Proxy Software	Microsoft TMG Server Software	01
20.	Furniture and renovation	Furniture/ shelf, computer chairs and aesthetic look of the room at Law Department for minimum number of 10 users	1 job
21.	Training Component	Operational Training and Customized software training of users.	1 job

**Note: The firm will provide 01 Resident Engineer, 01 Hardware/network technician for a period of one year after implementation of the project.**

## **7. INSTRUCTIONS FOR PREPARING TECHNICAL BID/ PROPOSAL.**

The successful firm will be selected in accordance with the procedure/method of selection as indicated and detailed hereunder:

### **7.1 Single stage – two envelope procedure:**

- i. The bid shall comprise of a single package containing two separate sealed envelopes. Each envelope shall contain separately the FINANCIAL PROPOSAL and the TECHNICAL PROPOSAL;
- ii. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- iii. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- iv. The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Science & IT Department, without being opened;
- v. Science & IT Department shall evaluate the TECHNICAL PROPOSAL in a manner prescribed in section 9(II) of this document, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. During the technical evaluation no amendments in the technical proposal shall be permitted;
- vii. After the evaluation and approval of the TECHNICAL PROPOSALS, Science & IT Department shall publicly open the FINANCIAL PROPOSALS of the technically accepted bids only within the bid validity period. The FINANCIAL PROPOSALS of bids found technically non-responsive shall be returned un-opened to the respective bidders;

## **7.2 TECHNICAL PROPOSAL**

The Technical Proposal shall contain the following:

- i. Cover Letter (maximum two pages excluding necessary attachments),
- ii. Experience of the firm (maximum two pages introducing the firm background and general experience, and listing completed projects in the format provided as Form-1 illustrating firm experience. (No promotional material should be included),
- iii. General approach, methodology, work and staffing schedule (maximum 20 pages),
- iv. Experts’ CVs (no limit but preferably should not exceed five (5) pages for each expert).

The Technical Proposal shall contain information indicated in the following paragraphs from (i) to (vii) using the Standard Technical Proposal Forms Annexure-1(Form 1 & 2). Such information must be provided by the firm.

- (i) A brief description of the organization and outline of experience of the Firm on assignments of similar nature is required. For each assignment, the outline should indicate inter alia, the assignment, contract amount and the Firm's involvement. Information should be provided only for those assignments for which the firm was legally contracted by the client as a corporate entity or as one of the major participating firms within an association. Assignments completed by individual experts working privately or through other firms cannot be claimed as the experience of the firm, or that of the firm's Associate(s), but can be claimed by the individuals themselves in their CVs. Firm should be prepared to substantiate the claimed experience if so requested by the Client.
- (ii) A concise, complete, and logical description of how the Firm's team will carry out the services to meet all requirements of the TOR.
- (iii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR.

- (iv) An organization chart indicating relationships amongst the Firm, the Client, and other parties or stakeholders, if any, involved in the assignment.
- (v) The Technical Proposal shall not include any FINANCIAL information. TECHNICAL PROPOSALS containing financial information shall be declared non responsive.
- (vi) The name, age, nationality, background employment record, and professional experience of each nominated expert, with particular reference to the type of experience required for the project, should be presented in the CV format shown in Form 2.
- (vii) The Client requires that each expert confirm that the content of his/her curriculum vitae (CV) is correct and the experts themselves should sign the certification of the CV. However, in particular cases, the Client may accept a senior officer of the Firm signing the CVs on behalf of the experts. If, for valid reasons, the experts are unable to do so, and the Firm's Proposal is ranked first, copy of the CVs signed by the experts concerned must be submitted to the Client prior to commencement of contract negotiations. Note that the need to provide address and fax/e-mail details of experts in the CVs of the experts is not considered mandatory.

### **7.3 FINANCIAL PROPOSAL**

All information provided in Firms' Financial Proposal will be treated as confidential. The Financial Proposal must be submitted in hard copy the proposed cost(s) and the figures provided therein will be read out aloud at the public opening of Financial Proposals.

## **8. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

- i. The original Proposal (both Technical and Financial) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Firms themselves or to evidence provision of a price discount. Any such corrections, interlineations or overwriting must be initialed by the person(s) who signed the Proposal;
- ii. An authorized representative of the Firm shall initial all pages of the original hard copy of the Financial Proposal. No other copies are required;
- iii. The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. All required copies of the Technical Proposal will be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs;
- iv. The original and all copies of the Technical Proposal to be sent to the Science & IT Department shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL." Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked by red felt pen "FINANCIAL PROPOSAL" and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes shall be placed into an outer envelope and sealed. The outer envelope shall bear the submission address, reference number and title of the project. If the Financial Proposal is not submitted by the Firm in a separate sealed envelope and duly marked as indicated above, this will constitute grounds for declaring both Technical and Financial Proposals non-responsive;
- v. Proposals must be delivered at the indicated Science & IT Department address on or before the time and date stated or any new date established by the Science & IT Department.

