

Tender Notice

The Sindh IT Company (SITC), Karachi, invites online bids on SPPRA EPADS (only) from tax-compliant service providers, registered with the relevant tax authorities and SPPRA EPADS, for the following Single-Stage Two-Envelope tender:

Tender Title (Ref. No.)	Tender Fee	Bid Security
Digitization of Academic Examination Records (IT/02/26-27)	Rs. 5,000/-	Rs. 600,000/- (fixed)
► <i>Issuance date:</i> October 20, 2026 ► <i>Pre-bid Briefing date:</i> October 28, 2026, at 11:00 AM ► <i>Submission end date:</i> November 4, 2026, till 11:00 AM ► <i>Opening date and time:</i> November 4, 2026, at 11:30 AM		

Tender documents can be downloaded from the SPPRA EPADS Portal. The Tender fee challan is to be deposited at any branch of Sindh Bank Limited, account # PK39SIND0003021399669001, Account Title: Sindh IT Company (Pvt.) Limited.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original bid security in the form of a Pay order/Call Deposit/Demand Draft/Bank Guarantee must be delivered to SITC, Karachi, at the address mentioned below before the bid opening schedule. Bids will be opened on the same date and at the same venue in the presence of the bidders' representatives, who may wish to attend.

SITC Karachi reserves the right to reject any bid or cancel the bidding process, subject to the relevant provisions of SPP Rules 2010 (as amended up to date).

PROCUREMENT MANAGER

SITC, Kick-Start Building, 2nd Floor, Machiyara Spring Field, Block-8,
Clifton, Karachi

Contact: (+92) 323-5635773

Email: procurement@sitc.gos.pk, SITC Website: <https://sitc.gos.pk/>

SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>



SITC
Sindh Information
Technology Company



September 29, 2026

NOTIFICATION

This is to inform all concerned that the Procurement Committee has been reconstituted, as approved by the competent authority. The composition of this committee will be as follows, effective September 29, 2026.

Composition:

1. **Mr. Waqas Ahmed Ansari** - *Principal Software System Architect*
2. **Mr. Muhammad Amir Zain** - *Procurement Manager*
3. **Engineer Shahzaib Naeem** - *Procurement Officer, Jinnah Sindh Medical University*

Chairman

Member

External Member

You are requested to extend your usual cooperation and support.

Thank you


Saba Mehwish Memon
Company Secretary

ADDRESS

Kickstart Building, 2nd Floor, Block 8, Clifton, Karachi

EMAIL

info@sitc.gos.pk

WEB

www.sitc.gos.pk

PROCUREMENT PLAN FOR THE YEAR 2026-27

PROCURING AGENCY: SINDH IT COMPANY, KARACHI

October 20, 2026

Sr. No.	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated Total Cost (in Million Rs.)	Funds allocated (in Million Rs.)	Source of funds (ADP/Non ADP)	Proposed Procurement Method	Timings of Procurement 2026-27			
								Q1	Q2	Q3	Q4
1	Document Scanning, OCR, Digitization	N/A	N/A	30.00	30.00	N/A	Single Stage Two Envelopes		√	√	
2	Apple Macbook Laptops	N/A	N/A	2.00	2.00	N/A	Single Stage One Envelope		√	√	
3	Inpatient Department Health Insurance	N/A	N/A	25.00	25.00	N/A	Single Stage Two Envelopes		√	√	
4	SMS Services	N/A	N/A	3.00	3.00	N/A	Single Stage One Envelope		√	√	
5	HR Augmentation	N/A	N/A	30.00	30.00	N/A	Single Stage Two Envelopes		√	√	
6	Tablet Computers	N/A	N/A	2.50	2.50	N/A	Single Stage One Envelope		√		
7	Laptops for Staff	N/A	N/A	5.00	5.00	N/A	Single Stage One Envelope		√		

Amir Zain
Prepared By



Moiz Hussain
Approved by



***Tender Fee: Rs. 5,000/-
(Non-Refundable)***

TECHNICAL PROPOSAL

Tender # IT/02/26-27 Digitization of Academic Examination Records

Date of Issue : October 20, 2026

Last Date of Submission : November 4, 2026 (11:00 AM)

Date of Opening of Tender : November 4, 2026 (11:30 AM)

Company Name: _____

NTN: _____, **SRB Registration Number:** _____

GST Registration Number: _____

Pay order/Call Deposit/Demand Draft/Bank Guarantee #

_____, **Dated:** _____

Amount of Rs. _____, **Drawn on Bank:** _____

Notice Inviting Tender (NIT)

Tender Notice

Sindh IT Company (SITC) invites bids electronically through EPADS from well-reputed registered companies available on the “List of Active Tax Payers” of FBR (for Income Tax) & GST/SRB (For Sales / Service Tax) websites, whichever is applicable:

Tender Title (Ref. No.)	Procedure	Bid Security
Digitization of Academic Examination Records (IT/02/26-27)	Single Stage Two Envelopes	Rs. 600,000/-
Tender Fee and Dates		
▶ <i>Tender Fee:</i> Rs. 5,000/- ▶ <i>Issuance date:</i> October 20, 2026 ▶ <i>Pre-bid Briefing date:</i> October 28, 2026, at 11:00 AM ▶ <i>Submission end date:</i> November 4, 2026, till 11:00 AM ▶ <i>Opening date and time:</i> November 4, 2026, at 11:30 AM		

Tender documents can be downloaded from the SPPRA EPADS Portal. Deposit the tender fee challan at any branch of Sindh Bank Limited, Account # PK39SIND0003021399669001, Title: Sindh IT Company (Pvt.) Limited.

SITC may issue clarifications or amendments in respect of the bidding documents; SITC will not be responsible for any confusion or misunderstanding in this regard.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security in the form of a Pay order/Call Deposit/Demand Draft/Bank Guarantee must be delivered to SITC before the bid opening schedule. Bids will be opened on the same date and venue, in the presence of the bidders' representatives who may wish to attend.

SITC reserves the right to reject any bid or cancel the bidding process, subject to the relevant provisions of SPP Rules 2010 (as amended up to date).

PROCUREMENT

SITC, Kick-Start Building, 2nd Floor, Machiyara Spring Field, Block-8, Clifton, Karachi

Contact Person: Procurement Manager on (+92)323-5635773

Email: procurement@sitc.gos.pk, SITC website: <https://sitc.gos.pk/>

SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

C O N T E N T S

1	Introduction	Page 4
2	Instructions	Page 7
3	Bidding Data	Page 8
4	Terms and Conditions	Page 9
5	Integrity Pact	Page 12
6	Bidders Qualification Criteria	Page 13
7	Technical Evaluation Criteria	Page 14
8	Scope of Services	Page 16
9	Important Technical & Operational Instructions to the Bidder	Page 30
10	Conditions of Contract	Page 33

1. Introduction

Dear Tenderer

Thank you for your interest in responding to the SITC's advertisement, which was floated on the SSPRA website on October 20, 2026, "Digitization of Academic Examination Records".

The Sindh IT Company (SITC) is a government initiative of the Sindh government in Pakistan, established to drive digital transformation and improve public service delivery through strategic IT initiatives and e-governance.

- | | | |
|-----|-----------------------------|---|
| i | Source of Funds | SITC-funded Procurement. The eligible payment under the contract is to be made from this department. |
| ii | Eligible Bidders | <ul style="list-style-type: none">a This Invitation for Bids is open to all suppliers from an eligible source as defined in the Amended SPPRA Rules and its Bidding Documents, except as provided hereinafter.b Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates that have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.c Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.d Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any government organization. |
| iii | Eligible Goods and Services | <ul style="list-style-type: none">a The origin of all the goods & related services to be supplied under the Contract should be mentioned.b Origin means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied.c The Origin of goods and services is distinct from the nationality of bidders. |
| iv | Cost of Bidding includes | The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |

Stamp and Signature

- v Bidding Documents
 - a Instructions to Bidders (ITB)
 - b Bid Data Sheet
 - c General Conditions of Contract (GCC)
 - d Schedule of Requirements
 - e Technical Specifications
 - f Bid Form and Price Schedules
 - g Bid Security Form
 - h Contract Form

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

- vi Clarification of Bidding Documents

An interested Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing. The Procuring Agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days before the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders who have received the bidding documents.

- vii Amendment of Bidding Documents
 - a At any time before the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.
 - b All interested bidders that have received the bidding documents will be notified of the amendment in writing, and the amendment will be binding on them.
 - c To allow interested bidders a reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.
 - d The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents, or to submit a bid that is not substantially responsive to the bidding documents in every respect, will be at the Bidder's risk and may result in the rejection of its bid.

Stamp and Signature

viii Correction of Errors

The Procuring Agency will examine the E-Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

- a If there is a discrepancy between unit prices and the total price (that is obtained by multiplying the unit price and quantity), the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
- b If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and
- c Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- d Where there is a discrepancy between the total of the price schedule and the amount mentioned on the Form of Bid, the amount referred to in the Price Schedule shall be treated as correct, subject to the elimination of other errors.
- e A bid not compliant with the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected

The Procuring Agency will adjust the amount stated in the Bid in accordance with the above procedure for the correction of errors. The Bidder's concurrence shall be considered binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected.

ix Modification and Withdrawal of E-bids

- a No E-bid may be modified after the deadline for submission of E-bids.
- b No E-bid may be withdrawn in the interval between the deadline for submission of E-bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of an E-bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under SPP Rules).
- c A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid is received by the Procuring Agency before the deadline for submission of Bids.
- d A revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

Stamp and Signature

2. Instructions

- (a) **Sign and Stamp:** It is necessary to fill in the Tender Form meticulously and sign and stamp every page. Moreover, attach the required supporting documentation according to the requirements. The tender document will be accepted ONLY on SITC's prescribed Tender Document available on SITC's/SPPRA EPADS Website.
- (b) **Filling in the Tender Form:** It is mandatory to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If one wants to leave the item/column unanswered, please write 'Doesn't Apply'. If more space is needed, attach a paper and clearly mention the item/column name or number, etc., that refers to the column/item of the Tender Form.
- (c) **Collection of Tender:** Tender documents can be downloaded from the SPPRA EPADS website. The Tender fee challan is to be deposited at any branch of the Sindh Bank account # PK39SIND0003021399669001, Account Title: Sindh IT Company (Pvt.) Limited.
- (d) **Tender Number:** Please mention "Tender Number" at the top left corner of the envelopes. SITC, Karachi, may reject any bid subject to the relevant provision of SPP Rules 2010 (as amended up to date) and may cancel the bidding process at any time before acceptance of the bid or proposal as per Rule-25(i) of said rules.
- (e) **Communication:** Any request for clarification regarding technical specifications should be submitted in writing to:
Contact Person (SITC): Procurement Manager, Sindh IT Company, Karachi
Tel #: (+92)323-5635773
Email: procurement@sitc.gos.pk
- (f) **Submission of Documents:** Tender Document (with a copy of Bid Security/Earnest Money and supporting documents) to be submitted by November 4, 2026, till 11:00 AM on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security should be delivered to SITC at the above-mentioned address before the bid opening schedule.
- (g) **Rights:** Competent authorities reserve the right to accept or reject any quotation/tender without any reason thereof. Also, the Authority reserves the right to change/alter/ remove any item or article or reject all bids at any time before contract award solely in accordance with Rule 25 of SPP Rules 2010 (Amended up to date). Tender will be evaluated and awarded on a complete turnkey package basis to a single Most Advantageous Bidder.
- (h) **Location of Services Required:** Services will be delivered at the designated premises of the institution in Khairpur, Sindh. SITC is not liable to pay any customs duty, Levies, Taxes, allowances or any other charges, Transportation, logistics, etc.
- (i) **Conditional / Optional / Alternate Bids:** Such bids will not be accepted.
- (j) **Pre-Bid Meeting:** The meeting will be held on October 28, 2026, at SITC at 11 AM, to understand the exact nature of the services.

