Tender Document

DATA ENTRY AND DOCUMENT SCANNING OF HISTORICAL RECORDS OF REGISTERED VEHICLES

Punjab Information Technology Board

15-C-1 Model Town, Lahore, Pakistan

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Invitation to Bid

1.0 Introduction

Punjab Information Technology Board (hereinafter referred to as "the Purchaser") invites / requests sealed proposals (hereinafter referred to as "the Tenders") for the **"Data Entry and Document Scanning of Historical Records of Registered Vehicles prior to the introduction of MVR- MTMIS SYSTEM"**. The Project aims to enhance the current IT infrastructure in Punjab Government, to improve internal communications, facilitate service delivery to public offices and provide appropriate, transparent and speedy access of information. Proponents applying for bids should submit two separate **bids/envelopes for Financial Proposal and Technical Proposal.**

1.1 PPRA Rules to be followed

Punjab Procurement Rules 2009 will be strictly followed. These may be obtained from: http://ppra.punjab.gov.pk/PublicPages/prorules1.aspx

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules 2009.

1.2 Mode of Advertisement(s)

As per Rule 12(1), this Tender is being placed online at PPRA's website, as well as being advertised in print media.

The bidding document carrying all details can be downloaded from PITB website **http://www.pitb.gov.pk** for information only. All perspective bidders Must collect the bidding document on production of a deposit slip of PKR.500/- of PITB A/C No. UBL 1534-9, SAM Branch, LCCI, Lahore from account office PITB.

1.3 Type of Competitive Bidding

As per Rule 36(b), Single Stage-Two Envelope Procedure shall be followed. This is as follows:

i. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
ii. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
iii. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;

iv. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;

v. The procuring agency shall evaluate the technical proposal in a manner prescribed in Section evaluation of this document, without reference to the price and reject any proposal which does not conform to the specified requirements.

vi. During the technical evaluation no amendments in the technical proposal shall be permitted;

vii. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

viii. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and

ix. The bid found to be the technically qualified and financially lowest evaluated bid shall be awarded.

In accordance with these rules, interested companies (hereinafter referred to as "Contractors") applying for bids should submit two separate **bids/envelopes for Financial Proposal and Technical Proposal.**

1.4 Bidding Details

All the bids must:

- be accompanied by a call deposit **(CDR) of 02% of quoted price in favor of "Punjab Information Technology Board"**.
- be submitted along with the CDR, Tender Forms, Affidavits, etc.,
- be delivered to the office of the Accounts Officer, Punjab Information Technology Board, Lahore on or befoÒÅßρφ00 hours on **June πω, 2011**.

The Technical bids will be publicly opened in the Committee Room of Punjab Information Technology Board, Lahore, 15-1-C Model Town, Lahore, atßρφ30 hours on **June πω, 2011.**

Bidders must submit bids on the basis of complete services. Failure to meet this condition will cause disqualification of the bidder.

Bidders shall submit bids which comply with the Bidding Documents. Alternative bids will not be considered. The attention of bidders is drawn to the provisions of Clause on "Determination of Responsiveness of Bid" regarding the rejection of Bids, which are not substantially

responsive to the requirements of the Bidding Documents.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

As authority competent to accept the tender, the Purchaser reserves the right to accept or reject one or all bids without assigning any reason thereof.

Failure to supply services within the specified time period will invoke penalty as specified in this document. In addition to that, Call Deposit (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

2 PROJECT OBJECTIVES / SCOPE OF WORK

2.1 Data Entry and Document Scanning Specifications

Firms are offered following process of data entry / document scanning and its validation of historical records of registered vehicles of Punjab. However if a firm suggests better solution for data entry and validation of historical records, then PITB, Punjab will see and decide the offered process.

2.1.1 Document Scanning:

Document Scanning will be done by using de-centralized method and perform at district level, in the office of the Motor Registering Authority.

Documents of the registered vehicles will be scanned after complete authentication and their links should be established with the existing application of MVR-MTMIS Project.

Excise and Taxation Department staff will also be deputed with the firm to guide them and help them in record related issues.

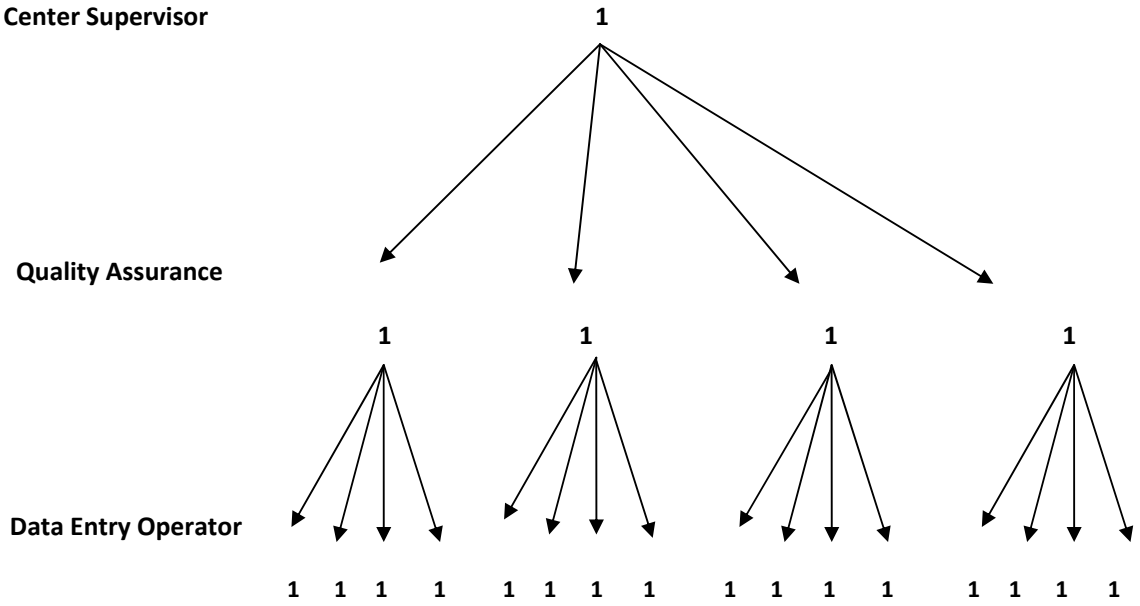
2.1.2 Data Entry:

Data Entry will perform at central location of district Lahore from the scanned files in pre defined Application, provided by the PITB (***Screen Shots are attached at Annex-A***).

A layered supervision hierarchy will have to be maintained by the data entry and validation firm. Data Entry will perform by using the double data entry mechanism, from the already scanned files. Data entry will be done by operators in pairs, two data entry operator and 2 or more validators will work together as a team. The validators will look into the accuracy of the

data to be entered, especially; engine no, chasis no & CNIC no against the specific registration number and after giving clearance, the data entry operator will enter the entry into software. 4 validators / QAs, will be supervised by a supervisor and 4 data entry operators to be supervised by a validators / QA, supervisors will be experts in revenue record. 3 such supervisors will in turn be supervised by a senior supervisors or a manager.

2.2 Proposed Hierarchy



2.3 Roles & Responsibilities of Data Entry Team

Supervisor	Management of team of domain expert, solving their problems and ensuring the availability of document for data entry. Interacting with the data providing authority for the availability of documents and clarification of the illegible/damaged/inconsistent documents.
Quality Assurance Supervisor (Domain Expert Person)	Management of team of data entry operators, solving their problems with the documents and ensuring the correctness of entered data. Marking the unreadable / damaged / inconsistent documents to be sent to data providing authority for clarification.
Data Entry Operator	Does the actual data entry work.

2.4. Basic Instructions

Punjab Information Technology Board, has already experienced various phases of the process in detail and has estimated that the data validation exercise actually will take twice as much effort as the data entry. The bidding firms are expected to add all such costs in the bid price. No separate compensation or support will be provided by the client after the approval of the bid price.

Proper data entry / scanning record and issues log will be maintained by each team. The validators and supervisors will help the data entry operators in understanding and confirming the data.

After entering the data, the record will be printed and handed over to the district Excise offices, who will then send the record for detailed scrutiny. Accompanying the record will be a detailed list of all the pending issues on records and incomplete records. The record will be received back by the Firm's manager with the resolution of all the issues as well as marked and signed corrections into the entered / scanned data. The record will again be entered, scanned, validated and reprinted, the process will repeat until the Excise and Taxation Department Staff accepts the printed record. Payment will be made against the data entry of the authenticated / validated records and after confirmation of the competent authority.

2.5. Quantum of Data entry / Scanning and Validation work

The successful firm will be responsible for data entry / scanning and its Validation as explained in the preceding sections. Following table explains the quantum of data entry / document scanning and validation work for each type of entry.

Assignment / Project	Quantity
Historical Records/Files of Registered Vehicles of the Punjab for Data Entry	3,400,000
No of Files of the Registered Vehicles of the Punjab for Document Scanning	6,000,000

In preparing the Financial Proposal, Firms are expected to take into account the requirements and conditions outlined in the RFP documents. The bidder is required to add all costs in the bid price. No separate compensation or support will be provided by the client after the approval of the bid price. Furthermore no hardware will be provided by the purchaser to the Data Entry / Scanning Contractor. The Bidders are however required to submit a data entry / document scanning calculation sheet as part of their financial bid to clearly demonstrate the cost of the data entry / scanning.

Complete furnishing, electrification, networking, computer equipment provision, internet, telephone etc will be the responsibility of the contractor/firm. Utilities will also be paid by the contractor firm. Such cost may be incorporated by the Contractor/Firm in the bid price.

2.6. Data Entry Time Period

Total time period to scan 6 Million files of already registered vehicles and data entry of 3.4 Million records among them is from 3 to 4 Months.

The contractor should submit the financial proposals, separately for Data Entry and Document Scanning for all types of files, mentioned under clause 3, (i.e Motor Cycles and others) by assuming them the files of New Registration (NR / NRT). Samples attached at **Annex-B**. However, the bidder should clearly mention the rate per post transaction for data entry / scanning. Please note that all the scanned files are not required to be ÄÉÇÍÔÉÚed.

2.7. Location of the Project & Instructions

1) Document Scanning will be done by using de-centralized method and perform at district level as per the actual requirements of the district's Excise Offices.

2) Data entry will be performed at central location of Excise & Taxation Department in district Lahore OR may be any other central location, as per the actual requirement.

3) The contractor will establish the infrastructure for Data Entry / Document Scanning and depute his/her team at the desired Location till the completion of the assignment.

4) Average no of pages at the time of New Registration are given below, subject to the provision of +- 1/2 forms:

Sr. #	*Case*	*Average No of Pages*
1	*Motor Cycles*	*6-8*
2	*Motor Cars & Others*	*14-16*
3	*Post Transactions*	*4*

5) As per the current practice, a file of Motor Cycle is being entered in **140 to 150 seconds**, others (Motor Cars etc) in **180 to 200 seconds** and maximum feeding time is **240 seconds**, subject to the Application availability & DEO with the speed of at least 40 wpm. Details are given below:

Sr. #	Form_Name	Required Time (Sec)	Required Time (Min)	Quality Level (%)	Complexity Level (%)	Accuracy Level (%)	Required Time (Min)
1	Owner Information	50	0.83	20	20	20	1.33
2	Vehicle Information	60	1.00	20	20	20	1.60
3	Direct Purchaser Information (only for imported vehicles)	40	0.67	20	20	20	1.07
Total							**4.00**

6) The costs of preparing the proposal and of negotiating the contact, including a visit to the Client, are not reimbursable as a direct cost of the assignment

7) The Client is not bound to accept any of the proposals submitted. Firms must conform to the instructions given regarding proposals preparation and submission as outlined in this RFP, in order to be considered for evaluation.

