Expression of Interest (EOI) & Pre-Qualification

Hiring of Consultancy Firm for Software Security Audit of E-Stamping Solution for Board of Revenue, Government of The Punjab under the Project Titled "Automation of Stamp Papers (E-Stamping)"

Punjab Information Technology Board (PITB), Government of the Punjab, invites proposals for Expression of Interest & Pre-Qualification from valid registered, reputable and well-experienced firms / companies etc. for Provisioning of Consultancy Services for Software Security Audit of E-Stamping Solution for Board of Revenue, Government of the Punjab under the Project Titled "Automation of Stamp Papers (E-Stamping)".

2 The objective of this Expression of Interest & Pre-Qualification is to invite proposals for Software Security Audit Services of E-Stamping Solution & to Pre-Qualify Consultant Firms / Companies for the RFP stage. Complete scope of services and requirements are given in the EOI & Pre-Qualification Document. The EOI & Pre-Qualification Document carrying all details is available at www.pitb.gov.pk and www.ppra.punjab.gov.pk.

3 A single package containing EOI & Pre-Qualification Proposals, duly completed, signed, stamped, sealed and in complete conformity with EOI & Pre-Qualification Documents should be dropped, in the Tender Box, placed at Reception of the PITB office, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road Lahore, no later than **1500 Hours**, on last date of submission of EOI-PQ Documents i.e. **16th November, 2018**, and EOI-PQ Documents shall be opened at **1530 hours** on the same date, as per PPRA Rules, 2014.

4 Income / Sales tax registration certificate and other documents as mentioned in EOI & Pre-Qualification Document must accompany the proposals.

PITB management may reject all proposals at any time prior to the acceptance of a proposal, as provided under Rule-35 of Punjab Procurement Rules, 2014.

Director (Development & Procurement)
Punjab Information Technology Board
13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Ph: (042) 35880062, Fax (042) 99232123 Web: www.pitb.gov.pk

IPL-10499

EXPRESSION OF INTEREST &
PRE-QUALIFICATION DOCUMENT

FOR

HIRING OF CONSULTANCY FIRM FOR SOFTWARE SECURITY AUDIT OF E-STAMPING SOLUTION FOR BOARD OF REVENUE, GOVERNMENT OF THE PUNJAB UNDER THE PROJECT TITLED "AUTOMATION OF STAMP PAPERS (E-STAMPING)"

Punjab Information Technology Board (PITB)
13th Floor, Arfa Software Technology Park (ASTP),
346-B, Ferozepur Road, Lahore, Pakistan
Phone: (+ 92) (42) (35880062), Fax: (+92) (42) (99232123)
URL: www.pitb.gov.pk

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Abbreviations

Term	Definition
BOR	Board of Revenue
PITB	Punjab Information Technology Board
PMU	Project Management Unit
RTGS	Real Time Gross Settlement
VPN	Virtual Private Network

1. GENERAL

Board of Revenue, Government of the Punjab with the technical assistance of Punjab Information Technology Board (PITB) intends to invite EOI-Prequalification (EOI-PQ) proposals from interested applicant(s) for Security Assessment of entire e-Stamping solution including future developments. All well-reputed, registered and established IT Security Companies/Firms/ parties having requisite technical, financial and managerial capabilities are invited to participate in the EOI-PQ process for the above said Project through submission of their proposals.

2. *PURPOSE OF THIS DOCUMENT*

The purpose of this document is to have understanding of the available solutions, tools and best practices to secure the existing e-Stamping infrastructure and new modules in the national / international market and to shortlist / prequalify eligible applicant(s), capable of developing security framework for e-Stamping System. The applicants are required to provide profiles of their firms comprising experience, personnel and financial strength along with proposed technical solutions including but not limited to the firm's concept and technology for securing e-Stamping systems, both existing and proposed changes.

TERMS AND CONDITIONS OF THE PRE-QUALIFICATION

Definitions

In this document, unless there is anything repugnant in the subject or context:

I. Applicant means the party which submits a proposal in response to this EOI-PQ Document.

IV. "Authorized Representative" means any representative appointed, from time to time, by the Applicant, Purchaser or Client.

