

**Pakistan Tobacco Board
Ministry of National Food Security & Research
Government of Pakistan**

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**Terms of Reference (TORs)
&
Instructions to the Firms/Organizations**

Assignment Title: Hiring of IT Firm for Development of Centralized Digital Data Management System for Pakistan Tobacco Board (PTB)

Duration: 1 month

Location: Peshawar

Reports to: PTB's Procurement Evaluation Committee.

1. Background

Pakistan Tobacco Board (PTB) currently relies on a manual and fragmented system for collection, compilation, and monitoring of crop, procurement, cess, and stakeholder data. Crop estimates, yield assessments, procurement data, and cess records are collected manually through field visits, physical forms, and spreadsheets, resulting in delays in reporting, data inconsistencies, limited traceability, and lack of real-time operational visibility.

To improve operational efficiency, transparency, and evidence-based decision-making, PTB intends to develop a centralized digital platform comprising mobile applications, web-based portals, centralized database, and executive dashboards for collection, reporting, monitoring, and analytics of tobacco sector data. At initial stage, the system shall focus on digital data collection, reporting, monitoring, and analytics.

2. Objective

To hire a qualified IT firm for design, development, deployment, testing, training, and maintenance of a centralized PTB digital platform for real-time collection, reporting, monitoring, and analysis of crop, procurement, cess, and stakeholder data.

The proposed system shall comprise:

- i. Mobile/Web Application (Android & IOS) for Purchasers
- ii. Mobile Application (Android & IOS) for Cess Contractors
- iii. Mobile/Web Application (Android & IOS) for GLTs and Cigarette Manufacturers

- iv. PTB Administrative Data Entry and Management Module
- v. Executive Dashboard and Analytics System (Powered With Artificial Intelligence)

3. Scope of Work

3.1 Mobile and Web Applications

The selected firm shall develop four role-based applications (Android & IOS) integrated with centralized database and PTB dashboard.

a. Purchaser Application

The purchaser application (Android & IOS) shall be used by cigarette manufacturers, dealers, and exporters for submission of daily grower-wise procurement data.

Each purchase depot shall be registered in the system, and the designated depot manager shall be required to create login credentials and access the application for daily reporting.

Depot registration details shall include:

- Company name
- Purchase depot name
- Complete location/address, District/Tehsil
- Total quantity to be purchased at respective depot as per indicated requirement
- Name of depot manager and Mobile number

The application shall enable entry and reporting of:

i. Grower wise details including:

- a. Name, CNIC, mobile number, and agreement details (where applicable)
- b. Purchased quantity from each grower
- c. Tobacco type
- d. Weighted average price
- e. Payment schedule/details for purchased tobacco
- f. Uploading of purchase vouchers as documentary proof of procurement containing grade wise detail

ii. Daily Purchase summary containing:

- a. Total purchased quantity
- b. Grade wise purchase quantity
- c. Prices of each grade
- d. Weighted average price given to growers
- e. Total bales rejected by the company
- f. Total bales rejected by the growers
- g. Total bales purchased

b. Cess Contractor Application

The cess contractor application shall be used for submission of daily cess collection data by authorized cess collection points.

Each cess collection point of the contractor shall be registered in the system, and the designated Incharge shall be required to create login credentials and access the application for daily reporting.

Cess collection point registration details shall include:

- i. Contractor name
- ii. Cess collection point name
- iii. Complete location/address, District/Tehsil
- iv. Name of Incharge & Mobile number

The application shall facilitate daily reporting of cess collection data, including depositor-wise The application shall facilitate daily reporting of cess collection data, including depositor-wise information as under:

- i. Name of depositor (manufacturer, dealer, exporter, or any other relevant entity)
- ii. Type of tobacco on which cess is collected
- iii. Quantity of tobacco on which cess is collected
- iv. Amount of cess collected
- v. Uploading of cess deposit slips and supporting documents as documentary evidence

c. GLT and Cigarette Manufacturer Application

The GLT and Cigarette Manufacturer application shall be used by Green Leaf Threshing (GLT) units and cigarette manufacturers for reporting processing, consumption in cigarette manufacturing, stock, and export-related operational data.

