ACQUISITION & IMPLEMENATION OF ERP & CMS SOFTWARE

June 22,2022

Re-Invitation for Request for Proposal (RFP)

Procurement Ref: No	U-EAS/2021/032/ERP-001-A
Date of Opening	July 11 2022 at 12:30 pm
Venue	House # 53, Sector –A, Main Double Road, Kanju Town Ship Khyber Pakhtunkhwa. 0946-613289
Pre-Bid Meeting	June 28,2022 ,10:30am at below address; House # 53, Sector –A, Main Double Road, Kanju Town Ship Khyber Pakhtunkhwa 0946-613289

University of Engineering & Applied Sciences, Swat.

Re-Invitation Request for Proposal (RFP)
Acquisition & Implementation of ERP and CMS Software (Odoo or at least Equivalent ERP)

University of Engineering & Applied Sciences, Swat (U-EAS), re-invites sealed bids for the Acquisition & Implementation of ERP and CMS Software (Odoo or at least Equivalent ERP) along with 2% bid security, in favour of Project Director University of Engineering and applied sciences swat, of total quoted price from reputed firms/ authorized resellers of the product. Further these firms need to be registered with Income Tax departments, Government of Pakistan and should be on the Active Taxpayers List (ATL) of FBR, for the Acquisition & Implementation of ERP and CMS Software (Odoo or at least equivalent ERP).

Interested eligible bidders may download Bidding Documents from the website of U-EAS, Swat **www.ueas.edu.pk** containing detailed specifications of items and other terms and conditions.

A pre-bid meeting shall take place on **June 28, 2022, 10:30 a.m.** at the below mentioned address. The bidder may participate in the said meeting.

Sealed Technical and Financial proposals should be submitted in two separate envelopes placed and sealed in one big envelope up to **July 11, 2022 till 12:00 PM**. (Single Stage-Two Envelope). Technical proposal will be opened on the same day i.e. **July 11,2022** at **12:30 PM**. in the Committee Room of U-EAS office, Swat, in the presence of bidders/ their representatives, who would may care to be present at the time of opening of bids. Financial proposals will be opened later on, after the completion of technical evaluation procedures. The proposals received after due date and time will not be considered.

Procurement Unit

University of Engineering & Applied Sciences (U-EAS), Swat
Address: House # 53, Sector –A, Main Double Road, Kanju Town Ship Khyber Pakhtunkhwa.
Phone #: 0946-613289

Data Sheet

Bid Selection Method	The method of selection is: Quality and Cost Based Selection (QCBS). _____.
Bid Security	2% bid security of the total quoted price
Joint Venture	The firm can Participate in Capacity of Joint Venture (Maximum two firms)
Deliverables	▪ Project Charter, Project Schedule (WBS) ▪ Inception Report ▪ Gap Analysis Report, Data Migration Plan ▪ Installation of ERP and CMS software at U-EAS ,Swat ▪ Training material ▪ Training and at U-EAS ▪ Data migration and customization & development of software. ▪ Source code & related training and technical documentation
Contact Person	For queries/ clarifications, if any please contact: To, Shafqat.alam@ueas.ed.pk CC:- Riaz.khan@ueas.edu.pk
Language	Proposals should be submitted in English language
Currency	All prices should be quoted in Pak Rupees
Estimated Time	The estimated number of professional staff-months required for the Assignment is: 6 months from the award of the contract
Taxes & Payment terms	The price should include all applicable taxes. Invoice receipt plus 30 days.
Proposal Validity	Proposals must remain valid for 90 days after the submission date
Bidder must submit	0ne Original and one copy of technical and only original of financial proposal. A printable and searchable PDF copy in a USB flash drive of technical proposal. Technical and financial proposals should be submitted in separate envelops and USB must be part of technical proposal and should be clearly marked "**Acquisition & Implementation of ERP and CMS Software**".

Proposal Submission Address	**Procurement Unit**
	House # 53, Sector –A, Main Double Road, Kanju Town Ship Khyber Pakhtunkhwa..
Submission Date & Time	Both Technical proposal & Financial bid must be submitted in two different sealed envelopes on or before **July 11, 2022 at 12:00 pm.**

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1   Project Overview

The University of Engineering & Applied Sciences, Swat (U-EAS) is the department of Government of Khyber Pakhtunkhwa in Pakistan, committed to provide quality educational services to the people of Pakistan without discrimination as to, race, religious beliefs, class or political opinions.

The University of Engineering & Applied Sciences, Swat (U-EAS) — within the framework of its operation in Pakistan, would like to request your best bid/proposals for the procurement of ERP&CMS Software (Odoo or at least Equivalent ERP) as per general terms and conditions mentioned in the bidding document.

Challenges of Pakistan. University's strong research base and academic programs are the focus of researchers and students from across the country, and we welcome diverse thoughts and new perspectives in engineering and technology fields.

2   Project Objectives and Background

2.1   Assignment Objectives

The objective of this assignment is to identify and select a software development/ IT vendor firm with proven experience in developing and implementing Enterprise Resource Planning and Campus Management System. The PROPOSER will provide off-the-shelf solution which can be deployed and implemented in a shortest span of time. The PROPOSER will perform an analysis of the U-EAS's current ERP environment, business processes and organizational strategy prior to the deployment of the software.

The high-level objectives of acquiring a new ERP solution are as follows:

- Achieving paper less working environment;
- Improve service level and coordination among departments;
- Reduction of approval time though automation of work flow, case management and approval cycle;
- Empowering faculty members, students and other staff to accomplish work at their own;
- Integration with the banks to streamline accounting process;
- A self-sustainable and cost-effective solution;
- Meeting U-EAS needs for the next 10 years;
- Efficient student life cycle management;
- Automation of manual processes;
- Strong IT infrastructure to support new solution.

3   Terms of Reference (TOR)

University of Engineering & Applied Sciences (U-EAS) Swat intends to have off-the-shelf, web based and scalable Enterprise Resource Planning (Odoo or at least Equivalent ERP), Campus Management Solution (CMS) at Data Centre of its (U-EAS, Swat). Users will access these centralized web based services through intranet platform, however remote side users of sub campuses will access these services through PERN (high speed network of HEC) that is being used for inter-site connectivity.

The main components and deliverables of the assignment are as follows:

- Conduct Gap Analysis for system/ modules
- Data Migration (procurement, finance and Inventory)
- Configure software as per the U-EAS requirements
- Installation and deployment of software
- Training of the software
- Implementation and live run of software
- Technical support services required 01 year (free) after live run.

3.1   Priority Metrics for Deployment

This section prioritizes the implementation of the systems and modules discussed in the following section according to the criticality and need of the system. The priority metrics is as follows:

Sr. No.	System Name	Criticality Level (High/ Medium/ Low)
Package A		
1.	Workflow & Data Archiving System	High
2.	Campus Management System (CMS)	High
3.	Budget &Financial Management System	High
4.	Procurement Management System	High
5.	Human Resource Management System	High
6.	Payroll System	High
7.	User Management System	High
8.	Inventory System	High
9.	Hostel Management System	High
10.	Transport Management System	High
Package B		
1.	Business Intelligence (Bi) System	Medium
2.	Library Management System	Medium
3.	Document Management System	Medium
4.	Sales Management System	Medium
5.	E-Tender	Medium
Package C		
1.	Project Management System	Low
2.	Complaint Management System	Low

The functional and other requirements are an integral part of this TOR and discussed in detail in Sections 4.

4 Functional & Other Requirements

4.1 Workflow & Data Archiving System

4.1.1 File Tracking and Workflow System

The salient features of the system should include but not limited to the following:

- Facility to define organizational structure, campuses, departments, sections, etc.
- Facility to assign users with their corresponding designations.
- Facility to define approval hierarchy for different types of transactions.
- Facility to define different stages for different types of transactions.
- Facility to map workflow stages with the transactions recorded in the core systems.
- Facility to define approval limits.
- Facility to define service level (time) for each role for the completion of each task assigned to him.
- Facility to raise demand to initiate process where the user is allowed to enter data like date, file number, concerned person/organization, remarks, noting, processing stages, etc.
- Facility to attach scanned documents with each stage/ process and should be stored in archiving system.
- Facility to send and receive any communication among the users engage in the process with read receipt.
- Facility to store document reference of transactions recorded in the core systems with the stages defined for each case/ demand. Alternative, the user will select the demand reference while creating transaction in the core system.
- Facility to define additional charge in case of the non-availability of primary responsible person.
- Facility to see any action item marked to him for any further action. The user is also able to perform the following actions:
  - Add notes
  - Prepare Drafts
  - Recommendations, etc.
- Facility to generate alerts in case the tasks is not completed in the due course of time.
- Auto closure of case/ demand upon completion of last stage.
- Facility to monitor the status of each case/ demand raised by the requesting person.
- Facility to integrate with the mobile application of the university.

