



GOVERNMENT OF PAKISTAN MINISTRY  
OF INFORMATION & BROADCASTING  
DIRECTORATE OF ELECTRONIC MEDIA AND PUBLICATIONS CENTRAL  
MONITORING UNIT (CMU)  
ISLAMABAD



**INVITATION TO BIDS**

The Directorate of Electronic Media & Publications, Ministry of Information and Broadcasting, Islamabad, invites bidders to submit proposals for the design, development, and deployment of a customized /off-the-shelf software solution for advertisements tracking aired on FM radio. The solution will capture, store, and analyze live radio broadcasts (AM and FM) in real-time as well as archive data for the Central Monitoring Unit (CMU) project under PSDP Program. The proposals shall be submitted in line with the Bidding Document. Bidding Document may be collected from the office of the undersigned on any working day. The mandatory Bidding document fee is PKR 30,000/- Method of Procurement shall be PPRA's Single Stage Two Envelope 36 (b) Procedure. Bidders shall submit the Bids along with mandatory 02% Bid Security.

E-bidding documents as per regulations, containing details, terms and conditions, etc. is available for the registered bidders on EPADS at <https://eprocure.gov.pk>. The electronic bids, prepared in accordance with the instructions contained in the bidding documents, and must be submitted by using EPADS within 15 days of publication of this advertisement i.e. 30<sup>th</sup> May, 2025 at 10:00 AM. Manual bids, shall not be accepted. Electronic Bids will be opened on the same day at 11:00 am through EPADS in the presence of Tender Committee. Directorate of Electronic Media & Publications, Benevolent Fund Building, Zero Point, Islamabad

**This notice is also available on <https://www.ppra.org.pk>, and <https://www.demp.gov.pk>.**

**Project In charge**

Directorate of Electronic Media & Publications  
Ministry of Information & Broadcasting Benevolent  
Fund Building, Zero Point, Islamabad.  
Phone: 051-9252301



**GOVERNMENT OF PAKISTAN**  
**DIRECTORATE OF ELECTRONIC MEDIA AND PUBLICATIONS**  
**(DEMP)**  
**MINISTRY OF INFORMATION & BROADCASTING**  
**BIDDING DOCUMENT**  
**FOR**  
**CUSTOMIZED/ OFF-THE-SHELF SOFTWARE**  
**SOLUTION FOR RADIO ADVERTISMENT TRACKING**  
**FOR**  
**CENTRAL MONITORING UNIT (CMU)**

May, 2025

[www.demp.gov.pk](http://www.demp.gov.pk)



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### **Scope of Work, Timeframe**

	Time Period
The Procuring Agency (PA), as indicated in the BOQ Data Sheet, invites bidders to submit proposals for FM Radio stream ingestion and the design, development, and deployment of a customized or off-the-shelf software solution for tracking advertisements aired on FM radio including 3 years' Service Level Agreement (SLA).	4-8 weeks from the date of Signing of Contract/Issuance of Purchase Order

#### **1. General Terms & Conditions**

- 1.0 Bidder must be registered with Income Tax and Sales Tax Departments and must appear on the Active Taxpayers List of FBR.
- 1.1 Bidder should never have been blacklisted by any Government Organization.
- 1.2 Bidder with reasonable experience for accomplishing similar nature of assignments will be preferred. Bidder should provide value, size and nature of assignments done in the past with respect to requisitioned products/goods in this procurement.
- 1.3 Bidder must have Technical Strength of at least three (03) qualified/certified professionals/trained resources to be able to carry out the installation, configuration, maintenance and repair of equipment.
- 1.4 Bidder shall be responsible for payment of any Duties/Taxes imposed by Govt. Of Pakistan during the payment of the project. The bid price MUST be inclusive of all the taxes.
- 1.5 Bidder will not propose and deliver any kind of Refurbished/Used/End of Life/Near End-of-Life solution.
- 1.6 Bidder will provide a mandatory certificate (**Integrity Pact – Annexure D**) in case of procurement of goods & services worth Rs. 10 million or more specified by regulation with approval of the Federal Government, between the Ministry of Information and Broadcasting and the suppliers or contractors. Failure to provide this Integrity Pact shall make the bid non-responsive.

