

RAWALPINDI DEVELOPMENT AUTHORITY



BIDDING DOCUMENTS

FOR

DEVELOPMENT OF RDA

ESTATE MANAGEMENT INFORMATION SYSTEM

(RDA EMIS)

1. Bid data sheet

| | | |
|----|---|---|
| 1. | Procuring Agency | RDA, Rawalpindi |
| 2. | Name of Tender | RDA Estate management Information System (RDA EMIS) |
| 3. | Cost of Tender Document | Bidding documents can be obtained from office Deputy Director (Finance) on payment of Rs.1000/- |
| 4. | Bid Security | 2% earnest money in the shape of CDR/Bank Draft in favour of RDA, Rawalpindi |
| 5. | Tender addressed to | Director (Admn & Finance), RDA |
| 6. | Contact Number | 051-9334904 |
| 7. | Due date, time and place of submission of Bid | 02.09.2021 at 10:30 AM |
| 8. | Date, Time and Place of Bid Opening | 02.09.2021 at 11:30 AM |

INVITATION TO THE BID

RDA invites sealed bids (Technical & Financial) for development of RDA Estate management Information System (RDA EMIS) from the firms having valid NTN, GST, SECP & PSEB Registration.

The RDA Estate management information system (RDA-EMIS) is proposed software to achieve utmost transparency, efficiency, accuracy in its processes to facilitate the buyers and Sellers of the plots under the supervision of RDA. This software also intends to regulate and facilitate its end users i.e. RDA officers and staff. The software shall automate the existing processes being practiced by RDA staff for management and transfer of plots in the schemes.

The software is comprising of following modules and sub modules categorizes in

- a. Front Office Management Modules
- b. Back End Administrative Modules

DETAILED TECHNICAL SPECIFICATION:

The detailed technical/requirement specifications of the proposed software (Annex-B1) includes development of RDA-EMIS in following domains with special focus on (but not limited to):

- Security
 - Application level security (CRSS, Injections, Overflow, Payloads, and other high-level vulnerabilities)
- Database level security
 - Maximum level of defensive shield against attacks on application level
- Documentation & Transfer of Technology
 - Purely technical documentation mapping the code including at least (Use case, UCDs, SSDs, SDs, Class diagram, DB objects mapping with use cases)
- Usability
 - User-friendly interfaces by using advanced front-end technologies
- Functionality
 - Development of
 - Front Office Management Modules
 - Back End Administrative Modules
- Functionalizing and upgrading Mobile Application of RDA-EMIS

Or any other revision / upgradation as required from time to time during the maintenance period.

EVALUATION CRITERIA

The detailed evaluation criteria for shortlisting is attached as Annex-B2 along with Bidding Document.

FINANCIAL EVALUATION

The financial evaluation of the bid shall be done according to the financial evaluation form as given in Annex-B3. Incomplete bids shall stand rejected.

REDRESSAL OF GRIEVANCES

- Any bidders feeling aggrieved by any act of the procuring Agency after the submission of their bid may lodge a written complaint concerning his grievances not later than **10 Days** after the announcement of bid Evaluation Report.

- The committee shall investigate and decide upon the complaint as per rule 67 of PPRA-2014.

NOTE: Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

2. INSTRUCTIONS TO THE BIDDERS

- 2.1. Procurement will be made under Punjab Procurement Rules (PPRA) 2014.
- 2.2. It will be clearly understood that the Terms and Condition of document are intended to be strictly enforced.
- 2.3. Bids without supporting documents, valid documentary evidence, and bids conforming to terms and for rejection.
- 2.4. The Bidder must address the entire scope outlined above and detailed in other sections of this document as well as any further communication issued in association with this document by RDA.

3. BID CURRENCY

Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

4. VALIDITY PERIOD OF THE BID

- 4.1. Validity period of the bids shall be 60 days.

5. BID SECURITY

- 5.1. 2% earnest money in the shape of CDR/Bank Draft in favour of RDA may be attached with Tender. Conditional Tenders and Tenders not accompanying earnest money will not be entertained.
- 5.2. Cheque or Cross Cheque shall not be accepted at all.
- 5.3. The Earnest Money shall be refunded to unsuccessful bidders after the decision for the award of the said tender.

6. CHECK LIST:

| Sr. No. | Detail | Mandatory |
|---------|---|-----------|
| 1 | Earnest Money | |
| 2. | Attested copies of NTN, Sales Tax Registration Certificate, latest Professional Tax Certificate, SECP & PSEB Registration | |
| 3. | Proof of previous work experience | |
| 4. | Undertaking that the firm is not blacklisted anywhere in Pakistan | |

7. Each bidder will clearly indicate the number and date of CDR / SDR / Banker's Cheque as detail below.

| Sr. NO. | Amount of CDR/SDR/Banker's Cheque | No. & Date of CDR/SDR/Banker's Cheque with Bank Name |
|---------|-----------------------------------|--|
| | | |

8. RDA shall not be responsible to refund any type of securities after one (1) year of successful completion / execution work.

9. **Completion Schedule:** The bidder must complete this project by all aspects as per detailed technical requirement specifications (Annex-B1) in **75 days**.