4.1.2 Document Imaging & Archiving System

- Document Imaging and Archiving system will be integrated with the File Tracking and Workflow system to capture and store the documents with reference to various stages of each case/ demand.
- Facility to scan images along with tags such as document case/ demand number, subject, date & time, keyword, etc.
- Facility to attach other documents such as PDF, Word, Excel Sheets, etc.
- Facility of auto-indexing to facilitate search.
- Facility to retrieve documents based on different search tags define in the system.
- Facility to scan documents using OCR technology, so that search can be performed on the text.

4.2 Campus Management System (CMS)

4.2.1 Campuses & Faculty Masterfile Data

The salient features of the module should include but not limited to the following:

- Facility to maintain multiple campuses/ centers working under the umbrella of U-EAS, addresses, contact information, higher management profile, etc.
- Facility to define student information such as name, contact number, email address, mailing address, academic records and other details.
- Facility to define different fee structures.
- Facility to define quota rules.
- Facility to define academic rules for admission, enrollment, exams, double degree, semester freeze and un-freeze, semester repeat, attendance, grading system and other rules and other scenarios defined in the prospectus and university directives.
- Facility to define scholarship programs, donors and criteria for awarding scholarships.
- Facility to setup faculties, their departments and affiliated colleges for each campus.
- Facility to setup admin staff such as VC, Directors, Dy. Directors, Registrar, Dy. Registrar, lab incharge, superintendents, etc.
- Facility to maintain bank accounts for fee collection.
- Facility to maintain multi-currency, multi-year, multi-location, etc.
- Facility to maintain Academic Programs and their details such as maximum credits hours, degree duration, batches with the following information:-
  - Batch Code and Name.
  - Maximum Credit Hours to Pass.
  - Number of Core Credit Hours to Pass.
  - Number of Major/Minor Credit Hours.
  - Date of Admission.
  - Registration Number Template if any.
  - Passing Marks of a Course.
  - Batch Timings (Morning or Evening etc.).
  - Number of Probations.
  - Probation starts CGPA and ends CGPA.
  - Any Specialization is offered.
  - Any Thesis/Project is offered.
- Any other setup required for the processing of CMS related transactions.

4.2.2 Entry Test Module

The salient features of the module should include but not limited to the following:

- The module starts at the stage when a student applies for the admission test and ends when the entry test results are notified to the student.
- Facility to prepare test schedule for entry test to be conducted for different disciplines such as undergrad, postgrad, etc.
- Online facility for students to enter their basic information for the registration of entry test.
- Facility to create test schedule covering the test date, test center capacity, test center location, engagement of supervisory staff, student allocation, other resources, etc.
- Facility for the student to print and upload entry test fee challan in the system which has been deposited by the student in the bank.

- After clearance of dues, the student is allowed to select entry test venue, date, time etc. to generate exam admit card/ ticket based on availability of seats in different venue and time slots.
- Facility to conduct online exams at the designed test centers. Alternately, the university can take answer on a manual sheet (Scanner readable format) that can be scanned to compute marks through the system.
- Auto calculation of results upon completion of the test using the workstation and alert generation to communicate result of test to the students.
- Facility to integrate Entry Test Module with the external testing bodies such as ETEA.

4.2.3 Admission Module

The salient features of the module should include but not limited to the following:

- The module starts at the stage when a student applies for the admission and ends when the student is selected in a program.
- Facility to allow students to apply online admission. In case of receiving manual application, the concerned admission staff can enter the credentials of students such as particulars of students registered for different programs.
- Facility to verify applicants' data based on criteria defined in the system.
- Facility to define merit including quota for gender, district, provinces, marks of previously attained qualifications such as Matric, Secondary, Bachelor and other qualifications possessed by the candidate.
- Facility to publish merit list and send alert to successful candidates for interview and pay admission fee and submit their credentials online.
- Facility to tag the students who qualifies the interview and document verification process.
- Facility to generate notification to the successful candidates to deposit fee as per the schedule.
- Provision to apply for other facilities offered by the university such as transport, hostel, etc.
- Facility to cancel, suspend student admission based on the rule defined in the system such as low GPA, misconduct, non-payment of dues etc.
- Facility to conduct and maintain Hafiz-e-Quran test records.
- Facility to re-admit a student whose admission has been cancelled due to non-payment, absence or any other administrative issues.

4.2.4 Enrollment Module

- The module starts at the stage when a student gets admission in a program and ends when the student is enrolled in a program.
- Facility for the student to select courses offered in a semester through the system upon new admission.
- Facility to select courses for new semester by the students.
- Facility to define and implement course selection rules as defined in the prospectus such as number of credit hours, eligibility of re-selection of a repeat courses, etc.
- Facility to review enrollment list/ course selection prepared by the students.
- Facility to assign CMS Registration number and maintain ETEA number of under gradates for record tracking.

- Facility to maintain study schemes in which students have been enrolled.
- The system should have the facility to allocate courses from multiples study schemes to students where a student can select a course from new scheme though he/she has been enrolled to old study scheme.
- Facility to freeze semester or course and generation of alerts to all the concerned departments.
- Facility to setup batch/ session to be attached with each student.
- Facility to close enrollment of student at the completion of study programs.

4.2.5   Timetable& Class Scheduler Module

- Facility to define parameter such as number of students per discipline, number of students per course in each discipline, number of labs per course, number of classes per week, teachers' maximum load, section per course, etc.
- Facility to define number of rooms and their usage (lecturing, tutorial, lab, etc.)
- Facility to assign lecturers to the subject/ course
- Facility to define calendar such as shifts (morning, afternoon, night etc.), working days (Monday, Tuesday, etc.) and class duration (1 hour, 2 hours, etc.)
- Facility to define common subject combination into a single class.
- Facility to define lecturer day preference (Monday, Tuesday, etc.), lecturer time preference (Morning, afternoon, night etc.)
- Facility to support cancelation, replacement and relocation of classes.
- Based on the above parameters, the system should auto generate timetable with clash checking for classroom, lecturer and student.
- Facility to generate various reports based on timetable.

4.2.6   Academic/ Event Calendar Module

The salient features of the module should include but not limited to the following:

- Facility to create semester creation with semester start date and end date.
- Facility to enter course/ semester add/ drop dead line date.
- Facility to enter tentative examination (mid-term & final-term) date sheets.
- Facility to enter result submission dead line date.
- Facility to enter tentative result declaration date.
- Facility to enter convocation dates.
- Facility to enter dates of other non-academic events such as sports event, job fairs, drama & debate competitions, naat & qirat competitions, or any other external event.
- Facility to define and generate alerts of the upcoming events.

4.2.7   Student Financial Module

- Facility to generate online fee challans for the following cases:
  - Entry test fee
  - Admission of new program
  - Semester fee challan
  - Course fee, diploma, certificate fee, etc.
  - Other fee such as transcript fee, degree fee, semester freeze, etc.

- Each challan will have multiple head of accounts i.e. security fee, admission fee, course fee etc.
- Facility to handle the following scenarios:
  - Part payments and instalments
  - Adjustment of advances
  - Scholarship
  - Waivers
  - Penalties on late payment
  - Refund of fee
- Facility to upload bank scroll in machine readable format based on challan ID of a student or electronic data interchange service giving challan wise collection of fees deposited by the students in the bank.
- Facility to record bank/ cash receipt
- Provision to enter adjustments to rectify errors
- Provision to create bank reconciliations
- Facility to handle final settlement of students through the system
- Facility to generate projected fee estimates of any program enrolled with reference to any particular student.
- Facility to generate challan based on different category such as batch, individual student, semester wise, program wise, etc.
- Facility to maintain history of semester wise fee charged to the student.
- Integration with General Ledger (a module of ERP software) to post financial effects of different receipts in the form of journal voucher.

4.2.8   Examination Module

- Facility to propose tentative semester wise date sheet by the head of departments.
- Facility to publish final date sheet on university website as well as on student portal after getting approvals.
- Facility to schedule exam and resources such as sitting capacity, supervisory staff, etc.
- Facility for the faculty to setup scoring scheme for each course such as weightage of mid-term exam, final-term exam, assignments, quizzes, class participation, etc. to compute GPA.
- Provision to adjust score based on relative marking where highest score and lowest score is used as a scale for computing marks.
- Facility for the faculty to upload scores of mid-term, final-term, quizzes, assignments, etc.
- Facility to verify and approve award list compiled by the different faculties. The award list contains the results of mid and final terms exam and score of assignment performed by the students.
- Online hosting of final results and transcript so that the student can view or print it result from student web portal.
- Facility to constitute committee of external examiner, supervisor and other member to examine the thesis submitted by students and to conduct viva.
- Facility to attach each batch of students with the committee, supervisors, etc.
- Provide an online access to supervisor/committee member to record result of thesis and viva to prepare award list (results).
- Facility to handle students migrated to and from other institutes.
- Facility to handle course equivalency of migrated students.