Stamp and Signature

3. Bidding Data

- (a) **Name of Procuring Agency:** Sindh IT Company, Karachi.
- (b) **Brief Description of Works:** Digitization of Academic Examination Records.
- (c) **Procuring Agency's Address:** SITC, Kick-Start Building, 2nd Floor, Machiyara Spring Field, Block-8, Clifton, Karachi.
- (d) **Amount of Bid Security:** Bid Security of Rs. 600,000/- will be submitted along with Tender Documents in the shape of a Deposit at Call or Pay Order, or Demand Draft, or a Bank Guarantee in the name of the Sindh IT Company, Karachi.
- (e) **Period of Bid Validity (days):** Ninety (90) Days.
- (f) **Deadline for Submission of Bids along with time:** The last date for submitting the Tender Document is November 4, 2026, by 11:00 AM on the SPPRA EPADS portal. The Tender will be opened on the same day at 11:30 AM in the presence of representatives who may care to attend.
- (g) **The Venue, Time, and Date of Bid Opening:** The Tender will be opened on November 4, 2026, at 11:30 AM at SITC Karachi in the presence of representatives who may care to attend.
- (h) **Liquidity damages:** Liquidated damages at the rate of 0.07% per day of the total contract amount will be imposed on delayed delivery attributable to the Bidder, up to a maximum of 10% of the total contract value. Delays attributable to SITC or University dependencies listed in the Scope of Work (workspace readiness, handover of records, access to APIs and data, review and approval turnaround) shall not attract liquidated damages and shall extend the schedule correspondingly.
- (i) **Contract Agreement:** Contract Agreement shall be assigned to the successful bidder on Stamp Paper comprising stamp duty of 0.35% (converted amount in PKR) of the total value of the Bid offered in response to the tender. Stamp duty will be paid by the bidder.
- (j) **Deposit Receipt No:** _____ **Dated:** _____
Amount (in words and figures): _____
Pay Order / Demand Draft #: _____, **Amount: Rs.** _____
Drawn on Bank: _____, **Dated:** _____

Stamp and Signature

4. Terms and Conditions

- a. **Bid Security:** Bid Security, in the form of Pay order/Call Deposit/Demand Draft/Bank Guarantee issued by a scheduled bank in Pakistan, in the name of “**Sindh IT Company**” Karachi, amounting to Rs. 600,000/-, should be submitted along with the tender documents.
- b. **Performance Security:** The successful bidder should provide 5% Performance Security of the total value of the Purchase Order in the form of a Pay Order or bank guarantee before the signing of the Contract. The Performance Security shall extend at least three months beyond the Completion of the contract.
- c. **Validity of the Tender:** All proposals and prices shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the bidders are encouraged to state a longer period of validity for the proposal.
- d. **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- e. **Ownership:** All deliverables specifically developed or procured under any contract arising from this tender shall be the sole property of the actual service recipient, subject to applicable third-party intellectual property rights and license terms.
- f. **Arbitration and Governing Law:** In case of any dispute, difference, or question which may at any time arise between the parties hereto or any person under them, arising out of or in respect of this Letter of Intent or the subject matter hereof, the same shall be referred to and finally resolved by arbitration under the Arbitration Act, 1940, as amended from time to time. The arbitration shall be administered at the Sindh IT Company (SITC), Karachi.

The arbitration shall be conducted by a sole independent arbitrator mutually agreed upon by the parties. If the parties fail to agree on an arbitrator within fifteen (15) days of a written request by either party, the arbitrator shall be appointed in accordance with the rules. The seat and venue of arbitration shall be Karachi, Pakistan, and the proceedings shall be conducted in the English language. The substantive and procedural laws of Pakistan shall apply. Subject to the foregoing, the parties agree that the courts at Karachi shall have exclusive jurisdiction.

- g. **Acceptance of Tender:** The SITC reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever. SITC may require the bidder to give a technical presentation and demonstration of the proposed OCR, data-entry and verification solution as part of technical evaluation.

Stamp and Signature

- h. **Support Capabilities:** The bidders shall indicate their warranty and technical support arrangements for the delivered application (Record Management & Verification System) and for any equipment they supply, for the period specified in the Scope of Service (one year from final acceptance).
- i. **Compliance with specifications:** The bidders shall provide information as per the requirements given in the BoQ. Bidders may not propose/supply any kind of refurbished hardware equipment/ components in their proposals.
- j. **Bid Evaluation:** The bid will be considered the Most Advantageous Bid on most closely conforming to the evaluation criteria and other conditions specified in the bidding document and having the lowest evaluated cost.
- k. **Cancellation:** SITC reserves the right to cancel any or all of the above items if the material is not in accordance with its specifications or if the delivery is delayed.
- l. **Delivery Time:** The service should be started within 2 weeks after receipt of LoA and completed within 6 months.
- m. **Liquidity Damages:** Liquidity damages at the rate of 0.07% per day of the total contract amount will be imposed on delayed service or work, up to 10% of the total contract value.
- n. **Invoice:** The invoice/bill should be submitted to the Procurement Department.
- o. **Default:** If the Bidder fails to deliver items or services in a timely manner as per the Bill of Quantity, SITC, Karachi reserves the right to penalize and may also terminate the contract.
- p. **Stamp Duty:** A stamp duty of 0.35% against the total value of the Purchase Order will be levied accordingly.
- q. **Increase in Price:** No increase in the value of the above-mentioned items will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, the scope of supply, or any other head of account.
- r. **Inspection:** Inspection at the service site may be carried out.

Stamp and Signature

- s. **Payment:** Payments shall be processed within 30 working days of receipt of the valid commercial invoice at SITC Head Office, Clifton, Karachi, along with the required supporting documents, subject to satisfactory completion and verification of the relevant deliverables/services in accordance with the Scope of Work and applicable contractual requirements, and confirmation/acceptance of the relevant deliverables/services by SITC.
- i. 10% of the total contract value shall be released upon successful supply, delivery, installation (where applicable), and acceptance of the required hardware by SITC.
 - ii. 30% of the total contract value shall be paid in three (03) monthly installments, on a pro-rata basis against the actual scanning work completed during the respective month, subject to verification and acceptance by SITC and achievement of the minimum monthly scanning requirement specified in the Scope of Work.
 - iii. 60% of the total contract value shall be released upon successful completion of the remaining scope of work and satisfactory completion/acceptance of all services and deliverables, subject to verification by SITC.
- t. **Packing & Transportation:** All Equipment required to complete the services shall be the responsibility of the Service Provider. The equipment must be properly packed in the standard packing for onward transportation and delivery. The bidders will replace any item damaged during transportation at their own cost.
- u. **Force Majeure:** The Supplier shall not be held liable in the event of their failure to comply with the delivery schedule of the ordered item(s) for reasons of Force Majeure, including war and other instabilities, invasion, the act of foreign enemies, embargo, civil war, etc.
- v. **Emergency Outage Management:** All scanning and digitization activities shall be carried out at the designated premises. If the primary work site becomes unavailable due to an emergency, SITC/University shall provide an alternative site within the premises. The Bidder shall be responsible for relocating its personnel, equipment, and work to the alternative site, so that work resumes with minimum service outage.

Stamp and Signature

5. Integrity Pact

- a) It has not obtained or induced the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the SITC or any administrative or financial offices thereof or any other department under the control of the SITC through any corrupt business practice(s).
- b) Without limiting the generality of the forgoing the agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SITC directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from SITC, except that which has been expressly declared pursuant hereto.
- c) The agency certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with SITC and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
- d) The agency accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of declaration, representation, and warranty. It agrees that any contract/order, right, interest, privilege or other obligation obtained or procured aforesaid shall, without prejudice to any other rights & remedies available to SITC under any law, contract, or other instruments, be voidable at the discretion of SITC.
- e) Notwithstanding any rights and remedies exercised by the SITC in this regard, the agency agrees to indemnify SITC for any loss or damage incurred by it on account of its corrupt business practices & further pay compensation to SITC in an amount equivalent to ten times the sum of any commission, gratification, bribe, gifts, kickback given by the company/firm/ agency as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever form from SITC.

Note:

This integrity pact is a mandatory requirement other than auxiliary services/works.

Stamp and Signature

6. Bidder's Qualification Criteria

Sr #	Mandatory Eligibility Criteria	Remarks (Yes/No)	Documentary Evidence Required
1	The Bidder is registered as an IT firm/company with SECP/Registrar of Firms with a minimum of 10 years of existence		Registration/Incorporation Certificate
2	The Bidder is registered with FBR, GST and SRB		NTN, GST and SRB certificate
3	The Bidder has an active taxpayer status		A certificate with Active Status
4	The Bidder has at least one of the following valid ISO certifications: - ISO 9001 – Quality Management System (QMS) - ISO/IEC 27001 – Information Security Management System (ISMS) - ISO/IEC 27701 – Privacy Information Management System (PIMS)		A certificate with Active Status
5	Affidavit on stamp paper declaring that: “Neither the Service Provider nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been blacklisted/ defaulted by any government agency/ department/organization”		Affidavit on Non-Judicial Stamp Paper
6	Experience of 2 digitization projects in the public sector in the last 10 years, with at least one (1) project having a minimum value of Rs. 25 million and involving the scanning, digitization, and archiving		Contract Agreement / Service Order / PO / Completion Certificate with specified costs
7	Experience of 2 IT Services projects in the public/private sector in the last 10 years, with at least two (02) projects each having a minimum value of Rs. 60 million.		Contract Agreement / Service Order / PO / Completion Certificate with specified costs
8	The Bidder has a registered office in Karachi		Valid office addresses must be attached
9	The Bidder has a qualified team comprising at least 15 personnel, including a Project Manager, Software Developers, Database Administrator, QC Engineers, and Document Digitization Specialists.		CVs of personnel
10	The Bidder has Pakistan Software Export Board (PSEB) registration		Proof of PSEB registration
11	Average Annual Turnover of Rs. 60 million in the last three (03) Years		Copies of the Audited Accounts

Note: Please note that SITC can verify any document submitted by the bidder at any point in time. In case of non-validation of any document submitted during/ after the bidding process, SITC reserves the right to disqualify the vendor.

