

REQUEST FOR QUOTATION

Activity No. PK-SID-243394-NC-RFQ

Dated: 20th August 2021

Subject: REQUEST FOR QUOTATIONS FOR DIGITIZATION AND PRESERVATION OF RECORD OF SINDH IRRIGATION DEPARTMENT, KOTRI BARRAGE REGION HYDERABAD.

Sindh Resilience Project (Irrigation Component) invites quotation for the Digitization and Preservation of Record of Sindh Irrigation Department, Kotri Barrage Region Hyderabad.

This procurement process will be conducted in accordance with the shopping method contained in the World Bank Guidelines Procurement Regulation for IPF Borrowers" (July 2016) revised November, 2017 and August 2018 ("Procurement Regulations").

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

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

1. Form of Quotation (Annexure-B).
2. The documents evidencing your eligibility, as listed in the terms of reference.
3. The standard forms in this RFQ may be retyped for completion but the Offer or is responsible for their accurate reproduction.
4. Please visit Sindh Resilience Project (Irrigation Component) web site for Terms of Reference (TORs) and Form of Quotation.

Terms and Conditions:

1. Taxes will be deducted according to government rules and thus bid price should be inclusive of all taxes/duties.
2. Quotation must be typewritten.
3. 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.
4. Payment will be made in accordance with the payment schedule given in TORs.
5. All documentation shall be in English Language.

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 Offer.


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


Date of deadline: September 06, 2021

Time of deadline: 04:00hrs (local time).

Submission address: Office of the Project Director 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.


Project Director
Sindh Resilience Project
(Irrigation Component)
Karachi
Phone No. 021-35855008 / 99332368
Fax No. 021-99332367
Email address: srp.sindhirrig@gmail.com
Website <http://srpirrigation.gos.pk>



Digitization and Preservation of Record of Sindh Irrigation Department, Kotri Barrage Region Hyderabad.
Activity Reference No: PK-SID-243394-NC-RFQ

The Sindh Resilience Project (Irrigation Component) is a World Bank-funded project and going smoothly towards their achievements i.e. Construction of small recharge dams in different district of Sindh Province.

Kotri Barrage is located on the Indus River between Jamshoro and Hyderabad in the Sindh province. It is used to control water flow in the Indus for irrigation and flood control purposes. Kotri barrage has four canals, two perennials (water 12 months), and two non-perennials (water six months). The KB feeder, one of the perennial canals, provides water to Karachi and other Akram Wah, which is also called Lined Channel provides water to district Badin.

Kotri Barrage has massive old data as well as cumulative daily routine data, which is very important therefore Kotri Barrage wants to Preserve/digitize and save the record. . After the data Preservation/digitization, the data will be stored in a database and a Desktop Application is also required to apply certain formulas to this data to achieve certain results.

Kotri Barrage Region Hyderabad wants to make the mechanism of automation or computerization of land records i.e. Layout plane (LOP), Maps, Filed Book, Site plan Land Register, Land Owner-ship, etc. . Preservation/Digitalization of data will help the Department especially when they intend to work on the original layout plan.

Treatment of very old Land Record lying in bad condition presents mounting problems of Preservation and the real risk of losing valuable information, therefore, make those damaged documents useable form for the next several years, chemical treated documents may then be used for Preserve/digital archiving in SAN storage system. This activity is designed by keeping in mind the provision of its future expandability.

PROJECT SCOPE

The Preservation/digitization project consists of digitizing and preservation of record through Cleaning Documents chemical Archiving, scanning paper documents and converting them to electronic documents, capturing important information and saving the document in a central repository for easy retrieval later.

Preservation of Record, Archival Cleaning, Conservation/ Treatment.

• Document condition assessment.
• Archival Cleaning of dust particles from files and documents.
• Removal of staples and plastic tapes.
• Mending of turned pages.
• Generate the index sequence numbering to avoid disorders.
• Scientific analysis (pH testing).
• Stabilization (Dehumidification/freezing).
• Archival Conservation / Treatment of document.