4.2.9   Curriculum Module

The salient features of the module should include but not limited to the following:

- Facility to add department wise course code and name with number of credit hours and course type (regular, non-credit, etc.)
- Facility to configure batch scheme of study with course code, course credit hour, passing marks, course type (regular, non-credit, etc.), optional or core course.
- Facility to attach teachers with courses offered in the semester of the specific batch.
- Facility to enter course syllabus/ outlines along with recommended books.
- Facility to enter course composition such as theory, lab, project, assignments, quizzes, etc.

4.2.10   Degree/ Transcript Module

The salient features of the module should include but not limited to the following:

- Maintain student application status for issuance of required certificate or degree
- Maintain stock and movement of blank copies of transcripts, provisional certificates, degrees and distinction certificates
- Maintain issued Transcript, Provisional Certificate, Degree and Distinction Certificate along their numbers records of a student
- Integration with Student Financial Module to ensure that students' outstanding dues have been cleared and fee for degree/ transcript has been paid.
- Facility to maintain history of issuance of certificate to the student i.e. original, duplicate, etc.

4.2.11   Attendance Module

The salient features of the module should include but not limited to the following:

- Attendance module should be integrated with the electronic machine such as biometric or swipe card (CNIC) machine.
- System should maintain the attendance of students and faculty members of each class.
- Facility to rectify data fetched by the attendance machine by the authorized personnel.
- Facility to integrate with the Timetable & Class Scheduler module to record class-wise attendance of teachers and students.
- Facility to record the check-in and check-out times of teachers, students, employees, etc. at entry and exit points of the university through swipe cards and electronic barrier gates (i.e. tripod, flap, etc.).

4.2.12   Teachers' Portal

The salient features of the module should include but not limited to the following:

- The Teacher's Portal should be integrated with other core module of CMS to perform the teacher's specific tasks.
- Facility to record attendance entry by classes.
- Facility to enter marks of each exam.
- Facility to auto lock of lecturer exam screen once the marksentry has been posted.
- Facility to view complete student profile.

- Facility to create e-learning courses.
- Facility to develop e-learning subject, quiz and online exam.
- Facility to upload multimedia e-learning contents.
- Facility to upload e-learning content assignment by the students.
- Facility to monitor student upload of homework and assignment, track by time.
- Facility to send messages and chat with student and University administration.
- Facility to raise expense claims, demands, etc. and monitor its status.

4.2.13   Students' Portal / Learning Management System (LMS)

The salient features of the module should include but not limited to the following:

- Students should access the portal using their own login id and password.
- Facility to view and update the following information
  o Email/ contact number/ mailing address
  o View academic calendar
  o Register in a program
  o Register for an exam
  o View program/ subjects registered
  o View exam results
  o View attendance
  o View event calendar
  o Access online library
  o Print fees challan
  o Print grade report/ transcripts
  o View payment information such as invoice
- Provision to generate various request such as request for transfer of program, request for hostel transfer, etc. and monitor its status.
- Facility to conduct online quizzes and exams.
- Facility to download homework and assignments, lectures and e-learning contents.
- Facility to submit homework and assignments to lecturer.
- Facility to send messages and email to instructors.
- Facility to distribute class-related content through forums and message boards
- Facility of chat rooms so that students can discuss with each other or teachers can quickly review information.
- Facility to participate in a survey conducted by the university.
- Facility to access portal through mobile application of the university.

4.2.14   Research and FYP Module

The salient features of the module should include but not limited to the following:

- Facility to enroll students for final year projects and thesis.
- Facility to approve proposals and thesis by evaluation committee.
- Facility to define schedule for proposal, presentation and final reports
- Facility to record FYP, thesis, research project and publications by faculty members
- Facility to record grade for completed projects and thesis
- Facility to record feedback for proposal/thesis, presentation and reports
- Facility to record and archival of proposal and thesis for undergrad and postgrad students

- Integration with central repository/ achieving system for storing project related material
- Facility to record payments of both local & external examiners Payable system
- Facility to generate alerts and reports for enrolled students and users
- Facility to attach images/ MS Office files along with submission of proposal and other requirements

4.2.15 Feedback/ Survey Module

The salient features of the module should include but not limited to the following:

- Facility to define custom surveys such as teacher's evaluation, course evaluation, etc. as required by the HEC or any other bodies.
- Facility to define rating scales, score and weightage of questions.
- Facility to host survey online and invite audience to participate through email / SMS.
- Facility to produce analysis of survey data through BI tools.
- Facility to specify time for collecting feedback and subsequent reminders.
- Facility to export data of the collected feedback in CSV/Excel/ or any other format.
- Facility to generate status of pending and completed feedback.

4.2.16 Event Management Module

The Event Management module should assist the user to plan and execute various activities that need to be performed to organize any event hosted by different department/ section i.e. ORIC, Career Centre, Faculties, Sports, etc. The system will have the following salient features:

- Facility to define event calendar which should be displayed on the U-EAS Website.
- The system should be able generate alerts (SMS and Email) to the staff and student regarding upcoming event.
- Provision to define event schedule to plan various activities to organize an event. The user should be able define timeline, budget and resource for each activity.
- Facility to update actual cost and time for each activity.
- This module should be integrated with the Workflow system to raise demand for getting approval from the competent authority.
- Facility to integrate with social media applications to share events related information.

4.2.17   Scholarship Management Module

The salient features of the module should include but not limited to the following:

- Facility to define different scholarship programs offered by different bodies i.e. HEC, USAID, OGCDL, Faculty Development Program, Overseas Scholarship, etc.
- Facility define criteria for shortlisting of applicants for each scholarship program.
- Facility to record and process request raised by the donors i.e. HEC for the advertisement of scholarship slots for submission of scholarship applications.
- Facility to host online application form on the U-EAS website to collect application from the applicants who wish to avail scholarship.
- Facility to attach supporting documents with the application form.
- Facility to view the application in tabular form and assign scores based on the credential provided by the applicant.
- Facility to shortlist the applicants based on the scores they achieved and rules defined by the University.
- Provision to plan interview sessions with the applicants who qualify for next round of interview and send call letter to the student for interview.
- Facility to enter score of applicant achieved during the interview session.
- Provision to prepare merit list and waiting list of shortlisted applicant.
- Provision to record award of scholarship for qualified applicants.
- Facility to record invoice in the system to release funds from the donor. The system should be integrated with Receivable module to post the financial effect of invoice
- Facility to record the receipt against invoice through Cash Management module discussed above.
- Facility to disburse payment to the applicant through the Cash Management module or adjust the amount against fee challan generated from the Student Billing module of CMS.
- Facility to generate the scholarship grant utilization report from the accounting system.
- Facility to enter closing of scholarship award upon successful completion of the program by the student.

4.3   Budget & Financial Management System

The Financial Management System (FMS) should be implemented for the following functional areas:

- Main Campus Accounting
- Satellite Campuses
- GP Fund Accounting
- Benevolent Fund Accounting
- Lab Testing Fund Accounting
- Consultancy Fund Accounting
- Pension Fund Accounting
- Any other entities operating independently

4.3.1   General Ledger

The General Ledger system (GL) will be fully integrated with all other modules having financial effects such as Student Accounting Module, Payables, Receivables, HRMS, Fixed Assets, etc. The integration will be done to the extent that any financial transaction generated by other

modules, will be periodically posted into the control accounts in the GL. The GL system will have the following salient features:

- The General Ledger should support cash basis/ double entry system.
- Provision to maintain financial accounts of multiple campuses/ entities/ employee funds within a same database thereby helping the user to consolidate the financial information at Group level.
- Facility of maintaining multiple years of data jointly allowing previous and current year's data to be accessed simultaneously.
- Handling of multi-level chart of accounts with a flexibility of defining user specific structure of the chart of accounts in line with the requirements set-out by PIFRA by devising new accounting model.
- Providing multi-level cost center structure to record transactions with reference to different segments like department, campuses, etc. to produce segment wise analysis.
- Calendar with user-defined financial periods according to reporting requirement of the U-EAS.
- Facility to define standard vouchers with customized printing options.
- Facility of standard transaction narration on single keystroke for each voucher type.
- Full screen-editing facility while entering data.
- Provision to define month end vouchers as 'reversible' at the opening of subsequent financial period.
- Providing options whether to maintain automatic numbering of all documents or user entered document number.
- Powerful password protection for all activities.
- Facility to lock entered data to protect against any changes.
- Provision for standard/ recurring vouchers.
- Flexible user defined on-screen inquiries to analyze the entered vouchers with different logical operator and filters.
- Automatic calculation of excess/ shortage of funds at year-end (temporary or permanent) and update of user defined profit account with corresponding printing of Journal Voucher.
- Period-end and year-end processing and generation of year-end voucher for closing balances of accounts.