V. "Purchaser" means the Punjab Information Technology Board (PITB), or any other entity for the time being or from time to time duly appointed in writing by the Government to act as Purchaser for the purpose.

VI. "Client" means the PMU e-Stamping, Board of Revenue Government of the Punjab.

VII. "Day" means calendar day.

VIII. "Employer" means Purchaser and/or Client.

IX. "EOI-PQ Document" means the Expression of Interest-Pre-qualification Document in consideration.

X. "Person" includes an individual, an association of persons, firm, company, corporation, institution and organization, etc.

XI. "Prescribed" means prescribed in the EOI-PQ Document.

Disclaimer

This EOI-PQ document for “Provisioning of consultancy services for software security audit of e-Stamping solution for Board of Revenue, Government of the Punjab under the project titled “Automation of Stamp Papers (e-Stamping)” (‘the Project’) contains brief information about the Project and qualification process for short listing and pre-qualification of applicants for RFP stage. The purpose of the Document is to provide the applicants with information to assist the formulation of their EOI-PQ proposal and to pre-qualify Interested Parties/ Consultants for the RFP Stage.

While all efforts have been made to ensure the accuracy of information contained in this EOI-PQ Document, this document may not contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and may prepare their proposals in the light of relevant experience and international best practices. Punjab Information Technology Board (PITB), PMU e-Stamping, BOR, Government of the Punjab, or any of its employees or advisors/consultants, shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EOI-PQ Document.

PITB reserves the right to change any or all conditions/ information set in this EOI-PQ Document by way of revision, deletion, updation or annulment through issuance of appropriate advertisement as the Client may deem fit in accordance with the PPRA Rules 2014. Participation in the EOI-PQ process does not qualify any applicant for the next stage of the procurement process.

PITB, BOR and any other Government Department will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the EOI-PQ proposal to be submitted in terms of this Document.

3. Project Background

Government of the Punjab has already revamped the process of collection of Stamp Duty in the province. The Board of Revenue, Government of the Punjab is the main agency responsible for collection of the Stamp Duty. Over a period of time there have been certain issues found in the

process pertaining to fraudulent practices, high administration and management costs, no or minimal citizen facilitation, revenue leakage due to back dated and fake stamp papers etc.

Government of the Punjab collects revenues through provincial own sources in different ways. Collection of Stamp Duty is one of the revenue sources for the Government of the Punjab. Board of Revenue, Government of the Punjab is responsible agency for collection of the revenues through Stamp Duty.

There are two types of stamps: Judicial and Non-Judicial, used for collecting stamp duty under Stamp Act 1899. Judicial Stamps are used in relation to the administration of justice in courts and non-Judicial Stamps are used on documents related to the transfer of property, commercial agreements, authority letters, bank loans, special power of attorney, trust deed etc. The non-judicial stamp papers less than and equal to Rs. 1,000/- are referred to as low denominations and worth above Rs. 1,000/- are referred to as high-value Stamp papers. The low denomination stamp papers are issued by stamp vendors. The high value non-judicial (above Rs. 1,000/-) and judicial stamp papers (> Rs. 20/- and <= Rs. 15,000/-) are now available through e-Stamping system.

The current assignment revolves around the business process re-engineering and simplifying the process of issuance of low value (below or equal to Rs. 1,000/-) non-judicial stamp papers through automation and generation of the stamp papers in real time based on the input parameters. The current system of issuance of low value non-judicial stamp papers begins with assignment of a number and head of account on form 32-A by treasury office and deposition of Stamp fee through Challan Form 32-A either in the State Bank or National Bank. The original Challan after due payment is handed over to treasury officials. Scroll / Payment Information is received by the Treasury Office in 24/48 hours. The stamp vendor receives the stamp paper after one to two days from the treasury office. Citizen can visit to any stamp vendor to purchase low denomination stamp papers.

Some of the major issues in the existing arrangement for low value stamp papers include security threat despite the security paper and serial number as verification in a manual system is nearly impossible due to large numbers and multiple contacts required with the treasury. The process is time consuming so people usually resort to the services of various middle men increasing the cost of transaction besides excess stamp duty payment due to denomination constraints. On the side of Board of Revenue there is a high Administration cost including printing, stocking, security, safekeeping, distribution and difficulties of accounting / reconciliation due to manual system.