Each GLT unit and cigarette manufacturing facility shall be registered in the system, and the designated authorized official shall be required to create login credentials and access the application for regular reporting.

Registration details shall include:

- i. Manufacturing unit name
- ii. Complete location/address, District/Tehsil
- iii. Name of authorized representative with Mobile number
- iv. Total requirement for the year (for cigarette manufacturing company)

The application shall facilitate reporting of the following operational data:

i. GLT Operations Reporting

- Opening stock balance at the start of year
- Tobacco received from procurement
- Tobacco imported
- Type-wise tobacco quantity processed
- Waste generated during processing
- Dispatch details of processed tobacco
- Export quantity
- Export record (destination/country, Export date)
- Closing stock balance

ii. Cigarette Manufacturer Reporting

- Opening stock balance at the start of year
- Tobacco received from procurement
- Type-wise tobacco quantity processed
- Waste generated during processing
- Tobacco used in cigarette manufacturing
- Export quantity
- Export record (destination/country, Export date)
- Closing stock balance

3.2 PTB Administrative Data Entry and Management Module

A web-based PTB administrative module shall be developed for centralized management and entry of operational data not directly submitted through mobile applications.

The module shall support:

- Stakeholder master records including companies, exporters, GLTs, contractors, depots.
- Agreement list entry of each company/dealer/exporter
- Crop requirement declarations
- Tobacco types area under cultivation
- HR database including sanctioned, filled, vacant, and retired positions
- Monthly cess collection data by cigarette manufacturers
- Exports data of quota holders and non quota holders.

3.3 Executive Dashboard and Analytics

A centralized dashboard shall provide real-time operational visibility, reporting, and analytics accoupled with artificial Intelligence.

Dashboard shall display:

- Registered growers, buyers, exporters, GLTs, depots, and contractors

- Crop estimates, acreage, district-wise production, and yield trends
- Daily and seasonal procurement data
- Company-wise, depot-wise, district-wise, and tobacco-wise procurement
- Weighted average prices, rejection, and down-grading trends
- Cess collection data and outstanding balances
- Complaint statistics and trends
- Stock positions including opening balance, procurement, imports, local consumption, exports, and closing balance
- Duplicate records, suspicious transactions, missing reports, and exception alerts

4. TERMS AND CONDITIONS OF THE TENDER

i. TENDER ELIGIBILITY:

Eligible Bidder/Tenderer is one who:

- a. Bidder/Tenderer has valid registration certificates for Income Tax, Sales Tax and Professional Tax.
- b. Bidder/Tenderer is an active Income Tax Payer;
- c. Bidder/Tenderer has got the experience in supply of relevant items;
- d. Bidder/Tenderer conforms to the clause of “Responsiveness of Bid” given in this tender document;
- e. Bidder/Tenderer has not been black listed.

ii. AMENDMENT OF THE TENDER DOCUMENT

- a. The Procurement Evaluation Committee (PEC) of Pakistan Tobacco Board, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s) amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- b. The Procuring Agency shall notify the amendment(s) in writing to the prospective Tenders/Bidders.
- c. The Procuring Agency may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

iii. BID CURRENCY

Bidder should quote price in Pak Rupees only and payment shall also be made in Pakistan rupees only.

iv. VALIDITY PERIOD OF THE BID

- a. Validity period of the bids shall be 30 days.
- b. In exceptional circumstances, the Tender Committee of PTB may ask the Bidders for an extension of the period of validity. The request and the

responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

v. BID SECURITY

- a. Bidder will submit Bid Security in shape of Demand draft/CDR in the name of Chairman, Pakistan Tobacco Board and the required amount of Bid Security does not exceed 2% of estimated cost.
- b. Cheque or Cross Cheque shall not be accepted.
- c. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- d. subject to the award of contract, the Bid Security shall be returned to successful bidder against submission of Performance Guarantee.
- e. If the Bid Security is found less than the required amount then the bid will be Rejected Irrespective of the rates and the stage of the bid process.
- f. The Bid Security may be forfeited if a Bid;
 - * Refuse to accept Letter of Acceptance of the Bid; or
 - * Fails to furnish Performance Security.