2.8. Responsibility Matrix

P = Participant **R**= Responsible **I** = Input required **A** = Approve **N** = Notify			
Activities	**Project Resources**		
	PITB	**Excise & Taxation Departrment**	**Contractor**
Preparation of RFP	R		
Tender Advertisement	R		
Technical Evaluation	R		
Financial Evaluation	R		
Issuance of LOI	R		
Signing of Contract Agreement	R		
Provision of Files for Document Scanning		R	
Document Scanning		A	R
Verification & Authentication of Scanned files		R	
NOC		R	
Partial Payment	R		
Data Entry of Historical Records from Scanned data		A	R
Verification & Authentication of entered data		R	
NOC		R	
Remaining Payment	R		

3. DELIVERABLES

3.1 DISTRICT WISE APPROXIMATE DATA VALUE

District Wise approximate data volume is given below under clause 3.2 & 3.3. However, there may be a plus minus of 5% in below mentioned figures. The payment will be made to the firms / contractors as per the actual validated Data Entry or File Scanning:

3.2 District wise Records for Data Entry

DATA ENTRY OF HISTORICAL RECORDS (DISTRICT WISE)				
Sr.	**District Name**	**Motor Cycles**	**Other than M. Cycles**	**TOTAL**
1	Attock	11,279	16,347	27,626
2	Bahawalnagar	99,199	5,565	104,764
3	Bahawalpur	93,029	31,859	124,888
4	Bhakkar	22,428	8,604	31,032
5	Chakwal	18,033	12,494	30,527
6	Chiniot	505	59	564
7	D.G Khan	97,268	56,719	153,987
8	Faisalabad	186,123	79,858	265,981
9	Gujranwala	182,299	37,045	219,344
10	Gujrat	81,467	34,114	115,581
11	Hafizabad	12,611	6,158	18,769
12	Jhang	73,866	29,525	103,391
13	Jhelum	43,384	18,752	62,136
14	Kasur	6,235	27,512	33,747
15	Khanewal	82,421	15,815	98,236
16	Khushab	17,807	15,523	33,330
17	Lahore	25,000	40,000	65,000
18	Layyah	38,200	7,653	45,853
19	Lodhran	23,058	11,943	35,001
20	M.B Din	28,990	8,599	37,589

21	Mianwali	42,422	12,897	55,319
22	Multan	253,844	98,084	351,928
23	Muzaffargarh	55,091	4,772	59,863
24	Nankana sahib	349	80	429
25	Narowal	10,817	5,251	16,068
26	Okara	48,906	19,762	68,668
27	Pakpattan	21,713	6,709	28,422
28	R.Y Khan	156,316	41,114	197,430
29	Rajanpur	15,952	2,388	18,340
30	Rawalpindi	123,357	122,847	246,204
31	Sahiwal	84,465	51,161	135,626
32	Sargodha	94,972	45,092	140,064
33	Sheikhupura	21,208	28,720	49,928
34	Sialkot	147,897	44,583	192,480
35	T.T Singh	70,352	16,764	87,116
36	Vehari	106,966	37,803	144,769
	G.TOTAL	**2,397,829**	**1,002,171**	**3,400,000**

3.3. District Wise Records for Document Scanning

DOCUMENT SCANNING OF REGISTERED VEHICLES (DISTRICT WISE)				
Sr.	**District Name**	**Motor Cycles**	**Other than M. Cycles**	**TOTAL**
1	Attock	23,167	18,383	41,550
2	Bahawalnagar	88,222	4,921	93,143
3	Bahawalpur	141,318	37,637	178,955
4	Bhakkar	24,069	8,163	32,231
5	Chakwal	20,364	11,464	31,828

6	Chiniot	807	103	910
7	D.G Khan	148,050	55,765	203,815
8	Faisalabad	345,335	110,199	455,534
9	Gujranwala	255,000	42,021	297,021
10	Gujrat	127,672	34,881	162,552
11	Hafizabad	17,026	6,055	23,081
12	Jhang	71,649	26,033	97,682
13	Jhelum	59,084	17,446	76,531
14	Kasur	8,599	25,095	33,693
15	Khanewal	71,760	13,524	85,284
16	Khushab	22,360	14,628	36,988
17	Lahore	897,061	857,069	1,754,130
18	Layyah	37,417	7,115	44,532
19	Lodhran	23,339	10,566	33,905
20	M.B Din	36,672	7,988	44,661
21	Mianwali	44,938	11,630	56,568
22	Multan	383,529	120,556	504,085
23	Muzaffargarh	50,199	4,920	55,119
24	Nankana sahib	7,959	862	8,820
25	Narowal	11,955	4,977	16,932
26	Okara	97,237	21,442	118,680
27	Pakpattan	31,767	6,725	38,492
28	R.Y Khan	222,089	43,834	265,923
29	Rajanpur	18,918	2,068	20,987
30	Rawalpindi	173,473	124,982	298,455
31	Sahiwal	141,386	53,178	194,563
32	Sargodha	128,226	45,348	173,574
33	Sheikhupura	24,443	26,824	51,267

34	Sialkot	198,439	46,878	245,318
35	T.T Singh	69,164	14,929	84,092
36	Vehari	105,951	33,151	139,102
	G.TOTAL	**4,128,643**	**1,871,357**	**6,000,000**

Contact Details relating to MVR application:

Solution details can be obtained from:

Zeeshan Haider Chohan

Designation: Database Administrator (MTMIS)

Punjab Information Technology Board, 84E- Model Town, Lahore

Office Phone: 042 – 99232126 and 99232176

Mobile Phone: 0333-4008007, Email: pdmtmis@punjab.gov.pk

4 GENERAL TERMS

4.1 Contract Duration

The Agreement would be effective for the completion of the data entry and scanning of historical records from the commencement date of contract between customer & supplier. The subsequent annual agreement if required shall be executed upon successful completion of the above mentioned term at renegotiated rates.

A detailed timeline will be submitted along with the Technical Proposal.

Subject to necessary budgetary approvals for the next fiscal year, support and maintenance services (based on monthly support charges, quoted in Table 1) may be extended beyond the current financial year.

4.2 Termination

The Purchaser may, at any time, by written notice served on the Contractor, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Contractor.

4.3 Special Stipulations

SCHEDULE- A: SPECIAL STIPULATIONS
For ease of reference, certain Special Stipulations are as under:

Tender Security	The Contractor shall furnish the Tender Security as under: a) for the whole Tender; b) if Total Tender Price is less than or equal to PKR 5 Million, in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of the Purchaser; c) if the Total Tender Price is more than PKR 5 Million, in the form of Bank Guarantee, issued by a scheduled bank operating in Pakistan, in the name of the Purchaser, as per the format provided in the Tender Document or in another form acceptable to the Purchaser; d) denominated in a currency of the Tender; e) have a minimum validity period of ninety days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
Performance Security	The successful Contractor shall furnish Performance Security as under: a) within three working days of the receipt of the Acceptance Letter from the Purchaser; b) in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser; c) for a sum equivalent to 10% of the contract value; d) denominated in a currency of the Contract; e) have a minimum validity period of ninety days from the date of Award Notification or until the date of expiry of warranty period, whichever is later.
Deployment (installation, configuration, commissioning, testing, and training)	Deployment to be completed within **3 weeks** after the issuance of deployment go ahead for each district. A comprehensive deployment plan must be submitted along with the Technical Proposal detailing activities leading to completion of the project and successful roll out within stated timelines.
Liquidated damages for failure / delay in supply / installation / configuration of Goods / Services / Works by the Contractor	A sum of money @ 0.25% of the Contract Price which is attributable to such part of the Goods / the Services / the Works as cannot, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the Contract Price.

5 ELIGIBILITY & EVALUATION

5.1 INSTRUCTIONS TO TENDERERS

Noncompliance to any of below point will disqualify the bidder from quoting.

1. Firm must be having valid NTN certificate with registered office in Pakistan.
2. Firm must be registered and working in Pakistan for the past five years in software development.
3. Firm should not have been blacklisted or involved in litigation in past on account of delivering tempered / low quality equipment or failure to deliver to any of its customer in public and private sector.

5.2 EVALUATION AND COMPARISON OF BIDS

The PITB's procurement committee will evaluate the bids on following criteria.

Total Marks 1000

Qualification Marks 700

Category	Description	Points	
Legal (Mandatory)	Certificate of Registration	Mandatory	
	Income Tax Registration	Mandatory	
	General Sales Tax Registration	Mandatory	
	Authorization in quoted hardware	Mandatory	
	Undertaking that the firm is not blacklisted and involved in litigation with Government	Mandatory	
	Undertaking in case of JV	Mandatory	
Financial (Max 400)	Net Worth (Total Assets – Total Liabilities) (Max Points 90)	25-50 million	10 Points
		50-75 million	20 Points
		75-100 million	30 Points
		100-125 million	40 Points
		125-150 million	50 Points
		150-175 million	60 Points

		175-200 million	70 Points
		200-225 million	80 Points
		225 million and above	90 Points
	Net Income(Max Points 60)	25 million	15 Points
		25-50 million	30 Points
		50-75 million	45 Points
		75-100 million and above	60 Points
	Income Tax (Max Points 30)	0.5 million	10 Points
		1-5 million	20 Points
		5 million and above	30 Points
	GST (Max Points 30)	0.5-1 million	10 Points
		1-5 million	20 Points
		5 million & above	30 Points
	Bank Statement (Max Points 10)	25- 50 million	3 Points for each year
	Projects of (Max Points 80)	1-20 million	10 Points
		20-30 million	20 Points
		30-40 million	30 Points
		40-50 million	40 Points
		60-70 million	50 Points
		70-80 million	60 Points
		80-90 million	70 Points
		90 million and above	80 Points
	Similar nature Projects (Max Points 40)	1-25 million	10 Points
		25-50 million	20 Points
		50-100 million and above	40 Points

	Similar IT Projects with Government (Max Points 30)	1-25 million	10 Points
		25-75 million	20 Points
		75-100 million and above	30 Points
	SLAs (Max Points 30)	0.1-1 million	10 Points
		1.1-5 million	20 Points
		5.1 million and above	30 Points
		1.1 million and above	10 Points
Technical (Quality, Human Resource, Professional, Backup Support) (Max Points 600)	Total No of full time employees (Max Points 100)	Up to 25	10 Points
		25-50	25 Points
		50-75	40 Points
		75-100	55 Points
		100-125	70 Points
		125-175	85 Points
		175 and above	100 Points
	Total No of Employees in Managerial Position (Max Points 40)	1- 5	10 Points
		5-10	20 Points
		10 and above	40 Points
	Total No. of fulltime employees with MSC 2 Years / BSC 4 Years (Max Points 40)	1-5	10 Points
		5-10	20 Points
		10-20	30 Points
		20 and above	40 Points
	Total No. of Project Managers with PMP Certification or MSc in Project Management (Max Points 20)	1-2	5 Points
		2-3	10 Points
		5 and above	20 Points
	Total No. of Employees having IT related Certifications (Max Points 25)	02 Points for each 01 (Max 25)	

	No. of Employees with IT related Certification dedicated to this Project (Max Points 25)	02 Points for each 01 (Max 25)
	Brand Partnerships/ Authorization (Max 80)	80 Points for Tier 1 40 Points for tier 2 (Max 80)
	SLAs (Equivalent or Above 0.1 million) (Max 50)	15 Points for each (30 Max)
	ISO, TQM, 6-Sigma, etc (Max 50)	10 Points for each General Certification (Max 30) 20 Points for each IT related Certification (20 Max)
	No of IT related Projects of Equivalent or Above 1 million (Max 80)	15 for each Project (Max 80)
	No of Similar IT related Projects of Equivalent or Above 1 million (Max 40)	8 for each Project (Max 40)
	No of Similar Projects with Government Equivalent or Above 1 million (Max Points 40)	8 for each Project (Max 40)
	Remote Online Complaint Management and Monitoring Software/System(Max Points 10)	10 Points Max

5.2.1 Basis of Evaluation and Comparison of Bid

The bids will be evaluated in two steps. The first step would ensure that technical requirements are met by the bidders as per the evaluation criteria. In the second step financial proposals of only those firms which meet the requirements will be evaluated.

The companies will also be evaluated on separate Performa to assess their strength in terms of financial capacity, engineering/technical team, quality standard compliance, and international standards compliance, certifications like ISO, status of the company, support services, response time and local vending capability. Evaluation will be done both for the company and the service.

5.2.2 Technical Evaluation

It will be examined in detail whether the goods or services offered by the bidder comply with the Specifications of the bidding documents. To facilitate this, the services or goods specification will be reviewed. Technical features/criteria of the services or goods detailed in the specifications will be compared with the bidder's data submitted. Other technical information submitted with the bid will also be reviewed. It will be examined whether the bidder has the capability to implement and impart training properly.

5.2.3 Commercial Evaluation

It will be examined in detail whether the bid complies with the specified conditions of contract of bidding documents. It is expected that no major deviation/stipulation shall be taken by the bidder.

5.2.4 Terms of Payment:

Payment will be made by PITB after successful rollout each district for this project as per contract. Milestone payments can be considered valid based on deliverables.

5.2.5 PITB Contact Person Details:

Clarification about the requirements can be obtained from:

Mr. Faisal Yousaf
Project Director(MTMIS) / Joint Director (EA)
Punjab Information Technology Board for Government of Punjab
84E – Model Town Lahore
Email: faisal@pitb.gov.pk
Office Phone: 99232176

5.2.6 Evaluated Bid Prices

The PITB committee's evaluation of a bid will take into account in addition to the Bid Price, the following factors (Adjustments) in the manner and to the extent stated hereinafter. Adjustment will be based on corrected Bid Prices. The price so determined after making such adjustments will be termed as Evaluated Bid Price. The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the Schedules, Conditions of Contract and Specifications, shall be added to the corrected Bid Price for comparison purposes only. For bid offering delivery period of the Service earlier than the period specified in the Schedule, no credit will be given.

5.2.7Pricing Breakdown

Vendors are required to provide the pricing breakdown for the following activities, keeping in view clause 3 & 4 above.

Assignment / Project	Quantity
Historical Records/Files of Registered Vehicles of the Punjab for Data Entry	3,400,000
No of Files of the Registered Vehicles of the Punjab for Document Scanning	6,000,000

5.2.8 Evaluation Sheet (Technical & Financial)

Evaluation will be done based on documentation submitted and product demonstrations/presentations.

PASS MARKS: Any bidder not meeting the 70% pass marks will be disqualified in Technical Evaluation, and its Financial Proposal will be returned to it unopened. All bidders scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be opened.

PROVISO: Provided that if NONE or ONLY ONE (single) bidder exceeds the 70% pass mark, then the Purchaser SHALL decrease the Pass Mark limit to 60%. In other words, if TWO or more bidders exceed 70%, then the Pass Mark will NOT be decreased to 60%.