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| <ul style="list-style-type: none"> • Archival Preservation with imported archival adhesive and imported archival polyester fiber cloth coating on both side. • Artifact re-housing. • Developing for appropriate digital archiving and storage solutions. |
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- 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 computer.
- The digitization process must comply with the requirements of Kotri Barrage Region to ensure usability of the data as a faithful copy of the original.
- Data subjected to digitize shall be stored in external hard disks. specified, all works/services stated herein shall be accomplished by the Service Provider:
 - Retrieval of documents to be digitized:
 - ✓ The Kotri Barrage Region shall lead the Service Provider to the location of documents to be Preservation/digitized.
 - ✓ The Service Provider shall segregate raw data according to origin and type.
 - ✓ The Service Provider shall list segregated/sorted data to be Preserve/digitized. The list shall be counterchecked and verified by the Kotri Barrage Region 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 Kotri Barrage Region staff(s).
 - ✓ Data registers that were Preserve/digitized shall be stored in file boxes and labeled accordingly.
 - ✓ Handle with care delicate Maps/data registers so as not to damage the document.
- Digitization work area shall be done at a secured location within Kori Barrage Region. People access should be limited, and flash drive or external drive should be provided and kept by a dedicated officer to be assigned by Kotri Barrage Region.
- The Service Provider must submit a work plan to be concurred by the Kotri Barrage Region.
- The Service Provider shall conduct an orientation session to all end-users on the accessibility and search ability of the digitized data.
- All works and deliverables are subject to Kotri Barrage Region acceptance and certification

Time frame:

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

The work will be delivered in the following milestones:

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 Component) Government of Sindh. The dates of the milestone could be expected to change in the final draft after the exact information is disclosed.

Service Provider will be responsible for completing all the requirements which are mentioned in Annexure-A.

Consultant Profile.

To ensure proper coverage of the subjects with consultation to Sindh Resilience Project (Irrigation Component) Team, the service provider shall form a multidisciplinary team that meets the following criteria, based on the standards of quality defined by the nature of the work. The team must have at least the following profile:-

- Excellent knowledge of the development Digitization and Preservation of Record.
- Excellent knowledge of the operations involved in Digitization and Preservation of Record.
- Form a team specializing in field related to the assignment.
- Service provider will be responsible for all work and activities, which he will sign in an agreement.
- Service provider should be responsible for submitting of work plan to Sindh Resilience Project (Irrigation Component) before initiating of work.
- Service provider must satisfy with their work before any payment, Chief Engineer Kotri Barrage Hyderabad and Sindh Resilience Project (Irrigation Component) Team.

Payment Criteria.

- The payment will be made according to the completion of work. If service provider complete their 20% work, than he will able to take 20% payment.
- Satisfaction certificate is mandatory at the submission of payment invoice from Chief Engineer Kotri Barrage Region Hyderabad.
- Last payment will be paid after submission of satisfactory certificate from Chief Engineer Kotri Barrage Region Hyderabad.

Annexure-A

S.No	Description	Qty	Specification	Rate (PKR)	Amount
Hardware Requirement					
01	Desktop Computer Branded with 19" LED	01 Nos	Optiplex 3080 Tower Desktop Intel® Core™ i5 10400(3.2 GHz base frequency, up to 4.6 GHz Turbo, Storage 1 TB SATA HDD Ram 4 GB DDR4-2666 SDRAM Keyboard and LED 19/21 inch" (With CADCOM Software & Gtx 1050ti 4gb Graphic Card or equivalent)		
Archival Requirements					
02	A4 Papers/Maps	1500 Nos	<ul style="list-style-type: none"> > Documents Condition assessment. > Pick and drop Particular data from desired department. > Cleaning of dust particles from Files, Documents , Maps and registers. > Removal of Staples, Plastic tape and any kind of clips from documents. > Mending of turned pages. > Archival Conversation / Treatment of Documents. > Stabilize / Dehumidify Paper/Map before any process for enhance its life. > Archival preservation with imported archival adhesive and archival polyester fiber cloth coating . > Scan documents through Professional Scanners(for enhance the image). > Blur image enhancement. > Faded Data correction with support of concern department. > Documents Proper Indexing with specific tag for search and retrieval purpose in the future. > Index Information will be 		

			programmed into DMS. > Document easily linking and emailing. > Releasing Along with Meta Data. >		
03	A3/A2 Papers/Maps	900 Nos	> Same Process <		
04	A1/A0 Maps	300 Nos	> Same process <		
05	Up to A0 Maps	200 Nos	> Same Process <		

Form of Quotation

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the contract i.e. Digitization and Preservation of Record of Sindh Irrigation Department, Kotri Barrage Region Hyderabad in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____). We propose to complete the work of Digitization and Preservation of Record of Sindh Irrigation Department, Kotri Barrage Region Hyderabad in 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:

