Government of the People's Republic of Bangladesh
Ministry of Law, Justice & Parliamentary Affairs
Law & Justice Division
Bangladesh Secretariat, Dhaka-1000.

Request for Expressions of Interest (EOI)

**General Information**

| | | |
|---|---|---|
| 1. | Ministry / Division | Ministry of Law, Justice & Parliamentary Affairs Law & Justice Division. |
| 2. | Agency | Law & Justice Division. |
| 3. | Procuring entity name | Joint Secretary (Admin-2) Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs |
| 4. | Procuring entity code | N/A. |
| 5. | Procuring entity district | Dhaka. |
| 6. | Expressions of Interest for selection of | Software system development companies/firms for Development of Digital Solution of Deed Registration System, Data Archival, Scanning, Data Entry and Related Automation System. |
| 7. | EOI Ref. no | নং-আর-৬/১এম-১৯/২০০৬ (অংশ)-৩০৭, তারিখ : ২৯-০৪-২০১২ খ্রিঃ |
| 8. | Date | 29-04-2012 |

**Key Information**

| | | |
|---|---|---|
| 9. | Procurement sub-method | Quality and Cost based selection (QCBS) method. |

**Funding information**

| | | |
|---|---|---|
| 10. | Budget and funding | GOB (IGR's Fund) |
| 11. | Development partner | N/A |

**Particular information**

| | | |
|---|---|---|
| 12. | Programme Code | N/A |
| 13. | Programme Name | **'Deed Registration System Digitization/Automation Programme'** |
| 14. | EOI closing Date and time | 15-05-2012    5.00 pm |

**Information for applicant**

| | |
|---|---|
| 15. | Brief description of the program : |

The Government of Bangladesh has decided to provide high quality & hassle free deed registration and related services using Information & Communication Technology (ICT). In this regard a program called 'Deed Registration System Digitization/Automation Programme' have been undertaken in some selected Offices, which will be ultimately replicated in all other Registration Offices under the Registration Directorate controlled by the Law & Justice Division, Ministry of Law, Justice & Parliamentary Affairs.

The major components of the programme would be automation of pre, mid & post registration functions along with the citizen services relating to deed registration system. The consulting companies/firms should be responsible for software development, data entry and processing for the Registration Offices.

| 16. | Experience, resources and delivery capacity required: |
|---|---|

The firm/s should have the following qualifications :-

(i) Minimum 5 years experience in software development;

(ii) Experience in developing highly secured software systems and document archiving;

(iii) Comprehensive Quality Assurance mechanisms in managing software systems;

(iv) Prior national level working experience of services rendered of which financial involvement was not less than 1 (one) crore taka in other government domain;

(v) Extensive knowledge and experience of above mentioned software management system making use of innovative technologies and applications;

(vi) Experience with both web based and desktop application software development;

(vii) Experience and practice with Agile Software Development Methodology with proper documentation, relevant technical Documentation, Setup & Configuration Manual, Design Manual, Hosting and setup Manual, User Manual, Administrative manual;

(viii) Confirm that they will be able to communicate and report to respective authority when required;

(ix) Experience in software implementation and user training;

(x) Must obtain the minimum preliminary technical evaluation score;

(xi) Must be registered company in Bangladesh having valid trade license/TIN/VAT certificate;

| 17. | Other details ( if applicable ) | ... ... ... |
|---|---|---|
| 18. | Association with foreign firms | N/A |
| 19 | Services Required | |
| 19A | (i) Study, design, develop, install, testing, maintenance and initial operation with necessary system software, application software, and networking of *Central/Regional/District Registration Web-site or Web-portal* using the existing National Portal Framework (NPF) containing detail information about deed registration system, format of deed, cost of deed registration, formalities to register a deed, office-wise details information of officer, staff & deed-writer, office-wise list of latest market value of private property and |