General Reporting

- Option to print the voucher as soon as its entry has been completed.
- Printing of transactions list, voucher type wise.
- Printing of trial balance at any level of the chart of accounts with data range selection.
- Printing of general journal, ledger activity and ledger balances.

Financial Reports

- Month wise income and expense report, with budget comparatives.
- Comparison of data of different periods
- Facility to design user-defined report formats through the report writer including balance sheet, profit/ loss statement, income / expense statement.
- Facility to set up cash flow statement through the report writer
- Cost center definition enabling cost-center wise reporting.

4.3.2   Budget Module

The Budget module is designed to allocate the financial budgets at group or detail account code level, in accordance with the U-EAS's requirements. The system will also maintain track of budget revisions during a financial year. The proposed module will have the following salient features:

- Facility to enter annual budgets for different heads of account and campuses with a breakup of financial periods defined by the user.
- Facility to define multiple budgets such as HEC budgets as well as recurring budgets.
- Facility to allocate budget figures with reference to business segment i.e. cost center, department, campuses, etc.
- Facility to copy previous year's budgeting values or get new allocation using a factor of previous data to minimize the data input efforts.
- Facility to revise the budget before completion of the year.
- Facility to print report for each head of account comparing the actual amount therein with the budgeted figure and the last year's figure.
- Facility to view consolidated budget covering all the departments and campuses.
- Facility to import budget data from the spreadsheets.
- Facility to compare budgets from periods of different years for a head of account and their actual for different reports including profit and loss statement, balance sheets, cost center-reports and other user defined user defined reports.

4.3.3   Accounts Receivable

The Accounts Receivable module will cover the transactions of parties, employees other than students. The module should be fully integrated with the General Ledger system, where only control accounts will be maintained for trade debtors. At the end of every day/ or every month the control account in the General Ledger will be updated based on the detailed transactions in the accounts receivable. The main features of the module are as follows:

- Facility to enter invoice into the system thereby producing a corresponding accounting voucher into the general ledger system to book the financial effects in customer ledger
- Maintenance of customer account balances
- Facility to knock off invoices with cash receipts
- Facility to maintain details of outstanding invoices
- Facility to enter credit and debit notes to handle effects of sales returns, bad debts, replacements etc.
- Facility to incorporate adjustment notes

Reports

- Details of outstanding invoices
- Printing of customer ledger/ customer statement
- Customer balances report
- Ageing analysis of receivables
- Tax reporting

4.3.4   Accounts Payable

The Accounts Payable module should be linked with the inventory system to validate all the purchases. The user will be able to enter supplier's invoices and record payable liabilities. The system should also be integrated with the General Ledger system to book accounting effects,

resulting from the entry of supplier invoice, debit/credit notes etc. The system should provide a facility to make payments against the payable liabilities and make necessary deductions. The main features of the system are as follows:

- Facility to enter bill/ invoice containing demand reference, supplier reference, payment and tax deductions.
- Facility to enter supplier invoice along with other costs breakups to account for purchases and accounts payable.
- Facility for the Purchase department to validate and approve invoices on the computer.
- Maintaining track of local and foreign purchases.
- Maintain history of foreign currency rates used for the purchase of imported items.
- Facility to define approval cycles to authorize payments initiating from different authorities such as VC, Chairman, Pre-audit, etc.

General Reporting

- Details of outstanding bills/ list of payments to be made during each week
- List of payments due in the next xx number of days and the related cash outflow requirements
- Aging analysis for a given set of days
- Printing of supplier ledger and balances
- Sales tax report

4.3.5   Cash Management Module

The Cash Management module is designed to analyze the future inflow and outflow of cash generated from the accounts receivables, payables, etc. This module also include preparation of bank reconciliation, maintenance of multi-currencies, computation of forex gain/ loss etc. The proposed module will have the following salient features:

- Facility to setup banks, bank accounts, cash accounts, impress accounts, etc.
- Facility to prepare payment voucher on the basis of supplier invoice.
- Handling of supplier payment by incorporating withholding tax according to the nature of services and amount limit.
- Facility to link payment with available budget.
- Facility to prepare and maintain cash receipts
- Facility of advance payments from customers and adjust this at the stage of issuing invoices.
- Providing a reporting lines for evaluating future cash inflow and outflow, thereby gives a base for future fund management in terms of investment, debt service, pay off liabilities, etc.
- Provision to prepare bank reconciliation to evaluate exact cash position at different banks of the U-EAS.
- Facility to compute forex gain/ loss upon receipt of customer dues and payment of outstanding amounts.
- Facility to print cash, bank books, ledgers, etc. for given range of dates.

Tax Reporting

- Tax payment receipt (challan)
- Monthly statement
- Annual statement

- Supplier Certificates (46)

4.3.6 Fixed Assets Module

Fixed assets system maintains complete record of all assets owned by the U-EAS and records the movement of these assets from one department to the other and from one location to other. The system also calculates year-end depreciation and determines the written down value (WDV), at the time of disposal to calculate the gain/ loss on disposal of assets. The salient features of the Fixed Assets system are given below:

- Maintain comprehensive database of assets using multilevel asset codes for analyzing group and detail level information.
- Multi-location assets maintenance
- Department-wise assets management
- Disposal of assets using various modes of asset disposal.
- Provision to write-off assets
- Provision for different type of adjustments i.e. revaluation, re-classification etc.
- Transfer of asset to other locations/ departments.
- Breakup for assets costs either acquired locally or imported
- Maintains the history of previous years schedules
- Fixed assets register for individual items
- Edit lists and MIS reports
- Integration with the General Ledger system

Depreciation

- Maintaining different methods of depreciation calculation like straight line, reducing balance etc.
- Depreciation methods setup at group level as well as at individual level
- Provision to define depreciation policies regarding acquisitions and disposals
- Prepares monthly and annual depreciation schedules.
- Cost center-wise depreciation allocation
- Initial and normal depreciation rate (if different). Initial depreciation values are for the first year of newly acquired assets
- Number of shift days (if applicable) at group level
- Provision for calculating shift based depreciation.

Reports

- Fixed assets register
- Depreciation schedule – financial and tax
- List of assets location-wise, department-wise
- List of transfers/ disposals/ additions
- List of revalued assets/ re-classified assets/ written-off assets

4.3.7 Contingency Fund Module

This module should maintain contingency fund account of each department, recording of contingencies and reimbursement of contingency fund. The salient features of the module should include but not limited to the following:

- Facility to record the receipt of cheque/ cash in the Contingency Fund module.

- Facility to enter the contingency details in the register.
- Facility to create demand to replenish the fund by submitting details to the concerned department.
- Facility to generate report related to contingencies.

4.3.8   Investment Portfolio Module

The Investment Portfolio module should be integrated with the Financial Management System (FMS) to automate the complete cycle of making investment i.e. term deposit (TDRs) in financial institutions, profit calculation on investments, accounting, maturity and renewal of investments. This module should have the following features:

- Facility to record financial investment i.e. TDR, COD, Mutual fund, etc. in different banks containing investment amount, maturity date, profit rate, profit terms and other parameters.
- Facility to compute profit and post the corresponding accounting voucher in the Accounting System for fund management
- Facility to distribute profit amount among the members of fund based on the formula devised by the management.
- Facility to record maturity and renewal of investment.
- Facility to terminate the investment.
- Facility to record any financial charges, taxes levied on the investment and posting of these effects in the accounting system.

4.4   Procurement System

The Procurement system will be used to maintain all activities related to purchase monitoring and execution, starting from the entry of the requisition, getting quotations from the market and preparing purchase orders to communicate with suppliers. The proposed system will be integrated with the Inventory system as required to maintain supply chain. The system will also be integrated with the Payable system to share purchase order data for the preparation of supplier invoice. The main features of the system are as follows:

- Facility to maintain supplier database containing name, address, credit period, credit limit and their origin like foreign and local etc.
- Facility to enter requisition by each concerned department.
- Requisition generated by various departments would be accessible to Purchase Department for requesting quotation or calling tender for the procurement of goods and services depending upon the value of goods or services.
- Facility to generate MIS reports related to purchase transactions.

Tendering

- Facility to enter various stages of tender such as development of RFP, publishing, opening, awarding, etc.
- Facility to handle single stage and two stages tendering process as per KPPRA rules
- Facility to record bidders applied for providing goods or services
- Facility to shortlist bidders based on their initial EOI submission
- Facility to handle different selection methods such as QCBS, least cost, etc.
- Facility to record tender fee with respect to each bidder
- Facility to evaluate each bid and record scores of the bidders
- Facility to award contract to the successful bidder

Procurement of Low Value Items (other than tendering)

- Provision to enter quotations received from suppliers.
- Facility to generate comparative statement based on the quotations received from supplier.
- Facility to generate purchase/ supply orders against quotation received from suppliers.
- Integration with the Inventory system to maintain the status of goods received and outstanding quantities against each purchase order.

