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[Signature]

1. Advertisement



Government of Pakistan
National Judicial Automation Unit
Law and Justice Commission of Pakistan

Expression of Interest (Second Time)

The Law and Justice Commission of Pakistan (LJCP) invites Expression of Interest (EOI) from interested IT Consultant Firms/Organizations hereinafter referred to as Consultant, that can conduct the feasibility study for Strengthening and Expansion of NJAU, in accordance with the objectives mentioned in the ToRs of the Project "Strengthening and Expansion of National Judicial Automation Unit". The EOI documents are available on the website of PPRA (www.ppra.org.pk), Law & Justice Commission of Pakistan (www.ljcp.gov.pk) and Federal Judicial Academy (www.fja.gov.pk) free of cost.

EOI, prepared in accordance with the instructions in the EOI documents, shall be submitted in two separate envelopes, one marked **ORIGINAL** and one marked **COPY** and must be delivered to the address below on or before **1200 hrs, 29th November, 2021**. The EOI will be opened on the same day, at 1230 hours in presence of Bidders or their representatives in the Conference Room of the Federal Judicial Academy, Old Building, Service Road South, Sector H-8/4, Islamabad.

Shortlisted Consultants qualifying the eligibility criteria will be contacted for submission of Technical and Financial Proposals. Pursuant to Regulation 3(B) Methods for Selection of Consultants of "Procurement of Consultancy Services Regulations, 2010" of PPRA; **Quality and Cost Based Selection** shall be adopted for the selection of Consultant.

LJCP reserves the right to cancel this invitation at any stage. EOIs can be submitted by post or delivered at the above mentioned address. Incomplete, ambiguous and conditional Expressions shall not be accepted.

Project Director
Federal Judicial Academy, Old Building
Service Road South, Sector H-8/4, Islamabad
Tel: 051-9152399
Email: director.njau@fja.gov.pk

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SECTION-A:

2. Definitions

In this document, the following terms shall be interpreted as defined below:

Procuring Agency: Secretariat of the Law and Justice Commission of Pakistan (LJCP), Government of Pakistan.

Consultant: Means any public or private corporation, applying as a single entity or a consortium / Joint Venture, that is eligible – and has the expertise and ability to undertake the Assignment as per the requirements of this EOI Document and has not been blacklisted / debarred by the Government or any authority of the Government.

Assignment / Scope of Work: Means the works to be undertaken and services to be provided by the Consultant in accordance with this EOI Document upon being selected as a successful bidder after the bidding process to be conducted post-shortlisting/ prequalification.

Consortium / Joint Venture: means a Consultant that is comprised of a group of one or more Company(ies) or Corporations etc. which has submitted an EOI as per the requirements of this EOI Document. It is mandatory that all members of the Joint Venture / Consortium, if awarded the Contract, shall individually sign and be jointly and severally liable for the entire Assignment and such an association may be known as a Consortium / Joint Venture for submission of the EOI.

Contract: means the contract awarded to the successful bidder in respect of the Assignment.

Lead Member: If the Consultant is a Consortium/Joint Venture, one of the entities of such a Consortium shall be designated to perform a lead role in the EOI. The Lead Member should be duly appointed by all Consortium members to submit and sign on their behalf of all documents required hereunder to bind the entire Consortium to the contents, thereof.

Associate Member: Means all members of the Consortium/Joint Venture other than the Lead Member.

EOI: Expression of Interest to be submitted by the Consultant containing the information as set out and required under this EOI Document.

Government: means the Federal or Provincial Government of Pakistan, as the context may require.

Power of Attorney: The Power of Attorney to be provided by the Consultant(s).

Due Date: The date mentioned in advertisement as deadline for submission of EOI.