#### **2. Instructions to Bidders**

- 2.0 Detail of LOTs containing “Technical Specifications” is attached as “Annex “A”.
- 2.1 Bidder must provide on company's letter head:
  - 2.1.1 Name of the Organization
  - 2.1.2 Complete Address of Head Office and Detail of sub-office(s) in Pakistan
  - 2.1.3 Size of the Organization (No. of Employees)
  - 2.1.4 Number of years in Business
  - 2.1.5 List of suitably qualified/certified human resource i.e. software development (Dev) and IT operations (Ops)
- 2.2 Bidder should provide all details required in **Bid Form-2** and datasheets.
- 2.3 Bidder should provide financial details as per **Bid Form-5**.
- 2.4 The Bid Bond be enclosed in a separate envelope, labelled as “Bid Bond”, and which should be sealed. It must be ensured that the bid bond should not be in the same envelope as the financial proposal. In the Technical Bid, bidder must confirm on Company's Letter Head that the Bid Bond is submitted as required
- 2.5 Envelope for Financial Proposals should clearly mark: “**Financial Proposal**”. Two hard copies of Technical Proposal and Financial Proposal are required.
- 2.6 Main Envelope for Technical proposal should clearly mark “**Technical Proposal**”. Main envelope for technical proposal should contain 02 hard copies and 02 soft copies



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- of the technical proposal (each being physically separated, bound, sealed and labelled as “Technical Proposal”). Each envelope should contain similar supporting documents.
- 2.7** A Bid Bond, in the form of a Bank Draft/Pay Order in the name of D.D.O, central Monitoring Unit) (CMU) DEMP, equivalent to **2%** of the total cost of bid should be submitted along with the tender. All proposals and prices shall remain valid for a period of 40 days from the closing date of the submission of the proposal.
- 2.8** The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to ten percent (10%) of the contract value, this Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and shall be kept valid from the date of issue, and should cover the warranty period after all contractual obligations have been fulfilled.
- 2.9** All payments in the proposal shall be quoted in Pakistani Rupees (PKR).
- 2.10** The Intellectual Property, Coding, End User Licenses/Warranties for the goods and Contracting Support Services will be in the name and property of the procuring agency, for all the equipment and software(s) for the delivered equipment.
- 2.11** The customized or off-the-shelf software solution must have three 03 years of warranty, including deployment charges with onsite support and 3-years’ Service Level Agreement (SLA)
- 2.12** The SLA must outline support response times, resolution times, support channels, issue priority levels and other service expectations etc.
- 2.13** Bidder should clearly indicate the duration of delivery of the software solution in the bid/proposal.
- 2.14** Bidding Document is downloadable from [www.demp.gov.pk](http://www.demp.gov.pk) or may be collected from the project office **Directorate of Electronic Media & Publications, Ministry of Information & Broadcasting, Benevolent Funds Building, Zero Point, Islamabad. Phone: 051-9252301** during office hours. The bidding fee is PKR 30,000/-(non-refundable).

### **3. Method of procurement**

The method of procurement shall be as per the PPRA’s Single Stage Two Envelope 36 (b) Procedure. Bidders shall submit the Bids along with the mandatory bid security, prepared in accordance with the instructions provided in the bidding document at the Office till 30<sup>th</sup> May 2025 by 10:00 Hrs. The said proposal/bid will be opened on the same day at 11:00 Hrs. in the presence of bidders or their representatives.

### **4. E-bidding**

Documents as per regulations, containing details, terms and conditions, etc. is available for the registered bidders on EPADS at <https://eprocure.gov.pk>. The electronic bids, prepared in accordance with the instructions contained in the bidding documents, and must be submitted by using EPADS within 15 days of publication of this advertisement, i.e. **30<sup>th</sup> May 2025 at 10:00 AM**. Manual bids, shall not be accepted. In case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.