4.5   User Management System

The salient features of the system should include but not limited to the following:

- Facility to maintain user profiles.
- Facility to process requests for granting/ revoking access rights.
- Facility to manage access rights at the following levels:
  o   Modules
  o   Menu
  o   Setups
  o   Transactions
  o   Reports
  o   Data
  o   Button
- Facility to maintain multi role base access i.e. need to know basis like edit, entry, view, entry & view, edit & view and all.
- Facility to define user groups to define roles and access rights. Once a user is assigned to a particular group all the access rights given to group can be assigned to the particular user.
- Facility to control access by campus wise, faculty wise, department wise, section wise, etc.
- Facility to log users along with their activities with date and time stamp.
- Facility to generate logins in batch mode, where multiple logins can be generated for multiple students at once.
- Facility to allow user to change passwords
- Facility to define policies related to password strength, password change.
- Facility to grant/ revoke/ modify access rights.
- Facility to maintain audit log of all activities performed by a user.

4.6   Project Management System

The salient features of the system should include but not limited to the following:

- Facility to maintain databases of project type, sectors, locations, activities, resources, objectives, benefits, etc. that will be used in various transactions such as defining project, progress reports, performance monitoring, etc.
- Facility to develop work breakdown structure (WBS) template for various interventions at U-EAS in the form of activities/ sub activities setup.
- Facility to enter the project details that will facilitate the user to monitor the progress of implementation of infrastructure/ capacity building interventions at U-EAS.
- Facility to view the summarized status of the project from project initiation till the closing of the project at any given time. The progress report gives the user a review of the project where it stands now.
- Facility to measure the performance of the project and manage the project including risks and issues as well as recommendations & suggestions.
- Facility to measure the performance of a specific project based on predefined performance indicators.
- Facility to define base values as well as target values against each performance indicator.
- Facility to attach performance indicators with a particular project and its related sector.
- Facility to record the performance of an intervention on a given period of time.
- Facility to compare the actual performance of project activities against the planned activities.
- Facility to generate periodic performance monitoring report.
- Facility to monitor and control the deliverables being produced by the project.
- Facility to close the project once all the deliverables have been completed and approved by the management.
- Facility to record the satisfaction level as well as the action plans against each of the project completion criteria such as project objectives, project benefits, project deliverables, etc. defined for the project.
- Facility to record any outstanding issues to be needed after the project implementation.
- Facility to record the actions required to release all project resources, including staff, contractors, equipment, materials, etc. at the time of project closure.
- Facility to mark the project as terminated in case the project has to close down before it completion time to any given reasons.
- Facility to review the project in terms of the delivered benefits, objectives, scope, on-time delivery, within the allocated budget and resources as planned.
- Facility to assess the degree to which the project's key achievements, failures and lessons learned for future projects.
- Facility to implement a change in the project through the change management process in order to monitor and control changes within the project.
- Facility to record the change, reasons for the required change and benefits that can be reaped from that change.
- Facility to record the overall resources required for the change in terms of manpower, time and cost.
- Facility to provide an analytical tool to the management executives to access and analyze the critical information that is required to monitor ongoing interventions. These include areas like:
  o Progress of the projects

- o Actual vs Planned Activities
- o Budgeted vs Actual Cost Comparisons
- o Performance Monitoring
- Facility to provide summarized information to the management on one screen, highlighting the areas where performance is below the defined threshold and requires some decisions and instant actions.

4.7   Hostel Management System

The system will be used by the Provost and supports activities that assist student for seat allotment process specific to all applicants. The salient features of the module should include but not limited to the following:

- Facility to create setups of male/ female hostel blocks, floors, rooms and their description with type, capacity and detail of other item in a room, room charges, details of supervisory staff of hostel and mess such as Warden, Assist. Warden, Head Bearer, Bearer, etc.
- Facility for the students to apply online for hostel and other services.
- Facility to configure room allocation rules and automatically allot rooms to students based on room size, type and capacity.
- Facility to maintain the room status whether it is occupied or vacant.
- Facility to manage the reallocation of room to student with semester wise and also maintains attachment detail of the same.
- Facility to maintain the details of fee paid by the students.
- Facility to manage the student clearance with respect to vacant date and submission of other related item of the room.
- Facility to maintain the information of visitors with respect of student and room.
- Facility to manage and control hostel assets efficiently and track hostel consumables and durables by location, value, date and lot codes using RFID or barcode scanners.
- Facility to maintain details of meals and accounts of each student.
- Facility to create week wise menu.
- Facility to automatically calculate mess charges, track mess expenditures and other transactions.
- Facility to monitor monthly expense of mess, kitchen stock, etc.
- Facility to generate monthly mess bill of each student.
- Facility to record attendance through check-in and check-out times of students at entry and exit points of the hostel and messby swipe cards and electronic barrier gates (i.e. tripod, flap, etc.)
- Facility to track missing students in the hostel and notify parents by email/ messaging.
- Facility to integrate with complaint management module to lodge any complaints.
- Facility to generate reports of hostel for hostel officials such as hostel wise, floor wiseoccupied and vacant rooms list,students list availing mess services, non-payers list, etc.

4.8 Transport Management System

The salient features of the system should include but not limited to the following:

- Facility to integrate with Fixed Assets module to retrieve details of vehicles and other assets.
- Facility to integrate with HRMS to retrieve complete profile of Assistant Transport Officer, Drivers, Conductors, workshop employees and other staff.
- Facility to maintain complete details of routes of different vehicles along with the pick and drop points.
- Facility to record student application to avail transport facility and registration.
- Facility to record student application to avail ambulance service and approval.
- Facility to assign route/ vehicles with driver and conductors.
- Facility to assign duty and rotation of drivers according to work load with responsibility
- Facility to enter trip logs (meter reading before and after trip).
- Facility to perform auto calculation of over time duty by both drivers/conductors.
- Facility to suspend any trip/ route.
- Facility to maintain log of different study tours in order to comply with university rules
- Facility to record of fuel quantity consumed and cost for each vehicle/ other equipment.
- Facility to record oil change, filter change, tyre change, service/washing history and other parts of each vehicles/ other equipment with reference to mileage and date
- Facility to maintain record of vehicles repaired (minor/ major) and its approval process.
- Facility to record information related to vehicle health.
- Facility to maintain detailed record of staff/ pool cars.
- Facility to maintain complete track of drivers/conductors holidays/leaves and their replacements (should be handled through Attendance module discussed above).
- Facility to maintain history regarding misconducts of drivers/conductors & action taken against them (should be handled through GRC module discussed above).
- Facility to record monthly or quarterly feedback/ recommendations from students in order to improve services (should be handled through Survey module discussed above).
- Facility to maintain history of outsourced vehicles and their expense.
- Student RDIF Card to protect illegal boarding into the different route buses.
- Facility to generate reports for administrator and senior management such as number of vehicles, drivers, maintenance, warehouse management, fueling, etc.

4.9   Complaint Management/ Grievance Redressal System

The salient features of the system should include but not limited to the following:

- Facility to register complaint by the student/ faculty member/ employee giving the information such as applicant name, job title, department, contact numbers, addresses, cause of the grievance, solution requested, complaint type, etc.
- Facility to generate complaint number in order to track complaint.
- In case the complaint is related to services such as fixation of fault then it is forwarded to the concerned section for resolution.
- In case the complaint is related to the administrative issues then it is forwarded to the Grievances Redressal Committee for resolution.
- Facility to review each type of complaint by the relevant section and give their recommendations.
- Facility to follow-up the implementation of the recommendations.
- Facility to enter feedback of the complainant regarding its resolution.
- Facility to properly close the complaint in case of resolution.
- Facility to show the progress of the complaint to the complainant.

4.10 Fixed Assets Management System

Fixed assets system maintains complete record of all assets owned by the U-EAS and records the movement of these assets from one department to the other and from one location to other. The system also calculates year-end depreciation and determines the written down value (WDV), at the time of disposal to calculate the gain/ loss on disposal of assets. The salient features of the Fixed Assets system are given below:

- Maintain comprehensive database of assets using multilevel asset codes for analyzing group and detail level information.
- Multi-location assets maintenance
- Department-wise assets management
- Disposal of assets using various modes of asset disposal.
- Provision to write-off assets
- Provision for different type of adjustments i.e. revaluation, re-classification etc.
- Transfer of asset to other locations/ departments.
- Breakup for assets costs either acquired locally or imported
- Maintains the history of previous years schedules
- Fixed assets register for individual items
- Edit lists and MIS reports
- Integration with the General Ledger system

Depreciation

- Maintaining different methods of depreciation calculation like straight line, reducing balance etc.
- Depreciation methods setup at group level as well as at individual level
- Provision to define depreciation policies regarding acquisitions and disposals
- Prepares monthly and annual depreciation schedules.
- Cost center-wise depreciation allocation
- Initial and normal depreciation rate (if different). Initial depreciation values are for the first year of newly acquired assets
- Number of shift days (if applicable) at group level
- Provision for calculating shift based depreciation.