The proposed new modules of e-Stamping system will be online and needed to be embedded in the existing system in terms of front end and back end and any person desirous of

purchasing low value non-judicial stamp papers can access the system by a simple internet connection. The value of stamp duty will be calculated on the basis of the data provided by the citizen. The relevant information of the parties will be fed into the system. Challan 32-A will be generated based on the data provided by the citizen and he can visit nearest designated branches of banks. On payment of stamp duty the bank counter will print e-Stamp paper and will handed over to citizen. The genuineness of these low value e-Stamp papers can be verified through online e-Stamping system or via SMS and may be delisted by the concerned authorities.

4. BRIEF SCOPE OF WORK

Security solution must cover the security baseline / principal security measure, Confidentiality, Integrity and Availability. It must restrict unauthorized access, use, disclosure, disruption, modification or destruction in order to ensure confidentiality, integrity, and availability.

The consultant may propose additional features to the solution based on the business model and best industry practices. The consultant needs to specify implementation and operational methodology for verifying the security compliance of the existing and new modules of e-Stamping system. The applicants are also supposed to have a look at the documentation of existing e-Stamping system and the RFP of the new modules of e-Stamping system to have a detailed and better understanding. The applicant will have to secure all environments including Production, Disaster Recovery & User Acceptance Testing etc. of e-Stamping system. The successful consultant will have to look into the areas consisting but not limited to the following:

- An executive summary of the Risk Assessment including risk treatment, Critical Communication Systems, Security measures against each critical asset and future recommendations.
- Documentation of the approach, findings, recommendations and roadmap associated with this project that includes impact Analysis and prioritization.
- Analysis of the following security measures with resulting actionable items, including, but not limited to:
    a. e-Stamping Asset Hardening
    b. Vulnerability Scanning and Assessment
    c. Penetration Testing
    d. Physical Security Review
    e. Policy & Procedure Review/ Governance

Note:

The applicants are required to submit their expression of interest (EOI) and propose their own solution based on the information presented in the preceding paragraphs and their experience and international best practices. The applicant may propose additional features to the solution based on the understanding and best practices. The applicant needs to specify implementation and operational methodology and computing requirements of the solution in all respects.

5. INSTRUCTIONS TO APPLICANTS

5.1 Submission of Proposal

Applications for EOI-PQ containing separate EOI & Pre-Qualification Proposals, one original and one (01) copy should be submitted in separately sealed envelopes to be delivered into the Tender Box No.1, placed at reception of Punjab Information Technology Board, no later than 1500 hours on last date of submission of proposals i.e. **16th November, 2018,** late proposals shall not be considered. Proposals shall be publicly opened in the Committee Room of Punjab Information Technology Board, 13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore on 1530 hours on **16th November, 2018.**

PITB will host a Pre-EOI-PQ meeting at PITB premises (13th Floor, Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore) at 12:00 pm on 6th November, 2018.

All the interested firms/companies are required to collect a Challan Form from the Procurement Assistant, PITB at above given address; to submit an amount of Rs. 1,000/- in PITB's account. The deposit slip should accompany respective proposal.

The proposals are to be prepared in English language. The applicants must provide complete information along with supporting documents. Any lapses to provide essential information may result in disqualification of the applicant.

All documents submitted by the firms should preferably be delivered in one Packet/parcel for ease of handling and to avoid loss of documents. Any misleading statement(s) or information by any applicant will result into disqualification at any stage.

The Applicants can seek any clarification regarding the project, pre-qualification documents or evaluation criteria from the following:

Primary Contact

Haider Ali
Senior Programme Manager
Punjab Information Technology Board, Government of Punjab
1st Floor Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Email: haider.ali@pitb.gov.pk
Office Phone: 042-35880062

Hammad Hasan Hamdani
Joint Director (Admin/HR/Finance)
Punjab Information Technology Board, Government of Punjab
1st Floor Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Email: hammad.hasan@pitb.gov.pk
Office Phone: 042-35880062

Secondary Contact

Ali Mazhar
Director (Technical)
Punjab Information Technology Board, Government of Punjab
1st Floor Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Email: ali.mazhar@pitb.gov.pk
Office Phone: 042-35880062