***This notice is also available on [www.ppra.org.pk](http://www.ppra.org.pk) and [www.demp.gov.pk](http://www.demp.gov.pk)***

- 4.0** Financial Bids will be opened for only Technically Qualified bidders; whereas the Financial Bids of technically disqualified vendors shall be returned un-opened in connection with **PPRA Rule: 36(b)** in general and **PPRA Rule: 36-b (viii)** in particular.





## **5. Bids Evaluation**

The Technical /Procurement committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. The committee will evaluate and compare the bids which have been determined to be substantially responsive. If a bid is not substantially responsive, it will be rejected by the committee and may not subsequently be made responsive by the Bidder by correction of the nonconformity. First, Qualification of the Bidder will be determined on the parameters listed below and after that Technical and Financial Evaluation (on the below-mentioned criteria) will be completed.

## **6. Qualification Criteria of the Bidder**

Initial Screening of bids will be done based on the following mandatory parameters. In case of deficiency, the bid will be declared as non-responsive.

1. NTN Certificate
2. GST Certificate
3. On Active Taxpayers List of F.B.R.
4. Organization Incorporation/Registration Certificate
5. Complete Organization Profile with Qualified Technical Team/Professionals
6. Reasonable experience in supply, development and installation of required equipment and software
7. Authorized Partner/Distributor/Seller from the Original Equipment Manufacturer
8. Bid validity period of 60 days
9. Affidavit on Legal Paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Public Sector Organization/Division/Ministry
10. Compliance with Schedule of Requirements (**Annex – A**)
11. Submission of required amount of Bid Security with Financial Bid
12. Developer's Software Warranty with Three (03) year onsite warranty including development codes, language, platform, compatibility etc. as per (**Annex – A**)
13. Compliance with Technical Specifications & Scope of Work (**Yes/No**)
14. Technical Brochures/Data Sheets for Hardware and Licensed Software (**Yes/No**)
15. Original Bidding Documents Duly Signed/Stamped (**Yes/No**)
16. All documents are properly Tagged/labelled (**Yes/No**)



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**(i) Technical Evaluation Criteria (70 marks)**

- Detailed Technical Evaluation will be done for Bidders who qualify the preliminary Evaluation/Eligibility criterion mentioned above.
- During the evaluation, the Technical Committee will verify the compliance with technical specifications. The eligible firms/bidders may be asked to give presentation of proposal on power point (soft copy)/ proof of concept on their solution. Marks will be awarded as below:

Sr.	Criteria	Total Marks (70)
01	Quality of the quoted Product/Component/Software Solution	60
02	Capability of the Technical Human Resource	10

**\*\* Passing marks are 50 which are necessary to qualify for the Financial Evaluation.**

**(ii) Financial Evaluation Criteria (30 marks)**

- Financial bids of eligible and technically qualified firms will be opened before the bidder's representatives who wish to attend the tender opening.

**7. Clarification of Bids**

During evaluation of the bids, the committee may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification will be issued in-writing and the response shall also be in-written, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

**8. Mechanism for Grievance Redressal**

**(i) Grievance Redressal Committee**

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid's evaluation report under rule 35 to the following Grievance Redressal Committee: -

- |                                |               |
|--------------------------------|---------------|
| 1. Director (Admin) – DEMP     | [Chairman]    |
| 2. Project Director – (CMU)    | [Member – I]  |
| 3. IT Expert/Technical– CO-OPT | [Member – II] |

**9. Mechanism for Dispute Resolution**

**(a) Discussion Period**

If any dispute of any kind whatsoever shall arise between the DEMP and the successful Bidder in connection with any opinion or specification of the provided items or services out of this Agreement, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the completion of the agreement (whether during or after the engagement and whether before or after the termination, abandonment or breach of the Agreement) the Parties shall seek to resolve any such dispute or difference -through mutual consultation.