3A. Introduction & Background

The National Judicial Automation Unit (NJAU) has been established by the National Judicial (Policy Making) Committee (NJPMC) Chaired by the Hon'ble Chief Justice of Pakistan. The mandate of NJAU is to implement mandate of National Judicial Automation Committee (NJAC), decisions of NJPMC regarding automation, and work as Secretariat for the decisions/directions of NJAC. One of the major functions of NJAU is to integrate the Judiciary and all Justice Sector Institutions through automation. The Law and Justice Commission of Pakistan (LJCP) is supervising body of NJAU. The office of NJAU has been established at the Federal Judicial Academy, Old Building, H-8/4, Islamabad.

The LJCP, through the designated Project Director, is looking for suitable firms that can conduct a feasibility study for the *Strengthening and Expansion of National Judicial Automation Unit*.

Further details are mentioned in the ToRs.

3B. Objective for Inviting EOI

The objective of this feasibility study is to identify the scope and requisite resources to equip the NJAU to achieve the following:

Objective-1: To examine the implementation status of existing systems introduced by the superior courts and their subordinate judiciary.

Objective-2: An integrated framework for a centralized system with all judicial sector institutions for the development of national level Dashboards for performance monitoring and statistical analysis

Objective-3: Data centre of minimum Tier 3 International standard and its associated hardware, software and security infrastructure

Objective-4: Integration with existing CFMS systems of the Superior Courts, Subordinate Judiciary, associated special courts and other justice sector institutions and relevant bodies (Police, Prosecution, FBR, SECP, Prisons, NADRA etc.)

Objective-5: Human resources for administration and systems development, testing and maintenance along with its workspace and IT equipment including data centre

Further details are mentioned in the ToRs.

SECTION-B:

4. Instructions to Consultants:

- i. The purpose of EOI documents together with Terms of Reference is to provide orientation for submission of Expression of Interest.
- ii. The Consultant must possess expertise, capabilities, experience of similar work, and adequate resources to carryout tasks as per ToRs.
- iii. The EOIs will be evaluated for prequalification by the Procurement Committee in the light of evaluation criteria. Only shortlisted Consultants shall be entitled to participate further in the procurement proceedings.
- iv. The LCP reserves the right to cross-check and verify the information provided by the consultants through any source. If any false, materially inaccurate, or incomplete information is found at any stage, the consultant shall be disqualified.
- v. The LCP reserves the right to reject any EOI or drop the procuring process at any time prior to signing of contract as per PPRA rules.
- vi. The EOI must be submitted along with following required documents and shall contain all required information as per prescribed formats.
 - (a) Organization Profile
 - (b) Registration with SECP or other relevant registering authority
 - (c) Registered with Income Tax and Sales Tax Departments with Active Status Payer List on FBR.
 - (d) Tax Exemption Certificate (if applicable)
 - (e) Relevant Experience
 - (f) List of full time staff along with their CVs
 - (g) International Affiliations, (if any).
 - (h) Details of service(s) of similar nature completed or in hand with cost.
 - (i) Location of offices
 - (j) Present Running Project(s)
 - (k) Undertaking that the business is not blacklisted by any of Federal and Provincial Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan
 - (l) Last 3 years audited financial reports / statements
- vii. The Expression of Interest, prepared in accordance with the instructions in the EOI documents, shall be submitted in accordance with the abovementioned advertisement.
- viii. The name and mailing address of the Consultant should be clearly marked on

back side of the envelope.

- ix. The EOI should be in the English language. Information in any other language, shall be accompanied by its translation in English. Procuring agency reserves the right for not qualifying any firm in case of non-compliance of these requirements.
- x. Consultants must respond to all questions and provide complete information as advised in this document. Lack of essential information may result in disqualification.
- xi. The EOI shall be signed by a person duly authorized on behalf of the Consultant.

5. Eligibility Criteria

The consultant not meeting the following mandatory requirements will not be considered for evaluation/prequalification:

Sr. #	Documentary Requirements (No Means Disqualification)	Yes	No
1	Certificate of Incorporation with SECP or Registrar or relevant Registration authority showing organization's legal status.		
2	Tax Certificates GST/NTN/ATL.		
3	Last three years' audit statements.		
4	Shall not be under a declaration of ineligibility for corrupt and fraudulent practices and should not be black listed by any Government/Non Government Organization. An affidavit duly attested by notary public shall be attached with the bidding document.		