Muhammad Shaukat Qureshi
Joint Director (Procurement), PITB
Punjab Information Technology Board, Government of Punjab
13th Floor Arfa Software Technology Park, 346-B, Ferozepur Road, Lahore.
Email: muhammad.qureshi@pitb.gov.pk
Office Phone: 042-35880062

Interested Parties should note that during the period from the receipt of the proposal and till further notice from the Primary Contact, all queries should be communicated via the Primary Contact in writing or e-mail only. In the case of an urgent situation where the Primary Contact cannot be contacted, the Interested Parties may alternatively direct their enquiries through the Secondary Contact.

Interested Parties/ are also required to state in their proposals the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be

directed until the process has been completed or terminated.

The Employer will not be responsible for any costs or expenses incurred by Interested Parties in connection with the preparation or delivery of proposals.

5.3 Qualification Criteria

5.3.1 General

EOI-PQ will be based on all the criteria given in succeeding sections regarding the Applicant's financial soundness, experience, personnel and technical solution as indicated by the Applicant's responses in the forms given in this document.

5.3.2 Mandatory Basic Requirements

Only those applicants fulfilling the following basic requirements shall be considered for further evaluation (relevant documents to be attached):

1. **Requirements to be Fulfilled by the Applicant**

   i. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan

   ii. Valid Income Tax Registration (Registered for at least last three (03) years)

   iii. Valid Sales Tax Registration (Status should be active with relevant authority)

   iv. Submission of undertaking that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.

5.3.3 Weightage /Marks

Distribution of Weightage/Marks shall be as under:

Sr. No.	Category	Weightage/Marks
1.	Experience	40
2.	Personnel Capabilities	30
3.	Financial Strength	30
	Total:	**100**

Note: *Prequalification status shall be determined on the Point scoring criteria. In order to qualify, the applicant must obtain overall* ***70 marks and at least 30% marks in each category as mentioned in the table above****.*

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

If Pass Marks are decreased to 60%, then ALL applicants with scores greater than or equal to 60% shall be considered EQUALLY as approved in the Pre-Qualification.

The applicants who have duly complied with the pre-qualification Criteria will be eligible for further processing.

The proposals which do not conform to the pre-qualification criteria will be rejected.

Detailed Prequalification criteria is given below:

5.3.4 Experience

The applicant shall meet the following minimum criteria and the credit marks will be awarded on the basis of the qualifications listed below:

Sr. No.	Description	Maximum Points	Remarks
	Work / Similar Experience: Software Security		Marks will be assigned on the basis of valid documentary evidence (POs / Contracts)
	The Applicant must have experience for providing security Assessment, Consultancy and Auditing of entire software and connected systems to various companies particularly to financial institutes and Banks under certified security framework standards.	Worth of projects: • 3 ≤ 5 million = 20 •5.1 ≤ 8 million =40	
	Total:	**40**	

5.3.5 Personnel Capabilities

Sr. No.	Description	Maximum Points	Remarks
	The Firm / Company must have Certified ISO/ Information / Cyber Security Experts (CISSP/ CISA/ CEH/ ISO 27001)	•10 points for each resource	Marks will be assigned on the basis of valid documentary evidence
	Total:	**30**	

5.3.6 Financial Strength

a) The Applicant must submit audited financial statements/balance-sheets for the last three (03) years, supported by audit letters duly signed and stamped by authorized representative.

b) The Applicant is required to have verifiable average annual turnover of minimum of **Rs. 10 million** over the last three (03) years.

Credit Marks shall be awarded on the basis of the following criteria:

Sr. No.	Description	Maximum Points	Remarks
i)	Average annual turnover over the last three (03) years	30	No marks if Audited reports/ balance-Sheets are not attached • Average annual turnover ≥ 10 Million but ≤ 15 Million = 15 • Average annual turnover > 15.1 Million = 30 • No points for turnover less than Rs.10 million
	Sub-total:	**30**	

6. Other Factors

6.1 Only firms that have been prequalified under this procedure shall be invited to bid. A firm can apply for pre-qualification individually. If a firm submits more than one EOI-PQ proposals, all proposals involving such firm shall be rejected and stands disqualified.