### **(b) Referral to Dispute Resolution Committee**

In case the Parties fail to reach agreement within fourteen (14) Days of the date upon which a Party serves notice upon the other with regard to the existence of a dispute, the dispute shall then be referred to the Dispute Resolution Committee. DG, DEMP will constitute the committee comprising of two (02) senior members from DEMP and a member recommended by the successful bidder. DRC shall resolve the dispute after giving each party a reasonable opportunity of presenting its respective point of view. The decision of which will be final and binding and shall be enforceable in any court of competent jurisdiction.

## **10. Award of Contract**

### **10.1 Acceptance of Bid and Award Criteria**

The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in “**Annexure-A**” and having the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.

### **10.2 Procuring Agency’s Right over quantities at the time of Award**

The Procuring Agency reserves the right at/after the time of award of Contract to increase the quantity of goods up to 15% and decrease the quantity as per the then current requirements as originally specified in the Schedule of Requirements (**Annexure-A**) without any change in unit price or other terms and conditions.

### **10.3 Notification of Award**

- 10.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing that his bid has been accepted.
- 10.3.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.
- 10.3.3 The enforcement of the Contract shall be governed by Rule 44 of the PPRA- 2004.

## **11. Signing of Contract**

- 11.1 After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form.
- 11.2 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.
- 11.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de- barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

## **12. Performance Guarantee**

- 12.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @ 10% of the total Contract Cost of each Lot/Lots, on the Form and in the manner prescribed by the Procuring Agency.
- 12.2 The Bid Security submitted by the successful bidder, at the time of submitting its bid, shall be returned to the Bidder upon signing of contract, successful delivery of



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- goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the DEMP with the Bank of the successful bidder.
- 12.3 Failure to provide a Performance Guarantee by the successful Bidder is sufficient ground for annulment of the award and forfeiture of Bid Security. In such an event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.



### 13. Implementation & Payment Schedule

#### Payment Schedule

##### **Phase 1: Requirements Gathering and Design (10%)**

1. Milestone 1: Requirements gathering and documentation (5% = 1.25 million)
  - Deliverables: Requirements document, user stories, and high-level design
  - Payment trigger: Acceptance of requirements document and design
2. Milestone 2: Detailed design and prototype (5% = 1.25 million)
  - Deliverables: Detailed design document, prototype, and user interface design
  - Payment trigger: Acceptance of detailed design and prototype

##### **Phase 2: Development (60%)**

1. Milestone 3: Development of core features on site (20%)
    - Deliverables: Core features, such as ad tracking, reporting, and user management
    - Payment trigger: Acceptance of core features
  2. Milestone 4: Development of additional features (20%)
    - Deliverables: Additional features, such as integration with radio stations, analytics, and alerts
- Payment trigger: Acceptance of additional features
3. Milestone 5: Testing and quality assurance (10%)
    - Deliverables: Test plans, test cases, and test results
    - Payment trigger: Acceptance of testing and quality assurance
  4. Milestone 6: Bug fixing and stabilization (10%)
    - Deliverables: Resolved bugs, stability reports, and performance metrics
    - Payment trigger: Acceptance of bug fixing and stabilization

##### **Phase 3: Deployment and Training (15%)**

1. Milestone 7: Deployment and configuration (10%)
  - Deliverables: Deployed software, configuration, and setup on site
  - Payment trigger: Acceptance of deployment and configuration
2. Milestone 8: Training and documentation (5%)
  - Deliverables: User documentation, training materials, and training sessions
  - Payment trigger: Acceptance of training and documentation

##### **Phase 4: Warranty and Maintenance (5%)**

1. Milestone 9: Warranty period (5%)
  - Deliverables: Resolved issues, software updates, and maintenance
  - Payment trigger: Acceptance of warranty period

Final contract.

2. Milestone 10: 3-year SLA

Deliverable: 3-year warranty and SLA

Payment trigger-Return of Performance Guarantee

#### **Payment Terms**

- Payments will be made within 30 days of acceptance of each milestone.
- Payments will be tied to specific deliverables and acceptance criteria.
- Any disputes or issues will be resolved through mutual agreement.