Note: RDA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal and RDA shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

GENERAL TERMS & CONDITIONS OF CONTRACT / SUPPLY ORDER

- 1) The quoted price shall be final and not subject to escalation for any reason whatsoever.
- 2) Bids / quotations must be addressed to the Director (Admn & Finance) RDA Rawalpindi
- 3) Only one rate should be quoted.
- 4) The software shall be supplied strictly in accordance to the Technical Specifications mentioned in the bidding document failing to which bidder/vendor will be black listed and barred from participation in future tenders and RDA reserves the right to impose penalty on Bidders / Vendors and / OR forfeit the CDR / SDR / Banker's Cheque.
- 5) The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the bidder, in such case the corrections shall be signed by the authorized person.
- 6) The bidder shall clearly mention all information precisely regarding bid validity and delivery schedule. Any incomplete information as required shall render to disqualification.
- 7) Bidders must quote their rates on the **Printed Letter Pad** of their company inclusive all taxes and each page of the technical/financial proposal and bidding documents must be signed and stamped.
- 8) In case of any dispute the decision of the Director (Admn & Finance) RDA will be final.
- 9) All Govt. Taxes, Income Tax, Sales Tax and other admissible taxes will be deducted at source as per Government Rules.
- 10) It will be the responsibility of the bidder / supplier to update delivered software if found not according to the specifications at his own risk and cost.

SPECIAL TERMS & CONDITION

- 1- RDA officials before deployment of software may seek clarifications and demonstrations of quoted item from successful bidder (if needed).
- 2- Successful bidder shall have to enter into agreement on standard terms & conditions of bidding regarding items, technical specifications, their costs, delivery time, removal of defects warranty, maintenance & changes period, inspection & completion certification of qualitative and quantitative aspects, billing, payment, closing of contract and other necessary terms.
- 3- RDA may reduce or increase software requirements during course of contract agreement.
- 4- Bidders are required to authorize their representative through whom all communications shall be directed until the process has been completed or terminated state.
- 5- If the Bidder has not meet delivery schedule than penalty on account of delayed delivery will be imposed at a rate of 1% of quoted rate for 10 days with maximum penalty upto 10%.
- 6- The quoted price shall be:
 - (i) In Pak Rupees
 - (ii) not subject to variation / escalation
 - (iii) Inclusive of all taxes, duties, levies, freight, etc:
 - (iv) Including all charges up to the deployment point at the RDA office
 - (v) If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
 - (vi) Where no prices are entered, the price shall be deemed be free of charge, and no separate payment shall be made.
- 7- The bidder shall bear all costs / expenses associated with the preparation of the Contract and RDA shall in no case be responsible / liable for those costs / expenses.
- 8- The successful bidder shall provide legal stamp papers worth **Rs.1000/-** for signing of the format contract.

Technical Specifications For RDA EMIS

RDA intends to automate its property transfer procedure of Estate Management Directorate for the facilitation of general public. In this regard, state of the art role-based software along with its deployment on RDA Servers & network configuration is required to achieve utmost transparency, efficiency & accuracy to facilitate buyers/sellers of properties in 13 RDA / old RIT Schemes. The detailed Software Requirements Specification (SRS) including test cases will be worked out jointly by the successful bidder and RDA for aforementioned modules. The proposed software must include following modules & sub-modules but not limited to.

- a. Front Office Management Modules
- b. Back End Administrative Modules

Front Office Management Modules

Log New Transfer Cases

Case Registration

- Data Entry Operator shall initiate the case of transfer by choosing new case option.
- Before initiation DEO shall ensure submission of hardcopies by the applicant.
- DEO shall search Property/ Plot by
 - Owner Name/CNIC/Plot Number
- Or browse by selecting Scheme
- System shall display already entered information
- If record is correct and documents are ready
- DEO Shall view owner of plot by clicking on detail
- After confirming from Physical record; DEO shall attach the necessary documents
- DEO shall enter the name of proposed transferee Name, CNIC and upload scan copy
- DEO shall mark this file to Assistant Director for approval for advertisement.

Biometric registration & Photos of buyer and Seller

- This module is an integration of finger print scanner & camera with the application
- Finger prints of buyer and seller shall be registered.
- These fingerprints can be used further to verify the buyer and seller identity through NADRA subject to purchase of API

Approval for Advertisement

- Assistant Director shall open the details by pending requests section
- All the details of the plot shall be displayed
- Assistant Director shall review each document attached and accordingly grant permission to generate advertisement

Advertisement Generation

- Once approved Generate Advertisement button shall be enabled
- DEO shall click on generate advertisement report in the prescribed format
- DEO shall handover this report to client for advertisement purpose.