If Pass Marks are decreased to 60%, then ALL bidders with scores greater than or equal to 60% (including any above 70%) would stand qualified for opening of their Financial Proposals irrespective of marks obtained in Technical Proposal.

5.2.9 Evaluation of Financial Proposals

The financial proposals of only the bidders short listed on the basis of technical evaluations will be opened and compared in terms of cost effectiveness. Top-3 shortlisted vendors will be asked to prove to PITB, their capabilities in a presentation after technical proposals have been evaluated. Presentation results will determine the finalist for this project. The bid found to be the lowest evaluated bid shall be accepted. In case where more than one bidder has quoted the same lowest price, PITB will ask all such bidders for presentation. Final selection will be based on assessment of presentation.

6.0 Terms and Conditions

6.1 Contract

The Purchaser shall, after receipt of the Performance Security from the successful Contractor, send the Contract provided in the Tender Document, to the successful Contractor. Within three working days of the receipt of such Contract, the Contractor shall sign and date the Contract and return it to the Purchaser.

6.2 Contract Documents and Information

The Contractor shall not, without the Purchaser's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications, drawing(s), pattern(s), sample(s) or information furnished by or on behalf of the Purchaser in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

6.3 Contract Language

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

6.4 Standards

The Services provided under this Contract shall conform to the authoritative latest standards.

6.5 Execution Schedule

The Contractor shall submit an Execution Schedule, giving details of customs clearance, supply, installation, configuration, deployment, commissioning, testing, training, etc., as required under the Contract, to the Client, within three days of the signing of the Contract.

6.6 Delivery

I. The Contractor shall indicate his delivery approach clearly specifying the requirements for packing, shipping and unpacking of deliverable hardware, software and documentation. The approach shall address shipment of deliverables to the various designated (installation) sites. The approach shall also specify any special shipping constraints such as custom requirements, security requirements, access arrangement or loading dock requirements. The Contractor shall deliver the Goods at various Governors' Secretariat Punjab in Punjab, as specified by the Purchaser at the time of delivery.

II. The Service shall remain at the risk and under the physical custody of the Contractor until the delivery and testing of the Goods is completed.

III. The Contractor shall ensure that the Goods shall be delivered complete to enable the testing and training to proceed without interruption. If it shall appear to the Client that the Goods have been or are likely to be delayed by reason of incomplete delivery or for any other reasons, he may require the Contractor at the expense of the Contractor to dispatch the missing items of the Goods or suitable replacements thereof to the site of delivery by the fastest available means including air freight.

IV. The Contractor shall include in the Tender a detailed logistics plan which shall include support details for transportation, mobilization and personnel scheduling during project implementation and the warranty period. The Contractor shall provide maintenance, supply and procurement support necessary for Client to maintain all system, at the contracted performance and reliability level. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be included in the Contract Price.

6.7 Installation and Implementation

I. The Contractor shall ensure that the implementation design conforms to an open standard by which new services can be added without disruption to existing services.

II. The Contractor shall ensure that the implementation is fault tolerant. This is accomplished by supplying a set of programs and procedures that allow the system recovery or roll back when a fault is detected.

III. The Contractor shall provide a document stating step-by-step procedures for installation and disaster recovery to the Purchaser.

IV. The Contractor shall provide all the recent patches and updates for Firmware/Hardware, on a reliable media, with proper labeling, during the installation to the Purchaser.

V. The Contractor shall configure the system for high availability and reliability, of all hardware and software.

VI. The Contractor shall submit detailed and complete installation, transition and cutover plan for the new system, installation procedures for the new components specifying equipment checkout, installation constraints, operational cutover, maintenance prior to Client acceptance and if special security and/or access arrangements are required.

VII. New equipment, shall be installed with existing equipment, and shall require close

coordination between the Contractor and the Client personnel.

6.8 Safety

I. The Contractor shall be responsible for the embedding of safety features in the inherent design of the equipment, for elimination of identified hazards, including but not limited to high voltage, electromagnetic radiation, sharp points and edges, etc., and reduction of associated risk to personnel and equipment.

II. The Contractor shall be responsible for the addition of bilingual warnings and caution notices, where hazards cannot be eliminated or risks cannot be reduced.

III. The Contractor shall be responsible for the protection of the power sources, controls, and critical components of the redundant systems and subsystems by shielding or physical separation when possible.

6.9 Operation and Maintenance

The Contractor shall be responsible for the continuous operational capability and maintenance of the entire system, 24/7, without disruption to either service or performance, during the contract period.

6.10 Payment

I. The Contractor shall submit an Application for Payment to the Client. The Application for Payment shall: be accompanied by such invoices, receipts or other documentary evidence as the Client may require; state the amount claimed; and set forth in detail, in the order of the Price Schedule, the Services provided and the Works done, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Certificate of Payment, if any.

II. The Client shall issue a Certificate of Payment to the Purchaser, with a copy to the Contractor, verifying the amount due, within fourteen days of receipt of an Application for Payment. The Client may withhold a Certificate of Payment on account of non-satisfactory performance of the Services. The Client may make any correction or modification in a Certificate of Payment that properly be made in respect of any previous certificate.

III. The Purchaser shall pay the amount verified in the Certificate of Payment within fourteen days of receipt of a Certificate of Payment. Payment shall not be made in advance. The Purchaser shall make payment for the Services provided and the Works done, to the Contractor, as per Government policy, on monthly or quarterly basis, in the currency of the Tender, through treasury cheques and/or through MRF.

IV. All payments shall be subject to any and all taxes applicable under the laws of Pakistan.

6.11 Price

The Contractor shall not charge prices for the Goods supplied, the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

6.12 Contract Amendment

I. The Purchaser may, at any time, by written notice served on the Contractor, alter, amend, omit, increase, decrease or otherwise change the nature, quality, quantity and scope, of all / any of the Goods / he Services / the Works, in whole or in part.

II. The Contractor shall, within ten working days of receipt of such notice, submit a cost estimate and execution schedule of the proposed change (hereinafter referred to as the Change), to the Purchaser.

III. The Contractor shall not execute the Change until and unless the Purchaser has allowed

the said Change, by written order served on the Contractor.

IV. The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.

V. No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

6.13 Assignment / Subcontract

I. The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.

II. The Contractor shall guarantee that any and all assignees / subcontractors of the Contractor shall, for performance of any part / whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part / whole of the work under the contract.

6.14 Extensions in time for performance of obligations under the Contract

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Purchaser, promptly indicate the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of such notice, the Purchaser shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor, extend the Contractor's time for performance of its obligations under the Contract.

6.15 Liquidated Damages

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @.25% of the Contract Price which is attributable to such part of the Goods / the Services / the Works as cannot, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 50% of the Contract Price.

6.16 Blacklisting

I. If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders.

II. If the Contractor is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders.

6.17 Forfeiture of Performance Security

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of the Contractor.

6.18 Termination for Default

I. If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

II. If the Purchaser terminates the Contract for default, in whole or in part, the Purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, Goods / Services / Works, similar to those undelivered, and the Contractor shall be liable to the Purchaser for any excess costs for such similar Goods / Services / Works from Pakistan. However, the Contractor shall continue performance of the Contract to the extent not terminated.

6.19 Termination for Insolvency

If the Contractor becomes bankrupt or otherwise insolvent, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Contractor, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

6.20 Termination for Convenience

I. The Purchaser may, at any time, by written notice served on the Contractor, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Contractor.

II. The Goods and the Services which are complete or to be completed by the Contractor, within thirty working days after the receipt of such notice, shall be accepted by the Purchaser. For the remaining Goods, the Purchaser may elect:
    a. to have any portion thereof completed and delivered; and/or
    b. to cancel the remainder and pay to the Contractor an agreed amount for partially completed Goods, Services, Works and materials / parts previously procured by the Contractor for the purpose of the Contract, together with a reasonable allowance for overhead & profit.

6.21 Force Majeure

I. The Contractor shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

II. If a Force Majeure situation arises, the Contractor shall, by written notice served on the Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

6.22 Dispute Resolution

I. The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

II. If, after thirty working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

6.23 Statues and Regulations

I. The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.
II. The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same.
III. The Courts at Lahore shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

6.24 Taxes and Duties

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed outside and within Pakistan. Taxes and duties shall be deducted as per Law. The Contractor may make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

6.25 The Client

I. The Client shall only carry out such duties and exercise such authority as specified in the Contract. The Client shall have no authority to relieve the Contractor of any of his obligations under the Contract, except as expressly stated in the Contract.
II. The Contractor shall proceed with the decisions, instructions or approvals given by the Client in accordance with these Conditions.

6.26 Authorized Representative

I. The Purchaser or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any / all of the duties / authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.
II. The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him, by the Purchaser or the Contractor.
III. Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.
IV. Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the Principal.
V. Notwithstanding clause 9.40 (IV), any failure of the Authorized Representative to disapprove any Goods or Services or Works shall not prejudice the right of the Client (as specified in this Tender) to disapprove such Goods or Services or Works and to give instructions for the rectification thereof.
VI. If the Contractor questions any decision or instruction of the Authorized Representative of the Purchaser / the Client, the Contractor may refer the matter to the Purchaser who shall confirm, reverse or vary such decision or instruction.

6.27 Waiver

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed to affect in any way the right of that party to require such performance.

6.28 Training

I. The contractor will also provide detailed trainings to 36 end-users on all the functionalities of the system to ensure that they acquire a good working knowledge of the operation, and general maintenance of the system to be supplied under the Contract.

II. The contractor must also provide detailed product trainings to 2 Master Trainers covering all aspects of the product.

III. The training will be conducted at Purchaser's training lab located in 84-E Model Town, Lahore. However, the purchaser reserves the right to move these trainings to any other facility with in the city of Lahore.

IV. The Contractor will provide detailed training plans outlining the pre requisite (if any), content and duration of trainings along with its Technical Proposal.

V. In case of non-compliance with instructions, non-cooperation or other difficulties experienced by the Contractor with regard to any of these personnel, the Contractor shall apprise the Purchaser / Client and proceed to implement suitable remedial measures after consultation with them.

6.29 Documentation

The Contractor shall furnish the user documentation, the operation manuals, and service manuals for each appropriate unit of the supplied Goods and other information pertaining to the performance of the Goods, in hard copy format, in soft copy format and in the form of on-line help, before the Goods are taken over by the Purchaser.

7.0 Forms

7.1 Tender Form

Punjab Information Technology Board
15-1-C, Model Town, Lahore

Gentlemen:

1. We, [Name and Address of the Contractor], having read, understood and accepted the Tender Document, including the Addendum(s), if any, offer to supply, install, configure, test, train and support the Goods and the Services, in conformity with the said Tender Document, to [Name and Address of the Purchaser], for the Total Tender Price of PKR (in figures _____) (in words _____), in accordance with the Price Schedule and the timeline, attached hereto and made part of the Tender.
2. We undertake that the Tender shall have a minimum validity period of ninety days from the last date for submission of the Tender and may be accepted at any time before the expiration of that period.
3. We undertake to provide the Performance Security to give satisfactory assurance of our ability and intention, for due performance / execution of the Contract in accordance with the terms and conditions of the Contract, in case of acceptance of the Tender.
4. We undertake that we are / shall be represented by an agent in that country equipped and able to carry out the maintenance, repair and spare parts stocking obligations prescribed in the Terms and Conditions of the Contract and / or the Technical Specifications, in case of acceptance of the Tender and of not doing business within the Purchaser's country.
5. We undertake to be bound by the Tender and the Acceptance Letter, which shall constitute a contract, until execution of the formal Contract.

Date this _____day of 2011.

CONTRACTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

WITNESSES

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

Note: The Tender Form should be on the letterhead of the Contractor.

7.2 Affidavit

We, [Name and Address of the Contractor], do hereby declare on solemn affirmation that:

1. We have not been black listed from any Government Department / Agency.
2. We have not been involved in litigation with any client during the last 3 years.
3. We acknowledge that we have read, understood and accepted the Tender Document.
4. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Contractor(s).
5. We understand that the Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), accept / reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Contractor of the grounds for the Purchaser's action, and without thereby incurring any liability to the Contractor and the decision of the Purchaser shall be final.

Date this _____day of 2011.

CONTRACTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

WITNESSES

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

7.3 Tender Security Form

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender No. _____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures _____) (in words _____).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If theContractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until furnishing of the Performance Security, whichever is later.

Date this _____day of 2011.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

7.4 Performance Security

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender No. _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within three working days of the receipt of the Acceptance Letter from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 10% of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until all obligations have been fulfilled in accordance with the Contract, whichever is later.

Date this _____day of 2011.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

7.5 Contract

This Contract is made on _____2011 at Lahore

Between

[Name & Address of the Purchaser] (hereinafter referred to as "the Purchaser") of the one part

And

[Name & Address of the Contractor] (hereinafter referred to as "the Contractor") of the other part

Which expression shall include their respective heirs, legal representatives, successors, assignees & nominees.

For

Data Entry & Document Scanning under MVR-MTMIS

(hereinafter referred to as "the Services").