6. Minimum Score required for Qualification

Maximum marks for evaluation are 60. The interested consultancy firms/organizations who score less than 60% (i.e. 36 marks) will be disqualified.

6.1 Institutional Expertise (30 marks)

Sr. #	Institutional Capacity Assessment	Max. Marks	Marks Distribution	Expertise Requirements
1	Experience of firm/organization	10	05	Minimum 5 years

			01	For each additional year
			0	Less than 5 years
2	No. of similar projects completed	10	10	02 or more projects
			0	Less than 02 projects
3	No. of similar projects completed in Judiciary	10	10	02 or more projects
			0	Less than 02 projects

6.2 Team Capacity (20 marks)

Sr. #	Institutional Capacity Assessment	Max. Marks	Marks Distribution	Requirements
1	Consultancy Team Leader / Project Manager	10	05	Min. 05 years' experience with Master's Degree in IT/ Computer Science/ Relevant Field
			01	For each additional year
			0	For less than 05 years
2	Feasibility Report and PC-1 Expert	10	02 marks /person	Min. 5 years' experience in Feasibility Report and PC-1 preparation with Master's Degree in IT/Computer science/ Relevant Field.

6.3 Financial Capability (10 marks)

Sr. #	Institutional Capacity Assessment	Max. Marks	Marks Distribution	Requirements
1	Annual Turnover For last 03 years	10	10	Min. 10 or more Million Rs. per year
			0	Less than 10 Million Rs.

Note: Verifiable documentary evidence / proof for all above requirements and criteria points are mandatory requirements and marks will be awarded on the basis of these verifiable proofs.

Scanned

7. Collection of EOI documents:

As mentioned in the Advertisement.

8. Request for Proposal (RFP)

RFP refers to the Technical and Financial Proposals that shall be submitted only by the firms who shall be declared shortlisted / prequalified through this EOI to participate in the selection process pursuant to rule No. 3(B) Quality and Cost-based Selection (QCBS) of Procurement of Consultancy Services Regulations, 2010.

9. Validity of EOI

The EOI submitted by the consultant shall be valid for a period of 06 months.

10. Conflict of Interest:

The Consultant shall inform in writing to the LCP if any conflict of interest exists or may arise. The LCP reserves the right to reject the EOI based on actual and potential conflict of interest. Failure to bring in the notice of LCP regarding any possible conflict of interest will cause invalidation/cancellation of prequalification by LCP.

11. Joint Venture (JV)

Joint Venture must comply with the following requirements:-

a) Following are minimum qualification requirements:-

- i. The joint venture must collectively satisfy the overall qualification criteria / score and mandatory requirements.
- ii. One firm can participate only in one JV. Participation of any firm in more than one JV shall render both firms / JVs disqualified.

b) Contract shall be signed by all members in the JV, so as to legally bind all members, jointly and severally, and the subsequent bids shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

The prequalification of a JV does not necessarily prequalify any of its members individually or as a member in any other JV. In case of dissolution of a JV, only lead member shall be considered for prequalification subject to fulfillment of criteria stated above. Request of any JV member (other than lead member) to be considered for prequalification individually (or by making JV with other firms) shall not be entertained.

All communications and correspondence shall be routed through the lead Member. The Procuring Agency shall only correspond with the Lead Member and as such delivery of any notice, information or other correspondence to the Lead Member shall be deemed delivered to all the members of the Consortium / JV.

In case of Joint Venture / Consortium, there must be a lead Member appointed through Power of Attorney executed by all Consortium / JV members individually authorizing the Lead Member to act on their behalf and to enter into legally binding obligations.

12. Ownership of the Documents

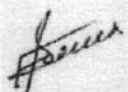
All documents submitted by the Consultant in response of this invitation shall become the property of the Procuring agency. However, intellectual proprietary rights of the information contained in the application may remain vested to the Consultant.