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**Annex A**

**List of B.O.Q**

Sr.#	Item Name/Description	Qty./Unit
1.	Design, development, and deployment of a customized or off-the-shelf software solution for stream ingestion and tracking advertisements aired on radio including 3 years' SLA. <b>(LOT 1)</b>	0/1Solution

**TECHNICAL DETAIL OF LOT-1**

**Data/Stream Sources: (50 FM/AM Radio Channels on need basis)**

**a. Satellite Dish:**

- **Purpose:** Receives radio signals broadcast via satellites, allowing for the collection of a wide range of FM, AM radio stations.
- **Data Flow:** Signals from multiple satellite channels are decoded and sent to the central ad tracking system.

**b. Web Stream:**

- **Purpose:** Streams live radio content from online sources, providing access to internet-based radio stations.
- **Data Flow:** Web streams are continuously monitored by the ad tracking system for advertisement detection.
- **Radio Operators:** Radio operators will also share their web streams. Once they provide access, we will integrate the streams into our ad tracking system.

**c. Direct FM, AM Capturing:**

- **Purpose:** To develop direct stream/podcast link with FM, AM radio stations by sharing FM Radio Advertisement Tracking software application link.
- **Data Flow:** The system captures the real-time broadcast, ensuring that all scheduled advertisements are tracked and reported.

*The bidder shall include data sheets for compatible hardware.*



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Design, development, and deployment of a customized or off-the-shelf software solution for tracking advertisements aired on radio. **(LOT 1)**

Sr.#	Module Name	Function	Technologies / Tools	Output
1.	<b>Stream Acquisition Module</b>	Captures and records live radio streams from online or SDR sources	ffmpeg, GStreamer, arecord, custom Python	Raw audio files (.mp3, .wav)
2.	<b>Audio Segmentation Module</b>	Slices long recordings into smaller, timestamped audio chunks	pydub, ffmpeg, sox	Segmented audio clips
3.	<b>Advertisement Reference Library</b>	Stores original ad samples and metadata	PostgreSQL / MongoDB, file system or cloud storage	Ad audio samples with campaign info
4.	<b>Audio Matching Engine</b>	Matches segmented audio with known ad samples using fingerprinting	Audfprint, Chromaprint, ML/AI models (optional)	Match results with confidence scores
5.	<b>Detection Controller</b>	Manages logic for validating, deduplicating, and confirming detections	Python, custom logic	Validated ad detections
6.	<b>Result Logging &amp; Storage Module</b>	Logs confirmed detections in a searchable format	PostgreSQL, TimescaleDB, MongoDB	Detection records (ad, time, station, match ID)
7.	<b>Reporting &amp; Visualization Interface</b>	Displays ad detection data and generates reports	Flask/FastAPI (backend), React/Streamlit (frontend)	Dashboard, downloadable reports, search interface
8.	<b>Task Scheduler &amp; Monitoring</b>	Automates recordings, processing, and health checks	cron, Celery, Supervisor, Prometheus (opt.)	Automated flow + system alerts/logs