Stamp and Signature

7. Technical Evaluation Criteria (100 Marks)

S. No.	Evaluation Parameter	Quantity / Description	Marks	Marks Secured
1. COMPANY PROFILE			20	
1A	Period since the firm has been in the Information Technology (IT) business.	- Up to 10 years - Between 10 years and 15 years - Above 15 years	4 7 10	
B	- ISO 9001 (Quality Management System) - ISO 27001 (Information Security Management System) - ISO 27701 (Privacy Information Management System) - Valid PSEB registration	1 registration/certification 2 registrations/certification 3 or more registrations/certifications	1 3 5	
C	Pakistan Engineering Council (PEC) registration	- C6 level - C5 level - C4 level or more	1 3 5	
2. FINANCIAL SOUNDNESS / STATUS			20	
A	Average Income Tax Paid for the last 03 years (Submit copies of the returns)	1 Million up to 2 Million 2 Million to 4 Million - Above 4 Million	1 3 5	
B	Average Sales Tax Paid for the last 03 years (Submit copies of the returns)	0.5 Million up to 1.5 Million 1.5 Million to 3 Million - Above 3 Million	1 3 5	
C	Average Annual Turnover of the last three (3) years (Attach copies of the Audited Accounts)	- Up to Rs. 60 Million - Rs. 60 M up to Rs. 150 M - Above Rs. 150 Million	4 7 10	
3. Company Experience			20	
A	Completed scanning, digitization, and archiving projects of at least two (2) million pages in the last 10 years, having a minimum value of Rs. 25 million (Submit contracts or purchase orders, completion certificates with specified costs and number of pages)	- One (1) Project - Two (2) Projects - Three (3) or more Projects	4 7 10	

Stamp and Signature

S. No.	Evaluation Parameter	Quantity / Description	Marks	Marks Secured
B	Completed number of IT Projects, with a value of Rs. 100 million or more, in the last 10 years. (Submit contracts or purchase orders, completion certificate with specified costs)	- Two (2) Projects - Three (3) Projects - Four (4) or more Projects	4 7 10	
4. TEAM QUALIFICATION			20	
A	The firm has an in-house software development team, including key roles such as Project Manager, Developer, Database / Application Administrator, QA Engineer, and Digitization Specialist (CVs of all relevant resources along with the list on the company's letterhead to be submitted)	15 to 20 21 to 30 31 & above	4 7 10	
B	Active PMP-certified resource (copy of the certificate)	- One (1) - Two (2) or more	5 10	

5. TECHNICAL SOLUTION & PRESENTATION BY SERVICE PROVIDER			20	
A	- Understanding of SITC - Understanding of project scope - Technical Proposal - Presentation	Bidders who meet the mandatory qualification criteria must present their technical proposal, including their understanding of the SITC objectives, project scope, and deliverables.	20	

Note: The firm scoring less than 70% in technical evaluation will be considered non-responsive, and financial proposals will be returned unopened. The bidder must upload all the Supporting Documents on SPPRA EPADS for evaluation. Any missing documents may affect the bid evaluation.

Stamp and Signature

8. Scope of Services

8.1 Project Overview, Technology Stack & Source Code Ownership

The scope of the project comprises the end-to-end design, development, deployment, testing, VAPT security clearance, implementation, commissioning, and post-deployment maintenance of a centralized, web-enabled Degree Record Management & Verification System (DRMVS) along with the physical non-destructive scanning, OCR-assisted and manual data entry, multi-layer verification, and archival of University student examination records at its designated premises, in Khairpur, Sindh, from 1986 to the present.

The DRMVS platform shall provide a secure, scalable, user-friendly, and centralized source of truth featuring strict Role-Based Access Control (RBAC), cryptographically tamper-evident record locking, append-only audit trails, comprehensive reporting, and structured workflow management to guarantee the confidentiality, integrity, and high availability of academic records.

- a) **Modern Open-Source Technology Stack & Zero Recurring License Lock-In:** The DRMVS application, database, search engine, and supporting infrastructure shall be developed using modern, enterprise-grade, actively maintained open-source technologies with comprehensive documentation, strong community support, and proven production adoption. Preferred technologies include Java (Spring Boot), Python (Django/FastAPI), Go (Golang), or Ruby (Ruby on Rails) for backend development; React, Angular, or Vue.js with TypeScript for frontend development; PostgreSQL for database management; and OpenSearch or Apache Solr for search. Containerization shall preferably use Docker or equivalent open-source technologies, with optional orchestration through Kubernetes or similar platforms where supported by the hosting infrastructure. The solution must support deployment on standard Linux-based servers or virtual machines without mandatory dependency on Kubernetes or any specific cloud provider. Legacy, proprietary, or non-preferred technology stacks, including PHP, .NET, Oracle Database, and Microsoft SQL Server, shall not be permitted. Any alternative technology shall require prior written approval from SITC. The solution must be secure, scalable, maintainable, and free from recurring per-user, per-core, runtime, or annual software licensing/subscription fees payable by SITC after project completion.
- b) **Continuous Source Code Management in SITC Git Repository:** From Day 1 of software development, the Successful Bidder shall maintain all application source code, database schemas, migration scripts, API specifications, and deployment configurations inside SITC's designated Git repository with structured sprint commits and CI/CD documentation.
- c) **OCR Engine Licensing Independence:** Any commercial or open-source OCR engine utilized under Module 7 during the digitization phase must either be perpetually licensed in SITC's name at no recurring cost, or architecturally decoupled so that the deployed DRMVS platform operates with 100% functionality post-digitization without recurring third-party OCR fees.

Stamp and Signature

- d) **Complete Intellectual Property & Handover:** Upon project completion, the Successful Bidder shall hand over the complete, latest production build of the application software, source code, database, APIs, configuration files, system architecture documentation, user manuals, technical manuals, administrator manuals, and all associated hardware/software licenses to SITC. All software, databases, documentation, and intellectual property developed under this contract shall be the sole and exclusive property of SITC.

8.2 Legacy Data Migration (2012 Onwards)

Consolidating both datasets 1986-2011 and 2012 Onwards under SITC's secure custody establishes a single, tamper-proof point of truth for all degree verifications from 1986 to the present.

- a) **Stage 1 – Immutable Extraction & Staging Ingestion (Bidder Responsibility - Module 13):** The Successful Bidder shall perform a one-time structured extraction and migration of existing digital examination records (2012-present) from the University's existing Examination Management System into DRMVS as-is. The requisite data access or export mechanism (API, database dump, or structured extract) shall be provided by the University. DRMVS shall preserve the unmodified raw source record in an immutable `source payload` audit column while running automated validation rules to flag missing fields, format anomalies, or duplicate seat numbers.
- b) **Stage 2 – University Custodial Review, Correction & Locking (University Responsibility - Module 14):** Migrated records shall be grouped into logical review pages/batches within DRMVS for the University's designated Verifiers and Publishers. Where the University's authorized staff corrects an underlying migrated value before locking, DRMVS shall store the verified value alongside the original migrated source value, log the user ID, timestamp, and reason for edit, and automatically generate a Discrepancy Report so the University can reconcile its source Examination Management System.
- c) **Stage 3 – Unified Verification Search (Module 15):** Once approved and locked through Layer-2 Publishing Approval (Module 11), all 2012–present records shall be retrievable through the exact same unified search and verification interface as the 1986-2011 digitized records.

8.3 Document Digitization Lifecycle (1986–2011 Physical Ledgers)

The project encompasses the non-destructive digitization of approximately 250,000 to 350,000 physical pages (representing approximately 3.5 million student examination records at an average of ~10 records per ledger page) spanning 1986 to 2011. The exact page count is subject to reconciliation during physical inventory and handover logging at the University.

Physical ledgers shall be jointly inspected during handover (Module 5) and classified into four (04) Condition Categories:

- a) **Category A (Good / Standard Condition):** Intact binding/paper, clear printed or handwritten entries, and standard contrast. Routed through: Non-Destructive Scanning → Automated OCR Extraction → Operator Sanitization → Vendor QC → University Layer-1 & Layer-2 Verification.
- b) **Category B (Fair / Aged Condition):** Minor yellowing, creases, or mixed print/handwritten annotations where partial OCR is effective. Routed through: Non-Destructive Scanning → Image Enhancement & Assisted OCR Pre-fill → Operator Sanitization → Vendor QC → University Layer-1 & Layer-2 Verification.
- c) **Category C (Fragile / Low-OCR Feasibility):** Brittle paper edges, faded ink, dense handwritten modifications, or complex historical ledger layouts where automated OCR confidence is below

threshold. Routed through: Non-Destructive Planetary Scanning → 100% Manual Data Entry by Vendor Operators → Vendor QC → University Layer-1 & Layer-2 Verification.

- d) **Category D (Damaged / Non-Readable Records):** Pages or records that are physically torn, missing, or too faded for human reading. Routed strictly through the Non-Scannable Records SOP (Section 8.4 & Module 12).

The Successful Bidder shall execute the complete digitization lifecycle across all categories, including:

- a) Physical document inventory, barcoding/ID tagging, and gentle surface cleaning/dusting;
- b) Strictly non-destructive handling and preparation of bound ledgers (no removal of bindings, unstitching, or physical trimming is permitted without the University's prior written authorization);
- c) Professional book-binding restoration of any ledger that is already loose/unbound or approved for re-binding;
- d) High-resolution overhead/planetary scanning of all ledger pages (A4, Legal, A3, A2, and A1 formats);
- e) Optical Character Recognition (OCR) processing across variable ledger templates, including capture of marginal notes and authorized red-ink modifications;
- f) Complete manual data entry wherever OCR accuracy is insufficient (Categories B & C) at no additional per-record surcharge to SITC;
- g) Multi-step operator sanitization, internal Vendor QC, and automated double-key re-entry for rejected pages;
- h) Structured metadata tagging and multi-field indexing (Year, Exam/Degree, Faculty/College, Seat Number, Student Name, Father's Name, Subject Marks, Total, Grade/Result);
- i) Dual-destination secure archival (University On-Premise Server + SITC Cloud Repository).

8.4 SOP for Non-Readable Records (Category D)

Records that are physically cut, ripped, or too faded to read shall follow the mandatory Non-Scannable Records Procedure:

- a) Cross-check the University's Secret Room / alternate archival holdings for a duplicate or counterfactual scannable copy of the examination ledger/page.
- b) Where no alternate copy exists, attempt partial manual entry from the best available legible fields on the page.
- c) Log each case in the Non-Scannable Records Register (Module 12), capturing: Ledger ID, Page Number, Record/Seat Identifier, high-resolution photograph/scan of the damaged area, physical reason, Secret Room cross-check result, whether partial manual entry was attempted, date, and digital sign-off of designated SITC and University officials.
- d) The final authority to declare a record or page officially 'Non-Scannable' rests exclusively with the University's designated custodian inside Module 12.
- e) The complete, signed Non-Scannable Records Register (digital and bound print export) shall be formally handed over to the SITC and University upon project completion.