Challan Form Generation

- The client after advertisement and completion of required duration shall submit the copy of advertisement.
- DEO shall upload the advertisement copy and shall click on generate challan option
- System shall generate challan according to the structure
- DEO shall hand over the challan to client for submission
- After receiving of copy of submitted challan DEO shall update in the system

Submit Case for Approval

File Communication Flow

- DEO shall mark the case to Assistant Director for perusal after submission of fees.
- Assistant Director shall review, comment and mark the case to Deputy Director
- Deputy Director shall review, comment and mark the case to Director for Approval
- At any stage officers can view the previous attached documents/ previous comments and also can attach new flags/ documents and comments.
- If the director wants to approve the case the file will move directly to the DEO with intimation to deputy director and assistant director inbox in approved – in process section.
- If there are some comments/ objections director shall mark the application downward with comments. The case shall move downward stages from where clarification can be done

Time Table Management

- If the case is approved the system shall propose the next available slot to the director. On director's confirmation system shall allot the slot to statement recordings of the said parties
- An SMS and Email shall be generated to both parties and all officers
- Director may assign/ change the slot manually

Record of Statements

Statements Logging

- On the allocated date and time both buyer and seller shall record their statements in the presence of the concerned officers
- Buyer and sellers shall verify their fingerprints from already registered ones
- The signed copies of statements shall be scanned and uploaded on the system

Transfer of Property

- On successful completion of the statement recording process. Transfer button shall be enabled in **Designated Officer's** account
- Designated officer shall press transfer option & transfer letter shall be printed on security featured paper(SFP)
- System shall update the owner ship to the buyer and move the seller to last owner
- System shall keep track of all the transfer history of property and associated noting and correspondence

Reporting

Complete detail of all transfer cases through a user-friendly Dashboard to view all Details i-e. Completed cases/In-Process/Objections & any other vital information, if required at later stage.

Following reports shall be part of the system at initial stage to be exported in excel and PDF formats

- Advertisement
- Challan Form
- Complete noting part of a plot file
- Complete Correspondence part of file
- History/Track of ownership
- Monthly Transfer cases
- Scheme wise plot report with owner details
- Property Type wise report with owner details
- Properties with Court cases reports
- Properties with no issues

User Management

Roles

There are following roles of the system

- Data Entry Operator
- Scheme In-Charge
- Assistant Director
- Deputy Director
- Director
- Administrator

Manage Users

System Admin can

- Add user to any role
- Decrease a role from approval hierarchy
- Block any user after leaving or transfer

Back End Administrative Modules

Audit Trail

- This module shall track each action performed by the users on the data updating/ modification on the system
- System shall log all the event details on each important events i.e. approvals, rejections, transfers, challan generation, advertisement printing and all agreed mutually

Manage types of transfer cases and Associated Dues

This module shall enable Admin of the system to manage the categories of the transfer cases and their associated fees. This dues structure shall be used to generate automatic challan for fee submission.

Manage Time Table

- This module shall enable admin of the system to define the time table though duration and slots management.
- Aside from this admin can also change allocation of slots manually.
- Time table of the day report
- Weekly & Monthly reports

Manage Schemes

This is backend interface for managing scheme information i.e. Name, Area, Location and other related fields of all the schemes

Manage New Property/Plot

- This interface shall be used by DEO to enter new/ Existing Property/ plot with the following information
 - Scheme
 - Plot Number
 - Type i.e. commercial/ Cum Commercial/ domestic
 - Area of Plot
 - Area of plot as per possession
 - Name of the allottees
 - CNIC of the allottees
 - Name of Last transferee
 - CNIC of Last transferee
 - Completion Plan (Approved/Not)
 - Clear from dues/loan/ mortgage
 - Agreement of sale is registered
- Attachment of 2300 approx. scanned files of total 13 Schemes alongwith above mentioned information with each file in the software
- This information shall be printable

Note: The shortlisted firm shall provide 02 years maintenance & support from the date of successful final deployment of the proposed software.

Evaluation Criteria

Total Marks are 50. Minimum 30 Marks are required for qualification in Technical Bid.

| Sr. No | Required Criteria | Maximum Marks |
|--------|--|---------------|
| 1. | Registration with PSEB = 05 Marks Registration with SECP= 05 Marks Demo of Software = 05 | 15 |
| 2. | Experience of developing similar nature of Estate/Land Records MIS project 1 project = 5 >=2 projects = 10 | 20 |
| 3. | Quality Assurance / Methodology = 05 | 05 |
| 4. | Company profile including Technical HR: <ul style="list-style-type: none"> • 1 Graphics Designer = 1 • 1 Web Developer = 2 (>=2 developers = 4) • 1 Project Manager = 2 • 1 Backend Developer = 2 • 1 QA = 1 | 10 |

FINANCIAL BID FORM

To,
The Director (Admn & Finance)
Rawalpindi Development Authority Rawalpindi.

We the undersigned offer to provide [Insert title of assignment]in accordance with your Request for Bid dated [Insert Date]and our Technical Bid.

Our attached Financial Bid is for the amount of {Indicate the corresponding amount currency {Insert amount (s)in words and figures}inclusive of all taxes. The estimated amount of taxes is {Insert currency} {Insert amount in words and figures}which shall be confirmed or adjusted if needed during negotiations. Our Bid shall be binding upon us subject to the modification resulting from Contract negotiations up to expiration of the validity period of the Bid.

BID DATA SHEET

Name of Bidder:_____

Mailing Address:_____

Income Tax Registration No._____

Total Cost (Rs) (i/c all applicable taxes): _____

Sign:_____

Designation:_____

Stamp:_____