1. The Contractor hereby covenants with the Purchaser to supply the Goods and provide the Services and to remedy defects / damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and provision of the Services and remedying of defects / damage therein.
3. The following shall be deemed to form and be read and construct as part of this Contract:
    - **a.** The Tender Document
    - **b.** Terms and Conditions of the Contract
    - **c.** Special Stipulations
    - **d.** The Technical Specifications
    - **e.** Tender Form
    - **f.** Price Schedule
    - **g.** Affidavit
    - **h.** Authorized Dealership / Agency Certificate
    - **i.** Financial Summary
    - **j.** Tender Security
    - **k.** Performance Security
    - **l.** Service Level Agreement (SLA)
4. This Contract shall prevail over all other documents. In the event of any discrepancy /

inconsistency within the Contract, the above Documents shall prevail in the order listed above.

5. IN WITNESS whereof the parties hereto have caused this Contract to be executed, in the presence of the witnesses and in accordance with their respective laws, the day and the year first above written.

PURCHASER		**CONTRACTOR**	
Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

WITNESSES

Signature	_____	Signature	_____
CNIC #	_____	CNIC #	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	Address	_____

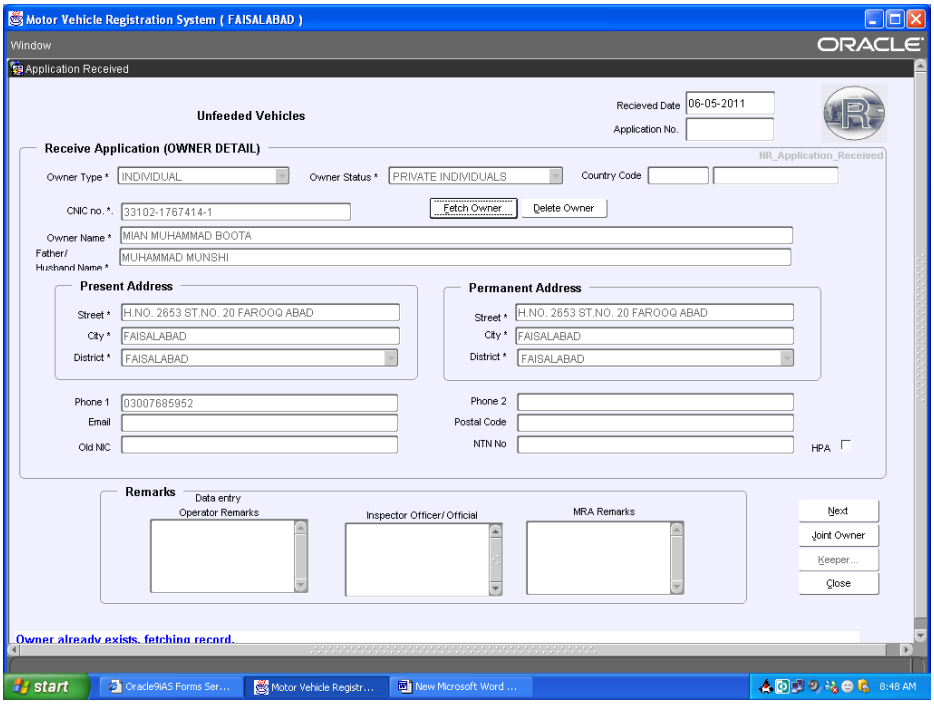
7.6 Project Plan

Project plan is one of the key components of the Technical Proposal. It should include the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates. The proposed plan should be consistent with requirements and specifications, showing understanding of the RFP and ability to translate them into a feasible working plan.

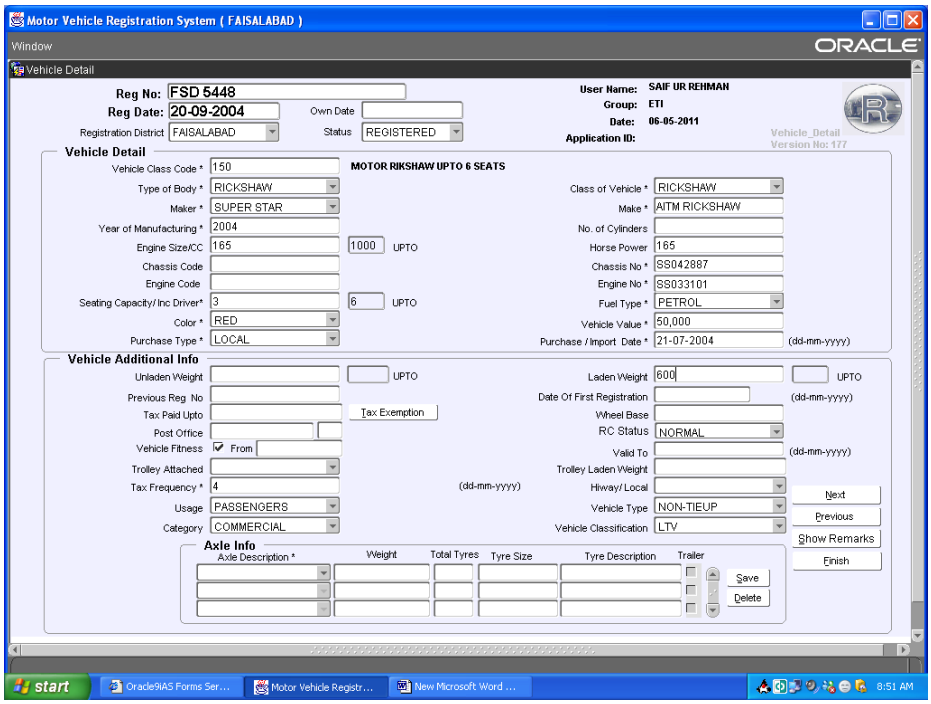
Please include start and completion timelines for all stages.

Annex-A

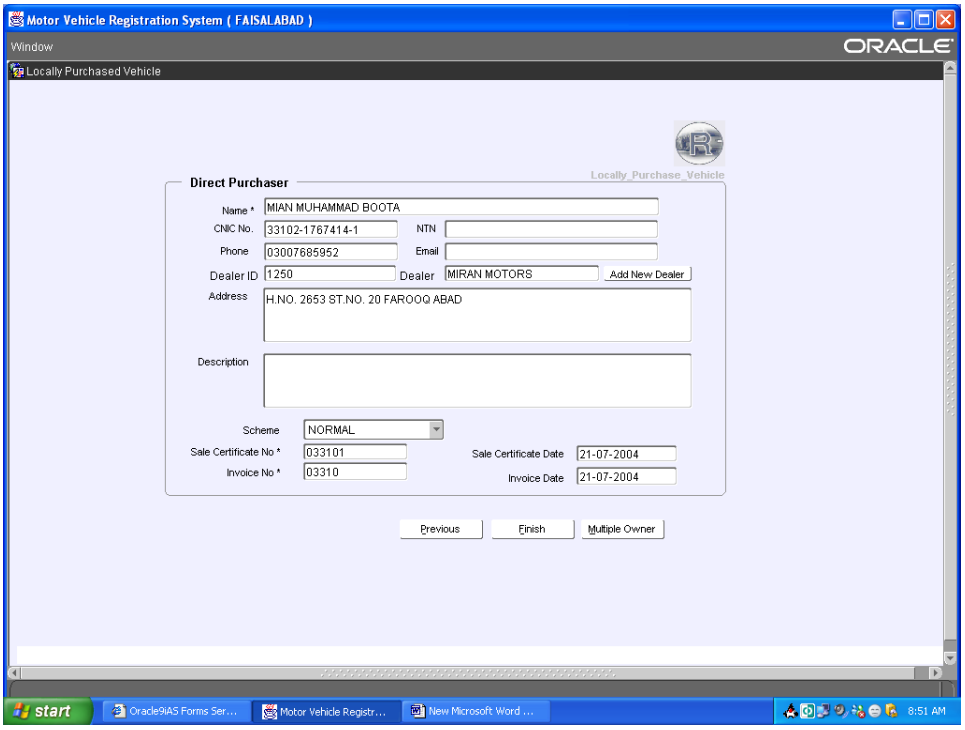
OWNER INFORMATION



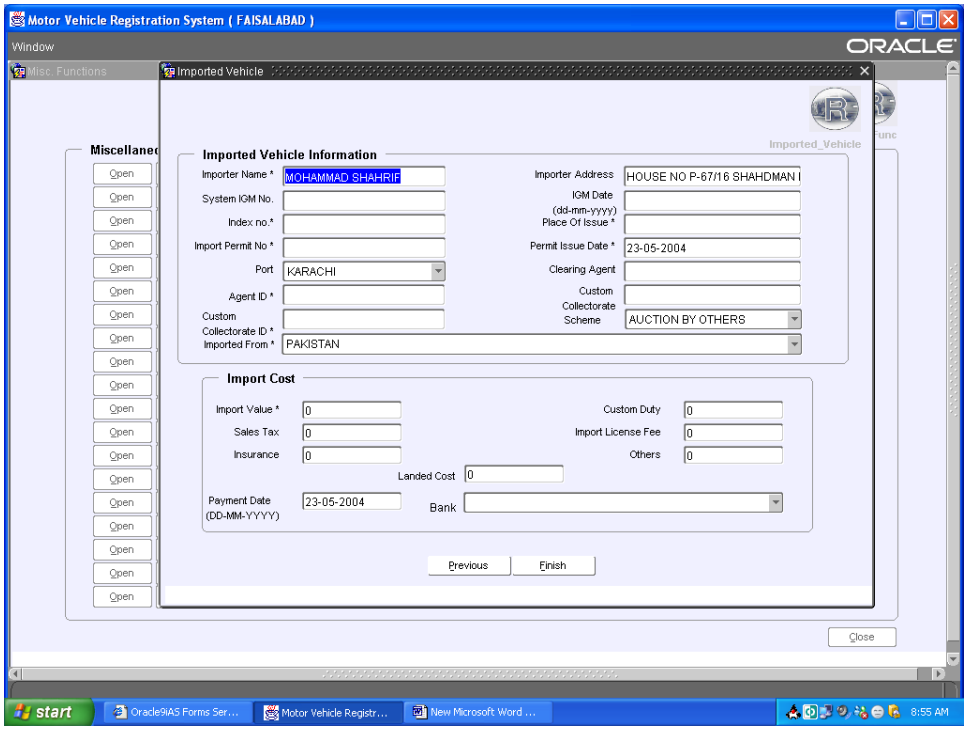
VEHICLE INFORMATION



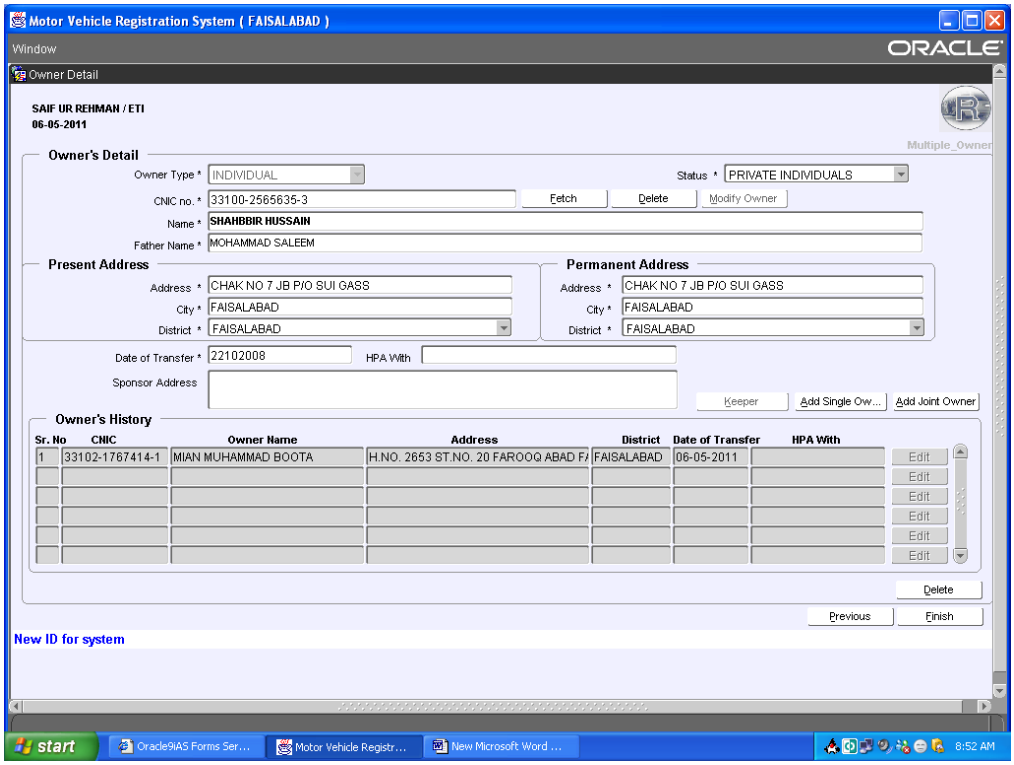
Dealer Information (In Case of Local Purchase)—Very Rare