| | other information supplied by the department. Indicative Start : 01/8/2012 ; Indicative Completion : 31/12/2012<br>(ii) Study, design, develop, install, maintenance and initial operation with necessary system software, application software, and networking of *Registration Help-desk* which will provide assessment slip (hard copy) of any particular query about deed registration or searching or procuring certified copy or Non-encumbrance Certificate etc.<br>Indicative Start : 01/8/2012 ; Indicative Completion : 31/12/2012<br>(iii) Design, development, testing & implementation of preliminary version of system software as well as deployment & technical support for *Automation of pre, mid & post Registration functions* along with specific citizen services relating to deed registration system in the following 5(five) Sub-Registry Offices.<br>(iv) ToT for the operation of proposed automation of deed registration functions, archival & retrieval system software of records for the officers, staff & extra staff of the following 5(five) Sub-Registry Offices.<br>(v) Operational support to run the proposed automated system successfully for the first phase in the following 5(five) Sub-Registry Offices.<br>Location:<br>(1) Sadar, (2) Tejgaon, (3) Uttara Sub-Registry Office, Dt-Dhaka all located at "Registration Complex", 446, Tejgaon I/A, Dhaka;<br>(4) Sadar Sub-Registry Office, PO & Dt-Comilla, & (5) Sadar Sub-Registry Office, PO & Dt-Jessore.<br>Indicative Start : 01/8/2012 ; Indicative Completion : 31/12/2012<br>(vi) Modified design & development of the system software after real-life feedback from the 5 locations as described above leading to its final version, which will be replicable for the rest 487 Sub-Registry Offices of the country.<br>(vii) ToT for the operation of proposed automation of deed registration functions, archival & retrieval system software of records for the officers, staff & extra staff of the rest of the offices of the country.<br>(viii) Operational support to run the proposed automated system successfully by establishing a departmental call-centre or help-desk to provide first-level support for the country wide operations.<br>Indicative Completion : 28/2/2013<br>(ix) Second and Third Level Technical Support and Maintenance Services from the Software Solutions company |
|---|---|
| 19B | (i) *Data entry, scanning, archival & retrieval* system software of records viz. Register (Balam) Books and Index Registers of (1) Sadar, (2) Tejgaon, (3) Uttara Sub-Registry Office, Dhaka; (4) Sadar Sub-Registry Office, Comilla, PO/District- Comilla & (5) Sadar Sub-Registry Office, Jessore, PO/District- Jessore from 2007-2011 or last 5 (five) years preserved in respective District Sadar Record Rooms or respective Sub-Registry Offices.<br>(ii) ToT for the operation of proposed automation of archival & retrieval system software of records for the officers, staff & extra staff of 3 Sadar Record Rooms, viz. Dhaka, Comilla & Jessore.<br>(iii) Operational support to run the proposed automated system successfully<br>(iv) Modified design & development of the system software after real-life feedback from the 3 locations as described above leading to its final version, which will be replicable for the rest 58 Record Rooms of the country.<br>(v) ToT for the operation of proposed automation of archival & retrieval system software of records for the officers, staff & extra staff of the rest of the offices of the country.<br>Location:<br>District Sadar Record Rooms of (1) Dhaka, (2) Comilla & (3) Jessore District.<br>Indicative Start with an independent Scanning & Archiving System: 01/10/2012; Indicative Completion : 30/6/2013<br>Indicative Start to integrate with the new Registration System: 01/1/2013 ... |
| 19C | Design, development, testing, installation, maintenance & initial operation with necessary system software, application software and networking of *MIS Reports* (all reporting needs including periodic reports and dashboards) along with disaster recovery system.<br>Indicative Start : 01/10/2012; Indicative Completion : 31/12/2012<br>Modified design, development, testing of the reporting sub-system after real-life feedback from the 5 locations in the first phase.<br>Indicative Completion : 28/02/2013 |
| 19D | Skill level *Operational ToT* & necessary refreshers training on the proposed automated deed registration and archival & retrieval system software of records for at least 70 Officers and 140 Staffs & End-Users.<br>Detail list of officers & staff will be supplied by the Registration Directorate in due time.<br>Indicative Start : 01/10/2012 ; Indicative Completion : 28/02/2013 |

**Procuring entity details**

| | | |
|---|---|---|
| 20. | Name of official inviting Expression of Interest | Abu Saleh Sheikh Mohammad Jahirul Haque |
| 21. | Designation of Official inviting Expression of Interest | Joint Secretary (Admn-2) |
| 22. | Address of Official inviting Expressions of Interest | Law & Justice Division,<br>Ministry of Law, Justice & Parliamentary Affairs<br>Bangladesh Secretariat, Dhaka. |
| 23. | Contact details of official inviting Expression of Interest | Tel : 02-7165986 ; Fax : 02-7169212 |

The procuring entity reserves the right to reject all EOIs.

30/4/12

Signature :
Name : Abu Saleh Sheikh Mohammad Jahirul Haque
Designation : Joint Secretary (Admn-2)
Law & Justice Division,
Ministry of Law, Justice & Parliamentary Affairs
Bangladesh Secretariat, Dhaka.