TERMS OF REFERENCE: FOR CONSULTANT/FIRM (TOR)
(ENHANCEMENT IN CENTRAL MOTOR VEHICLE DATABASE SYSTEM MVRTMS
FOR EXCISE & TAXATION DEPARTMENT, GB)

1. GENERAL INFORMATION

Excise & Taxation Department, GB, is looking for the services of an experienced Technical Consultancy Firm for **Enhancements in Motor Vehicle Registration and Taxation Management System** (MVRTMS)**.**

For the said purpose, Excise & Taxation Department, GB, is seeking to hire a consultancy firm (the Consultant), 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 enhance **MVRTMS** software. The consultant firm 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 enhance current MVRTMS software to use new tools and technologies so that vehicle's tax collection process can be improved in such a way that general public can pay their vehicle's taxes electronically using their digital accounts. These enhancements also include issuance of SMART Cards instead of paper based registration books and biometric verification of vehicle's owners (seller and purchase). SMS based information module system integration is also required so that general public and tax defaulters can be notified.

Below are list of enhancements required in MVRTMS software

1. Software enhancement for Issuance of Smart Card
   Modify current MVRTMS software and add the ability to print smart cards for

   A. Issuance of smart card at the time of new registration
   B. Issuance of smart card for Post Registration Transactions i.e Transfer of Ownership, Engine change, etc
   C. Issuance of Smart Card for existing vehicles with paper based registration books
   D. Issuance of Duplicate smart cards in case of lost/ theft

2. Electronic payment of vehicle related challan
   Modify current MVRTMS software and integrate it with any approved digital payment gateway (Digital payment gateway approved by State Bank of Pakistan)

   A. Electronic payment of Annual Token Tax
   B. Electronic payment of New Registration and Post Registration Transactions

3. Biometric Verification of Vehicle Owner and Transferee
   Modify Current MVRTMS software and integrate it with NADRA's Biometric verification services for

   A. Biometric verification of vehicle owner at the time of registration
   B. Biometric verification of vehicle owner at the time of transfer of ownership
   C. Biometric verification of vehicle owner at the time of other post registration transactions.

4. Integration with SMS based information / notification service for general public
    A. SMS notification for tax/ fee payment
    B. SMS notification for post registration transaction
    C. Custom SMS notifications
5. Transport Module:
    A. Enhancement in Route Permits and Fitness Certificates System
6. Bespoke reports
    Reports required by finance and administration department
7. APIs for Mobile Apps and Web Access of MVRTMS Data.

2. OBJECTIVES OF THE ASSIGNMENT

The aim of this project is to enhance current MVRTMS software to use new tools and technologies so that vehicle's tax collection process can be improved in such a way that general public can pay their vehicle's taxes electronically using their digital accounts. These enhancements also include issuance of SMART Cards instead of paper based registration books and biometric verification of vehicle's owners (seller and purchase). An SMS bases information module system integration is also required so that general public and tax defaulters can be notified.

1. SCHEDULE

(i) Study of existing MVRTMS software		1 Month
(ii) Development/ Modification of MVRTMS for Smart Card Printing		1 Month
(iii) Integration of MVRTMS software with		
	Approved digital payment gateway	2 Months
	Biometric verification services from NADRA	1 Month
(iv) Integration of SMS notification service/ Transport Module		2 Months
(v) Level wise bespoke reports required by Finance and Admin Dept		1 Month
(vii)) Support Phase		2 Months

Total Time Frame= 10 Months

Consultant/Firm 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 AND COMMUNICATION

a. The focal person from Excise & Taxation department GB is Deputy Director/ Manager MIS.

b. All communication regarding enhancement of MVRTMS will be made with focal person from Excise & Taxation department GB is Deputy Director/ Manager MIS.

c. 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 firm must fulfill the following Terms and conditions.
a. The firm or its technical staff mush have experience of software development with any Excise & Taxation Department in Pakistan
b. The firm or its technical staff mush have experience of working on Digital Payment gateway approved by State Bank of Pakistan

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c. The firm or its technical staff mush have experience of working on Biometric verification services from NADRA

d. The firm must 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. Experience of working with a wide spectrum of commercial and industrial businesses, particularly in government sector.

h. Demonstrated professional leadership and ability to coordinate a team of professionals in the implementation of major development efforts.

i. Capacity to think creatively in dealing with policy and operational issues while maintaining a strong client and results orientation.

j. 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 Millions 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) Proof of Firm Registration & Physical Presence (Registration Certificate and Office Address)

ii) Detail CV's & Complete Portfolio of the technical staff/ team

iii) Experience Certificates/Task Completion Certificate's

- For digital payment gateway integration

- Biometric verification service integration

- Working experience of similar software with other province of Excise and Taxation Department

5. CRITERIA FOR SHORTLISTING

S.#	Categories of Evaluation Criteria	Point
1.	Disqualification Clauses	Qualify/Disqualify
2.	Administrative Evaluation Clauses to Determine theStrength 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 relevant software development experience.	Disqualify
6.	Not having minimum required qualification	Disqualify

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

S.#	Evaluation Criteria	Points
1.	**Local presence of the firm**	**Total Points 35**
2.	**Technical Staff/ Team Software Development Experience.**	**Total Points: 10**
	a). Above 15 years' experience	10
	c). 10 to 15 years' experience	5
	d). below 10 years' experience	0
2.	**Experience of similar nature task**	**Total Points: 35**
	a) 3 or more Similar Nature Projects in public sector.	35
	b) 2 similar nature project in public sector.	20
	c). 1 Similar Nature Projects in any othersector	5
3.	**Over all Profile of Consultant**	**Total Points: 20**
	a).Excellent and Highly Satisfactory with Oracle Certifications and higher degrees and certifications	20
	b). Satisfactory	5

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

6. RECOMMENDATION FOR SHORTLISTING

Only Top ranking shortlisted consultant firms 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**
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