## 9. PROPOSAL EVALUATION:

### 9(A). Bidders Eligibility Form.

S. No	Bidders Eligibility Factor	Requirement	Bidder 01		Bidder 02		Bidder 03	
			Y	N	Y	N	Y	N
1.	<b>Registration with Income Tax</b>	Attach Copy of NTN						
2.	<b>Registration with Sales-Tax</b>	Attach Copy GST registration Certificate						
3.	<b>Turn-over of previous three years</b>	Attach supporting Bank Certificate of Firms Bank Account						
4.	<b>Meeting the specification</b>	Attach copies of technical literature & Brochures from the manufacturer, which may be verified on the Internet						
5.	<b>Being the Authorized Dealer</b>	Attach copy of Dealership and Authorization Certificate of the quoted equipment from the manufacturer/ Principal (E-mail from the manufacturer /Principal to be sent to the procuring agency's email, authorizing the bidder to quote their product and offering after sales support)						
6.	<b>Registration with BRA</b>	Attach Copy of BRA certificate/ number						
7.	<b>Registration with PEC in relevant category</b>	Attach Copy of registration/ categories/ document  EE09, EE04, EE07, E011 and other relevant category if applicable						
8.	<b>Blacklisting</b>	Submission of legal valid undertaking that the Firm/ JV partner/ developing partners are not blacklisted by any government organization or anywhere in the world.						
9.	<b>Incorporation of Bidder Sole bidder, Consortium or Joint Venture is permitted to</b>	Copy of the Consortium / JV Agreement AND valid membership certificate of respective Chamber of Commerce. The main bidder and partner both be clearly						

	<b>Bid in this Tender</b>	mentioned.						
<b>10.</b>	<b>PSEB Registration</b>	Registration with Pakistan Software Export Board. (Current year Validation 2017-2018)						
<b>11.</b>	<b>Human Resource (Attach CVs and pay slip)</b>	Attach CV/ Resume of professionals.						
<b>12.</b>	<b>Project Management &amp; Deployment Plan</b>	Detail report of project.						
<b>13.</b>	<b>Local Existence</b>	Attach receipts of rent/ agreement/ GST/NTN copy of last 03 years.						
<b>14.</b>	<b>Warranty Period</b>	Letter required from manufacturer.						

- a. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as **INELIGIBLE**.
- b. Subsequent upon said assessment, Bidders shall be categorized as:
  - i. Eligible Bidders
  - ii. Ineligible Bidders

- I. **Return of Financial Proposals of Ineligible Bidders:** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall NOT be accepted for any further evaluation:
  - i. Their Financial Proposals shall be returned without being opened.
  - ii. Their Bid security shall be released upon their written request.

- II. **Technical Evaluation Process:** The Bids received from Eligible Bidders shall then be evaluated by the TECHNICAL COMMITTEE for conformance with the required technical qualification (which includes specification, schedule of requirements and all other requirements as stated in the Data-Sheet) in the following manner:

#### 9(B). Technical Evaluation Process Form

S.#	Evaluation Parameter	Marks	Description
<b>1</b>	<b>Compliance with BOQ</b>	<b>10</b>	Compliance with tender documents ( specification of Hardware, Network and core equipment) 10 marks for 100 % compliance, 0 for below 100%
<b>2</b>	<b>Company Profile</b>	<b>20</b>	