13. Misconduct

If a Consultant or any person on his behalf makes any attempt to canvass, solicit or approach any officials of the Procuring agency in any matter relating to or arising out of this application, their application shall be liable for rejection besides taking other action(s) including debarring the consultant in accordance with prevailing policies of Government of Pakistan and LCP.

14. Debarment Status

As a prerequisite to participate in the prequalification process, the consultant should not have been suspended or debarred by Government of Pakistan, Pakistan Engineering Council, Public Procurement Regulatory Authority (PPRA), Ministry of Law and Justice, LCP, or any Government Organization or agency in Pakistan or the country in which the company is incorporated from participating in such public sector projects. A certificate to this effect, shall be provided by all JV Members/all firms along with the application.



15. Full Compliance

The EOI shall comply fully in accordance with the Instructions to consultants, Formats, etc. Non-compliance to any provision may render the consultant disqualified.

16. Amendment in the EOI documents

- i. At any time, prior to deadline for submission of EOI, the procuring agency may amend the EOI documents by issuing addenda.
- ii. Any addendum issued shall be part of the EOI documents.
- iii. To give prospective consultants reasonable time to take an addendum into account in preparing their EOI, the procuring agency may, at its discretion, extend the deadline for submission of applications.
- iv. No objection shall be entertained regarding the terms and conditions of this EOI document after deadline for submission of EOI.

17. Annulment of selection and recalling of bids

At any time during the process or after evaluation, the procuring agency can annul the selection and may recall the bids. In such a case, the procuring agency shall not be liable for any expenses/claims of the consultants who have submitted EOI.

18. Classification in Relation to EOI Documents

- i. The Consultant requiring any clarification in relation to the EOI document shall contact the Procuring Agency in writing at the address indicated in this EOI document.
- ii. The Procuring Agency will respond in writing to any request for clarification, provided that such request is received no later than 07 days prior to the deadline/due date for submission of EOI.

19. Governing Laws

In case of any conflict arising out of this document and/or the documents annexed with this document, the governing and prevalent laws shall be as under:

- i) The Public Procurement Rules, 2004, as amended.
- ii) Procurement of Consultancy Services Regulations, 2010, as amended.

20. Letter for Application

[On Letterhead paper of the Consultant (Lead member in case of JV) including full postal address, telephone no., fax no., and e-mail address]

Date: _____

To:

Project Director,
National Judicial Automation Unit,
Federal Judicial Academy,
H-8/4, Islamabad.

Subject: **EXPRESSION OF INTEREST - PROCUREMENT OF CONSULTANCY SERVICES FOR
STRENGTHENING AND EXPANSION OF NATIONAL JUDICIAL AUTOMATION UNIT
(NJAU)**

Dear Sir

1. In response to the Invitation for Expressions of Interest (EOI) published on _____ and being duly authorized to represent and act on behalf of _____, and having reviewed and fully understood all the information provided, the undersigned hereby applies to be considered for evaluation as a Consultant for the subject assignment.

2. For the above purpose, I/we would like to express interest to carry out the above proposed task. As instructed, I/we attach 2 sets of the following documents in separately sealed envelopes¹:

- i. Organization's Profile, legal status etc. according to clause 4 (vi)
- ii. CV/Bio Data of all staff (Format-II)
- iii. Experience in related fields for past years (Format-III)
- iv. Details of Ongoing Activities (Format-IV)
- v. Financial strength of the firm/organization (Format-V)
- vi. Additional Information (if any)
- vii. JV Agreement (if any)



3. The procuring agency 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 application, and to seek clarification from our banks 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 yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the consultant.