8.5 Scanning Hardware & Imaging Specifications

- a) **Mandatory Overhead / Planetary Book Scanners for Bound Ledgers:** To comply with the non-destructive handling mandate for bound volumes across sizes A4, Legal, A3, A2, and A1, the Successful Bidder shall deploy professional Overhead / Planetary Book Scanners equipped with adjustable V-cradles / book cradles (120°–180° opening), optical/laser book-curve flattening correction, glass-plate pressure control (where needed), and UV/IR-free cold LED illumination. Feeding fragile or bound historical ledgers through mechanical sheet-fed rollers is strictly prohibited.
- b) **Optical Resolution & Color Depth:** All ledger pages shall be scanned at a minimum optical resolution of 300 DPI (and up to 400–600 DPI for faded ink or micro-script annotations) in 24-

bit True Color or 8-bit Grayscale as appropriate to preserve colored stamps, signatures, and red-ink corrections.

- c) **Dual-Stream Image Output Formats:** For every scanned page, the scanning pipeline shall generate: (i) an uncompressed or lossless-compressed Archival Master Image (TIFF or PDF/A-1b) stored on the local archival server, and (ii) a visually lossless web-optimized working image (JPEG2000 / WebP / PNG) for instantaneous side-by-side rendering in the DRMVS browser interface.
- d) **Automated Image Quality Control (Image QC):** Every scanned image shall undergo automated and operator-verified checks for skew correction, book-gutter shadow removal, contrast normalization, and a minimum 5mm safety border around all four physical page edges to ensure zero clipping of marginal annotations.

8.6 Digital Repository and Archival Storage

Upon scanning and verification, all master images, web derivatives, extracted structured records, metadata, and audit logs shall be stored in a centralized electronic repository providing:

- a) Multi-attribute advanced search and phonetic/fuzzy filtering;
- b) Instant index-based retrieval linking every student record directly to its high-resolution scanned ledger page;
- c) Strict Role-Based Access Control (RBAC) and field-level permissions;
- d) Long-term archival preservation with cryptographic checksum (SHA-256) verification against bit-rot or file tampering;
- e) Full version control retaining historical image replacements and post-lock record corrections;
- f) Automated daily incremental and weekly full backup and disaster recovery capabilities.

8.7 Degree Record Management & Verification System (DRMVS)

The Successful Bidder shall design and develop the web-based Degree Record Management & Verification System (DRMVS) to manage the entire lifecycle: physical ledger tracking, image archiving, OCR ingestion, operator data entry, internal vendor QC, two-layer University verification and publishing, 2012+ legacy data migration, and post-lock degree verification search.

- a) **Scanning & Non-Destructive Digitization:** The Bidder shall execute non-destructive physical ledger scanning from 1986 to 2011 in accordance with the Condition Categories (A, B, C, D) defined in Section 8.3.
- b) **Operator Data Sanitization & Internal Vendor QC:** Before any page is routed to the University, the Bidder's data entry operators and internal Vendor QC team shall verify 100% of extracted/entered fields against the scanned ledger image (student name, father's name, seat number, subject-wise marks, total marks, grade, result, and ledger remarks) to eliminate transcription errors.
- c) **Two-Layer University Verification & Immutable Locking:** Once the Bidder marks a batch as 'Sanitized' (after passing Vendor QC), designated University Layer-1 Verifiers shall inspect the page, followed by University Layer-2 Publishing Approval by a senior University custodian.
- d) **Page Acceptance & 40% Rejection Threshold Criteria:** To enforce strict vendor quality control before submitting batches to University, the DRMVS system shall automatically enforce the following Page Acceptance Rule during University Layer-1 Verification:
 - i) 0 incorrect records out of 10 (0% error): Page Accepted immediately.
 - ii) 1 to 4 incorrect records out of 10 (up to 40% error): Page Accepted after in-place correction of the flagged records.
 - iii) More than 4 incorrect records out of 10 (> 40% error on pages of any record count): Page Automatically Rejected and routed back to the Bidder for complete Double-Key Re-Entry (two independent operators enter the page, reconciled by Vendor QC) followed by full Layer-1 re-verification.

- e) **Cryptographic Locking & Post-Verification Versioning:** Once approved by a University Layer-2 Publisher, the record status becomes 'Verified & Locked' and a SHA-256 integrity hash is generated. Locked records cannot be overwritten or deleted. Any subsequent correction requires a formal Post-Verification Correction Request (Module 16) approved through a multi-level University workflow, which creates a new version while permanently preserving the original version in an append-only audit trail.

- f) The DRMVS application shall incorporate the following twenty (20) functional modules:

#	Module & Priority	Brief Description	Required Screens / Pages	Backend Logic, Security & Business Rules
1	Login & Account Security (Must Have)	Secure authentication for all SITC, Vendor, and University users.	Login page • Google Authenticator / TOTP 2FA page • Forgot/Reset/Change password • Mandatory first-login password change • My Profile page	Strong password hashing (bcrypt/Argon2) • Mandatory 2FA for Verifiers, Publishers & Admins • Account lockout after configurable failed attempts • Automatic session timeout on inactivity • Comprehensive login/failed-login security logging
2	RBAC – User & Role Management (Must Have)	Granular Role-Based Access Control governing every screen and action.	Users list • Add/Edit/Deactivate user • Roles list • Granular Role Permissions matrix (view, enter, QC, verify, publish, admin) • User activity summary	Server-side permission check on every API call and route • Strict Segregation of Duties (SoD): system blocks the same user from verifying (Layer 1) and publishing (Layer 2) the same page, or approving their own correction request • Instant session revocation upon user deactivation
3	Role-Specific Dashboards (Should Have)	Real-time operational home screen tailored to each user's role.	Supervisor Dashboard (ledgers, pages by status, daily velocity vs. 30k/week target - configurable) • Operator Dashboard (assigned queue, rejected pages) • Vendor QC Dashboard (pages awaiting QC, error rates) • University Verifier Dashboard • University Publisher Dashboard • Correction Dashboard • Examination Wing Home (quick search, global ledger/page/record counters)	Row-level data scoping per user role • Live status counters across all workflow states • Daily/weekly throughput trend charts against contractual SLA targets

#	Module & Priority	Brief Description	Required Screens / Pages	Backend Logic, Security & Business Rules
4	Master Data Setup (Should Have)	Centralized reference tables and dynamic ledger templates across historical exam years.	Manage Exam Years (1986-present) • Degrees/Programs/Classes • Faculties, Departments & Affiliated Colleges • Subjects & Marks Schemes • Grades & Result Types • Dynamic Ledger Formats / Record Templates • Error & Rejection Reasons • Source Rooms (Top Secret Room, Secret Room) • Condition Categories (A, B, C, D)	Populates standardized dropdowns across entry, verification, migration, and search • Dynamic Record Template engine renders the exact subject/marks columns matching the historical ledger format for that exam year • In-use master values can only be deactivated, never deleted
5	Physical Ledger Management (Must Have)	End-to-end chain-of-custody tracking for every physical ledger from University handover to return.	Ledger Register • Add/Edit Ledger (Unique Ledger ID, barcode, year, exam, source room, Condition Category A/B/C/D, physical page count) • Ledger Detail View • Physical Handover Log (date, handed over by Vendor/SITC) • Physical Return & Reconciliation Log	Auto-assigns workflow routing based on Condition Category (A/B: OCR-Assisted; C: Manual Entry; D: Non-Scannable Register) • Ledger cannot be marked 'Complete & Ready for Return' until 100% of its pages are either 'Locked' or 'Declared Non-Scannable' • Flags any page-count mismatch prior to physical return
6	Scanned Image Archive & Viewer (Must Have)	Secure storage, indexing, and high-speed viewing of scanned ledger pages.	Bulk Image Import utility • Image Browser by Ledger/Page • High-Resolution Deep-Zoom Viewer (zoom, pan, rotate, brightness/contrast/invert filters) • Re-scan / Replace Image workflow • Link Secret Room alternate copy • Import & Checksum Log	Links every image to its Ledger ID and Page Number • Serves working images from local University LAN node during entry/verification and syncs archival masters to SITC Cloud • Retains prior image version whenever a page is re-scanned • Detects missing or duplicate page numbers automatically
7	OCR Ingestion & Pre-Fill Engine (Must Have)	Ingests structured output from the OCR pipeline and maps fields to the page grid.	OCR Batch Import screen • Field Confidence & Exception Log • Re-run / Re-import OCR for selected page(s)	Parses OCR output (JSON/XML/CSV) and maps extracted student rows and subject marks to the Ledger Template • Highlights low-confidence characters/fields in amber/red for operator attention • Rejects orphan OCR files that do not match an active Ledger/Page ID

#	Module & Priority	Brief Description	Required Screens / Pages	Backend Logic, Security & Business Rules
8	Workflow & Work Assignment Engine (Must Have)	Routes pages across queues and enforces strict state-transition rules.	Supervisor Queue Assignment (assign to Operators, Vendor QC, University Layer-1 Verifiers) • Bulk Reassignment • Real-Time Page Status Tracker	Enforces strict state machine: Scanned → In Entry → In Vendor QC → Sanitized → In University Verification (Layer 1) → Verified (or Rejected) → Published / Locked (Layer 2) (or Non-Scannable) • Automatically routes University-rejected pages (>40% error) into Double-Key Re-Entry queue
9	Data Entry & Vendor QC (OCR-Assisted, Manual & Double-Key) (Must Have)	Split-screen workspace for vendor operators and internal Vendor QC team to enter, sanitize, and double-key records.	Operator Work Queue • Split-Screen Entry Workspace (synchronized deep-zoom ledger image on top/left, structured 10-record grid on bottom/right) • Vendor QC Review Screen (inspects operator output and marks batch 'Sanitized') • Mandatory Double-Key Re-Entry Screen (for pages rejected by University with >40% error)	Real-time field validation (required fields, subject marks within maximum bounds, valid grades) • Non-blocking arithmetic warning if sum of subject marks differs from printed ledger total (system preserves exact ledger value as written plus an audit flag) • Concurrency lock prevents two operators editing the same page • Double-Key mode requires two independent operator entries and automated diff reconciliation before returning to University
10	University Verification — Layer 1 (Must Have)	University nominated verifiers inspect sanitized pages against the scanned image and apply the 40% acceptance rule.	University Verification Queue • Side-by-Side Verification Workspace • Record-level Correct/Incorrect toggle with error categorization • In-place correction for flagged records (when error rate ≤40%) • Page Rejection modal with mandatory remarks • Verification History Log	Automatically calculates page error percentage: 0% error = immediate accept; >0% up to 40% error = accept after verifier/operator correction of flagged records; >40% error = mandatory automatic page rejection back to Double-Key Re-Entry • Captures before-and-after values for every corrected field
11	University Publishing Approval — Layer 2 (Must Have)	Senior University focal person performs final sign-off, permanently locking verified pages and generating cryptographic hashes.	Publishing Queue • Page Verification Summary (verifier ID, errors flagged, corrections applied, prior rejection history) • Side-by-Side Final Inspection View • Single & Bulk Page Approve & Publish • Send Back to Layer-1 Verifier with comments	Enforces Segregation of Duties (blocks user if they performed Layer-1 verification on the same page) • Transitions records to 'Verified & Locked', computes SHA-256 record integrity hash, and indexes records into live Verification Search (Module 15)