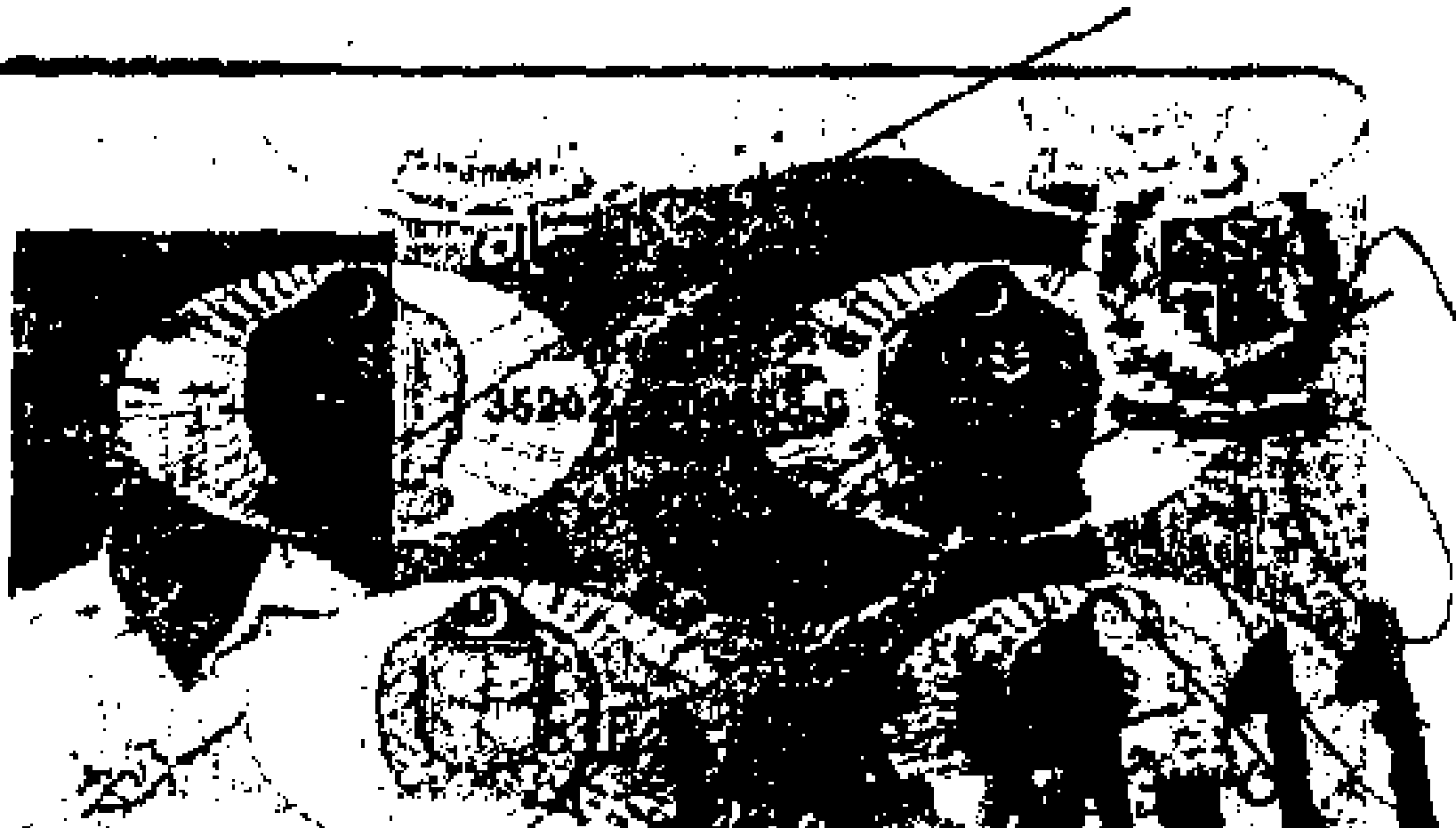
Import Information (In Case of Imported Vehicle)—Very Rare

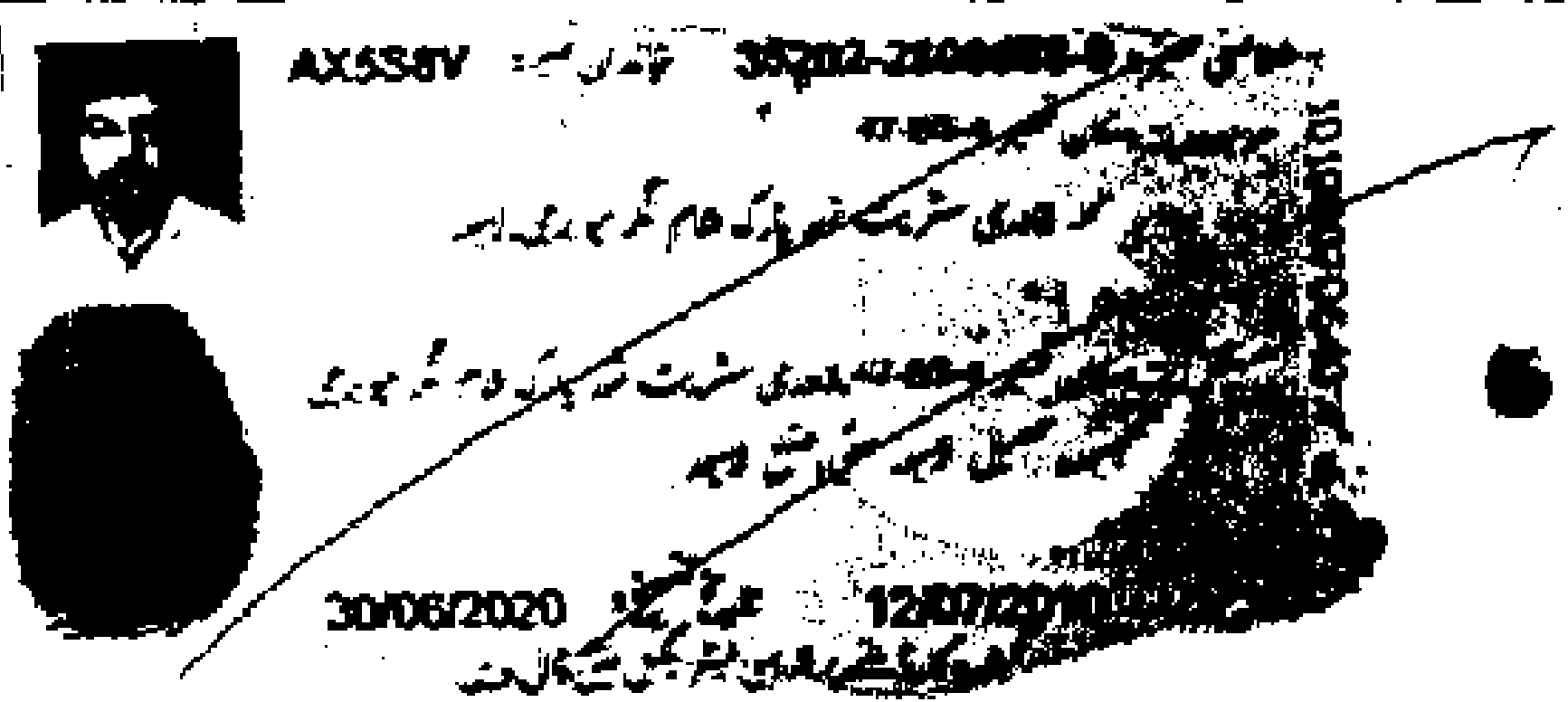


Transfer of ownership



Annex-B





3

FORM F

(Section 25(1) of the Pakistan Motor Vehicle Ordinance, 1965)

FORM OF APPLICATION FOR REGISTRATION OF MOTOR VEHICLES

1. Full Name {In block letters} MUHAMMAD AHMED RIZWAN
2. Father's name {In block letters} AMJAD MONAWAR NASIR
3. Address of person to bee registered as registered owner 47-BB-4, Qadri Street, Noor park, Sham nagar, Chobirgi, Lahore, Pakistan.

Phone No. 0321-4159669

N.I.C. No. 35202-2809688-9

4. Class of Vehicle Motor cycle 5. Type of Body Solo
6. Maker's Name Ravi Motorcycle 7. Year of manufacture 2011
8. Colour RED 9. Number of Cylinders 01
10. Maker's classificatiop or if no known wheel base 02
11. Chassis Number HKF-R25-F01-02752
12. Engine No. HKF-R25-E01-02613.
13. Horse Power 125 14. Type of Fuel Petrol
15. Seating Capacity (including Driver) 02 16. Unladen weight
17. Type of ownership Private / Government / Semi-Government Private
18. Date of commencement to keep the motor vehicle for use 06-01-2011.
19. Particulars of previous registration and registered number (if any) -N-

Additional particulars to be completed only in the case of Transport Vehicles other than motor cabs

20. *Number, description and size of tyres*
21. *Maximum laden weight* lbs
    (a) *Front axle* lbs
    (b) *Rear axle* lbs
    (c) *Rear axle* lbs
22. *Maximum axle weight* lbs
    (a) *Front axle* lbs
    (b) *Rear axle* lbs
    (c) *Rear axle* lbs
23. Date of registration of the vehicles
    (to be filed in by the Licensing Officer)
23. Registration No.
    (to be filed in by the Licensing Officer)

Motor Registering Authority Lahore

ADDITIONAL TRAILER

25. Type of body
26. Unladen weight
27. Number, description and size of tyres on the axle
28. Maximum axle weight
29. **DECLARATION:** I hereby declare that above Particulars are true.

Signature of the Declarant

30. **VERIFICATION:** Certified that the above particulars correct.

Name & Signature of the Vehicle Inspectings Officer

31. **HIRE PURCHASE:** The motor vehicle above described is held by the Person registered as the registered owner under a hire purchase agreement With

Signature / Stamp of Hire Purchase Pary

Name & Signature of Licensing Officer

S No. 2423622

DC: RC: 5

PROVINCE OF PUNJAB
West Pakistan Motor Vehicles Ordinance 1965
First Schedule Form G

CERTIFICATE OF REGISTRATION

Registration Number	LEM-11-1107

Brief Description

Vehicle	RAVI / PIAGGIO STORM
Name of Registered Owner	MUHAMMAD AHMED RIZWAN
Father/Husband /Guardian Name	AMJAD MONAWAR NASIR
Address	47-BS-4 QADRI STRET NOOR PARK SHAM NAGAR CHUBERGI, LHAORE
Imported/Local	LOCAL
Date of Import/Purchase	06-01-2011
Registration Date	21-01-2011

MUHAMMAD SARWAR AWAN
Motor Registering Authority, Lahore

Number plate Sr. Number
1- 2- Reg No: LEM-11-1107

Detailed Description

Class of Vehicle	MOTOR CYCLE/SCOOTER
Maker's Name	RAVI / PIAGGIO STORM
Type of Body	MOTOR CYCLE/SCOOTER
Color	RED
Year of Manufacture	2011
No of Cylinders	1
Chassis No	HKFR25F0102752
Engine No	HKFR25E0102613
Horse Power/CC	125
Makers Classification or Wheel Base	
Seating Capacity	2
Un-Laden Weight	KG's

Additional Particulars in case of Transport Vehicle Other than Motor Cab :

Registered Laden Weight : ..... KG's

Axle and Tyre Information:

Axle	Axle Weight	No. of Tyres	Description
Front Axle			
Rear Axle			
Any Other			

Reg No: LEM-11-1107

Additional particulars of alternative of additional trailer or trailers registered with an articulated vehicle:

Type of Body : .....

Un-Laden Weight: ..... KG's

Number, Description and size of tyres on Axle:

..... KG's

Registered Axle Weight: ..... KG's

Signature of Registering Authority, Lahore

NOTE: The Motor Vehicle described above is held by the person as the registered owner under hire purchase agreement with:

Signature of Registering Authority, Lahore

Tax Recoverable	Annual	Quarterly
Motor Vehicle Tax	0	
Income Tax	0	
Professional Tax	0	

Owner of the vehicle is directed to make future payment at:

Lahore

Punjab Motor Vehicles Ordinance, 1965, First Schedule Form I

CERTIFICATE OF FITNESS
(Applicable in the case of transport vehicles only)
Vehicle No:

Certified as complying with the provisions of Chapter-VI of the Punjab Motor Vehicles, Ordinance, 1965 and the rules Made there under. This certificate will expire on.....

Reg No: LEM-11-1107

TAXATION LICENSE

Where as Motor Vehicle Tax Rs. 1200
has been paid by: MUHAMMAD AHMED RIZWAN

He is permitted to keep for use
Motor Vehicle Number LEM-11-1107
within limits of Punjab up to LIFE TIME

Licensing Officer

Transferred To:

Signature of Registering Authority, Lahore

NEW INDEX

CHECK LIST

Govt. of Punjab
Excise & Taxation Department

LOCALLY MANUFACTURED VEHICLES

LEM-11

SR. No.	DESCRIPTION OF DOCUMENTS
1	Authority Letter (if other than owner)
2	Covering Letter (if company/firm/govt etc).
3	Copy of C.N.I.C.
4	Form "F"
5	T.O.Form on Stamp Paper of Rs. 100/-
6	Transfer Deed on stamp paper of Rs.100/-
7	Copies of C.N.I.C of seller. Purchase and witnesses.
8	Sale Certificate
9	Sale Certificate Carbon Copy
10	Sale Invoice
11	Sale Invoice Carbon Copy

SCHEDULE FOR REGISTRATION OF MOTOR VEHICLES

Motor Cycle Tractor, Bus Truck Pickup Rickshaw	1% of the Invoice Value
Car/Jeep upto 999.cc	1% of the Invoice Value
Car/Jeep from 1000cc – 1999.cc	2% of the Invoice Value
Car/Jeep 2000 cc and above	4% of the Invoice Value

NOTE: Original documents will be returned to the owner/applicant.