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Sr.#	Module Name	Function	Key Task
1.	<b>Stream Acquisition Module</b>	Captures and records live radio streams from online URLs or local SDR receivers.	- Connects to radio stream (online or device input)
			- Records audio continuously or in defined intervals
			- Saves files in standard audio format (mp3, .wav)
2.	<b>Audio Segmentation Module</b>	Splits long recordings into smaller chunks with timestamps.	- Takes recorded files as input
			- Cuts into short clips (e.g., 10–60 seconds)
			- Attaches timestamp metadata
3.	<b>Advertisement Reference Library</b>	Stores and manages a database of known advertisement samples and metadata.	- Prepares clips for fingerprint comparison
			- Uploads and tags original ads
			Stores duration, and campaign details
4.	<b>Audio Matching Engine (Fingerprinting)</b>	Matches recorded audio segments with known ad samples using audio fingerprinting.	- Organizes by channel, client, or date
			- Allows admin to update or remove ads
			- Extracts audio fingerprints or features (e.g., MFCC, FFT)
5.	<b>Result Logging &amp; Storage Module</b>	Logs all confirmed detections and stores for reporting and audit trail.	- Compares each segment to reference ads
			- Calculates similarity/confidence scores
			- Detects potential matches
6.	<b>Reporting &amp; Visualization Interface</b>	Displays detection activity in a user-friendly interface with reports.	- Records each detection with ad name, time, station, match ID
			- Optionally stores matched audio snippet
			- Supports search and export
6.	<b>Reporting &amp; Visualization Interface</b>	Displays detection activity in a user-friendly interface with reports.	- Dashboard with Filters (ad agency name, time, station)
			- Report generation (CSV, Excel, PDF)
			- Optionally real-time or scheduled summaries
6.	<b>Reporting &amp; Visualization Interface</b>	Displays detection activity in a user-friendly interface with reports.	- Admin tools for review or export





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**Annex - D**

**(INTEGRITY PACT)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS  
OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

Dated \_\_\_\_\_

.....[name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

**Name of Buyer: .....**

**Name of Seller/Supplier: .....**

**Signature: .....**  
[Seal]

**Signature: .....**  
[Seal]



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**LETTER OF INTENT: BID FORM-01**

Bid Ref. No.: \_\_\_\_\_ Date of the Opening of Technical Bid: \_\_\_\_\_

**Name of the Contract:** \_\_\_\_\_

**To: PROJECT DIRECTOR, CENTRAL MONITORING UNIT (CMU)-DEMP**

Dear Sir/Madam,

Having examined the bidding documents, including Addenda No(s) [insert numbers & Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the times specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per ITB clauses 18 & 19 of the bidding documents and have duly provided bid security @ 2% of the total bid value, in the shape of pay order/demand draft/ call deposit in the name of

\_\_\_\_\_ with our Financial Bid.

\*We also confirm that if our bid is accepted, that all partners of the joint venture shall be liable jointly and severally for the execution of the contract and the composition on the constitution of the joint venture shall not be altered without the prior consent of the President's Secretariat

\*[This clause does not apply if bidder is a single firm]

Dated this [insert: number] day of [insert: month], [insert: year].

**Signed:** \_\_\_\_\_

**In the capacity of:** \_\_\_\_\_ [insert: title or position]

**Duly authorized to sign this bid for and on behalf of:** \_\_\_\_\_ [Insert: name of Bidder]



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**DOCUMENTARY EVIDENCE: BID FORM-02**

**Name of the Firm:** \_\_\_\_\_

**Bid Reference No:** \_\_\_\_\_

**Date of opening of Bid.** \_\_\_\_\_

Documentary evidence for determining eligibility of the bidders & evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement as mentioned in column-1.

**Bidders are required to mention the exact page number of relevant document placed in the Bid.**

Required Documentation	Initials of the Bidder	Supporting Document's Name	Page Number in the Bid
Column:1	Column:2	Column:3	Column:4
1. NTN Certificate			
2. GST Certificate			
3. On Active Tax Payers List of FBR			
4. Registration/Incorporation/Business Certificate			
5. Complete Company profile			
6. Experience of Firm (Assignments of similar nature)			



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7. Original Manufacturer's Authorization Letter			
8. Bid Validity Period of 60 days			
9. Affidavit that the bidder is not blacklisted by any Federal, Provincial Public Sector Organization			
10. Compliance with Schedule of Requirements			
11. Submission of required amount of Bid Security with Financial Bid			
12. Compliance with Technical Specifications			
13. Technical Brochures/Data Sheets			
14. Developer's warranty: 03 year and Onsite Support (SLA)			
15. Original Bidding Documents duly Signed/Stamped			
16. All documents should be properly Tagged/labelled			



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**MANUFACTURER'S AUTHORIZATION: BID FORM-03**

**To: PROJECTDIRECTOR  
CENTRAL MONITORING UNIT  
(CMU)-DEMP Islamabad**

WHEREAS [name of the Manufacturer] who are established and reputable Manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/Agent] to submit a bid, and subsequently sign the Contract with you against the Invitation for Bids (IFB) No.\_\_\_\_for the goods manufactured by us.