#	Module & Priority	Brief Description	Required Screens / Pages	Backend Logic, Security & Business Rules
12	Non-Scannable Records Register (Must Have)	End-to-end digital workflow for Category D damaged/unreadable records per Section 8.4 SOP.	Non-Scannable Register List • Log Damaged Record/Page (Ledger ID, Page #, Student/Seat ID, damage photo, reason, Secret Room cross-check status, partial entry attempt, SITC & University official sign-offs) • University Custodian Decision Screen • Export Official Register (PDF/Excel)	Validates all mandatory SOP fields before submission • Only designated University Custodian role can approve final 'Non-Scannable' status or send back for manual entry • Updates parent ledger completion progress upon University decision
13	2012+ Legacy Data Migration Engine (Must Have)	One-time structured ingestion of 2012–present digital records from University's Examination Management System.	Data Source Connection / Import Utility • Schema & Field Mapping interface • Dry-Run & Validation Report • Batch Migration Execution (by year/exam) • Reconciliation & Exception Log	Ingests 2012+ records as-is without modifying source values • Stores raw source record in immutable `source_payload` column • Performs automated count reconciliation and flags missing mandatory fields, duplicate seat numbers, or schema anomalies • Idempotent re-run support (prevents duplicate records)
14	Migrated Records Custodial Review (Must Have)	Allows University verifiers to review, correct (if needed), and lock 2012+ migrated records while generating a Discrepancy Report.	Migrated Review Queue (grouped into logical batches) • Review & Edit Workspace (shows raw source value alongside editable verified value) • Batch Approve & Route to Publisher • Automated Discrepancy Report Generator	Preserves original migrated value permanently alongside any University-edited value • Logs user, timestamp, and reason for every modification • Compiles downloadable Discrepancy Report for University to update its source Examination Management System • Follows the exact same Layer-2 Publishing & Locking rules as Module 11

#	Module & Priority	Brief Description	Required Screens / Pages	Backend Logic, Security & Business Rules
15	Student Record Search & Verification Retrieval (Must Have)	High-speed degree verification search across all 3.5 million+ locked records (1986–present).	Unified Search Console (filters: Student Name, Father's Name, Seat/Roll Number, Exam Year, Degree/Program, Subject, Affiliated College, Result) • Search Results Grid • Comprehensive Record Detail View (all marks, digitized vs. migrated badge, instant link to cropped/full scanned ledger page, full version history) • Official Verification Print Certificate View	Displays ONLY 'Verified & Locked' records • Sub-2.0 second query response time across 3.5M+ records under 100 concurrent users • Phonetic & fuzzy name matching (Soundex / Trigram / Levenshtein) to handle historical spelling variations (e.g., Muhammad/Mohammad) • Logs every search query, record view, and print event
16	Post-Verification Corrections (Versioned) (Must Have)	Multi-level authorization workflow to amend a locked record without ever overwriting or deleting the original version.	Raise Correction Request (target record, field, current value, proposed value, justification, mandatory supporting scan/document upload) • My Requests Tracker • Multi-Level Approver Queue • Side-by-Side Version Comparison & History Page	Restricted to authorized University Correction Authority roles • Enforces multi-tier approval workflow configured in System Settings • Requester cannot approve their own request • Upon final approval, creates Version N+1 with a new SHA-256 hash while preserving Version 1..N permanently in read-only history
17	In-App & Email Notifications (Could Have)	Automated alerts for queue assignments, rejections, and pending approvals.	In-App Notification Center • Role/User Notification Preferences	Triggers real-time in-app alerts (and optional SMTP email digests) when pages are assigned, rejected (>40% error), awaiting publishing, or when a Post-Verification Correction Request requires sign-off
18	Tamper-Evident Audit Logs (Must Have)	Permanent, cryptographically hash-chained record of every user and system action.	Audit Log Explorer (filter by user, role, date/time range, action type, Ledger ID, Page #, Record ID, IP address) • Record-Level Lifecycle Timeline • Integrity Verification Check • Audit Export (PDF/Excel/CSV)	Captures 100% of events: logins, entries, QC actions, Layer-1 verifications, rejections, Layer-2 publishing, post-lock corrections, searches, views, prints, exports, and permission changes • Backed by an append-only database table (UPDATE/DELETE privileges revoked even for System/DB Admins) with sequential SHA-256 hash-chaining to detect any raw database tampering

#	Module & Priority	Brief Description	Required Screens / Pages	Backend Logic, Security & Business Rules
19	Operational & Executive Reports (Should Have)	Real-time progress, quality, and SLA compliance reporting for SITC and University leadership.	Digitization Progress Report (by Ledger, Exam Year, Category A–D, and Workflow Stage) • Vendor Quality & Rejection Rate Report • Operator/Verifier Productivity Report • Non-Scannable Register Summary • Discrepancy & Post-Lock Corrections Report • One-click PDF & Excel Export	Computed dynamically from live production data • Enforces role-based data visibility • Includes automated weekly SLA throughput tracking (actual pages vs. 30,000 pages/week target)
20	System Administration & Settings (Must Have)	Centralized configuration of security policies, workflow thresholds, and backup monitoring.	Security & Password Policy Settings • Session Timeout & Lockout Rules • Page Rejection Threshold Setting (default 40% per SoW) • Multi-Level Correction Approval Matrix • SMTP/Notification Configuration • Local-to-Cloud Sync & Backup Health Monitor	Restricted strictly to super-admin role • Every configuration change requires confirmation and is permanently recorded in Module 18 Audit Logs

g) Key Business Rules (System-Enforced)

- i) Every digitized page must be verified against its scanned ledger image by a Vendor Data Entry Operator and cleared by internal Vendor QC ('Sanitized') before it enters the University's Layer-1 Verification queue.
- ii) A student record is counted as 'incorrect' if any field differs from the physical scanned page: Student Full Name, Father's Name, Seat/Roll Number, Subject-Wise Marks, Total Marks, Grade, Result, or Ledger Remarks.
- iii) Page Acceptance Rule at University Layer-1 Verification: 0% incorrect records = Accept immediately; >0% up to 40% incorrect records = Accept after correction of the flagged records; More than 40% incorrect records (e.g., 5+ out of 10, 3+ out of 5, 4+ out of 8) = Reject entire page.
- iv) Every rejected page (>40% incorrect) is automatically routed back for full Double-Key Re-Entry by the Vendor and full Layer-1 Re-Verification by the University (not a spot check).
- v) Segregation of Duties: The same individual cannot perform Layer-1 Verification and Layer-2 Publishing Approval on the same page.
- vi) Once published (Layer 2), a record is 'Verified & Locked' with a SHA-256 hash and cannot be overwritten or deleted. Subsequent changes can only occur through a multi-level

approved Post-Verification Correction Request (Module 16) that creates a new version while retaining the original forever.

- h) Only the University's designated custodian can declare a physical record or page 'Non-Scannable' (Module 12).
- i) Audit logs (Module 18) are append-only and hash-chained; they cannot be edited, truncated, or deleted by any user, including the System Administrator or Database Administrator.

8.8 On-Premise Server, Storage Infrastructure & Hybrid Edge-to-Cloud Architecture

The Successful Bidder shall supply, install, configure, commission, and maintain enterprise server and storage infrastructure at the University in its designated premises in Khairpur, Sindh to serve as (i) the high-speed local LAN imaging and caching repository during digitization and verification, and (ii) the University's permanent on-premise archival node upon project completion.

- a) **Primary On-Premise Enterprise Server Specification (Minimum):** The Successful Bidder shall supply, install, configure, commission, and maintain the required server and storage infrastructure at the University required for storage of scanned images during digitization. The server shall include a 4/8-bay SAS/SATA chassis, dual-redundant PSUs, 8/12-core processor, 32GB RDIMM, 600GB SAS HDD, 8TB storage, RAID and remote management capabilities, and a 3-year NBD warranty.
- b) **Dedicated Backup Storage Appliance (Minimum):** Enterprise NAS / SAN or external RAID-protected Backup Storage Array providing a minimum of 16 TB Usable Capacity for automated daily incremental and weekly full backups of all master TIFF/PDF-A images, working images, and database dumps, backed by a minimum 3-Year OEM hardware warranty.
- c) **Hybrid LAN-Edge Caching & SITC Cloud Synchronization Architecture:** While the central DRMVS production web application and database are hosted on SITC's Cloud environment (Section 8.10), the Successful Bidder shall deploy a local LAN Edge Image-Serving & Caching Service on the University On-Premises Server during the digitization and verification execution phase. This ensures that Vendor Data Entry Operators (Module 9) and University Verifiers/Publishers (Modules 10 & 11) working at the university load high-resolution (300+ DPI) ledger images over the local Gigabit LAN with zero WAN latency or internet bandwidth bottlenecks. All sanitized/locked images, metadata, and database states shall be asynchronously replicated over an encrypted tunnel (TLS 1.3 / IPSec VPN) to SITC's Cloud Repository.
- d) **Title & Ownership of Hardware:** All server, storage, backup appliances, racks, UPS units (for server rack), network switches, licenses, and accessories supplied under Section 8.8 shall be brand new (strictly no refurbished components) and shall become the sole property of SITC upon commissioning and acceptance.
- e) **Dedicated CCTV Surveillance Archive Partition:** The On-Premise Server and Backup NAS/SAN storage array shall include a dedicated, write-protected storage volume (minimum 2 TB to 4 TB reserved capacity using H.265 NVR/VMS streaming) to store and archive the continuous CCTV camera feeds from the scanning facility for the entire duration of the project and post-project audit handover.

8.9 Project Execution & Physical Record Liability at University Premises

- a) All physical document preparation, scanning, and digitization activities shall be carried out exclusively within the designated secure premises of the University in Khairpur, Sindh.
- b) Physical access to the digitization enclave shall be restricted strictly to vetted, authorized personnel carrying project ID cards.
- c) No physical examination ledgers, loose sheets, or confidential university documents shall ever be removed from the designated University premises without prior written approval from the University's competent authority.
- d) The Successful Bidder shall strictly adhere to the joint SITC–University Document Handling SOP, including chain-of-custody handover logging, barcode tracking, Non-Scannable Records SOP (Section 8.4), and sequential return verification.
- e) Physical Care & Liability Standard: The Successful Bidder shall return all physical ledgers and files to the University in the exact sequence received, reconciled 100% against the Handover Log. While neither SITC nor the Bidder shall be held liable for pre-existing deterioration of brittle/aged paper that was jointly documented in the Handover Log before scanning, the Successful Bidder shall be strictly liable for any loss, tearing, page removal, liquid damage, unauthorized unbinding, or physical damage caused by the negligence, improper scanner use, or SOP breach of the Bidder's personnel.
- f) Mandatory 24x7 CCTV Surveillance & Video Archival of Scanning Operations:
 - i) Complete Visual Coverage: The Successful Bidder shall install, operate, and maintain a dedicated High-Definition (minimum 1080p Full HD, H.265 compression) IP CCTV surveillance system covering 100% of the designated Digitization Facility at the University, with zero blind spots over the ledger handover counter, physical staging racks, and every individual Planetary/Overhead Scanning workstation.
 - ii) Continuous Recording & Chain-of-Custody Evidence: All physical handling, intake inspection, page-turning, scanning, and return of examination ledgers shall be conducted strictly under active camera surveillance with synchronized date/time watermarks. Any handling of physical ledgers outside the camera-monitored zone is strictly prohibited.
 - iii) Retention & On-Premises Server Archival: Complete, unedited video recordings of the entire digitization lifecycle shall be retained without overwriting until 100% of the records are processed, verified, locked, and formally signed off under the Final Handover Certificate. Daily/weekly video footage backups shall be systematically offloaded and archived onto a dedicated storage partition on the University On-Premises Server & Backup Storage Infrastructure (Section 8.8) to serve as an immutable evidentiary record in the event of any dispute regarding physical ledger condition, page integrity, or custodial handling.