2.1	Years in business	05	5 year in business. (Please provide evidence)
2.2	Company Size	05	Bidder must have at least 30 regular employees registered.
2.3	Team Member Certifications (2 marks for each category in case of fulfillment of required strength) Attach CV's, Pay slip and evidence of working under firm domain.	10	Must have at least 2 Certified DBA (Provide Certificate) 2 Certified Developer (MCP/OCP) 1 PMP (Provide certificates) 2 CCNA/ CCNP 1 A+ Certified
<b>3</b>	<b>Relevant Experience</b>	<b>40</b>	Domain Knowledge at Pakistan and International level.
3.1	At least 2 Large Scale Projects in Pakistan in Document Management System (10 marks for each Rs. 20 million project)	20	That bidder has successfully completed 02 projects each of Rs 20 million minimum in last 03 years.
3.2	03 successful deployment ,maintenance, installing core components of Data Center and optical Fiber based digital Network with minimum of laying of fiber 1000 m.	20	That bidder has successfully completed 03 projects each of Rs 50 million minimum in last 03 years.
<b>4</b>	<b>Development Strategy</b>	<b>15</b>	Framework and strategy
4.1	Demonstration of existing implemented software and presentation of project within 07days after opening of bids	10	The successful bidder or technical qualified has to present its software solution along with plan before the competent authority.
4.2	To validate the understanding of the Firm regarding the suitability of the proposal. This should at-least contain efficient time plan, labor to be deployed plan, maintenance plan & recovery plan of project.	05	Detail report of project.
<b>5</b>	<b>Financial Capabilities</b>	<b>15</b>	
5.1	Turn-over of previous three years  More than 100 million revenue in total combined for 3 years ( 15 marks)  More than 50 million and less than 100 million revenue in total combined for 3 years (08 marks) More than 40 million and less than 50 million revenue combined for 3 years (03 marks)	15	Attach supporting Bank Certificate of Firms Bank Account/ Provide 3 years audited financial statements if applicable

<b>Total Marks</b>	<b>100</b>	<b>Technical Proposal</b>
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<b>COMPLIANCE PROFORMA OF SERIAL # 1 OF 9(B) OF EVALUATION PARAMETER IN TECHNICAL EVALUATION PROCESS</b>							
S #	Technical Requirement	Eligible Bidder 1		Eligible Bidder 2		Eligible Bidder 3	
		Fulfill YES / NO	Reason	Fulfill YES / NO	Reason	Fulfill YES / NO	Reason
1.	Server Machine						
2.	Desktop Computer						
3.	SAN Solution						
4.	Data center/ Enterprise Switch.						
5.	Access Layer (L2) Manageable Switch						
6.	SFP module						
7.	Edge Firewall.						
8.	Scanner						
9.	Optical Fiber Cable.						
10.	Cat 6 Cable Roll.						
11.	I/O connectors, Face plates.						
12.	42 U Rack with KVM and PDU solution.						
13.	4 U Rack						
14.	Server Operating System						
15.	Proxy Software						

Method of Selection of the successful bidder shall be based on the **Quality & Cost Based Selection (QCBS) Method**, which means the Bidder scoring the highest score in quality-cost based evaluation shall be recommended for the award of Contract, among the responsive Bids, where weightage of Quality (technical) & Cost (Financial) score shall be **70% & 30%** respectively towards the selection of the successful Bidder and those Firms would be considered, qualify for financial evaluation, who get **70% out of 100 marks** in technical evaluation as per technical evaluation process form **9(A)**, Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:

**1. Responsive Proposals**

**2. Non-Responsive Proposals**

**III. Return of Non-Responsive Proposals and preparation of Technical Evaluation Report.**

Technical Proposals not conforming to the required technical requirements shall be declared as Non-Responsive” and consequently shall **NOT** be accepted for any further evaluation:

- a. Their financial proposals shall be returned without being opened.
- b. Their Bid security shall be released upon their written request.
- c. Technical Evaluation Report shall be prepared duly signed by all members of the Procurement Committee, giving **REASONS** for;
  - i. Acceptance of the Eligible and Responsive Bid/s and;
  - ii. Rejection of the Ineligible and/ OR Non-Responsive Bid/s

**IV. Public Opening and Evaluation of Financial Proposals.**

Financial Proposals of the technically **Responsive** Proposals shall be publicly opened in the next meeting and Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” will be prepared and uploaded on the BPPRA website.

**a. Public Opening of Financial Proposals**

- i. At the public opening of Financial Proposals, Firms representatives who choose to attend will sign an Attendance Sheet.
- ii. The score of each Technical Proposal that met the minimum mark of 70% will be read out aloud;
- iii. Each Financial Proposal will be inspected to confirm that it has remained sealed and unopened;
- iv. The Science & IT department’s representative will open each Financial Proposal. The representative will read out aloud the name of the Firm and total price shown in the Firm's Financial Proposal. This information will be recorded in writing by the Science & IT Department representative;

- v. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in case of difference in serial numbers in “Bidding Documents” viz-a-viz “Financial Bid” the bid may qualify for rejection;
- vi. No technical detail / specification may be mentioned in the financial bid;
- vii. Taxes must be included along-with the price of each item;
- viii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules;
- ix. Financial Proposals will be reviewed to ensure that the figures provided therein are consistent with the details of the corresponding Technical Proposal.
- x. The total price for each Financial Proposal will be determined;
- xi. The lowest Financial Proposal firm will be selected among who met the minimum mark of **70%** out of **100** marks of Technical proposals;
- xii. Bid Security of successful bidder/s shall be released upon submission of Performance Security;
- xiii. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s;
- xiv. Performance security of the successful bidder/s shall be released within two months from the date of inspection after successful deployment, commissioning. In case of unsatisfactory performance on part of the supplier, the “Performance Security” shall be forfeited or retained till satisfactory completion of task.