Reports

- Fixed assets register
- Depreciation schedule – financial and tax
- List of assets location-wise, department-wise
- List of transfers/ disposals/ additions
- List of revalued assets/ re-classified assets/ written-off assets

4.11   Inventory System

The Inventory system is designed to manage movements of stock i.e. receipts of materials from supplier, issuance of materials to the user departments, materials returns, etc. The system will maintain built-in controls related to stock management like re-order level, lead-time, re-order quantity, etc. The Inventory system will be integrated with the Purchase system, such that all the Goods Received Notes will be linked with Purchase Order to evaluate quantity ordered, quantity received and partial status of purchase orders. Efficient management of stocks by maintaining stock monitoring parameters like minimum and maximum levels, re-order quantity and lead time.

- The total cost of an item can be maintained as a break up of various cost heads, for instance purchase price, freight, custom duty, etc.
- Valuation of stock based on weighted average cost.
- Preventing shortfall by maintaining a minimum level for all items in stock.
- Multiple stock adjustments and reports on their quantitative and financial effects
- Producing financial / quantitative reports of the stocks procured, issued and in hand
- Different characteristics can be defined for different groups of items. This is in addition to the levels of codes maintained in the system.
- Facility to maintain multiple warehouses. Each warehouse can have its own Goods Receiving Notes, Material Issues, Sales Invoices and other transactions.
- Facility to enter quantitative information separately by Stores staff and financial valuation separately by the Finance department for each GRN.
- Facility to define item types such as capital goods, consumable items, etc. Upon entering the GRN the system should update the acquisition in the Fixed Assets system.
- Materials valuation linked with the prices in PO/ supplier invoice/ payment voucher.
- QC inspection and facility to maintain stock as useable, damaged/ expired
- Providing the management with consumption pattern of stock items
- Provision to maintain separate buying units and issuing units and their conversion
- Material Issue and Material Return Note to manage stock movement between store and departments.
- Stock transfer note to move stock between various warehouses.
- Stock adjustment note for different type of errors like excess/short stock
- Facility to return damage stock to the supplier and automatic generations of debit note to supplier ledger balances.
- Cost center-wise storage and issuance of stock.
- Facility to generate MIS reports related to inventory transactions.

4.12 Human Resource Management System

The salient features of the system should include but not limited to the following:

4.12.1 Employee Module

- Facility to enter employee personal information
- Facility to enter academic record
- Facility to enter date of joining or leaving
- Facility to enter details of employee family
- Facility to record medical history
- Facility to enter multiple addresses
- Facility to enter status of annual leaves

4.12.2 Job Profile

- Facility to create areas of operations such as Academic, Administration, Accounts, Provost, HR
- Create uniform Job titles to be used in whole organization such as VC, Chairman, Director, Superintendent etc.,
- Facility to define government grade structure and pay scale to accommodate salary
- Create Job positions such as VC, Chairman, Director, Superintendent etc.,
- Facility to define job description by attach duties, responsibilities, skill, qualifications with the Job position
- Define Job Evaluation Factors (Age, Qualification, Experience)

4.12.3 Recruitment and Selection

- Resources planning to define all the sanctioned posts in each department
- Facility to view status of sanctioned positions such as vacant position, positions to be vacant, etc.
- Facility to generate request for the hiring of a position.
- Facility to publish adverts of vacancies on the website
- Facility to define hiring criteria.
- Facility to create and upload CVs using candidates own login id, password.
- Facility to search best candidate from the CV database based on the criteria defined in the system and custom filters.Search of suitable personnel from the database of resumes based on:
  - Skills requirements
  - Educational requirements
  - Experience requirements
  - CV text search for uploaded CVs
- Facility to shortlist the selected candidates and send them call letters for interviews from the system.
- Facility to define different stages for selection such as selection board, syndicate, registrar, etc.
- Facility to schedule interviews/ assessment of the candidates.
- Facility to conduct tests/ assessments/ interview sheets
- Facility to generate offer letter to the selected candidate

4.12.4 Training and Skills Development

- Facility to raise training request based on training needs identification during the appraisals, recruitment, department's specific needs, etc.
- Facility to prepare course calendar
- Facility to enroll employees based on:
  - Courses already attended by person
  - Prerequisites/ skills required for course
- Facility to mark course completion by:
  - Performing post training evaluations
  - Entering training costs

4.12.5 Appraisals/ Performance Management

- Facility to configure performance evaluation form for different grades
- Facility to record details of performance evaluation of the concerned HOD.
- Facility to define various stages of review, recommendations and approvals
- Schedule reviews and intimate stakeholders such as assesses, assessors
- Perform assessments based on the assessment workflow configured earlier.
- Recommend (review and amend system generated) compensations
- Review and finalize compensations
- Facility to generate promotion letter and update the grades and pay scales.

4.12.6 Employee Self Service (ESS) Module

This module should designed to serves as an employee interface to the HR department. This module should have the following features:

- Online access to:
  - Pay slips
  - Outstanding Loans
  - Outstanding Leaves
  - U-EAS procedures and policies
- Interfaces to file leave applications, loan applications and approvals should also be possible
- Provisions for notice board, employee feedback, newsletters and connecting other internal modules, where required.

4.12.7 Correspondence Management

- Reduce the burden of HR department by sending auto intimations from various processes such as job interview schedules, employee review schedule, compensation intimations, etc.
- Facility to define letter/ email templates such as warning letter, appreciation letter, offer letter, employment contract, etc.
- Facility to attach U-EAS's templates being used for the correspondence process
- Facility to add system bookmarks (such as employee name, designation, salary, etc.) in the template
- Facility to generate emails/ letters and send to recipients

4.12.8 Housing and Accommodation Module

The salient features of the module should include but not limited to the following:

- Facility to maintain record of all housing units owned by the U-EAS such as location, category, covered area, number of rooms, number of washrooms, other amenities, etc.
- Facility to register request for the allocation of house/ hostel rooms.
- Facility to create a waiting list of all those who applied and case has been approved for accommodations based on the rules defined in the system.
- Facility to allocate accommodation to the applicants containing applicant name, tenure, terms and conditions, etc.
- Facility to deallocate accommodation upon the retirement or the will of the occupants.

4.13   Payroll System

Payroll system should have a facility to set up employees' master file and the salary structure for each employee in terms of monthly allowances and deductions. The system should maintain the location wise/ department wise employee cost thereby enabling the management to analyze the payroll cost contribution with reference to each department/ business unit. The effect of these transactions should be transferred to General Ledger system electronically.

The system should also provide a loan module, which will maintain a track of various loans given to the employees by the U-EAS and will automatically make loan deductions according to the loan terms set in the system. All loans will be treated as interest free loans.

The payroll system should maintain track of leave record of each employee, in terms of leaves availed and leaves outstanding, and will automatically calculate the deductions for 'leave without pay'. The module wise features of the system are as described below:

4.13.1   Basic Salary Module

- Employees should be identified by unique numbers allotted to them and the system maintains the personal information of each employee, like employee's name, father's name, address, department, designation, location, date of joining and confirmation, date of leaving (for employees who have left), grade, National Tax Number and National Identity Card Number, eligibility for EOBI, Social Security, General Provident Fund, etc.
- Facility to define government basic pay scales for each grade to compute allowances, annual increase.
- Facility to revise basic pay scales as and when required.
- All allowances offered to the employees and deductions made from their salaries are user-defined in the system.
- Allowances and contributions should be computed automatically based on formulas defined by the users as per the U-EAS policy.
- The effect of any changes in the allowances is immediately passed on to tax module and the system computes the tax automatically.
- Non-salary benefits offered to the employees should also be maintained by the system.
- The effect of the number of days not worked during the month is passed on the net amount of salary payable to that employee once these have been entered.
- Provision to split an employees net salary for remittance to multiple banks.
- Printing of Pay-slips
- The Basic Salary module should be integrated with Workload module to compute and make payments of the extra work load (academic and administrative)
- The following reports should be produced from the system:
  o Employee's personal details
  o List of employees: Department / location /designation wise
  o List of employees joined and left during the month.
  o Department-wise and grade-wise strength
  o Monthly payroll sheet by employee/department/location
  o Departmental summary of the salary paid
  o Annual payroll sheet: detailed and summarized
  o List of employees paid by bank and cash
  o EOBI, ESSI, education CESS and Group Insurance reports (monthly and annual) for the contributions made by the U-EAS on behalf of its eligible employees.

