

**TERMS OF REFERENCE: FOR CONSULTANT (TOR)
(DEVELOPMENT OF MOTOR VEHICLE REGISTRATION AND TAXATION MANAGEMENT
SYSTEM FOR EXCISE & TAXATION DEPARTMENT, GB)**

1. GENERAL INFORMATION

Excise & Taxation Department, GB, is looking for the services of an experienced Technical Consultant to Develop **Motor Vehicle Registration and Taxation Management System (MVRTMS)** in **Oracle Express Edition and Oracle Web Logic Server with Oracle Forms and Reports**.

For the said purpose, Excise & Taxation Department, GB, is seeking to hire an expert (the Consultant) **Full Stack Developer**, who has experience of development of Vehicle Registration & Taxation Management System or who has previously worked for **Excise and Taxation Department** in other province can be hired to develop this software. The consultant will also provide full time support to keep the system live along with **complete source code** and running after development phase.

PROJECT DESCRIPTION

The aim of this project is to automate the functions of the department like other counterparts in the country. This will facilitate the department to increase its revenue collection by identifying tax defaulters and to access the vehicular data on one click.

Further all business processes of registration and revenue collection will be automated, which will ensure transparency through effective centralized computerized database system.

- Registration Automation
- Efficient Collection of Revenue
- Centralized Database
- Control in Vehicle Related Crimes
- Registration of Vehicles through Centralized Database.
- Identifying & Revalidating Vehicle & Entity of questionable origins
- Deregistering off-road vehicles & Registering vehicles not in net (deregistering)
- Maintaining correct and updated database
- Checking & Controlling Vehicle Theft & Document Forgery
- Ensuring tracking and on-the-spot verification of Vehicle
- Budgeting Vehicle Tax Revenue Accurately (revenue)
- Collecting Revenue through automated tracking and follow up
- Policing, Vehicle Fitness, Emission Control, Security.
- Providing the vehicle ID number for integration with the taxation system & other traffic related

2. OBJECTIVES OF THE ASSIGNMENT

The main objectives of the consultant assignments are to:

- Develop, troubleshoot, debug, and implement web based Motor Vehicle Registration and Taxation Management System for Excise & Taxation Department, GB in **Oracle Express Edition and Oracle Web Logic Server with Oracle Forms and Reports**.
- Design and implement effective backend database solutions and models to store and retrieve Vehicular data.
- Research & analyze various existing vehicle registration processes, re-engineer those and create SOPs
- Build and coordinate the integration of new product as per requirements.

- Migrate legacy data from unstructured sources to the centralized databases
- Develop Information Security Plans and Policies
- Develop secure vehicle identification & tracking system
- **Tool/Software:** Oracle Express Edition and Oracle web logic server with oracle forms & reports.
- Make sure security features in the software system including integration with Firewall.
- Consultant has to hand over complete source code of the Software System to the Department along with documentation.
- Consultant will train IT Team and Technical Staff of Excise and Taxation Department to operate and trouble shoot newly developed MVRTMS Software.
- Conclusions and Recommendations (at the close of the project)

1. SCHEDULE

(i) Gap Analysis, Preparation of SRS Document	1 Month
(ii) Development of MVRTMS software with all modules	2 Months
(iii) Installation of MVRTMS software in centralized Server with all modules (Directorate Data Centre)	1 Month
(iv) Implementation of MVRTMS in district Gilgit as pilot base	1 Month
(v) Implementation of MVRTMS in District Skardu and Diamer	2 Months
(vi) Implementation of MVRTMS of remaining Districts i.e Ghizer, Ghanche , Hunzar, Nagar, Astore	1 Month
(vii) Support Phase	2 Months

Total Time Frame= 10 Months

Consultant can complete the modules in less time as mentioned against each module without compromising on quality of software system but the completion period shouldn't exceed more than 10 months, as mentioned above.

REPORTING

- a. The Consultant will report directly to Deputy Director/ Manager MIS, they will supervise the assignment.
- b. All reports are to be written in English. The Consultant will provide an electronic version of all the required deliverables. The reporting will be completed in form and substance acceptable to Excise & Taxation Department, GB.