**b. Evaluation of Financial Proposals:**

- i. The detailed contents of each Financial Proposal will be subsequently reviewed by the Science & IT Department. During the examination of Financial Proposals. The Science & IT Department staff and any others involved in the evaluation process will not be permitted to seek clarification or additional information from any Firm who has submitted a Financial Proposal.

Items Description	QTY	Responsive Bidder 1		Responsive Bidder 2		Responsive Bidder 3	
		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>Grand Total</b>							

- ii. **Cost Score formula.**

$$\text{Lowest quoted Total Cost} / \text{Firms cost under consideration} \times 30\% = \text{Firm Cost Score}$$

#### **10. AWARD OF CONTRACT:**

After completion of selection process, Science & IT Department shall award the contract to the selected Firm and promptly notify the other Firms who submitted Proposals that they were unsuccessful, and will return the Financial Proposals to unsuccessful Firms.

##### **Performance Security:**

The successful bidder will have to furnish a performance security, equivalent to ten (10%) per cent of the contract amount in shape of bank draft/ bank guarantee.

#### **11. CONTRACT COMMENCEMENT DATE.**

Anticipated date for the commencement of the contract services.

#### **12. SUBMISSION OF BIDS.**

Sealed Tenders (Single Envelope containing two separately sealed envelopes of Technical and Financial bids) must reach the office of the Director General of IT, Balochistan latest by **24<sup>th</sup> January, 2018 till 12:30 PM** through courier or may be dropped in the office of the Director General of IT Balochistan, Quetta.

#### **13. OPENING OF BIDS.**

The technical proposal will be opened on same day/date at **01:00 PM** sharp on in the Office of the Director General of IT, Balochistan Quetta, in presence of the bidders who want to be present in the Bid opening session.

#### **14. TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS.**

- i. BPPR : Balochistan Public Procurement Rules – 2014
- ii. Balochistan Public Procurement Regulatory Authority Act
- iii. Technical specification as per the Data Sheet contained in this Bidding Document
- iv. All Terms & Conditions contained in this Bidding Document.

## FORM -1

## FIRM'S REFERENCES

## Relevant Services Carried Out

## That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually, as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in PK. Rs.):
Name of Associated Firms, If Any:		No. of Months of Professional Staff Provided by Associated Firms:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_

## FORM -2

### FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

#### **Key Qualifications:**

[Give an outline of staff member's experience and training most pertinent to tasks on assignment.]

\_\_\_\_\_

#### **Education:**

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

\_\_\_\_\_

#### **Projects:**

[Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations.]

\_\_\_\_\_

#### **Certifications:**

[Give relevant certifications of the staff members.]

\_\_\_\_\_

#### **Employment Record:**

[Starting with present position, list in reverse order every employment held. List all full time positions held by staff member, giving dates, names and contact of employing organizations, titles of positions held.]

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**Languages:**

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

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**Certificate:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

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

[Signature of staff member and authorized representative of the firm]    Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



**FINANCIAL PROPOSAL SUBMISSION FORM**

[Location, Date]

To,

The Secretary  
Science & IT Department,  
1<sup>st</sup> Floor, Block No.14, Civil Secretariat,  
Quetta.

Dear Sir,

I/We, the undersigned, offer to provide the services for “**Establishment of Digital Library/ Digitization of Laws/ Acts**” in accordance with your Request for Proposal dated Month XX, 2018, and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes.

I/We understand you are not bound to accept any Proposal you receive.

I/We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

**INTEGRITY PACT**

**(To be provided by the bidder on Stamp Paper of worth Rs.100/- duly attested by notary public)**

I/We \_\_\_\_\_ (Name of the bidder) being the first duly sworn on oath submit, that Mr. / Ms. \_\_\_\_\_ (if participating through agent/ representative) is the agent / representative duly authorized by \_\_\_\_\_ (Name of the bidder company) \_\_\_\_\_ hereinafter called the Contractor to submit the attached bid to the \_\_\_\_\_ (Name of the Purchaser) \_\_\_\_\_ affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the \_\_\_\_\_ (Name of the Purchaser) any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving under advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

\_\_\_\_\_  
Signature & Stamp

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public