4.13.2   Leave Management

- Maintenance of employees' leaves in terms of leaves allowed, leaves availed and leaves outstanding.
- The actual dates when the leaves were availed can also be maintained.
- The effect of days not worked in the month (leaves without pay etc.) is reflected on the salary of that employee.
- Monthly and annual leaves register can also be produced.
- Leaves encashment is also calculated once the encashable leaves have been identified.

4.13.3   Income Tax Module

- Income Tax module to compute tax liabilities based on the latest tax rules and produce the following report:
- Income tax computation
- Monthly/ quarterly income tax return
- Salary certificate printing as per government requirement
- Income Tax Statement u/s 50 (1)
- Income Tax Statement 139
- Facility to produce tax report in a format prescribed for e-filing by the FBR

4.13.4   Final Settlement Module

- This module should compute the terminal benefits for the employee who leaves the organization based on the following parameters:
- Computation of leaves encashment
- Computation of notice pay (either side)
- Deduction of balance loan amount recoverable
- Deduction of tax recoverable form the employee
- Computation of salary for the days worked during the leaving month.

4.14   Library Management System

The salient features of the system should include but not limited to the following:

4.14.1   Bibliographic Records & Cataloging Standards

- Cataloging with authority control for bibliographic records
- Compliance with MARC/ RDA Standards for bibliographic
- Formats, provide flexibility to import and export records to/ from other database
- No limitation for bibliographic record length
- The LMS must support the following standards:
  - Library of Congress Subject Headings
  - Library of Congress Classification
  - International Standard Bibliographic Description
  - MARC21 format for catalog description
- System can detect duplicate records, can make separate file for duplicate or conflicted records
- Create, modify or delete fields or subfields without re-keyingthe entire record or sub record
- Cataloging and linking multimedia, including URL's, Documents(.doc, .docx, .pdf), slide shows (.ppt), images (.jpg, .tif), video (.dat, .mpg) etc.
- System can accept, store, retrieve and display UNICODE data.

4.14.2   Other Requirements

- Multi language, the GUI interface of LMS software is supported by English, & Urdu text.
- Software must support scheduled backups, at application and database level (preferred)
- Option to export and import records in common file format like xml, xls, txt, etc.

4.15 General Requirements

4.15.1 Common Function Requirements

Following requirements are common to all system/ modules and should include but not limited to the following:

- Software should provide a detail audit trail of all the activities and should be equipped with the query analyzer to view any exceptions.
- All reports can be exported in different formats such as PDF, MS Excel Format, CSV, etc.
- Software should provide import data facility through MS Excel, CSV and other machine readable formats.
- System should maintain electronic signatures of all the users and record with each transactions.

4.15.2 Non-Function Requirements

System Architecture

- Software should be developed in open source technologies (Odoo or at least Equivalent ERP).
- The systems should be platform independent and compatible with all the leading Operating Systems such as Microsoft, Linux, etc.
- Systems should be web based and can be accessible from anywhere.
- All the mobile apps/ dashboards should be compatible with Android and IOS platforms.
- System should have single sign-on to access any system/ module.
- System should have unified architecture such that any setup students, employee, department, vendor, cost center, etc. created in one module should be accessible to other modules.
- All systems/ modules should be well integrated with each other to share financial effects and transaction references.
- The software should have a capacity to handle server requests/ web traffic of around 20,000 student and around 5,000 employees/ faculty members.

System Security

- Systems should have secure communication with SSL (https) or any other equivalent security mechanism.
- All the sensitive information such as student grades, exam data, should be stored in encrypted form in the database.

Source Code& Updates

- The vendor should hand-over the source code of all the systems/ module developed exclusively for the U-EAS.
- The vendor should also provide the development tools, technologies, APIs, etc. for future enhancements by the U-EAS.
- The vendor should provide updates of any new release from time to time during the agreed maintenance period.
- The vendor should impart training and transfer skills for onward customization and maintenance.
- The original source code and customization made by the vendor shall be the property of the U-EAS. TheU-EAS shall have complete rights to modify any Modules at any time.

Service Levels

- The vendor should specify the service levels for:
  o Fixation of critical and non-critical bugs and errors
  o Response to any queries
  o Time required for maintenance and upgrades
- The vendor should provide 1 year free technical support services after the successful deployment of the software

Availability

- Software solution should be available for internal users 24 x 7 x 365 with minimal downtime.

Training Manuals

- Vendor should provide online help and user manuals covering each and every option for all the systems and modules discussed above.
- Vendor should provide installation manual.
- Vendor should provide technical documents such as data dictionary, schema, system architecture, DFDs, class diagrams and other necessary documentation for the customization of software.
- All the manuals discussed above should be updated time to time by the vendor.

Trainings

- The vendor should impart training to the U-EAS's project team and the end-users by taking the following initiatives:
  o Creation of test environment of the deployed software i.e. Conference Room Pilot (CRP) for software acceptance testing and on-going training.
  o Provision of hands-on training to the end-users to allow them to test key processes.
  o Train the trainer of the U-EASfor their capacity building.
  o Train and empower the technical team so that they can add new modules, enhance and customize the existing software according to their needs.

General Requirements and Information for Proposal Submission

For a PROPOSER to be considered, U-EAS must receive four (4) copies (one original and three photocopies) of the technical proposal& one copy of financial proposal by 12:00 pm **July 11, 2022** at the following address:

House # 53, Sector –A, Main Double Road, Kanju Town Ship Khyber Pakhtunkhwa

Please also send one printable and searchable PDF copy of technical proposal in a flash drive.

All proposals must be clearly marked separately for both technical and financial proposals:

Technical / Financial Proposal
"Acquisition & Implementation of Enterprise Resource Planning (ERP) & CMS Solution"

Sealed Technical and Financial proposals should be submitted in two separate envelops placed and sealed in one big envelope (as per single stage – two envelops bidding procedure).

There is no expressed or implied obligation for the U-EAS to reimburse responding PROPOSER for any expenses incurred in preparing proposals in response to this request.

U-EAS reserves the right to retain all proposals submitted, and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the PROPOSER of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between U-EAS and the PROPOSER selected.

The U-EAS shall not bear any cost related to the preparation of proposal as well as any subsequent cost such as pre bid meeting visit cost, etc. incurred by the PROPOSER.

4.16 Joint Venture

Maximum Two firms can be participated in the capacity of joint ventures.

Following are minimum qualification requirements of JV:

a. In case of JV, Single combined proposal should be submitted. Separate proposals from each partner will not be acceptable and is to be submitted be lead partner. Furthermore, power of attorney should be provided in the name of lead Partner.
b. The Tenderers may form a joint venture. An Agreement Deed to that effect, legally executed and signed by all the partners shall be submitted with the bid.
c. There must be at least one locally registered company (Partner) of good repute, with relevant experience and proven track record, in the joint venture.
d. One partner of the participating Joint Venture shall be designated the Lead Partner (locally registered company) . If awarded the contract, the Lead Partner would enter into legal agreement with the Client on behalf of the Joint Venture and would receive instructions and incur liabilities.
e. All partners shall be jointly and severally liable for the execution of the Contract in accordance with the agreed terms and conditions. In case of award of Contract, the Contract Agreement shall be signed by the Lead Partner. All the partners shall be jointly and severally liable for the execution of the project in accordance government rules and regulations.
f. Credentials of lead partner and its JV partner will be evaluated.

4.17 Project Contact

The U-EAS invites you to submit a proposal in accordance with the terms, conditions, and specifications contained in this document. Please submit the proposals by **July 11, 2022** no later than 12:00 pm. Questions about the project may be directed to:

University of Engineering & Applied Sciences, U-EAS,

To,

Shafqat.alam@ueas.ed.pk

CC:- Riaz.khan@ueas.edu.pk

The PROPOSER is responsible for ensuring that the email was successfully received. Questions and requests for clarification and/or additional information should be directed via email to the contact above. Any change in response to questions/clarifications will be re-advertised as an addendum to this RFP.

4.18   Project Schedule& Deliverables

The following is a tentative time schedule and deliverables related to the requested ERP Needs Assessment project:

Date	Activity
June 22, 2022	RFP release
July 11, 2022	Proposals Due(by12:30 pm)
Within 10 days after due date (tentative)	Presentations by shortlisted firms
August 05, 2022, tentative (provided that the final evaluation has been approved by the competent authority by this date)	Contract awarded, work begins
September 06,2022 (tentative)	Submits Inception Report, Project Charter, Project Schedule (WBS)
Fortnightly (before close of business of each fortnight)	Fortnightly Progress Reports giving target achieved against planned, targets slipped, causes joand recommendations and next targets.
October 18, 2022 (tentative),GAP analysis as per module.	Submits Gap Analysis Report, Data Migration Plan
Aer per Modules (February 15,2023-Tentative)	Installation of ERP and CMS software (Package A, B & C) at U-EAS and handing over of training material.
Immediate required after completion of work.	Handing over of source code & related technical documentations as discussed above
Job closeout	Closeout and handing over and taking over of project

4.19   Eligibility Criteria for the Firm Applying

This Invitation for Bids is open to reputed firms/suppliers registered with Income Tax , firms must be Active Taxpayer List of FBR, Government of Pakistan for supply and provisioning of such services.