Excise & Taxation
Facilitation Centre Lahore.

Transferred to:

READ CAREFULLY THE FOLLOWING INSTRUCTIONS

1. Keep this certificate carefully, if it referred to transport vehicle. It must be kept in the vehicle *and be produced* on demand by a police office at any time. If it refers to any other vehicle you will have to produce it within ten days of its being demanded. *if therefore*, you loss the certificate you will become liable for prosecution under Section 86 of the Act and will also have trouble and delay in payment of the tax and *obtaining* a fax taken or in disposing of the vehicle. You should, therefore, immediately report the loss or destruction of the certificate, in from CRLD which may *be obtained from* the office of any Registration Authority. The Report should be made to the Registering *Authority* with whom the vehicle is registered, who will issue a duplicate on your remitting with the form of Report prescribed fee.
2. If the particulars on page 2 or on page 3 are not correct, you should at once take, or send the certificate to the Registereing or the *Taxation Authority* as the case may be, and point out the mistake.

Alteration of vehicle

3. If you make any change in the certificate which affects the particulars on pages 2 or 3, e.g. the unladen, laden or axle weight, *seating capacity* and in the case of a transport vehicle a change in the number and size of the tyres or if you change the class of the vehicle, e.g. from a private care *to a public* service vehicle, you must, under the provision of Section 32 of the Act, within 14 days take or send the certificate to the Registering Authority with whom it is registered intimating particulars of the alteration or changes, so that the certificate may be *corrected by him*.

Change of Address

4. If you change your permanent address you must *under* the provisions of Section 30 of the act, within 30 days, take or send the certificate to the Registering Authority within whose jurisdiction your new address *lies* intimating particulars of your new address.

Transferred to:

Change of Ownership

5. When you transfer the vehicle to another person, you should handover the certificate to that person *and he should* send or take the certificate to the Registering Authority within whose jurisdiction he resides and furnish full particulars of the name and address.
Under the provisions of Section 31 of the Act, he is bound to do this within 30 days. The registration will then be transferred to his *name*.

Validity of the Certificate

6. The certificate of *registration* is valid through out the province, but does not entitle the holder to use the vehicle any where without payment of the tax due under the provision of any Legislation in force.
7. If the vehicle to which the certificate refers is a transport vehicle - that is to say is used for the carriage of goods or is a locomotive or a tractor, or is used for the carriage for passengers for hire or reward - a permit is required *under* the provision of Section 42 of the Act, and the certificate of registration is only effective so long as there is in force the certificate of fitness on page 5 *of this* book.

Cassation of Validity of Certificate

8. If a vehicle described in the certificate is *destroyed* or becomes permanently until for use, or is permanently removed outside the province, the registered owner should return the certificate of *registration to* the Authority with whom the vehicle was registered.

Return file scheme

9. In case the original file pertaining to the registration of motor vehicle has been returned to the owner of vehicle, no further transaction *will be* conducted without production of original file. The owners are advised to keep original file in safe and proper custody.

HKF ENGINEERING (Pvt.) LIMITED

2.5 KM, Defence Road, Off Bhobtian Chowk,
Raiwand Road, Lahore.

	Original
	Duplicate
	Triplicate

5

Invoice No. 021560

INVOICE / SALES TAX INVOICE

Dated: 06/01/2011

Supplier	Buyer
HKF Engineering (Pvt.) Limited	Mohammad Ahmad Rizwan S/o Amjad Muneer Nasir
Address	**Address**
2.5KM, Defence Road, Off Bhobtian Chowk, Raiwand Road, Lahore	House # 47-BS, Gulum [illegible] Pa[illegible] Shah Nagar, Cheburgi LAHO[illegible]
Sales Tax Registration No.	**Sales Tax Registration No.**
03-10-8708-061-55	

LEM-11

TERMS OF SALES — Credit

Qty	Items	Rate	S.E.D @1%	Total Amt Excl. Sales Tax	Sales Tax @	Sales Tax Payable	Value Incl. Sales Tax
1	RAVI PIAGGIO 125,Solid Red	63,559	636	63,559	17%	10,805	75,000
			636	63,559		10,805	75,000

Excluding Net Tax Value	Rs.63,559	S.E.D	Rs.636
Sales Tax	Rs.10,805	**Net Tax Inclusive Value**	**Rs.75,000**

CANCELLED DEFACED

Prepared By: Incharge Store / Incharge Showroom / Godown Keeper UT. Please Deliver the above mentioned goods. NOTE: Payment already be made in the form of payees A/C Pay Order / Bank Draft / Cheque only in favour of HKF Engineering (PVT.) Limited. Collection Account No. 0136-00-00-02004. In case of Tax deduction at source please quote our NTN 1213215-2 on income tax challan.

Engine and Chasis Numbers:

[HKF-R25-E01 02613,HKF-R25-F01-02752

Prepared By

Checked By

Approved By

Fahad Iqbal

Director

7

HKF ENGINEERING (PVT.) LTD.

RAVI MOTORCYCLES

Serial No. 130131 *Date:* 06-01-2011

The Registration Authority
Excise & Taxation Department

LEM-11

Subject: *REGISTRATION OF NEW MOTORCYCLE*

Dear Sir/Madam,

We have pleasure in confirming that we have sold RAVI Motorcycle, Model RAVI PIAGGIO 125 bearing

Engine No. HKF-R25-E01-02613 DEFACED

Chasis No. HKF-R25-F01-02752 DEFACED

Manufactured in the year _____

To Mr./ ~~Mrs./ Miss~~ MUHAMMAD AHMED RIZWAN

Resident of 47-BS-4 Qadri St, Noor Park, Shaumagar, Lahore

Through our authorized dealer M/s. _____

At _____ SEEN M.T.A. LAHORE

The vehicle has been assembled by us and the components were imported in Pakistan through the port of <KARACHI> *and all Government Duties i.e, Customs Duty, Sales Tax were paid at the time of clearance of consignment from* <LAHORE DRY> *Port.*

It is requested that the vehicle may be registered in the name mentioned above.

IMPORTANT NOTICE
Original File is Returned to the Owner. It is His / Her Responsibility To Produce The Same at The Time of Transfer of Ownership / Issuance of D.R.C /Change of Engine

Thanking you,
Yours faithfully,
For HKF Engineering (Pvt.) Ltd.

HKF ENGINEERING (PVT) LTD. LAHORE

DEALER

Signature / Stamp *Authorized Signature / Stamp*

نوٹ: انجن نمبر اور فریم نمبر گاڑی سے چیک کر لیں بعد میں کمپنی ذمہ دار نہ ہوگی۔

Government of

National

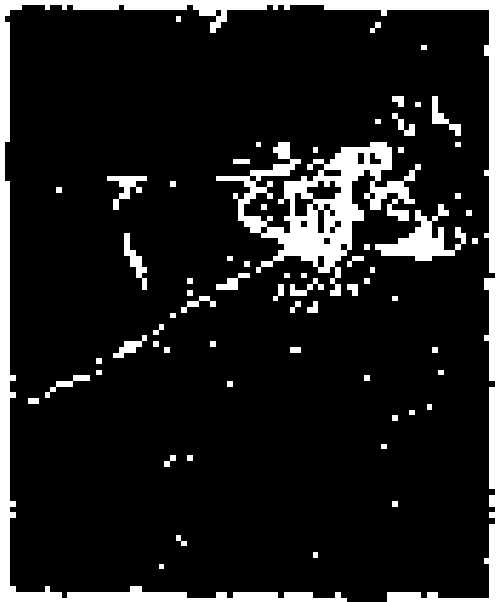
Overseas

Name:

Father's Name:

Gender:

Date of Birth:





[redacted]

Present Address :
456 Hoe Street, Walthamstow
London,E17 9ah
Walthamstow, United Kingdom
Permanent Address :
18 Nicholson Road, Tagore Park, Lahore
Teh Lahore City
Distt Lahore, Pakistan
Mohammad Alauddin
Is entitled visa free entry into Pakistan

I<PAK3520203892<9241 8XPPN1<<<<<<
5105014M1503313PAK7CKA5Z<<<<<1
ALAUDDIN<<MOHAMMAD<<<<<<<<<<<<

S No. 2452397

DC RC 0

PROVINCE OF PUNJAB

West Pakistan Motor Vehicles Ordinance 1965
First Schedule Form G

CERTIFICATE OF REGISTRATION

Registration Number	LEA-11-1604

Brief Description

Vehicle	SUZUKI / MEHRAN
Name of Registered Owner	VETMED REGD.
Father/Husband /Guardian Name	
Address	22-A 2ND FLOOR SHARE FATIMA JINNAH, LAHORE
Imported/Local	LOCAL
Date of Import/Purchase	21-02-2011
Registration Date	01-03-2011

MUHAMMAD ASLAM SUKHERA
Motor Registering Authority, Lahore

Number plate Sr. Number
1- 2- **Reg No: LEA-11-1604**

Detailed Description

Class of Vehicle	MOTOR CAR
Maker's Name	SUZUKI / MEHRAN
Type of Body	MOTOR CAR
Color	WHITE
Year of Manufacture	2011
No of Cylinders	3
Chassis No	SB308PK01016259
Engine No	PKB477701
Horse Power/CC	796
Makers Classification or Wheel Base	
Seating Capacity	4
Un-Laden Weight	KG's

Additional Particulars in case of Transport Vehicle Other than Motor Cab :

Registered Laden Weight : ..... KG's

Axle and Tyre Information:

Axle	Axle Weight	No. of Tyres	Description
Front Axle			
Rear Axle			
Any Other			

Reg No: LEA-11-1604

Additional particulars of alternative of additional trailer or trailers registered with an articulated vehicle:

Type of Body : .....

Un-Laden Weight: ..... KG's

Number, Description and size of tyres on Axle: ..... KG's

Registered Axle Weight: ..... KG's

Signature of Registering Authority, Lahore

NOTE: The Motor Vehicle described above is held by the person as the registered owner under hire purchase agreement with:

.....

Signature of Registering Authority, Lahore

Tax Recoverable	Annual	Quarterly
Motor Vehicle Tax	600	
Income Tax	750	
Professional Tax	200	

Owner of the vehicle is directed to make future payment at:
Lahore

The Punjab Motor Vehicles Ordinance, 1965, First Schedule Form I

CERTIFICATE OF FITNESS
(Applicable in the case of transport vehicles only)
Vehicle No:

is certified as complying with the provisions of Chapter-VI of the Punjab Motor Vehicles, Ordinance, 1965 and the rules Made there under. This certificate will expire on .....

Reg No: LEA-11-1604

TAXATION LICENSE

Where as Motor Vehicle Tax Rs. 250
has been paid by: MUHAMMAD ALAUDDIN

He is permitted to keep for use
Motor Vehicle Number LEA-11-1604
within limits of Punjab up to 30/06/2011

Licensing Officer

Transferred To:

Owner Name	MUHAMMAD ALAUDDIN
Father/Husband /Guardian Name	MUHAMMAD SIRUUDDIN
Address	16 NICHOLSON ROAD TAGORE PARK, LAHORE
Transfer Date	01-03-2011

Signature of Registering Authority, Lahore

Transferred to:

READ CAREFULLY THE FOLLOWING INSTRUCTIONS

1. *Keep this certificate carefully*, if it referred to transport vehicle. It must be kept in the vehicle and be produced on demand by a police officer at any time. *If it refers to any other vehicle you will* have to produce it within ten days of its being demanded, if therefore, you loss the certificate you will become liable for prosecution *under Section 86 of the Act* and will also have trouble and delay in payment of the tax and obtaining a tax taken or in disposing of the vehicle. You should, therefore, *immediately report the* loss *or destruction* of the certificate, in from CRLD which may be obtained from the office of any Registration Authority. The Report should be made to *the Registering Authority* with whom the vehicle is registered, who will issue a duplicate on your remitting with the form of Report prescribed fee.
2. If the particulars on page 2 or on page 3 are not correct, you should at once take, or send the certificate to *the Registering or the Taxation Authority* as the case may be, and point out the mistake.

Alteration of vehicle

3. *If you make* any change in the certificate which affects the particulars on pages 2 or 3, e.g. the unladen, laden or axle weight, seating capacity *and in the case of a transport* vehicle a change in the number and size of the tyres or if you change the class of the vehicle, e.g. from a private care to a public *service vehicle, you must*, under the provision of Section 32 of the Act, within 14 days take or send the certificate to the Registering Authority with whom it is registered *intimating particulars* of the alteration or changes, so that the certificate may be corrected by him.

Change of Address

4. *If you change* your permanent address you must under the provisions of Section 30 of the act, within 30 days, take or send the certificate to the *Registering Authority within whose* jurisdiction your new address lies intimating particulars of your new address.

Transferred to:

Change of Ownership

5. When you transfer the vehicle to another person, you *should handover the certificate to* that person and he should send or take the certificate to the Registering Authority within whose jurisdiction he resides and furnish *full particulars of the name and address*.
Under the provisions of Section 31 of the Act, he is bound to do this within 30 days. The registration *will then be transferred to his name*.

