

REQUEST FOR QUOTATION

Activity No. **PK-SID-122451-NC-RFQ**

Dated: **11th July 2019**

Dear:

Subject: Request For Quotations For Digitization of River Discharge Data and Development of Application for Sindh Irrigation Department

Sindh Resilience Project (Irrigation Component) invites quotation for the Digitization of River Data and Development of Application for Sindh Irrigation Component. For the purposes of any resulting Contract, SRP shall be the Employer.

The Government of Sindh has received financing from the World Bank, and intends to apply its proceeds to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping method contained in the World Bank Guidelines: Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits" (January 2011), revised in July 2014 and the procedures described herein.

The Non-Consulting Services required are described below as per Terms of Reference at Annex-A.

Preparation of Quotations: You are requested to quote for the Non-Consulting Services by completing, signing and returning:

1. Form of Quotation;
2. the documents evidencing your eligibility, as listed in the terms of reference.

The standard forms in this RFQ may be retyped for completion but the Offeror is responsible for their accurate reproduction.

Terms and Conditions:

- i. Taxes will be deducted according to government rules and thus bid price should be inclusive of all taxes/duties.
- ii. Quotation must be typewritten.
- iii. The Prices indicated in the Price Schedule shall be considered best and final prices as no negotiations are expected. The price of other (incidental) services, if any, may be mentioned separately. In case, incidental and/or any related services price(s) are not quoted separately, they shall be considered included in the total bid price.
- iv. Payment will be made in accordance with the payment schedule given below.
- v. All documentation shall be in English Language.

Payment schedule

The payment schedule shall be based on the progress milestones as follows:

Payments shall be made according to the following schedule:

- a. Thirty (30) percent of the lump-sum amount shall be paid Purchase and handed over I.T Equipment in Irrigation Department.

- b. Ten 10 percent of the lump-sum amount shall be paid upon submission Digitizing record from 1976 to 1981
- c. Ten 10 percent of the lump-sum amount shall be paid upon submission Digitizing record from 1981 to 1986
- d. Ten 10 percent of the lump-sum amount shall be paid upon submission Digitizing record from 1986 to 1996
- e. Ten 10 percent of the lump-sum amount shall be paid upon submission Digitizing record from 1996 to 2006
- f. Ten 10 percent of the lump-sum amount shall be paid upon submission Digitizing record from 2006 to 2016
- g. Ten 10 percent of the lump-sum amount shall be paid upon submission Digitizing record from 2016 to 2019
- h. Ten 10 percent of the lump-sum amount shall be paid upon submission and approval of Final Report before closing of the assignment.

Validity of Quotations: The quotation validity required is thirty (30) days.

Marking of Quotations: Envelope should clearly be marked with the Reference above and the name of the Offeror.

Submission of Quotations: Quotations should be submitted to the address below, ideally by the date and time of the deadline below.

Date of deadline: August 20, 2019

Time of deadline: 11:00hrs (local time).

Submission address: Office of the Project Director PMT- Sindh Resilience Project (Irrigation Component) Bungalow No:125-B, Main Khayaban-e-Bahria, Defence Housing Authority (DHA), Phase-VII Karachi.

Any queries should be addressed to the Project Director at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation

Project Director
Sindh Resilience Project – PMT
(Irrigation Component)
Karachi

Terms of Reference

Digitization of River Discharge Data and Development of Application for Sindh Irrigation Department.

Sindh Resilience Project (Irrigation Department Government of Sindh)” is looking for a solution to store river discharge data since 1976 which consist of hard/soft form to a dedicated database system. The current data consists of excel sheets and hard copies with hand written registers. After the data digitization the data is being stored into a database, a Desktop Application is also required to apply certain formulas on this data to achieve certain results.

PROJECT SCOPE

The digitization project consists of digitizing and indexing of the identified river discharge data

and provision for hardware or storage requirements of the digitized and indexed data with application or document management system.

1. Digitization of River Discharge Data

- The service provider shall convert the original paper document into electronic/digital format using effective, cost efficient, and technologically advanced document digitization solution.
- The digitized data will be stored in server, which will be placed in IT Wing of Irrigation department.
- The digitization process must comply with the requirements of Sindh Irrigation Department (SID) to ensure usability of the data as a faithful copy of the original.
- Data subjected to digitized shall be stored in servers as well as in external hard disks. Unless otherwise specified, all works/services stated herein shall be accomplished by the Service Provider:
 - Retrieval of documents to be digitized:
 - ✓ The SID shall lead the Service Provider to the location of documents to be digitized.
 - ✓ The Service Provider shall segregate raw data according to origin and type.
 - ✓ The Service Provider shall list segregated/sorted data to be digitized. The list shall be counterchecked and verified by the SID as to its correctness and completeness.
 - ✓ The Service Provider shall be responsible for bringing the data to the designated office.
 - Return of documents:
 - ✓ The Service Provider shall be responsible for the return of raw data to its original location with the assistance of the designated SID staff(s).
 - ✓ Data registers that were digitized shall be stored in file boxes and labelled accordingly. File boxes shall be provided by SID.
 - ✓ Handle with care delicate data registers so as not to damage the document.
- Digitization work area shall be done at a secured location within SID or Service Provider. People access should be limited, and flash drive or external drive should be

provided and kept by a dedicated officer to be assigned by SID.