8.10 Infrastructure to be Provided by SITC and University

- a) **University Responsibilities:** University shall provide the designated secure working enclave at its designated premises in Khairpur, Sindh, adequate electrical power and backup generator/UPS feed, physical security, and environmental controls (air-conditioning) suitable for housing the digitization team and the on-premise server/storage hardware, along with timely batch handovers and nominated Layer-1/Layer-2 verification, focal persons.

- b) **SITC Responsibilities:** SITC shall provide the central Cloud Hosting Environment (compute, cloud database, and cloud object storage) for hosting the central Degree Record Management & Verification System (DRMVS) and SITC's designated Git repository.

8.11 Resources & Digitization Equipment Fleet to be Deployed by the Successful Bidder

The Successful Bidder shall deploy a complete, dedicated project team and temporary digitization hardware fleet at the University capable of sustaining a minimum throughput of 30,000 pages per week (120,000 pages per month):

- a) **Dedicated Human Resources:** Project Manager, Full-Stack Software Developers, Database/Cloud Administrator, Business Analyst, QA/QC Engineers, On-Site Digitization Supervisors, Document Preparation & Conservation Operators, Planetary Scanning Operators, Data Entry Operators, and On-Site IT Support Engineers. Key personnel deployed at the University shall not be replaced without prior written consent of SITC.
- b) **Temporary Digitization Hardware Fleet (Bidder's Own Cost):** The Successful Bidder shall bring in, install, and maintain all required Overhead/Planetary Book Scanners (supporting A4 up to A1/A0 bound ledgers), operator workstations/laptops, local Gigabit LAN switches/cabling, workstation UPS units, and image-processing software at its own cost. A complete serial-numbered inventory of all temporary equipment brought into the University shall be registered with the University's Security at mobilization and removed by the Bidder upon formal project completion with prior gate-pass clearance from University/SITC.

8.12 Reports and Analytics

The DRMVS platform shall provide real-time operational dashboards, multi-parameter search and retrieval of digitized and migrated records, role-based access control, tamper-evident audit logs, and one-click export of all search results, verification certificates, discrepancy logs, and management reports in both Adobe PDF and Microsoft Excel (.xlsx) formats.

8.13 Testing, VAPT Security Clearance, Training and User Acceptance

- a) **Comprehensive Testing Lifecycle:** The Successful Bidder shall execute and submit formal test reports for Unit Testing, System & Integration Testing, Load & Performance Testing (verifying < 2.0s search response across 3.5M+ records under 100 concurrent users), and User Acceptance Testing (UAT) with SITC and University.
- b) **Mandatory Vulnerability Assessment & Penetration Testing (VAPT):** Before production commissioning and release of the final milestone payment, the DRMVS web application, APIs, database, and server configurations shall undergo a formal Vulnerability Assessment and Penetration Testing (VAPT) against OWASP Top 10 and Government of Sindh cybersecurity standards. The Successful Bidder shall remediate all identified Critical, High, and Medium vulnerabilities to achieve zero open Critical/High findings before Final Acceptance.
- c) **Hands-On Training & Documentation:** The Successful Bidder shall conduct structured hands-on training sessions for University Examination Wing verifiers, publishers, system administrators, and SITC technical staff, accompanied by complete User Manuals, Standard Operating Procedures (SOPs), System Architecture Diagrams, Data Dictionary, and Administrator Manuals.

8.14 Warranty, Maintenance, Technical Support & SLA Matrix

The Successful Bidder shall provide one (01) year of comprehensive post-acceptance warranty, maintenance, and technical support for the DRMVS platform from the date of Final Acceptance (and 3-Year NBD OEM warranty for the Section 8.8 server/storage hardware). Support includes bug fixing, corrective and preventive maintenance, security patching, database performance tuning, and operational technical assistance.

SLA Tier	Incident Definition	Max Response Time	Max Resolution / Restoration Time
Severity 1 (Critical)	Production DRMVS down, Verification Search unavailable, local-to-cloud sync failure, or data/security integrity alert	<= 30 Minutes (24x7)	<= 4 Hours (Fix or full operational restoration)
Severity 2 (High)	Major module degradation, OCR/Migration pipeline halted, or Layer-1/Layer-2 verification workflow blocked	<= 2 Hours	<= 8 Business Hours
Severity 3 (Medium)	Non-critical functional bug, minor UI glitch, or reporting/export formatting issue with available workaround	<= 4 Business Hours	<= 3 Working Days
Severity 4 (Low)	Cosmetic enhancement, minor user query, or documentation update	<= 1 Working Day	Next scheduled bi-weekly maintenance release

Stamp & Signature

9. Important Technical & Operational Instructions to the Bidder

9.1 Commencement of Work, Scanner Calibration & Throughput SLA

- a) **Mobilization Timeline:** The Successful Bidder shall mobilize on-site at the University at its designated premises in Khairpur, Sindh, and commence work within two (02) weeks from the issuance of the Letter of Acceptance (LoA), completing the entire digitization and DRMVS deployment within six (06) months.
- b) **Turnkey Digitization Setup:** The Successful Bidder shall install and maintain all required temporary digitization infrastructure (Overhead Planetary Book Scanners, operator workstations, workstation UPS, local Gigabit LAN setup, etc.) at its own cost.
- c) **Equipment Care & Workspace Hygiene:** The Successful Bidder shall be solely responsible for the safety and maintenance of its temporary digitization equipment; SITC/University shall not be liable for any wear or damage to the Bidder's temporary equipment. The Bidder's staff shall maintain strict cleanliness and order within the allotted University's enclave.
- d) **Pre-Commencement Scanner Calibration & Sample Sign-Off:** Before starting production scanning, SITC and University's technical officers shall inspect and benchmark every deployed scanner for optical resolution (300+ DPI), illumination uniformity, color/grayscale fidelity, and non-destructive V-cradle support.
- e) **Mandatory Equipment Replacement on Quality Drift:** If any scanner or workstation fails initial benchmarking or exhibits quality degradation during execution (e.g., banding, blurring, clipping, or lighting artifacts), the Successful Bidder shall replace the defective unit within 48 hours at its own cost and resubmit calibration samples to SITC.
- f) **Batch-Level Image & Data Quality Control:** The Bidder's internal QC team shall verify 100% of scanned pages and entered records before releasing batches to University Layer-1 Verification, ensuring pages are deskewed, unclipped, legible, and accurately indexed. Any sub-standard scan shall be re-captured from the original ledger and inserted into the correct page sequence before ledger return.
- g) **Ledger Integrity Verification on Return:** Physical ledgers shall be returned to university custody only after verifying that all pages remain intact and in original order, signed off in the Return Log (Module 5).
- h) **Continuous Performance Monitoring:** Contract continuance and milestone disbursements are subject to continuous random and batch-level quality inspections by SITC/University nominated officers.
- i) **Mandatory Weekly / Monthly Scanning & Digitization Throughput:** The Successful Bidder shall scan, process, and sanitize a minimum of 30,000 pages per week (120,000 pages per month) across standard working days (10:00 AM to 5:00 PM). Where required to meet project timelines or clear backlogs, the Bidder shall deploy extended shifts or weekend/holiday operations with prior notice to SITC and University security.

Stamp & Signature

9.2 Duration of Contract & Optional Support Extension

The Contract Agreement shall remain in force from the date of commencement until 100% completion and Final Acceptance of all digitization, migration, hardware, and DRMVS deliverables (6-month execution period), followed by the mandatory one (01) year comprehensive Warranty, Maintenance, and Support period. At SITC's sole discretion and subject to satisfactory vendor performance, annual support and maintenance for the DRMVS platform may be renewed for up to two (02) additional years (Year 2 and Year 3) in accordance with the capped Optional Support Quote in Section 10.

9.3 Non-Disclosure, Data Privacy & Student Record Confidentiality

- a. **Strict Confidentiality of Academic Records:** All student examination ledgers, personally identifiable information (PII), marks, images, database records, and system architecture details are strictly confidential property of University/SITC. The Successful Bidder shall not copy, retain on external media, transmit, or disclose any record or information to any third party under any circumstance.
- b. **Need-to-Know Access & USB/External Media Lockdown:** All operator workstations deployed at the University shall have USB mass-storage ports and external file-sharing access disabled so no scanned images or student data can be exfiltrated.
- c. **Prohibition on Unauthorized Publication:** The Successful Bidder shall not publish or reference any particulars or data of the project in any external medium without prior written consent of SITC.
- d. **Indemnification for Data Breach:** The Successful Bidder shall fully indemnify and hold harmless SITC and University against all losses, liabilities, regulatory penalties, or damages resulting from any breach of confidentiality or unauthorized disclosure by the Bidder or its personnel.
- e. **Employee Back-to-Back NDAs:** The Successful Bidder shall execute individual written Non-Disclosure Agreements (NDAs) and police verification checks for every staff member deployed at University and furnish copies to SITC before site access.
- f. **Perpetual Survival:** The Bidder's confidentiality and non-disclosure obligations shall survive the completion, expiry, or termination of the Contract indefinitely.

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon, and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ Email _____

Stamp and Signature

10. General Conditions of Contract

THIS AGREEMENT is executed at KARACHI, on this day _____, 2026.

BETWEEN

M/s. Sindh IT Company, Karachi, through its **CEO**, located at Karachi, hereinafter called and referred to as "SITC" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s. _____, having its office at _____, hereinafter referred to as "THE SUPPLIER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assign), through its proprietor **Mr _____**, holding CNIC No. _____ on the SECOND PART.

WHEREAS "SITC" intends to obtain a Digitization of Academic Examination Records vide tender # IT/02/26-27 (SITC requirement) up to the satisfaction and handing over the material(s) to the "SITC" having accepted the offer in a finished form, complete in all respects.

NOW IT IS HEREBY AGREED and DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

"SITC" hereby offers to appoint "THE SUPPLIER" as its service provider for the specific purpose of "Digitization of Academic Examination Records". "THE SUPPLIER" hereby agrees to the offer of the "SITC" in acceptance of the terms and conditions herein below.

Article I:

DUTIES and SCOPE OF SUPPLY and SERVICES AND AGREEMENT

- 1.1 "THE SUPPLIER" agrees to Digitization of Academic Examination Records to "SITC" whenever and wherever form is required as per the terms and conditions of this Agreement.
- 1.2 "THE SUPPLIER" will coordinate their work with the Head of Procurement of the "SITC", who will assist "THE SUPPLIER" in the supervision of the proposed Digitization of Academic Examination Records.
- 1.3 "THE SUPPLIER" will visit the Procurement Department located at Head Office, Clifton, Karachi as and when required with a prior appointment.
- 1.4 All logistics charges will be borne by "THE SUPPLIER".
- 1.5 Delivery time must start within 2 weeks from the date of the LoA.
- 1.6 Scope of services mentioned in the bidding documents is an integral part of the contract.

