

PUNJAB LAND DEVELOPMENT COMPANY



REQUEST FOR PROPOSAL FOR HIRING OF DATA
VERIFICATION FIRM FOR MANUAL CROSS
VERIFICATION, RECONCILIATION OF APPLICANT
DATA RECEIVED FOR ASHIANA-E-IQBAL, BARKI
ROAD, LAHORE

ADDRESS: 1-A OFF CLUB ROAD, G.O.R-I, LAHORE. PH NO: 042-99205551-5, FAX NO: 042-9920550

E-mail: ceo@pldc.gop.pk

TERMS OF REFERENCE(S)

1. INTRODUCTION

Punjab Land Development Company launched the Ashiana-e-Iqbal Housing Project featuring low-cost apartments on Barki Road, Lahore in order to enable the low income strata of the society to own a home in a decent neighborhood. The scheme was launched in November-2014. Total 61,350 application was received.

2. BACKGROUND

Requirement of verification of received application(s) data against the Ashiana-e-Iqbal, Barki Road, Lahore. The same will be outsourced to third partie(s) available in the market for verification of data. Assumptions and TOR's for this assignment are as follows:

3. ASSUMPTIONS

- 3.1 Deployment of staff at PLDC premises for manual Cross Verification / Reconciliation of the Applicants' Data/Information.
- 3.2 Bank Data will be provided in DVD duly signed by PLDC officer.
- 3.3 Bundles of Stubs will be provided.

4. PROCESS: CROSS VERIFICATION/RECOMPILATION OF DATA

- 4.1 IT personnel of the firm will sort the data branch wise.
- 4.2 IT personnel of the firm will sort the data unique serial wise after branch wise segregation.
- 4.3 IT personnel of the firm will print the list(s).
- 4.4 Each list will be provided to a team of two persons.
- 4.5 All the bundles of forms will be given "Bundle Number". All the forms in every bundle will be given "Form Number". In this step; the total number of forms will be reconciled with the lists.
- 4.6 The allocated resources will work in a paired combination technique.
- 4.7 Resource one will readout the unique serial number of the form as written by The Bank of Punjab. Resource two will search serial number from the list provided. Resource one will read out the Form Serial number and resource 2 will write serial number (as described in para 5) on the list.
- 4.8 Resource-1 will readout the Applicant name from Bank Receipt
- 4.9 Resource-1 will readout the all other information from bank receipt; field by field. Total fields to be reconciled are as under:

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- a. Applicant Name
- b. Father/Husband Name
- c. CNIC
- d. Category
- e. Unique ID

- 4.10 Resource-2 will verify /reconcile the data from the provided printed list
- 4.11 Resource-2 will update the provided printed list manually, if required
- 4.12 By strikethrough the old/wrong text; and
- 4.13 Update the correction on top of that particular information and will sign off the entry.
- 4.14 The corrected form will be earmarked by some cardboard bookmark.
- 4.15 Quality assurance person will check the updated data along with bookmarked form to make sure the 100% accuracy. Quality assurance person will make the changes in soft data with color coding to highlight the changes done. Quality assurance person will also enter the form serial number in soft data which was generated in para 7.
- 4.16 After Quality assurance signature list with corrections in soft data will be handed over to officer designated by PLDC in a DVD duly signed by the agency.
- 4.17 After the reconciliation; all the bundles of forms will be packed in polythene bags and then stored in wooden boxes for storages in a sequential manner.
- 4.18 All the hard copies of lists from which checking of data is done will be handed over to PLDC in a separate wooden box.

5. **DATA VOLUME**

Data volume is approximate 61,350 bank receipts which needs to be verified / reconcile.

6. **LOCATION OF ASSIGNMENT**

Ashiana-e-Quaid, Attari Saroba, Ferozpur Road, Lahore

7. **CONTRACT DURATION**

The Contract duration is 30-days (One-Month) starting from the date of issuance of Acceptance Letter and extendable up to completion of assigned job.