2. Development of Application

- The digitized document must be able to integrate with the new document management system developed by service provider for SID.
- The system should have a dashboard for private and public folders, uploaded data and notifications.
- The system should have a private database server where only permitted users and groups are allowed to view and edit a record.
- The system should have a workflow management for automating a process defined by SID.
- The system should be capable to search data such as index, file name, date, author name, uploader name, type and content.
- The system should be accessible in web browser and can support multiple platforms such as Internet Explorer, Google Chrome, Mozilla Firefox etc.

3. Implementation Services

- The Service Provider shall procure, supply and install all necessary equipment, such as scanner, computer, database server, and other required hardware finalize at the contract negotiation stage, that will be used for the implementation of the project (Annexure A).
- The Service Provider must submit a work plan to be concurred by the SID.
- The Service Provider shall conduct an orientation session to all end-users on the accessibility and searchability of the digitized data and indexes.
- All works and deliverables are subject to SID acceptance and certification

Time frame:

The time frame to complete the task as provided by: "Sindh Resilience Project (Irrigation Department Government of Sindh" is 06 Months.

The work will be delivered in the following milestones:

Milestone	Start date	End Data	Tasks
1	1-08-2019	1-09-2019	Digitizing(1976 to 1981), Backend and Frontend
2	1-09-2019	1-10-2019	Digitizing(1981 to 1986) Backend and Frontend
3	1-10-2019	1-11-2019	Digitizing(1986 to 1996)
4	1-11-2019	1-12-2019	Digitizing(1996 to 2006)
5	1-12-2019	1-01-2020	Digitizing(2006 to 2016)

6	1-01-2020	1-02-2020	Digitizing(2016 to 2019)
---	-----------	-----------	--------------------------

The milestones are created in a way that the results could be seen as earliest as possible. These milestones are estimated based on the information provided by Sindh Resilience Project (Irrigation Department Government of Sindh). The dates of the milestone could be expected to change in the final draft after the exact information is disclosed.

Annexure-B

Service Provide will purchase the following IT equipment, which will be handed over to the IT Wing of Irrigation Department at the completion of the Assignment. Cost of equipment should be included in the Financial Proposal.

S.No	Description	Qty	Specification	Rate	Amount
1	Laptop (Branded)	02	<ul style="list-style-type: none"> - 8th Generation Intel® Core™ i7 or which latest - 8 GB DDR4-2400 memory / 1 TB 5400 RPM SATA hard drive - 14" Diagonal LED SVA Anti-Glare - Integrated HD 720p webcam / Intel® UHD Graphics 620 		
02	Desktop Computer Branded	02	Processor Intel® Core™ i7-8700(3.2 GHz base frequency, up to 4.6 GHz Turbo, 12 MB cache, 6 cores) Chipset Intel® B360 Storage 1 TB SATA HDD Ram 4 GB DDR4-2666 SDRAM Keyboard and LED 15 to 17 inch"		
03	Printer	02	<ul style="list-style-type: none"> - Wireless - Laser Jet Print speed letter: Up to 30 ppm (black) - Auto duplex printing; 250-sheet input tray - Uses toner with JetIntelligence 		
04	Server	01	Server Specifications: <ul style="list-style-type: none"> - Intel E5-2670 2.60Ghz 20M Cache 8-Core (Branded) - RAM 32 Gb Kingston - Storage: 2 TB SSD Samsung - Power Supply: 350 W - UPS/Inverter at least 1KV - Monitor 1080P Full HD - Other peripherals: Mouse, Keyboard. 		

			<ul style="list-style-type: none"> - Static IP Address(mostly bought from PTCL) - High speed stable internet connection at least 10 Mb/sec 		
05	Scanner	01	<p>Scanner Type Color CIS Flatbed</p> <p>Scan Area (Max.) 297 mm x 420 mm (11.7" x 16.5")</p> <p>Resolution Optical: 600dpi x 600dpi</p> <p>Software Interpolation: 9600 dpi x 9600 dpi</p> <p>Scanning Speed 4 sec (100dpi, A3-size color)</p> <p>Recommended Daily Volume Approx. 2500 pages</p> <p>Interface USB 2.0</p> <p>Dimension (L x W x H) 555 mm x 383 mm x 88 mm (21.9" x 15.1" x 3.5")</p>		

Annex-C- Form of Quotation

Date

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the contract i.e. Digitization of River Discharge and Development of Application for Sindh Irrigation Department in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____(amount in words and numbers) (_____). We propose to Digitization of River Discharge Data and Development of Application for Sindh Irrigation Department within _____ words and number)_____calendar days from the Start Date.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Fax Number & email, if any: _____