Article II

PAYMENT

- 2.1 Payment shall be made in accordance with the payment schedule in the Terms and Conditions, after receipt of a valid invoice and SITC's acceptance of the relevant deliverable.

Article III
WARRANTY

- 3.1 The Supplier shall provide warranty, maintenance and technical support for one (1) year from final acceptance, covering bug fixing, corrective and preventive maintenance, software updates, performance optimization and security patches. Any equipment supplied by the Supplier shall carry the manufacturer's warranty as specified in the BoQ

Article IV
REMUNERATION

- 4.1 The cost offered by the SUPPLIER is Rs. _____ (inclusive of all taxes) Digitization of Academic Examination Records vide tender # IT/02/26-27 variation may occur. The cost is inclusive of labour/transportation/supplies/taxes/levies/customs duties etc.
- 4.2 Liquidity damages at the rate of 0.07% per day of the total agreed payment as per the Work Order, of the total cost, will be imposed in case of delayed delivery of services. Services will be deemed completed in finished form as per specification.
- 4.3 Performance Security 5% of the total amount of the Contract will be provided by "THE SUPPLIER".
- 4.4 Stamp Duty @ 0.35% of the cost of the Purchase Order will be deposited in the Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 4.5 Tax(es)/Challan(s)/Levy(ies)/Custom Duties, etc., if any, or additional will be paid/borne by THE SUPPLIER as per SRO/Notification.

Article V
ARBITRATION

- 5.1 In case of any dispute, difference, or question which may at any time arise between the parties hereto or any person under them, arising out of or in respect of this Letter of Intent or the subject matter hereof, the same shall be referred to and finally resolved by arbitration under the Arbitration Act, 1940, as amended from time to time. The arbitration shall be administered at the Sindh IT Company (SITC), Karachi.
- 5.2 The arbitration shall be conducted by a sole independent arbitrator mutually agreed upon by the parties. If the parties fail to agree on an arbitrator within fifteen (15) days of a written request by either party, the arbitrator shall be appointed in accordance with the rules. The seat and venue of arbitration shall be Karachi, Pakistan, and the proceedings shall be conducted in the English language. The substantive and procedural laws of Pakistan shall apply. Subject to the foregoing, the parties agree that the courts at Karachi shall have exclusive jurisdiction.

Article VI
TERMINATION

- 6.1 "SITC" may terminate this agreement if the job is not executed according to the requirements at any time after issuing a 15-day notice.

Article VII
INDEMNITY

- 7.1 "THE SUPPLIER" in its individual capacity shall indemnify and keep SITC and any person claiming through SITC fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SUPPLIER", as a result of any defect in the title of SITC or any fault, neglect or omission by the "THE SUPPLIER" which disturbs or damage the reputation, quality or the standard of services provided by "SITC" and any person claiming through the SITC.

Article VIII
NOTICE

- 8.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article IX:
SEVERABILITY

- 9.1 If any terms covenant, or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid and enforced to the fullest extent permitted by prevailing law.

Article X
INTEGRITY PACT

- 10.1 The intention not to obtain the procurement/work of any Contract, right, interest, privilege, or other obligation or benefit from the SITC or any administrative or financial offices thereof or any other department under the control of the SITC through any corrupt practice(s).
- 10.2 Without limiting the generality of the foregoing, the M/s. _____ represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SITC directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the SITC, except that which has been expressly declared pursuant hereto.
- 10.3 M/s. _____ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of the declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall, without prejudice to any other right and remedies available to the SITC under any law, contract, or other instruments, be void at the discretion of the SITC.
- 10.4 Notwithstanding any right and remedies exercised by the SITC in this regard, M/s. _____ agrees to indemnify the SITC for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to the SITC in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the M/s. _____, as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the SITC.

Article XI

MISCELLANEOUS

- 11.1 The terms and conditions of the AGREEMENT have been read over to the parties, who admit to being correct and abide by the same.
- 11.2 The validity of the contract will be effective from the date of issue of the Purchase Order.
- 11.3 All terms and conditions of tender vide # IT/02/26-27 will be an integral part of this agreement.

IN WITNESS WHEREOF, both the parties hereto have set and subscribed their respective hands to this agreement at Karachi on the date as mentioned above.

Annexures

Annex I: Work Experience / previous projects' details of the bidder

(Details to be provided separately, as per the following proforma)

S. No.	Items	Details
General Information		
1.	Customer Name	
2.	Name of the contact person and contact details for the client of the assignment	
Project details		
3.	Project Title	
4.	Number of staff deployed in the assignment size of the project	
Size of the project		
5.	Total Cost of the project	
6.	Number of pages scanned	
7.	Any other information to be shared	
8.	Documentary proof and necessary details	
Please attach the Experience Certificate / Work Order and proof of work done		

***Tender Fee: Rs. 5,000/-
(Non-Refundable)***

FINANCIAL PROPOSAL

Tender # IT/02/26-27 Digitization of Academic Examination Records

Date of Issue : October 20, 2026

Last Date of Submission : November 4, 2026 (11:00 AM)

Date of Opening of Tender : November 4, 2026 (11:30 AM)

Company Name: _____

NTN: _____, **SRB Registration Number:** _____

GST Registration Number: _____

Pay order/Call Deposit/Demand Draft/Bank Guarantee #

_____, **Dated:** _____

Amount of Rs. _____, **Drawn on Bank:** _____

Notice Inviting Tender (NIT)

Tender Notice

Sindh IT Company (SITC) invites bids electronically through EPADS from well-reputed registered companies available on the “List of Active Tax Payers” of FBR (for Income Tax) & GST/SRB (For Sales / Service Tax) websites, whichever is applicable:

Tender Title (Ref. No.)	Procedure	Bid Security
Digitization of Academic Examination Records (IT/02/26-27)	Single Stage Two Envelopes	Rs. 600,000/-
Tender Fee and Dates		
▶ <i>Tender Fee:</i> Rs. 5,000/- ▶ <i>Issuance date:</i> October 20, 2026 ▶ <i>Pre-bid Briefing date:</i> October 28, 2026, at 11:00 AM ▶ <i>Submission end date:</i> November 4, 2026, till 11:00 AM ▶ <i>Opening date and time:</i> November 4, 2026, at 11:30 AM		

Tender documents can be downloaded from the SPPRA EPADS Portal. Deposit the tender fee challan at any branch of Sindh Bank Limited, Account # PK39SIND0003021399669001, Title: Sindh IT Company (Pvt.) Limited.

SITC may issue clarifications or amendments in respect of the bidding documents; SITC will not be responsible for any confusion or misunderstanding in this regard.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security in the form of a Pay order/Call Deposit/Demand Draft/Bank Guarantee must be delivered to SITC before the bid opening schedule. Bids will be opened on the same date and venue, in the presence of the bidders' representatives who may wish to attend.

SITC reserves the right to reject any bid or cancel the bidding process, subject to the relevant provisions of SPP Rules 2010 (as amended up to date).

PROCUREMENT

SITC, Kick-Start Building, 2nd Floor, Machiyara Spring Field, Block-8, Clifton, Karachi

Contact Person: Procurement Manager on (+92)323-5635773

Email: procurement@sitc.gos.pk, SITC website: <https://sitc.gos.pk/>

SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

CONTENTS

1	Introduction	Page 4
2	Instructions	Page 7
3	Bidding Data	Page 8
4	Terms and Conditions	Page 9
5	Integrity Pact	Page 12
11	Bill of Quantities	Page 13

1. Introduction

Dear Tenderer

Thank you for your interest in responding to the SITC's advertisement, which was floated on the SSPRA website on October 20, 2026, "Digitization of Academic Examination Records".

The Sindh IT Company (SITC) is a government initiative of the Sindh government in Pakistan, established to drive digital transformation and improve public service delivery through strategic IT initiatives and e-governance.

- | | | |
|-----|-----------------------------|---|
| i | Source of Funds | SITC-funded Procurement. The eligible payment under the contract is to be made from this department. |
| ii | Eligible Bidders | <p>a This Invitation for Bids is open to all suppliers from an eligible source as defined in the Amended SPPRA Rules and its Bidding Documents, except as provided hereinafter.</p> <p>b Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates that have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.</p> <p>c Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.</p> <p>d Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any government organization.</p> |
| iii | Eligible Goods and Services | <p>a The origin of all the goods & related services to be supplied under the Contract should be mentioned.</p> <p>b Origin means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied.</p> <p>c The Origin of goods and services is distinct from the nationality of bidders.</p> |
| iv | Cost of Bidding includes | The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |

Stamp and Signature

- v Bidding Documents
 - a Instructions to Bidders (ITB)
 - b Bid Data Sheet
 - c General Conditions of Contract (GCC)
 - d Schedule of Requirements
 - e Technical Specifications
 - f Bid Form and Price Schedules
 - g Bid Security Form
 - h Contract Form

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

- vi Clarification of Bidding Documents

An interested Bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing. The Procuring Agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days before the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders who have received the bidding documents.

- vii Amendment of Bidding Documents
 - a At any time before the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.
 - b All interested bidders that have received the bidding documents will be notified of the amendment in writing, and the amendment will be binding on them.
 - c To allow interested bidders a reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.
 - d The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents, or to submit a bid that is not substantially responsive to the bidding documents in every respect, will be at the Bidder's risk and may result in the rejection of its bid.