vi. BID PREPARATION AND SUBMISSION

- a. The Tender shall be **submitted electronically through e-PADS** and shall be accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. All documents shall be **properly filled, digitally signed/stamped, and uploaded** by the Tenderer or his Authorized Representative. Scanned copies of original/attested documents shall be uploaded on e-PADS, and the Procuring Agency may seek verification of originals, if required.
- b. The Bids/Tenders shall be submitted in **two parts through e-PADS**, namely: (1) **Technical Proposal** and **Financial Proposal**.
- c. Both proposals shall be **uploaded in their respective sections on e-PADS**, ensuring that the **Financial Proposal remains secured and is not disclosed** during the technical evaluation stage.

vii. TECHNICAL PROPOSAL

The Technical Proposal will enable the Technical Tender Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

viii. DETAIL AND ORDER OF DOCUMENTS TO BE FURNISHED WITH THE TECHNICAL PROPOSAL

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order;

- a. Covering letter **duly** signed and stamped by authorized representative.
- b. Copy of Income Tax Registration Certificate.

- c. Copy of Sales Tax Registration Certificate.
- d. Copy of Professional Tax.
- e. Detailed specification of items.
- f. Sound financial position of the bidder (At least each available equal to the 50% of quoted value as per bank statement.
- g. At least five relevant Supply Orders/Contracts revised in the past.
- h. Affidavit/Undertaking Covering Letter on Stamp paper.

ix. FINANCIAL PROPOSAL

- a. the Financial Proposal of the bidder shall include the price breakup of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.
- b. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.
- c. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges) etc.
- d. The Bid is liable for rejection if Financial Proposal contains conditional offer.

x. DETAILS TO BE FURNISHED WITH FINANCIAL PROPOSAL

- a. Financial Proposal Covering Letter;
- b. Financial Proposal from duly filled, signed and stamped by the Bidder.

xi. TECHNICAL EVALUATION CRITERIA

- a. The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for the further processing.
- b. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.
- c. The Eligible/Technically Qualified Bidders will be considered for further evaluation.
- d. Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Mandatory Requirements		Documents Required	
1	Sales Tax Registration	1	Certificate of Registration
2	Income Tax Registration	2	Certificate of registration
3	Conformance to the required specification of items given in Schedule of Requirement	3	Detailed Specifications with Brand and Model
4	At least five relevant Supply Orders received in the Past from year 2017 onwards	4	Copies of Supply Orders/Contracts received in the past of the quoted brand

5	Company Firm is not Black Listed	5	Affidavit/Bidder's Undertaking on stamp paper
6	Professional Tax	6	Certificate of Registration
7	Company/Firm should have a minimum experience of 07-years.		---
8	Company/Firm should have at least four offices in all over Pakistan		---

The bidder must provide Verification documentary proof against all the mandatory requirement and Evaluation Criteria along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

The PEC may ask for physical Demonstration of any of the items given in the Tender Document for confirmation of the specifications.

xii. FINANCIAL PROPOSAL EVALUATION

- a. **Technically** qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the PTB accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each items shall be allowed to take part in the Financial Proposal(s) opening against their relevant bid.
- b. **Financial** Proposal evaluation will be conducted under the public Procurement Rules, 2004. The Price evaluation will include all details, taxes and expenses etc.

xiii. REJECTION AND ACCEPTANCE OF THE TENDER/BID

- a. Pakistan Tobacco Board have the right, at his exclusive discretion, to increase / decrease the quantity of any or all items(s), under PPRA Rules without any charge in unit prices or other terms and conditions, a procuring agency may, for reasons to be recorded in writing, restart bidding process from any prior stage if it is possible without violating any principle of procurement and shall immediately communicate the decision to the bidders.
- b. **The Tender / Bid shall be rejected if:**
 - i. It is substantially non-responsive, or
 - ii. The bidder does not meet any of the mandatory criteria mentioned.
 - iii. It does not contain the documentary proof against any of the mandatory Criteria.
 - iv. The bid is incomplete, partial, conditional, alternative, late; or
 - v. The Authorization Certificate could not be verified; or
 - vi. The bidder does not attach Bid Security in shape of CDR; or