4. The procuring agency can contact the following focal persons for further information, if needed:

S. No	Name and Designation	Telephone (office & cell)	Email
1			
2			
3			

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

- (a) Issuance of RFP to evaluated consultants can be subject to verification of all information submitted for prequalification.
- (b) Procuring Agency reserves the right to:
 - (i) amend the EOI documents during the process and these amendments shall be binding upon the consultants;
 - (ii) annul the process of evaluation/selection for which no liability will be accrued on the part of the procuring agency

Consultants who are not applying as joint venture should delete para 6 & 7 and initial the deletions.

6. Appended to this application, we give details of the participation of each member, including personnel / resource contribution and profit/loss agreements, to the joint venture or association. We also specify in terms of the percentage of the value of the contract, and the responsibilities for providing consultancy services.

7. We confirm that in the event that we submit RFP, that RFP as well as any resulting contract will be:

- a. Signed as J.V so as to legally bind all members, jointly and severally; and
- b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.

8. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true, and correct in every detail.

(Signature)
(Name of Consultant)

(Signature)
(Name of lead member, in case of joint venture)

(Signature)
(Name of other member(s), in case of joint venture)

¹For applications by joint venture, all the information requested in the EOI documents is to be provided separately for each member of the joint venture. The lead member should be clearly identified. Each member in the joint venture shall sign the letter.

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FORMAT - II**21. CV/BIO DATA OF CONSULTANTS / PROFESSIONAL STAFF**

1.	Name of Consultant	
2.	Postal Address (with phone numbers – landline & mobile, email, and fax)	
3.	Education: (Give detail of degrees obtained, certifications, names of college, university attended, along with dates). <i>Provide copies of degrees</i>	
4.	I.T. / Computer Skills	
5.	Employment record (Give information relating to positions held, dates from/to, names of procuring agencies, etc.)	
6.	Professional Experience (major assignments/tasks completed, duration of tasks, activities performed, client reference, etc) <i>provide copies of certificates</i>	
7.	Key areas of Expertise	
8.	Personal details (Age, CNIC No/passport No., etc), <i>provide copy of CNIC</i>	

Certification

I hereby certify that to the best of my knowledge and belief, the information provided in CV describes my abilities, qualifications, experience and expertise correctly.

(Signature)

(Name of consultant)



22. DETAILS OF SPECIFIC & RELEVANT PAST PERFORMANCE DURING THE LAST FIVE YEARS

S. No.	Description of services provided	Name of clients/ organizations (name of focal person, phone numbers, email)	Duration of contract	Start date	Completion date	Consultancy /order cost

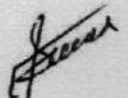
(Provide comprehensive details to describe your relevant experience and past performance)

(Attach proof of order and certificate of completion)

(Signature)

(Name of consultant)

(Influence to email)



FORMAT - IV

23. DETAILS OF ONGOING RELEVANT ACTIVITIES (IF ANY)

S. No.	Description of services	Name of clients/ organizations (name of focal person, phone numbers, email)	Duration of contract	Start date	Expected Completion date	Consultancy /order cost

(Attach proof of order/assignment)

(Signature)

(Name of consultant)

Handwritten signature

24. FINANCIAL CAPABILITIES

Financial capabilities as per the latest completed year's audited statements:

1. Total Assets =
2. Total Liabilities =
3. Reserves =
4. Annual Turnover

For the Year		
2017-18	2018-19	2019-20

(in case of joint venture please provide above information for all members and average annual turnover of firm having high value shall be considered)

(Signature)

(Name of consultant)



Feasibility study for Strengthening and Expansion of National Judicial Automation Unit (NJAU)

Terms of Reference (TORs)

1. Introduction

The Law and Justice Commission of Pakistan (LJCP) is looking for suitable firms that can conduct a feasibility study for the *Strengthening and Expansion of National Judicial Automation Unit*.

2. Background

In 1991 and 1997, the use of Information Technology (I.T.) in Judiciary was started when the Lahore High Court and the Sindh High Court took efforts to automate their cases record respectively. Later the other Superior Courts (Supreme Court, Federal Shariat Court and High Courts) gradually took efforts of automation by developing and implementing their own software systems called Case Flow management System (CFMS).