Validity of the Certificate

6. The certificate of *registration is valid throughout* the province, but does not entitle the holder to use the vehicle any where without payment of the tax due under the provision of any *legislation in force*.
7. If the vehicle to which the certificate refers is a transport vehicle - that is to say is used for the carriage of goods or is a *locomotive or a tractor, or is used for the carriage* for passengers for hire or reward - a permit is required under the provision of Section 42 of the Act, and the certificate of *registration is only effective* so long as there is in force the certificate of fitness on page 5 of this book.

Cassation of Validity of Certificate

8. If a vehicle described in the certificate is destroyed or becomes permanently until for use, or is permanently removed outside the province, *the registered owner* should return the certificate of registration to the Authority with whom the vehicle was registered.

Return file scheme

9. In case the original file pertaining to the registration of motor vehicle has been returned to the owner of *vehicle, no further transaction* will be conducted without production of original file. The owners are advised to keep original file in safe and proper custody

(1)

NEW INDEX

CHECK LIST

LOCALLY MANUFACTURED VEHICLES

Govt. of Punjab
Excise & Taxation Department

SR. No.	DESCRIPTION OF DOCUMENTS	
1	Authority Letter (if other than owner)	✓
2	Covering Letter (if company/firm/govt etc).	✓
3	Copy of C.N.I.C.	✓
4	Form "F"	✓
5	T.O.Form on Stamp Paper of Rs. 100/-	✓
6	Transfer Deed on stamp paper of Rs.100/-	✓
7	Copies of C.N.I.C of seller, Purchase and witnesses.	✓
8	Sale Certificate	✓
9	Sale Certificate Carbon Copy	✓
10	Sale Invoice	✓
11	Sale Invoice Carbon Copy	✓

LEA-11

SCHEDULE FOR REGISTRATION OF MOTOR VEHICLES

Motor Cycle Tractor, Bus Truck Pickup Rickshaw	1% of the Invoice Value
Car/Jeep upto 999.cc	1% of the Invoice Value
Car/Jeep from 1000cc – 1999.cc	2% of the Invoice Value
Car/Jeep 2000 cc and above	4% of the Invoice Value

NOTE: Original documents will be returned to the owner/applicant.

Excise & Taxation
Facilitation Centre Lahore.

To,

(2)

The Excise & Taxation Deptt.
Motor Registration Authority,

I hereby authorised Mr. MUHAMMAD YASEEN. to deposit registration document and receive Registration Book and file of the vehicle on my / our behalf.

1604. LEA-11

The particulars of the vehicle are as under:-

Maker SUZUKI MEHRAN SB-308 AXR

Colour WHITE

Engine No. PKB-477701

Chassis No. SB-308-PK-0101625

Model 2011

His N.I.C.# 35200-0804219-1

Specimen signatures are attached below:-

Authorised Signature

Owner Signature / Stamp

[EA-11]

(3)

FORM F

(Section 25(1) of the Pakistan Motor Vehicle Ordinance, 1965)

FORM OF APPLICATION FOR REGISTRATION OF MOTOR VEHICLES

1. Full Name (In block letters) VETMED REGd

2. Father's name (In block letters) _____

3. Address of person to bee registered as registered owner ~~2nd~~ 22-A, 2ND FLOOR, SHARE. FATIMA JINNAH, LAHORE

Phone No. 6306229

N.I.C. No. [| | | | | - | | | | | | | - |]

4. Class of Vehicle M/CAR. 5. Type of Body SALOON

6. Maker's Name SUZUKI MEHRAN 7. Year of manufacture 2011

8. Colour WHITE 9. Number of Cylinders 3

10. Maker's classification or if no known wheel base _____

11. Chassis Number SB-308-PK-01016259 LEA-11

12. Engine No. PKB-477701

13. Horse Power 796. C.C 14. Type of Fuel _____

15. Seating Capacity (including Driver) 4. 16. Unladen weight 750 Kgs

17. Type of ownership Private / Government / Semi-Government 605

18 Date of commencement to keep the motor vehicle for use _____

19. *Particulars of previous registration and registered number (if any)* NEW M. SHAKIL DEO

Additional particulars to be completed only in the case of Transport Vehicles other than motor cabs

20. *Number, description and size of tyres on the axle* Motor Registering Authority

21. *Maximum laden weight* _____ lbs

(a) *Front axle* _____ lbs

(b) *Rear axle* _____ lbs

(c) *Rear axle* _____ lbs

22. *Maximum axle weight* _____ lbs

(a) *Front axle* _____ lbs

(b) *Rear axle* _____ lbs

(c) *Rear axle* _____ lbs

23. Date of registration of the vehicles _____
(to be filed in by the Licensing Officer)

23. *Registration No.* _____
(to be filed in by the Licensing Officer)

NOTICE

It is / has been noted to the ... responsibility ... same at the time ... Ownership / Issuance ... Change of ...

ADDITIONAL TRAILER

25. Type of body _____ 26. Unladen weight _____

27. Number, description and size of tyres on the axle _____

28. *Maximum axle weight* _____

29. DECLARATION: I hereby declare that above Particulars are true.

Signature of the Declarant

30. *VERIFICATION:* Certified that the above particulars correct

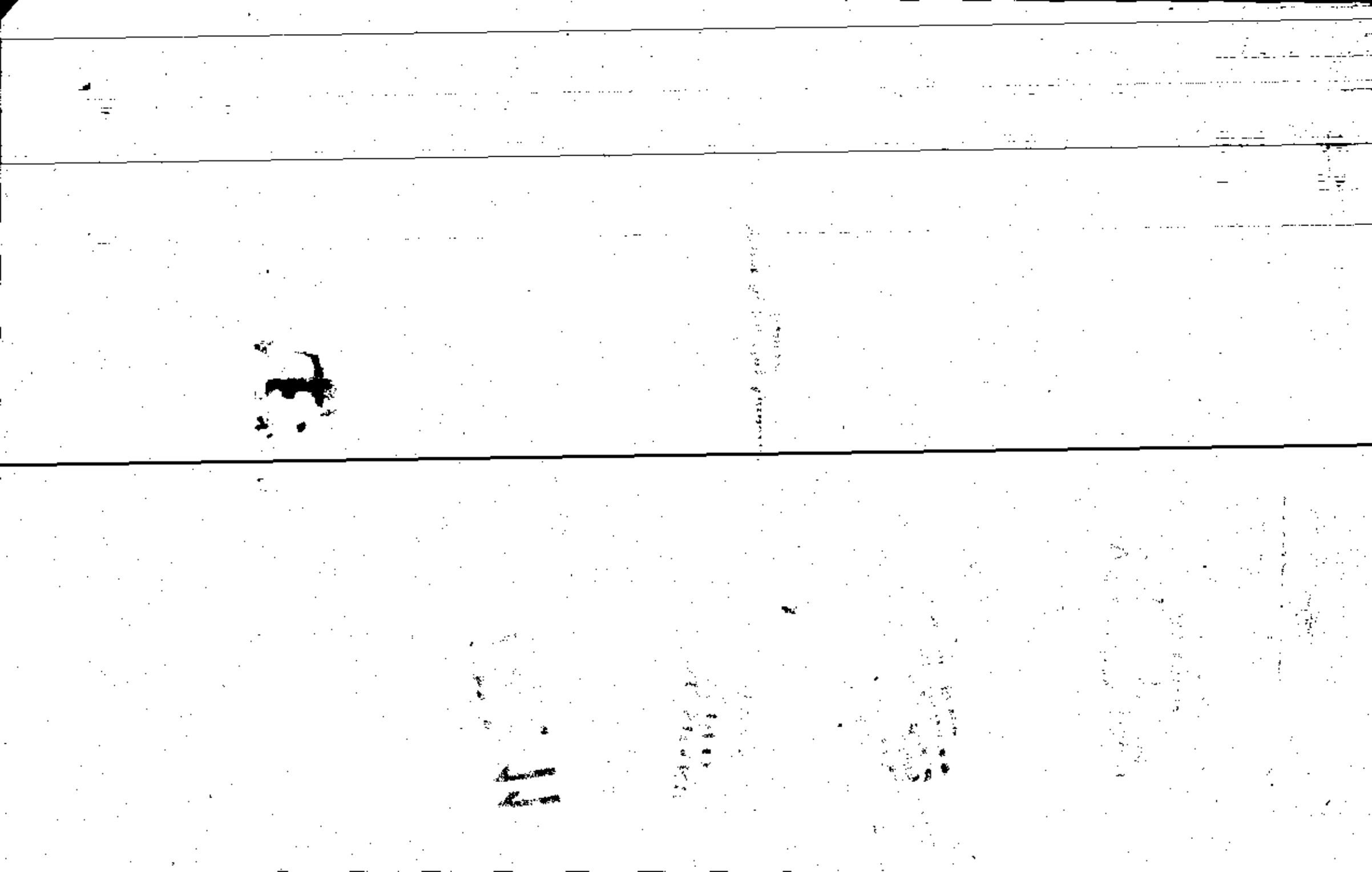
VETMED (Regd)
22-A, Shara-e-Fatima Jinnah
LAHORE - 54000
TEL: 6306229

Name & Signature of the Vehicle Inspectings Officer

31. *HIRE PURCHASE:* The motor vehicle above described is held by the Person registered as the registered owner under a hire purchase agreement With _____

Signature / Stamp of Hire Purchase Pary

Name & Signature of Licensing Officer



PAK SUZUKI MOTOR COMPANY LIMITED

DSU - 13, PAKISTAN STEEL INDUSTRIAL ESTATE, BIN QASIM, KARACHI - 75000.
TEL : (021) 34750788 - 95 (8 LINES) FAX: (021) 34750101-03 (3 LINES)

FOR VERIFICATION

(4)

THIS COPY IS FOR VERIFICATION ONLY AND NOT FOR REGISTRATION

Sale Certificate

Invoice No: VI-11010235 Certificate-No: 110011410

Dated : 21/02/11 Dated : 21/02/11

LEA-11

Certified that we have delivered one unit brand new SUZUKI MEHRAN SB308 VXR CNG 796 CC

Year of manufacture 2011 Model 2011 bearing following Engine and Chassis Number:-

Engine # : PRB477701 1604 Chassis # : SB308PK01016259

The vehicle has been assembled by us and all government dues such as Custom Duty, Sales Tax etc. have been paid on the above vehicle

DEFACED

DEFACED FORM F

See Section 16(1) of motor Vehicles Act.1939 Document to be furnished by Maker or authorised assembler in case of transport vehicle other than motor Cabs.

Certified that SUZUKI MEHRAN SB308 VXR CNG 796 CC

SEEN

bearing the above Engine and Chassis No. has been designed for Maximum weight as follows

M.T.A. LAHORE

Maximum Laden Weight : Maximum Weight Front Axle:

Maximum Weight Rear Axle: Maximum Weight and other Axle:

Tyres Front Wheels : Tyres Rear Wheels :

DEFACED

To

VETMED REGD

22-A, 2ND FLOOR, SHARAE FATIMA JINNAH, LAHORE

Recepient.

Customer/Dealer Name

SUZUKI MOTOR HOUSE (PVT) LTD.

Signature _____ Phone No. _____

Nic No. _____

Signature of Makers of
Authorised Assemblers
Pak Suzuki Motor Co.,Ltd.

Serial No. 0866207

PAK SUZUKI MOTOR COMPANY LIMITED

DSU - 13, PAKISTAN STEEL INDUSTRIAL ESTATE, BIN QASIM, KARACHI - 75000.
TEL : (021) 34750788 - 95 (8 LINES) FAX: (021) 34750101-03 (3 LINES)

5

For Verification
This copy is for verification only and not for registration

STR NO.: 02-14-8703-001-37 NTN:0712837-1

INVOICE

SOLD TO:
VETMED REGD

22-A, 2ND FLOOR, SHARAE FATIMA JINNAH, LAHORE

Adv. Ref.	Invoice No.	Date
I-11009206	VI-11010235	21/02/11

Dlr. Code	Dealer Name
PLS-00000259	SUZUKI MOTOR HOUSE (PVT) LTD.

TEN/NTN/NIC 2515855-4/

PARTICULARS	QTY	UNIT PRICE	VALUE (RS)
SUZUKI MEHRAN SB308 VXR CNG 796 CC			
Retail Price	1	474,576.00	474,576.00
Add : S.E.D. 1%		4,746.00	4,746.00
Add : SALES TAX 17 %		80,678.00	80,678.00
		560,000.00	560,000.00

1604 LEF:-11

AMOUNT IN WORDS
FIVE HUNDRED SIXTY THOUSAND RUPEES ONLY

TOTAL AMOUNT (RS) 560,000.00

PARTICULARS OF PRODUCT INVOICED

S.NO.	TYPE	ENG.NO.	CHASSIS NO.	COLOUR	REMARKS
1	SB308 176 001	PRB477701	SB308PK01016259	WHITE	

FINANCE DIVISION

CUSTOMER'S RECEIPT: Received the above mentioned vehicle(s) tools and accessories in GOOD CONDITION AND ORDER to my entire satisfaction.