- vii. The Bid Security is not attached or it is less than the required amount; or
- viii. The Bidder submits more than one Bids against one Tender; or
- ix. The Bidder tries to influence the Tender evaluation / Contract award; or
- x. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award.
- xi. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the bid which is not in Conformity with tender document.

xv. CONTACTING THE PROCURING AGENCY

- a. No Bidder shall contact the PEC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- b. any effort by a Bidder to influence PEC in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

xvi. ANNOUNCEMENT OF EVALUATION REPORT

The Procurement Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract.

xvii. AWARD OF CONTRACT

The Tender will be awarded to the Lowest Evaluated Bidder (item wise) who has been declared Technically & Financially qualified.

xviii. ADVANCE PAYMENT

No advance payment shall be made to the successful bidder; however, payment shall be made after execution of the contract and submission of satisfactory report by the evaluation committee.

xviii. LETTER OF ACCEPTANCE (LOA)

After acceptance of the Bids by the PEC, Letter of Acceptance (LOA) will be issued only to the Success Bidder(s).

xx. SUBMISSION OF PERFORMANCE SECURITY

The Successful Bidder(s) performance security of the works will be submitted to Chairman PTB equal to 5% of the contract value for one year and in case of any variation/defects the contractor will be responsible for repair & maintenance, replacement.

xxi. REFUND OF BID SECURITY (BS)

The Bid Security of the successful Bidder will be refunded on the written request of the Bidder.

xxii. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

The PEC shall issue Supply Order or sign a Contract with the Successful bidder.

5. Evaluation Criteria

Company Profile & Relevant Experience: 70 Marks

Criteria	Total marks
Company Established & Registered: ➤ 03 Years 10 ➤ 05 Years 15 ➤ 08 Years 20 ➤ 10 Years and above 30	30
Relevant Projects ➤ 03 Projects 10 ➤ 05 Projects 15 ➤ 08 Projects and above 20	20
Company Offices ➤ 01 Projects 03 ➤ 02 Projects 08 ➤ 03 Projects and above 10	10
Relevant Certification ➤ Security Exchange Commission of Pakistan, Pakistan Software Export Board, Pakistan IT Industry Association (P@SHA)	10
Total	70

Reporting, Requirements and Time Schedule for Deliverables:

Table 2

Deliverable	Date/Time schedule
Commencement of service	Within Two (02) days of signing of contract
Mobile/Web Application (Android & IOS) for Purchasers	Within 05 days of commencement of services
Mobile Application (Android & IOS) for Cess Contractors Mobile/Web Application (Android & IOS) for GLTs and Cigarette Manufacturers PTB Administrative Data Entry and Management Module Executive Dashboard and Analytics System (Powered With Artificial Intelligence)	Within 20 days of commencement of services

Terms of Payment

The firm shall be paid as per the following payment schedule:

Table 3

No. of Installments	Percentage of contract price	Milestones	Timelines
Installment 1	10%	Commencement of service	Within 10 days on receipt and approval of deliverable and Invoice
Installment 2	30%	Mobile/Web Application (Android & IOS) for Purchasers Mobile Application (Android & IOS) for Cess Contractors	-do-
Installment 3	20%	Mobile/Web Application (Android & IOS) for GLTs and Cigarette Manufacturers PTB Administrative Data Entry and Management Module	-do-
Installment 3	40%	Executive Dashboard and Analytics System (Powered With Artificial Intelligence)	-do-

Review procedure to Monitor Firm,s Work

Review meetings would be held as per schedule given below at Conference Room, Pakistan Tobacco Board office Peshawar, to review the progress of work and provide guidance to the Consultant for ensuring consistency of review work:

Table 4

Sr. No	Description	Timelines
1	Progress Review Meetings	On weekly basis