In 2003, the Asian Development Bank (ADB) conducted a Technical Assistance program of automation for the Justice Sector of Pakistan and made it a core component of Access to Justice Program (AJP). Thereafter in 2006, actual efforts for Automation of Justice Sector were started and financing was provided to High Court of Sindh for development of more advanced and customized CFMS System to be implemented by Sindh as well as by other Provinces. In 2008 and afterward, the CFMS software system developed by the Sindh High Court was implemented by other High Courts (Peshawar High Court, Baluchistan High Court and Islamabad High Court).

In 2009 during a meeting, the I.T. Heads of the Superior Judiciary demonstrated their CFMS systems to the National Judicial Policy Making Committee (NJPMC), a constitutional body chaired by Hon'ble Chief Justice of Pakistan and membered by Hon'ble Chief Justices of Federal Shariat Court and Provincial High Courts. In the said meeting of NJPMC in 2009, the I.T. heads proposed constitution of National Judicial Automation Committee (NJAC) which was approved by the NJPMC.

The NJAC is chaired by a senior Judge of Supreme Court and membered by respective IT Incharge Judge/s of the Federal Shariat Court and Provincial High Courts. The IT heads of the Superior Courts are also members of NJAC as technical group. The mandate of NJAC is to

- formulate national level automation policies, plans and standards for the use of I.T. in the judiciary and justice sector. Under the supervision of NJAC, the High Courts made efforts to
- improve/develop their own CFMS systems at the High Court level as well as sub-ordinate judiciary level by automating additional business processes. Presently, CFMS has already been developed and implemented at all the Superior Courts. The CFMS is also implemented in district judiciary of some of the Provinces including Sindh which has implemented it in all (100%) its district courts. Similarly, the Ministry of Law and Justice (MOL) has deployed a Case Flow Management Systems (CFMS) for Federal Tribunals/Courts in Islamabad by taking a model from the CFMS System of Sindh High Court. The replication of proposed system in all the Federal Tribunals/Courts across the country is in process. However, all the CFMS systems of the Superior Courts and MOL mentioned above are working independently in their respective domain (Province/Courts) and there is no integration between them at National Level.

In 2017, it was proposed by the IT heads of the Superior Courts that there must be a centralized and integrated databases, dashboards and web portals which will fetch required data from the existing CFMS systems of the Superior Courts and maintain it on the centralized databases hosted at Islamabad in consolidated form so that the superior forums like Superior Courts, NJMPC, NJAC, etc. may take decisions based on the consolidated and informative data. The centralized databases will include cases, accused, parties, advocates, trends of pendency and disposal, etc.

Since there was no centralized institution/unit available in the Judiciary of Pakistan to implement the mandate of NJAC and achieve the above mentioned objectives; therefore there was dire need of establishment of such facility in the best public interest. In 2017, the IT heads proposed to establish a National Judicial Automation Unit (NJAU) as a central team of IT experts sitting at Islamabad, reporting to the Chairman NJAC and responsible to implement the mandate of NJAC.

The Law and Justice Commission submitted PC-I for this project at the estimated cost of Rs 765.142 Million to Ministry of Law and Justice. Subsequently, a meeting under the chair of the Hon'ble Mr. Justice Mushir Alam, Senior Puisne Judge, on 12th November, 2020 at Supreme Court of Pakistan building, Islamabad, wherein it was recommended that in order to assess the exact requirement of the project, a requirement analysis in the form of feasibility study (PC-II) needs to be carried out.

3. Objectives

The objective of this feasibility study is to identify the scope and requisite resources to equip the NJAU to achieve the following:

Objective-1: To examine the implementation status of existing systems introduced by the following courts.