6.2 The Purchaser may reject all proposals at any time prior to the acceptance of a proposal. The Purchaser shall upon request, communicate to any Applicant, the grounds for its rejection of all proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the Applicants. However, Applicants shall be promptly informed about the rejection of the proposals, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

6.3 The Applicant shall bear all costs / expenses associated with the preparation and submission of the Proposal(s) and the Employer shall in no case be responsible / liable for those costs / expenses.

Annex-A

Letter of Application

[Letterhead paper of the Applicant including full postal address, telephone no., fax no., telex no. and e-mail address]

Date: .....

To: ...……...

.....

[Name and address of the Employer]

Sir,

1. Being duly authorized to represent and act on behalf of..... (hereinafter "the Applicant"), and having reviewed and fully understood all the EOI-PQ information provided, the undersigned hereby applies to be pre-qualified for the Provisioning of consultancy services for software security audit of e-Stamping solution for Board of Revenue, Government of the Punjab under the project titled "Automation of Stamp Papers (e-Stamping):

2. Attached to this letter are copies of original documents defining:

   (a) The Applicant's legal status;

   (b) The principal place of business;

   (c) The place of incorporation (for applicants who are corporations); or

   The place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms);

2. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this proposal, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by the Employer or its authorized representative to verify statements and information provided in this proposal, or with regard to the resources, experience, and competence of the Applicant.

3. The Employer and its authorized representatives may contact the following persons for further information, if needed.

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Technical Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This proposal is made with the full understanding that:

   (a) Proposals by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification.

6. The undersigned declare that the statements made and the information provided in the proposal are complete, true, and correct in every detail.

_____

Signature of the Applicant

Application Form A-1

General Information

All individual firms applying for pre-qualification are requested to complete the information in this form. Nationality information is also to be provided for foreign owners.

1	Name of Firm	
2	Head Office Address	
3	Telephone	Contact Person: Name: Title:
4	Fax	Telex
5	Place of incorporation/Registration	Year of incorporation/registration

General Experience

Name of Applicant

All individual firms are requested to complete the information in this form.

Starting Month Year	Ending Month Year	Year	Contract Name, Name & Address of Employer Brief Description of Works Executed	Role of Applicant

Application Form A-3

Similar Experience

Name of Applicant

On a separate page, using the format of Application Form A-4, each applicant is required to list all contracts of a similar nature and complexity to the contract for which the Applicant wishes to qualify, undertaken during the last three years. The information is to be summarized, using Application Form A-4, for each contract completed or under execution by the applicant.

Application Form A-4

Contracts of Similar Nature and Complexity

Name of Applicant

Use a separate sheet for each contract.

1	Name of Contract
	Country
2	Name of Employer
3	Employer Address
4	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify --- ---
5	Contract Role (Tick One) (a) Sole Consultant (b) Sub- Consultant
6	Value of the total contract (in specified currencies) at completion, or at date of award for current contract Currency…… ….Currency…… Currency……
7	Value in Pak/Rs……
8	Date of Award……
9	Date of Completion……..
10	Contract Duration (Years and Months) as per signed contract _____Years _____Months

Application Form A-5

Personnel Capabilities

Name of Applicant

For specific positions essential to contract execution, Applicants should provide the names of candidates qualified to meet the specified requirements. The data on their experience should be supplied on separate sheets of CV's.

1	Title of Position
	Name of Prime Candidate
	Certification

Financial Strength

Name of Applicant

Applicants should provide financial information to demonstrate that they meet the specified requirements. A copy of the audited reports/balance-sheets should be attached.

Bank	Name of bank	
	Address of bank	
	Telephone	Contact name and title
	Fax	Telex

All individual firms are requested to provide information related to annual turnover.

Annual Turnover		
Year	**Turnover (in Pak Rupees)**	**Turnover in Millions.**
1.		
2.		
3.		

Summarize actual assets and liabilities in Pak Rupees for the previous three years, based upon known commitments, projected assets and liabilities in Pak Rupees.

Financial information in Pak Rs.	Detail of Last three year		
	1	2	3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profits after taxes			

Firms owned by individuals, and partnerships, may submit their audit reports / balance sheets certified by a registered accountant.