8. **RESPONSIBILITY ASSIGNMENT MATRIX**

SR. NO	ACTIVITY	RESPONSIBILITY
01	Data Provision	PLDC
02	Data Sorting	Firm
03	Data Numbering	Firm

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04	Data Correction	Firm
05	Data Sorting	Firm
06	Data Correction	Firm
07	Data Updation as per record in Excel	Firm
08	Recruitment/ Availability of Resources	Firm
09	Training of Resource	Firm
10	Table ,Chair, Electricity, Space	PLDC
11	Quality of Data 100%	Firm
12	Other Administrative Support	PLDC
13	Polythene Bags & Box	PLDC

9. **REQUIREMENTS**

The interested firms should attach the following documents with their proposal:

- 9.1 Documentary proof of valid legal entity of the firm i.e Registration with Securities and Exchange Commission or Registrar of firms;
- 9.2 Registration of firm/consortium with relevant professional body, if any;
- 9.3 Audited Statements of Accounts for last 3 years;
- 9.4 Undertaking that the firm has not been blacklisted or debarred by any government organization;
- 9.5 The firm's experience in third party validation in public/private sector, if available, where it has been involved in validation of Information Communication Technology (ICT) services and any relevant and recent analysis or report.
- 9.6 Details of major works/projects completed in public/private sector each during last five years. The list must include a brief description of the project relevant to the assignment;
- 9.7 A capacity statement on available IT equipment (software/hardware) requirement for evaluation process.
- 9.8 List of key permanent professional staff including detailed CVs of core team for the assignment, showing qualification and experience including the projects on which they have worked, their role in the project and duration of their engagement with the project;
- 9.9 Proof of registration, income tax and sales tax;
- 9.10 All rates for the said assignment must be quoted with all applicable taxes.
- 9.11 The proposals / offers must reach in the office to the undersigned upto 03:00 pm at 06.1.2016. The proposals/ offers will be opened on the same day at 03:30 pm in the office of the undersigned in the presence of the authorized representatives of the firms who make it convenient to be present on the scheduled date and time. PLDC may reject all the proposals / offers at any time prior to the acceptance of the proposals/offers.

ASSISTANT MANAGER HR & ADMIN

Punjab Land Development Company

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PROPOSAL SUBMISSION FORM

[Location, Date]

To (Name and address of Client / Purchaser)

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your Request for Proposal dated _(insert date)_. Our attached Proposal is for the sum of (insert amount in words and figures)_. This amount is inclusive of all taxes.

Our Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us blacklisted on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

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

We remain,

Yours sincerely, Authorized

Signature (Original)

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-B

PRICE SCHEDULE/ FINANCIAL COST SHEET

SR. NO	DESCRIPTION	UNIT RATE (INCL ALL TAXES) (A)	TOTAL APPLICATION FORMS (NOS) (B)	TOTAL AMOUNT (RS) INCLUSIVE ALL TAXES (A X B)
01	Manual Cross Verification, Recompilation, Sorting , Correction and Quality Assurance of applicant data			
TOTAL COST (RUPEES)				

- a. The Contract duration is initially for one (1) month from the date of issuance of Letter of acceptance (LOA).
- c. The price quoted must be inclusive of all taxes as per applicable laws

Signature of authorized person

Name:

(Company Seal)

In the capacity of

Duly authority by

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the said proposal.

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FORMAT OF POWER-OF-ATTORNEY

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this ____ day of _____ 20__

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date

UNDERTAKING

(TO BE SUBMITTED ON LEGAL STAMP PAPER OF RELEVANT VALUE)

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

(TO BE SUBMITTED ON LEGAL STAMP PAPER)
AFFIDAVIT

(Integrity Pact)

We _(Name of the bidder / supplier)_ 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 undue 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.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with the Purchaser and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to the Purchaser under any law, contract or other instrument, be voidable at the option of the Purchaser.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Seller/Supplier/Contractor] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from the Purchaser.

Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

_____ Notary Public