2. GENERAL TERMS AND CONDITIONS

The candidate must fulfill the following Terms and conditions.

- a. Minimum Bachelor's degree in Computer Science
- b. Expertise in Object Oriented Design, Database Design, and XML Schema
- c. 10+ years of software development experience.
- d. To have experience of software development of similar (vehicle registration and taxation) software, will be an added advantage.
- e. Experience with Agile or Scrum software development methodologies
- f. Ability to multi-task, organize, and prioritize work
- g. Strong knowledge and professional experience in:
 - a. SQL/ PLSql, Oracle Forms/ Reports
 - b. JQuery, JavaScript NodeJS, CSS, Action Scripting

- h. Design and development of full stack Enterprise Application.
- i. Strong knowledge of principles and processes of auditing IT projects.
- j. Experience of working with a wide spectrum of commercial and industrial businesses, particularly in government sector.
- k. Demonstrated professional leadership and ability to coordinate a team of professionals in the implementation of major development efforts.
- l. Capacity to think creatively in dealing with policy and operational issues while maintaining a strong client and results orientation.
- m. Strong written and oral communication skills, demonstrated ability of making effective presentations to diverse audiences. Fluency in English is essential.

3. SURETY BOND

The successful / selected consultant will be bound to sign surety bond of Rs. 1,800,000/= in order to assure the timely completion of the software in accordance with the requirements of the department.

4. CONFIDENTIALITY STATEMENT

All data and information received from Excise & Taxation Department, GB, for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to Excise & Taxation Department, GB. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the Excise & Taxation Department, GB. Indemnity/AFIDAVID duly attested by magistrate 1st class in this regard will have to be submitted by the consultant.

→ Documents Required (To be attached with EOI)

- i) Attested copies of Degrees, Certificates & CNIC.
- ii) Detail CV & Complete Portfolio of the Consultant
- iii) Experience Certificates/Task Completion Certificate's

5. CRITERIA FOR SHORTLISTING

S.#	Categories of Evaluation Criteria	Point
1.	Disqualification Clauses	Qualify/Disqualify
2.	Administrative Evaluation Clauses to Determine the Strength of Consultant.	100
Consultants scoring less than 70% marks in EOI shall not be shortlisted.		

a) Disqualification Clauses

S.#	Disqualification Clauses	Point
1.	EOI received after the time and date fixed for its receipt.	Disqualify
2.	The offer is from the consultants, black listed or suspended by a government, semi government, departments/Agencies.	Disqualify
3.	The EOI is conditional or ambiguous	Disqualify
4.	Documents Required in EOI are not submitted or incomplete	Disqualify
5.	The Consultants having less than 10 years of software	Disqualify

	development experience.	
6.	Not having minimum required qualification	Disqualify

b). Administrative Evaluation Clauses (Total: 100 Points)

S.#	Evaluation Criteria	Points
1.	Software Development Experience.	Total Points: 35
	a). Above 15 years' experience	35
	b). 12 to 15 years' experience	25
	c). 10 to 12 years' experience	20
	d). below 10 years experience	0
2.	Experience of similar nature task	Total Points: 35
	a). More than 1 Similar Nature Projects in public sector.	35
	b). At least 1 similar nature project in public sector.	25
	c). More than 1 Similar Nature Projects in any other sector	15
3.	Over all Profile of Consultant	Total Points: 30
	a). Excellent and Highly Satisfactory with Oracle Certifications and higher degrees and certifications	30
	b). Good with required qualification	20
	c). Satisfactory	10

The consultants will have to score a minimum of 70% to be considered for next step i.e. short-listed consultants will be issued Request for Quotation/Proposal.

6. RECOMMENDATION FOR SHORTLISTING

Only Top ranking shortlisted consultants will be issued Request for submission of Quotation (RFQ)/ Request for Proposal (RFP) and called for Presentations.

Note: The selection of Consultant will be made in accordance with Rule B (i) of Procurement of Consultancy Services Regulations 2010.

For any query or clarification, you may contact us at: webexcisegb@gmail.com
or 05811-920988

URL: www.gbexcise.gov.pk