DATE _____ TIME _____ SIGNATURE _____

201101
INVOICE NO: VI-11010235 DATE: 21/02/11

1. Advance
2. Balance
3. Short Payment

Reference	Date	Amount
I-11009206	7/02/11	560,000.00

Serial No. 0870866

PAK SUZUKI MOTOR COMPANY LIMITED

OSU - 13, PAKISTAN STEEL INDUSTRIAL ESTATE, BIN QASIM, KARACHI - 75000.
TEL : (021) 34750786 - 95 (8 LINES) FAX: (021) 34750101-03 (3 LINES)

For Registration

Sale Certificate

Invoice No: VI-11010235 Certificate-No: 110011410

Dated : 21/02/11 Dated : 21/02/11

Certified that we have delivered one unit brand new SUZUKI MEHRAN SB308 VXR CNG 796 CC

Year of manufacture 2011 Model 2011 bearing following Engine and Chassis Number:-

Engine # : F8B477701 Chassis # : SB308PK01016259

The vehicle has been assembled by us and all government dues such as Custom Duty, Sales Tax etc, have been paid on the above vehicle

FORM F

See Section 16(1) of motor Vehicles Act.1939 Document to be furnished by Maker or authorised assembler in case of transport vehicle other than motor Cabs.

Certified that SUZUKI MEHRAN SB308 VXR CNG 796 CC

bearing the above Engine and Chassis No. has been designed for Maximum weight as follows

Maximum Laden Weight : Maximum Weight Front Axle :

Maximum Weight Rear Axle: Maximum Weight and other Axle:

Tyres Front Wheels : Tyres Rear Wheels :

To

VETMED REGD

22-A, 2ND FLOOR, SHARAE FATIMA JINNAH, LAHORE

Recepient.
Customer/Dealer Name
SUZUKI MOTOR HOUSE (PVT) LTD.

Signature_____ Phone No._____
Nic No._____

Signature of Makers of
Authorised Assemblers
Pak Suzuki Motor Co.,Ltd.

Serial No. 0866594

PAK SUZUKI MOTOR COMPANY LIMITED

OSU - 13, PAKISTAN STEEL INDUSTRIAL ESTATE, BIN QASIM, KARACHI - 75000.
TEL : (021) 34750788 - 95 (8 LINES) FAX: (021) 34750101-03 (3 LINES)

For Registration

STR NO.: 02-14-8703-001-37 NTN:0712837-1

INVOICE

SOLD TO:
VETMED REGD

22-A, 2ND FLOOR, SHARAE FATIMA, JINNAH, LAHORE

Adv. Ref.	Invoice No.	Date
I-11009206	VI-11010235	21/02/11

Dlr. Code	Dealer Name
PLE-00000259	SUZUKI MOTOR HOUSE (PVT) LTD.

TFN/NTN/NIC 2515865-4/

PARTICULARS	QTY	UNIT PRICE	VALUE (RS)
SUZUKI MEHRAN SB308 VXR CNG 796 CC			
Retail Price	1	474,576.00	474,576.00
Add : S.E.D. 1%		4,746.00	4,746.00
Add : SALES TAX 17 %		80,678.00	80,678.00
		560,000.00	560,000.00

LEA-11
1604

AMOUNT IN WORDS
FIVE HUNDRED SIXTY THOUSAND RUPEES ONLY

TOTAL AMOUNT (RS) 560,000.00

PARTICULARS OF PRODUCT INVOICED

S.NO.	TYPE	ENG.NO.	CHASSIS NO.	COLOUR	REMARKS
1	SB308 176 001	PEB477701	SB308PRD1016259	WHITE	

FINANCE DIVISION

CUSTOMER'S RECEIPT: Received the above mentioned vehicle(s) tools and accessories in GOOD CONDITION AND ORDER to my entire satisfaction.

DATE _____ TIME _____ SIGNATURE _____

INVOICE NO. 201101 VI-11010235 DATE: 21/02/11

1. Advance
2. Balance
3. Short Payment

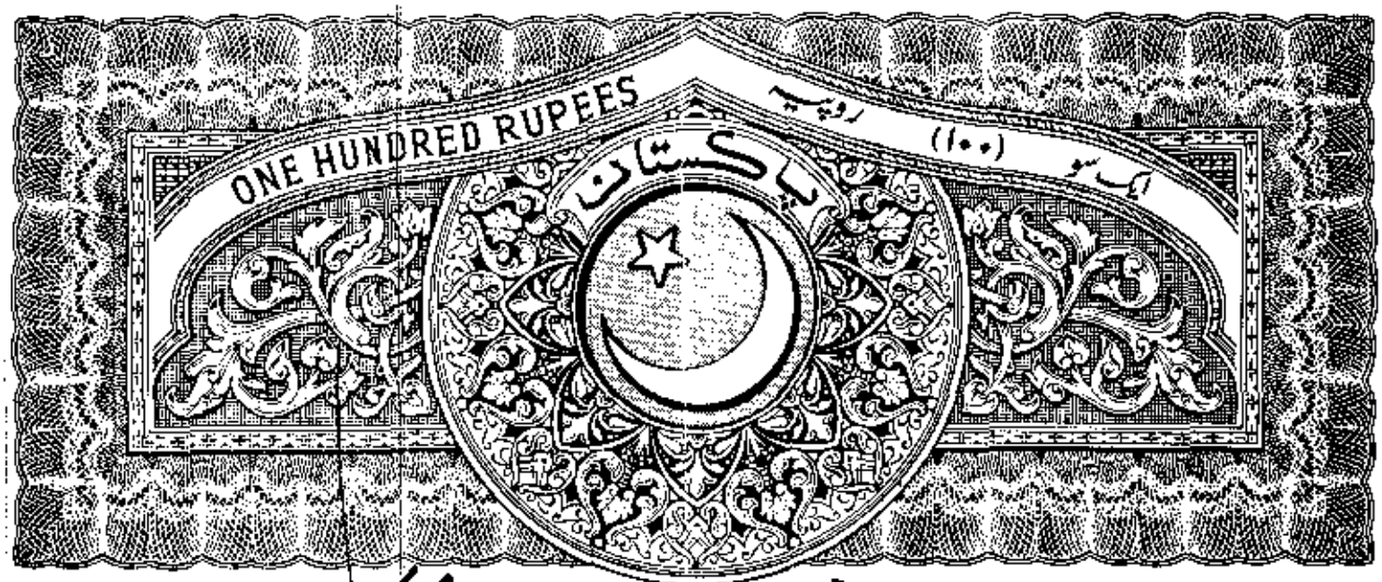
Reference	Date	Amount
I-11009206	7/02/11	560,000.00

Serial No. 0871257

PAKISTAN

(9)

100 RS.



1604

T.O.Form LEA-11

I, MOHAMMAD ALAUDDIN
(Name in block letters)

S/o MOHAMMAD SIRAJUDDIN

R/o 16 NICHOLASON ROAD, TAGORE PARK, LAHORE Phone No. 111-200-900

N.I.C. NO. 35202-0389924-1

forward herewith the Certificate of the Registration and the Certificate of Fitness of Motor Vehicle No. NEW the ownership for which has been transferred to me by Mr. YETMEN KEGO

S/o

R/o 22-A, 2ND FLOOR, SHARE FATIMA JINNAH, LAHORE

N.I.C. NO.

and hereby request that the said vehicle may be registered in my name and that Certificate of Registration be amended accordingly.

The

Signature or Thumb
Impression of Transferee

Endorsement, in the case of a vehicle which is the subject of any agreement of this purpose,

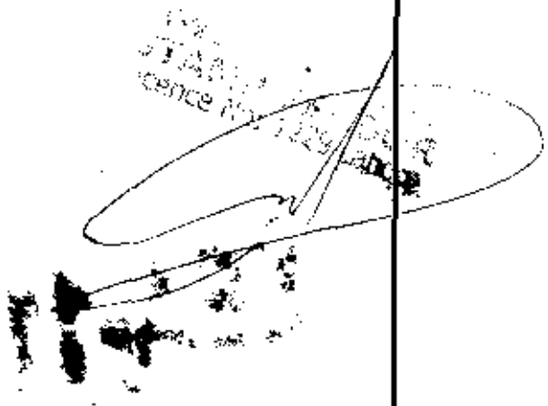
I/We being a party to an agreement of hire purchase in respect of the vehicle specified above contract to the transfer of ownership of hire purchase in respect of this vehicle.

The

Signature or Thumb
Impression of Transferee

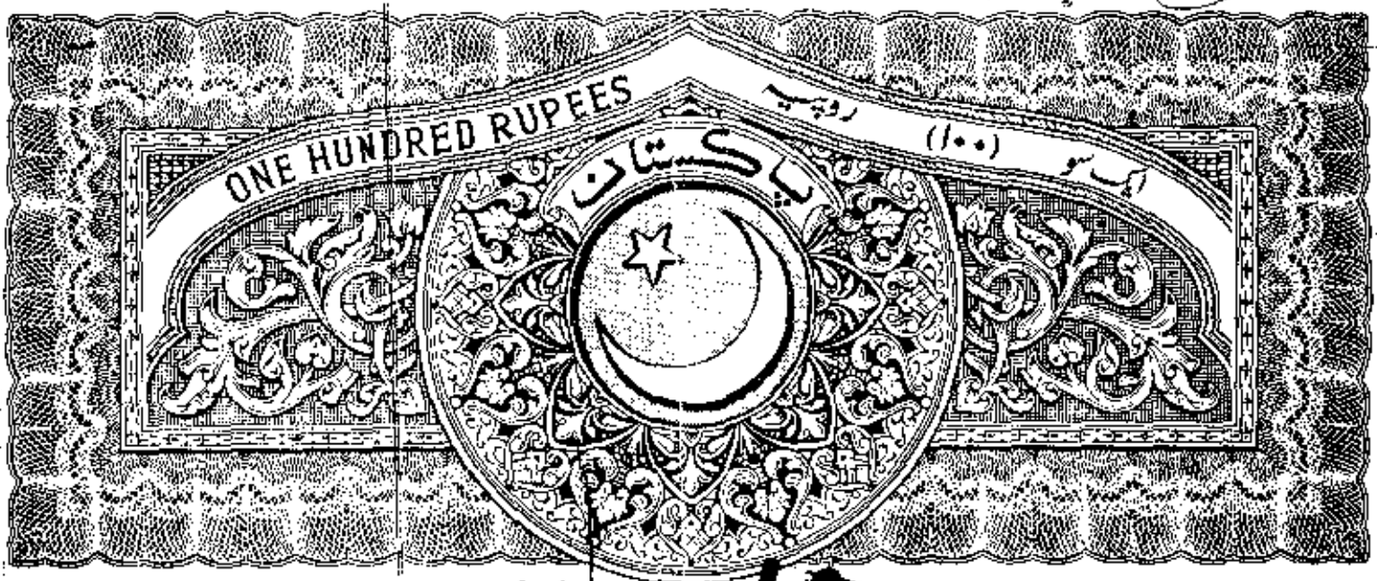
محمد علاؤدین ولد محمد سراج دین

3.1300
26.02.14



PAKISTAN

100 RS.



1604 LE: 11

☆Transfer Deed ٹرانسفر ڈیڈ☆

بابت فروخت/خرید گاڑی

منجانب منکہ VETMED REGD.

سکنہ 22-A 2ND FLOOR SHAHRE FATIMA JINNAH LAHORE

کا/کی ہوں جو کہ ایک گاڑی نمبر NEW میک SUZUKI MEHRAN

چیسز نمبر SB-308-PK-0101629 انجن نمبر F8B-A77701 ماڈل نمبر 2011 HP 796 CC

بروئے رجسٹریشن بک جاری کردہ موٹر رجسٹرنگ اتھارٹی ضلع LAHORE میری ملکیت ہے۔ گاڑی مذکورہ بالا کو فروخت کرنے کا مجھے/ہمیں پورا قانونی و اخلاقی حق حاصل ہے۔ لہذا بقائمی ہوش و حواس خمسہ و ثبات عقل رضائے کو بالعوض مبلغ _____ روپے نصف جن کے مبلغ _____ روپے ہوتے ہیں بدست و بحق MOHAMMAD ALAUDDIN S/O MOHAMMAD SHUDDIN

16-NICHOLASON ROAD TAGORE PARK, LAHORE

فروخت دائمی و ابدی کردی ہے۔ کلہم زر قیمت وصول پائی ہے۔ قبل ازیں گاڑی مذکورہ بالا ہر قسم کی کفالت سے بری الزمہ ہے قبضہ گاڑی بمعہ کاغذات بحوالہ خریدار کر دیا ہے جو اب مالک کامل قابض ہے۔ اگر کوئی امر خلاف تحریر ہذا یا خلاف ملکیت گاڑی مذکورہ بالا ثابت ہوا تو من مقرر ذمہ دار ہونگا/ہونگی/ہونگے۔

نام فروخت کنندہ VETMED (Regd)

دستخط

نشان انگوٹھا

VETMED (Regd)
22-A, Shahra-e-Fatima Jinnah
Lahore
TEL: 636219

نام بمعہ ولدیت و پتہ شناخت کنندہ

دستخط

نشان انگوٹھا

نام خریدکنندہ MOHAMMAD ALAUDDIN

دستخط

نشان انگوٹھا

[redacted]

نام بمعہ ولدیت پتہ شناخت کنندہ

دستخط

نشان انگوٹھا

وسط میٹر ریگلو حق محمد علاؤالدین ولد
محمد سراج دین

313.0
26.02.06

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