Stamp and Signature

viii Correction of
Errors

The Procuring Agency will examine the E-Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

- a If there is a discrepancy between unit prices and the total price (that is obtained by multiplying the unit price and quantity), the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
- b If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and
- c Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- d Where there is a discrepancy between the total of the price schedule and the amount mentioned on the Form of Bid, the amount referred to in the Price Schedule shall be treated as correct, subject to the elimination of other errors.
- e A bid not compliant with the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected

The Procuring Agency will adjust the amount stated in the Bid in accordance with the above procedure for the correction of errors. The Bidder's concurrence shall be considered binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and

ix Modification
and Withdrawal
of E-bids

- a No E-bid may be modified after the deadline for submission of E-bids.
- b No E-bid may be withdrawn in the interval between the deadline for submission of E-bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of an E-bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under SPP Rules).
- c A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid is received by the Procuring Agency before the deadline for submission of Bids.
- d A revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

Stamp and Signature

2. Instructions

- (a) **Sign and Stamp:** It is necessary to fill in the Tender Form meticulously and sign and stamp every page. Moreover, attach the required supporting documentation according to the requirements. The tender document will be accepted ONLY on SITC's prescribed Tender Document available on SITC's/SPPRA EPADS Website.
- (b) **Filling in the Tender Form:** It is mandatory to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If one wants to leave the item/column unanswered, please write 'Doesn't Apply'. If more space is needed, attach a paper and clearly mention the item/column name or number, etc., that refers to the column/item of the Tender Form.
- (c) **Collection of Tender:** Tender documents can be downloaded from the SPPRA EPADS website. The Tender fee challan is to be deposited at any branch of the Sindh Bank account # PK39SIND0003021399669001, Account title: Sindh IT Company (Pvt.) Limited.
- (d) **Tender Number:** Please mention "Tender Number" at the top left corner of the envelopes. SITC, Karachi, may reject any bid subject to the relevant provisions of SPP Rules 2010 (as amended up to date) and may cancel the bidding process at any time before acceptance of the bid or proposal as per Rule-25(i) of said rules.
- (e) **Communication:** Any request for clarification regarding technical specifications should be submitted in writing to:
Contact Person (SITC): Procurement Manager, Sindh IT Company, Karachi
Tel #: (+92)323-5635773
Email: procurement@sitc.gos.pk
- (f) **Submission of Documents:** Tender Document (with a copy of Bid Security/Earnest Money and supporting documents) to be submitted by November 4, 2026, till 11:00 AM on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security should be delivered to SITC at the above-mentioned address before the bid opening schedule.
- (g) **Rights:** Competent authorities reserve the right to accept or reject any quotation/tender without any reason thereof. Also, the Authority reserves the right to change/alter/ remove any item or article or reject all bids at any time prior to contract award solely in accordance with Rule 25 of SPP Rules 2010 (Amended up to date). Tender will be evaluated and awarded on a complete turnkey package basis to a single Most Advantageous Bidder.
- (h) **Location of Services Required:** Services will be delivered at the designated premises of the institution in Khairpur, Sindh. SITC is not liable to pay any customs duty, Levies, Taxes, allowances or any other charges, Transportation, logistics, etc.
- (i) **Conditional / Optional / Alternate Bids:** Such bids will not be accepted.
- (j) **Pre-Bid Meeting:** The meeting will be held on October 28, 2026, at the SITC at 11 AM, to understand the exact nature of the services.

Stamp and Signature

3. Bidding Data

- (a) **Name of Procuring Agency:** Sindh IT Company, Karachi.
- (b) **Brief Description of Works:** Digitization of Academic Examination Records.
- (c) **Procuring Agency's Address:** SITC, Kick-Start Building, 2nd Floor, Machiyara Spring Field, Block-8, Clifton, Karachi.
- (d) **Amount of Bid Security:** Bid Security of Rs. 600,000/- will be submitted along with Tender Documents in the shape of a Deposit at Call or Pay Order, or Demand Draft, or a Bank Guarantee in the name of the Sindh IT Company, Karachi.
- (e) **Period of Bid Validity (days):** Ninety (90) Days.
- (f) **Deadline for Submission of Bids along with time:** The last date for submitting the Tender Document is November 4, 2026, by 11:00 AM on the SPPRA EPADS portal. The Tender will be opened on the same day at 11:30 AM in the presence of representatives who may care to attend.
- (g) **The Venue, Time, and Date of Bid Opening:** The Tender will be opened on November 4, 2026, at 11:30 AM at SITC Karachi in the presence of representatives who may care to attend.
- (h) **Liquidity damages:** Liquidated damages at the rate of 0.07% per day of the total contract amount will be imposed on delayed delivery attributable to the Bidder, up to a maximum of 10% of the total contract value. Delays attributable to SITC or the University dependencies listed in the Scope of Work (workspace readiness, handover of records, access to APIs and data, review and approval turnaround) shall not attract liquidated damages and shall extend the schedule correspondingly.
- (i) **Contract Agreement:** Contract Agreement shall be assigned to the successful bidder on Stamp Paper comprising stamp duty of 0.35% (converted amount in PKR) of the total value of the Bid offered in response to the tender. Stamp duty will be paid by the bidder.
- (j) **Deposit Receipt No:** _____ **Dated:** _____
Amount (in words and figures): _____
Pay Order / Demand Draft #: _____, **Amount: Rs.** _____
Drawn on Bank: _____, **Dated:** _____

Stamp and Signature

4. Terms and Conditions

- a. **Bid Security:** Bid Security, in the form of Pay order/Call Deposit/Demand Draft/Bank Guarantee issued by a scheduled bank in Pakistan, in the name of “**Sindh IT Company**” Karachi, amounting to Rs. 600,000/-, should be submitted along with the tender documents.
- b. **Performance Security:** The successful bidder should provide 5% Performance Security of the total value of the Purchase Order in the form of a Pay Order or bank guarantee before the signing of the Contract. The Performance Security shall extend at least three months beyond the Completion of the contract.
- c. **Validity of the Tender:** All proposals and prices shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the bidders are encouraged to state a longer period of validity for the proposal.
- d. **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- e. **Ownership:** All deliverables specifically developed or procured under any contract arising from this tender shall be the sole property of the actual service recipient, subject to applicable third-party intellectual property rights and license terms.
- f. **Arbitration and Governing Law:** In case of any dispute, difference, or question which may at any time arise between the parties hereto or any person under them, arising out of or in respect of this Letter of Intent or the subject matter hereof, the same shall be referred to and finally resolved by arbitration under the Arbitration Act, 1940, as amended from time to time. The arbitration shall be administered at the Sindh IT Company (SITC), Karachi.

The arbitration shall be conducted by a sole independent arbitrator mutually agreed upon by the parties. If the parties fail to agree on an arbitrator within fifteen (15) days of a written request by either party, the arbitrator shall be appointed in accordance with the rules. The seat and venue of arbitration shall be Karachi, Pakistan, and the proceedings shall be conducted in the English language. The substantive and procedural laws of Pakistan shall apply. Subject to the foregoing, the parties agree that the courts at Karachi shall have exclusive jurisdiction.

- g. **Acceptance of Tender:** The SITC reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever. SITC may require the bidder to give a technical presentation and demonstration of the proposed OCR, data-entry and verification solution as part of technical evaluation.

Stamp and Signature

- h. **Support Capabilities:** The bidders shall indicate their warranty and technical support arrangements for the delivered application (Record Management & Verification System) and for any equipment they supply, for the period specified in the Scope of Service (one year from final acceptance).
- i. **Compliance with specifications:** The bidders shall provide information as per the requirements given in the BoQ. Bidders may not propose/supply any kind of refurbished hardware equipment/ components in their proposals.
- j. **Bid Evaluation:** The bid will be considered the Most Advantageous Bid on most closely conforming to the evaluation criteria and other conditions specified in the bidding document and having the lowest evaluated cost.
- k. **Cancellation:** SITC reserves the right to cancel any or all of the above items if the material is not in accordance with its specifications or if the delivery is delayed.
- l. **Delivery Time:** The service should be started within 2 weeks after receipt of LoA and completed within 6 months.
- m. **Liquidity Damages:** Liquidity damages at the rate of 0.07% per day of the total contract amount will be imposed on delayed service or work, up to 10% of the total contract value.
- n. **Invoice:** The invoice/bill should be submitted to the Procurement Department.
- o. **Default:** If the Bidder fails to deliver items or services in a timely manner as per the Bill of Quantity, SITC, Karachi reserves the right to penalize and may also terminate the contract.
- p. **Stamp Duty:** A stamp duty of 0.35% against the total value of the Purchase Order will be levied accordingly.
- q. **Increase in Price:** No increase in the value of the above-mentioned items will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, the scope of supply, or any other head of account.
- r. **Inspection:** Inspection at the service site may be carried out.

Stamp and Signature

- s. **Payment:** Payments shall be processed within 30 working days of receipt of the valid commercial invoice at SITC Head Office, Clifton, Karachi, along with the required supporting documents, subject to satisfactory completion and verification of the relevant deliverables/services in accordance with the Scope of Work and applicable contractual requirements, and confirmation/acceptance of the relevant deliverables/services by SITC.
- i. 10% of the total contract value shall be released upon successful supply, delivery, installation (where applicable), and acceptance of the required hardware by SITC.
 - ii. 30% of the total contract value shall be paid in three (03) monthly installments, on a pro-rata basis against the actual scanning work completed during the respective month, subject to verification and acceptance by SITC and achievement of the minimum monthly scanning requirement specified in the Scope of Work.
 - iii. 60% of the total contract value shall be released upon successful completion of the remaining scope of work and satisfactory completion/acceptance of all services and deliverables, subject to verification by SITC.
- t. **Packing & Transportation:** All Equipment required to complete the services shall be the responsibility of the Service Provider. The equipment must be properly packed in the standard packing for onward transportation and delivery. The bidders will replace any item damaged during transportation at their own cost.
- u. **Force Majeure:** The Supplier shall not be held liable in the event of their failure to comply with the delivery schedule of the ordered item(s) for reasons of Force Majeure, including war and other instabilities, invasion, the act of foreign enemies, embargo, civil war, etc.
- v. **Emergency Outage Management:** All scanning and digitization activities shall be carried out at the designated premises. If the primary work site becomes unavailable due to an emergency, SITC/SALU shall provide an alternative site within the premises. The Bidder shall be responsible for relocating its personnel, equipment and work to the alternative site, so that work resumes with minimum service outage.

Stamp and Signature

5. Integrity Pact

- a) It has not obtained or induced the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the SITC or any administrative or financial offices thereof or any other department under the control of the SITC through any corrupt business practice(s).
- b) Without limiting the generality of the forgoing the agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SITC directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from SITC, except that which has been expressly declared pursuant hereto.
- c) The agency certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with SITC and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.
- d) The agency accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of declaration, representation, and warranty. It agrees that any contract/order, right, interest, privilege or other obligation obtained or procured aforesaid shall, without prejudice to any other rights & remedies available to SITC under any law, contract, or other instruments, be voidable at the discretion of SITC.
- e) Notwithstanding any rights and remedies exercised by the SITC in this regard, the agency agrees to indemnify SITC for any loss or damage incurred by it on account of its corrupt business practices & further pay compensation to SITC in an amount equivalent to ten times the sum of any commission, gratification, bribe, gifts, kickback given by the company/firm/ agency as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever form from SITC.

Note:

This integrity pact is a mandatory requirement other than auxiliary services/works.

Stamp and Signature

6. Bill of Quantity

S. No.	Service Description	Quantity	Rate	Amount
1.	Document Scanning & Digitization along with OCR & Data Extraction - Scanning of physical records/ledgers of sizes A4, Legal, A3, A2, and A1. OCR processing of scanned records, extraction of relevant information, and validation of OCR output.	250-350K	(Per Page)	
2.	Manual Data Entry & Data Validation Manual Data entry and validation of records/data fields where OCR is not sufficiently accurate	As required	(Per student record)	
3.	Development of Record Management and Verification System according to the scope of work mentioned in Article 8	1 Job		
Total				
15% SST (if applicable)				
Grand Total				

Grand Total Amount (Rupees in words) _____

Stamp & Signature

Optional Quote:

S. No.	Description	Duration	Amount (including all taxes)
4.	Annual Support Charges for 2 nd year	1 year	
5.	Annual Support Charges for 3 rd year	1 year	

Stamp & Signature

It is hereby certified that the terms and conditions have been read, agreed upon, and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ Email _____

Stamp and Signature