- a. Supreme Court of Pakistan: Principal Seat at Islamabad and Branch Registry at Lahore, Karachi, Peshawar and Quetta
- b. Federal Shariat Court of Pakistan: Principal Seat at Islamabad and Branch Registry at Lahore, Karachi, Peshawar and Quetta
- c. High Court at each Province: Including Principal Seat and all its Benches/Circuits at different cities
- d. District Judiciary of each Province and Federal & Provincial Special Courts & Administrative Tribunals

Objective-2: An integrated framework for a centralized system with all judicial sector institutions for the development of national level Dashboards for performance monitoring and statistical analysis

Objective-3: Data centre of minimum Tier 3 international standard and its associated hardware, software and security infrastructure

Objective-4: Integration with existing CFMS systems of the Superior Courts, Subordinate Judiciary, associated special courts and other justice sector institutions and relevant bodies (Police, Prosecution, FBR, SECP, Prisons, NADRA etc.)

Objective-5: Human resources for administration and systems development, testing and maintenance along with its workspace and IT equipment including data centre

4. Scope of Work

1. To examine the process of case flow in provincial high courts and perform a detailed requirement analysis that enlists the commonalities and differences between them. The feasibility report shall cover following Courts/Areas:
 - a) Supreme Court of Pakistan: Principal Seat at Islamabad and Branch Registry at Lahore, Karachi, Peshawar and Quetta
 - b) Federal Shariat Court of Pakistan: Principal Seat at Islamabad and Branch Registry at Lahore, Karachi, Peshawar and Quetta
 - c) High Court at each Province: Including Principal Seat and all its Benches/Circuits at different cities
 - d) District Judiciary of each Province and Federal & Provincial Special Courts & Administrative Tribunals

2. To identify gaps in existing Case Flow Management System with respect to individual requirements and constraints of the above courts.
3. To statistically measure the degree to which Case Flow Management System has been implemented in each provincial and subordinate courts.
4. To analyse Case Flow Management System from the perspective of software development practices and provide corrective measures for its maintainability, performance, scalability and security.
5. To provide detailed cost estimates along with required resources and a schedule in MS Project or Primavera.
6. To propose product variants that address the individual requirements and constraints of each court.
7. To submit a feasibility report for the establishment of a centralized system and its integration with existing CFMS systems of the Superior Courts, Subordinate Judiciary, associated special courts and other justice sector institutions and relevant bodies (Police, Prosecution, FBR, SECP, Prisons, NADRA, land etc.)
8. To determine the requirements for the establishment of a Data Center for the implementation of the above centralized system.
9. To analyse and propose the requirements for the development of case database, web portals, software development, standardization of software architecture, case categories, integration between the Courts and other Justice Sector Institutions, etc.
10. Give space requirements for establishing a centralized data centre and determine its location after consultation with NJAU.
11. To specify the required equipment and resources for the execution of the project.

5. **Deliverables**

The consulting firm is required to submit following deliverables:

1. A comprehensive report covering the above aspects defined in the scope of the feasibility study.
2. Complete PC-I document as per guidelines of planning commission.

6. **Timeline of the Project**

Delivery	Time Period
Day of signing the contract	t-day
Inception report outlining an action plan for the assignment including resources and milestones.	t + 30 working days
Draft report with findings and recommendations regarding each objective.	t + 50 working days
Draft implementation plan with detailed activities, milestones, and sequence	t + 80 working days
Draft budget estimates for the implementation of proposed recommendations/changes	t + 100 working days
Final feasibility report with findings and recommendations	t + 120 working days
Final implementation plan with detailed activities, milestones, and sequence	t + 140 days
Final budget estimates for the implementation of proposed recommendations/change	t + 160 days
Complete PC-I	t + 180

7. **Terms and Conditions of Payment**

Activity	Payment Schedule (Percentage of contract price)
Award of feasibility study	10%
Submission of initial draft covering all aspects of the scope of feasibility study	10%
Submission of complete PC-1	10%
Approval and acceptance of PC-1 from competent forum. The payment will be released subject satisfactory acceptance. The vendor shall submit the bank guarantee of 10% of total contract price before release of payment. The bank guarantee will be released after successful completion and acceptance of feasibility study.	70%

Handwritten signature/initials