We here by extend our full guarantee and warranty as demanded for the goods offered for supply by the above firm against this Invitation for Bids.

**Signature:** -----

**Designation:** -----

**Official Stamp:** -----

*\*\*\* [This letter of authority should be on the letter head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid].*



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**FIRM'S PAST PERFORMANCE: BID FORM-04**

**Name of the Firm:** \_\_\_\_\_

**Bid Reference No:** \_\_\_\_\_

**Date of opening of Bid:** \_\_\_\_\_

**Assessment Period:(Minimum 03Years)**

<b>Name of the Purchaser/Institution</b>	<b>Purchase Order No.</b>	<b>Description Of Order</b>	<b>Value of Order</b>	<b>Date of Completion</b>	<b>Purchaser's Certificate</b>

- Bidders may use additional Sheets if required.
- All certificates are to be attached with this form.

**Signature:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Stamp:** \_\_\_\_\_





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**FINANCIAL DETAILS: BID FORM-05**

**Name of the Firm:** \_\_\_\_\_

**Bid Ref. No:** \_\_\_\_\_

**Date of opening of Bid:** \_\_\_\_\_

Sr.#	Name of the Item	Unit Price (Inclusive of all applicable taxes)*	Qty.	Final Total Price (Inclusive of all applicable taxes)
1	2	3	4	5
				(3x4)
Total Price (Inclusive of all applicable taxes)				

**User Note:** This form is to be filled by the Bidder for each individual item and shall submit with Financial Bid.

*\*The quoted prices should include the delivery/installation charges.*

**FINALTOTAL PRICE (in words):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Stamp:** \_\_\_\_\_



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**PERFORMANCE GUARANTEE – BID FORM 06**

To: **Project Director**  
**Central Monitoring Unit**

Whereas [Name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of goods] (hereinafter called “the Contract”). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:-

Therefore, whereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_.

**Signature and Seal of the Guarantors/Bank** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**CONTRACT AWARD LETTER - BID FORM-07**

**Bid Ref No.:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Name of the Tender:** \_\_\_\_\_

**Dear Sir/Madam,**

**AWARD OF CONTRACT**

Having examined your technical bid for the above-mentioned tender through technical evaluation dated : \_\_\_\_\_ and evaluation of financial bid opened on \_\_\_\_\_ Ministry of Human Rights has decided to award the contract to your company. Draft agreement including all the terms and conditions enclosed below, in this regard are being shared with you, you are advised to review it and if agreed, come to Ministry of Human Rights for signing of the agreement.

**(Signature and Stamp)**

**Dated** \_\_\_\_\_



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**FORM OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the \_\_\_\_\_ day of \_\_\_\_\_ 2025 between \_\_\_\_\_ (hereinafter called the “Employer”) of the one part and \_\_\_\_\_ (hereinafter called the “Contractor”) of the other part.

WHEREAS the Employer is desirous that supply and commissioning of IT Equipment herein after called “Work”, viz \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such supply and commissioning of IT Equipment and the remedying of any defects therein.

NOW this Agreement witnesses as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
  - a) The Letter of Acceptance
  - b) The completed Form of Bid along with Schedules to the Bid
  - c) Conditions of Contract & Contract Data
  - d) The priced Schedule of Prices
  - e) The Specifications
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the supply and commissioning of IT Equipment and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

**Signature of the Contactor**

(Seal) \_\_\_\_\_

**Signature of the Employer**

(Seal) \_\_\_\_\_

**Signed, Sealed and Delivered in the presence of:**

**Witness:**

\_\_\_\_\_  
(Name, Title and Address)

**Witness:**

\_\_\_\_\_  
(Name, Title and Address)