Government-owned Enterprises in the Purchaser's country may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Purchaser.

Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2% bid security must be attached by the bidder along with their financial proposals, proposals will be considered invalid, in the absence of bid security attached.

The bidder or its key personnel should have strong understanding of ERP packages and extensive experience with institutions/organization.

The bidder should have completed at least 2 successful implementations of Odoo or at least ERP at government departments/Government autonomous bodies. (In case of Joint venture the lead partner must have at least 02 successful implementations of Odoo or at least ERP at government department/Government autonomous bodies.)

Proposal Requirements

The Proposal should include the minimum information requested below in the order listed. Emphasis should be on completeness and clarity of content. Please do not include sales and marketing brochures. Additional information, if provided, should be separately identified in the proposal.

4.19.1   Section One – Transmittal Letter

A cover letter (Annex - 1, to be furnished with technical proposal and Annex - 2, to be furnished with financial proposal) signed by an official authorized to solicit business and enter into contracts for the PROPOSER. The cover letter should introduce your firm and summarize general qualifications, including the firm's legal entity name, address, email address, phone number of contact person, and short synopsis of the proposal and credentials to deliver the services sought under the RFP.

4.19.2   Section Two – Experience and Qualifications

a)   The PROPOSER should describe the company's profile giving details of legal status, services and products offer, number of offices, overall staff strength and other details highlighting the company's profile along with Annex – IV.

b)   A description summarizing the PROPOSER's experience in performing similar services as listed in this RFP. Please include the year, key scope objective(s), and ERP solution (along with the list of modules) that your firm or key personnel implemented, include the names of the project manager, team members and their roles.

c)   A statement identifying the names of key personnel that will be assigned to this project, including their titles, length of relevant experience (name of projects executed in govt institutions and task performed), qualifications and proof of certifications for the products and services being offered (attach resumes). Please

include the PROPOSER's ability to adequately and consistently staff the project with the same team.

The PROPOSER will depute at least 07 qualified staff in this project, mainly comprising of Project Manager, Functional Consultants, Developers, Business Analyst, QA Analyst, Database Administrators, Technical Writer, etc.

d) The firm's ability to complete the work specified in this RFP and produces the required products in a timely fashion and the ability to present any necessary reports and recommendations to University staff. This section should contain the description of two successfully completed projects in government organizations including the name of institution for which work was been performed, general description of the scope of work, name and contact information of agency representative responsible for the project.

e) Evaluation of the bids will be conducted in the following Two stages: -

Technical Stage-1 (A):   **Preliminary Examination**

S.No	Description of requirement	Responsive	Non-Responsive
1	Proof of Registration of the firms. • Certificate of Incorporation/registration • Active taxpayer		
2	Annual Audited reports of last 3 years		
3	Authorization letter from the manufacturer to market their products for specific this project (as per Annex-X).		
4	At least 2 Client's References (Government Organizations) as mentioned in Section 5.4.4 (Annex-V).		
5	At least 2 Completion Certificates of successful implementations at government organizations of Odoo or at least ERP. In case of Joint venture, the lead partner must have at least 02 successful implementations of Odoo or at least ERP at government department/Government autonomous bodies **(Ongoing Projects will not consider)**		
6	CVs of key personnel (Team assigned to this project)		

7	Letter of bid (Bid Form) as per Annex-I.		
8	Whether affidavit on judicial stamp paper to the effect that *"the requisite Bid Security has been placed separately in the sealed envelope of financial bid"* has been provided.		
09	Bidder Qualification statement as per Annex-IV –		
10	Affidavit on judicial stamp paper to the effect that firm has not been blacklisted in the past by any Govt., Semi Govt. or private institution and nor any litigation case.		
11	The firm can Participate in Capacity of Joint Venture (Maximum two firms)		

The preliminary examination will be conducted on a Responsive or non-responsive basis. Only bids which have been rated "responsive" in the preliminary examination of bids shall be considered for further evaluation.

Technical Stage-1 (B):   **Technical Marking**

In second stage of technical marking will be done as per section of the RFP i-e **"selection criteria-**Section 4.23"
The Technical marking will be conducted on a pass or fail basis. Only bids which have been rated "pass" in the technical marking of bids shall be considered for further evaluation.

Financial Stage-2:   **Financial/Final Evaluation**

- Letter of Bid (Bid Form) as per Annex-II
- Price Break down schedule as per Annex-III
- Bid Security as per Annex-VIII or in the form of bank draft/CDR.

4.19.3 Section Three – Outline Strategies and Options

Outline methodology, planning, design and execute strategies that will result in the analysis, design, implementation, and training of ERP solution that are practical to the University. Include a detailed plan for the services to be provided, along with deliverables to be provided at each step, with a corresponding timeline, including meetings with University staff. The work plan should be consistent with the scope of work presented above, however, the PROPOSER may suggest changes where appropriate.

4.19.4 Section Four – References

Provide a minimum of Two (2) references.(Government Organizations) . Include the entity name and website URL, and title, email address and telephone number for a contact person from each reference, as well as scope of work and project start/end dates (Annex – V).

4.19.5 Section Five – Estimated Project Timeline and Pricing.

The PROPOSER should provide module wise break-up of timelines and prices as mentioned in "Priority Matrix for Deployment-Section-3.1" .

a) Provide an estimated module wise project timeline required to implement the ERP and CMS solution as discussed in the scope of work.

b) Provide pricing estimates that include:
- Total Software Cost, with module wise cost break-up as per Annex - III
- Study, implementation and training cost.

c) The PROPOSER shall present a specific "not to exceed" fixed fee, including associated and Implementation Cost.

The payment schedule commensurate with the deliverables and the work schedule are as follows:

Sr. No.	Components	% of Fee & OOP Cost
1.	Upon submission Gap Analysis Report, Data Migration Plan	10%
2.	Upon installation of ERP and CMS software (Package A, B & C) at U-EAS and handing over of training material and configuration of master file setups	20%
3.	Upon completion of training	15%
4.	Upon completion of customization and development of software	20%
5.	Upon handing over of source code & related technical documentation as discussed above	25%
6.	Upon closeout and handing over and taking over of project	10%

4.20 Bid Security

a) The Bidder shall furnish, as part of its bid, a bid security of 2% of the total bid price as per Annex – VIII or in form of bank draft/CDR.

b) The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture.

c) Any bid not secured, will be rejected by the Purchaser as nonresponsive.

d) Unsuccessful bidders' bid securities will be discharged or returned as promptly as possible.

e) The successful Bidder's bid security will be discharged upon the Bidder signing the contract and furnishing the performance security or completion of the contract.

f) The bid security may be forfeited, if a Bidder:

   i. withdraws its bid during the period of bid validity specified by the Bidder, or

   ii. does not accept the correction of errors; or

   iii. in the case of a successful Bidder, if the Bidder fails:

     o to sign the contract; or

     o to furnish performance security or complete the job.

4.21 Performance Guarantee

The supplier whose quotation is accepted will be required to submit a performance bond in the form of bank guarantee/irrevocable CDR (Annex – VII) as a professional liability issued by the first class recognized bank, the amount of which will be not less than ten percent (10%) of the total contract amount to guarantee faithful performance and completion of the Agreement. Performance guarantee must be submitted within 20 days after the award of contract. If the Contractor fails for any reason to execute the Agreement, the said bond will be forfeited to the University. The performance bond shall remain in effect for one (01) year from the date of issuance.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for new bid.

4.22 Selection Criteria

A two stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being opened and compared. Only those financial proposals of the proposers will be considered for opening that scores 70 marks out of total 100 technical marks in Technical Evaluation. Before opening of financial proposals the qualified vendors will be called for Presentations Session.

The technical proposal shall be evaluated on the basis of its responsiveness to the Term of Reference (TORs)/ Scope of Work.

In the Final Stage, the price proposal of all the qualified contractors, will be compared. The overall weight-age factor applied to Technical & Financial scoring will be as under:

Sr. No.	Criteria	Weightage
1	Technical Proposal	50%
2	Financial Proposal	50%

The selection process shall be based on the received bids. The process may include discussion and clarification thorough any mean as notified. Criteria for evaluation shall include:

Factors (Total Technical Marks 100 and Passing Marks 70)	Max. Marks
ODOO-ENTERPRISES OR EQUIVALENT ERP implementations experience. • 15 Marks for each completed similar project at Government/autonomous organizations (proof of completion certificate) maximum 2 projects. • (Partially /ongoing projects will not be consider. • 0 Marks for irrelevant, incomplete, and partial implementations	30
ODOO-ENTERPRISES OR EQUIVALENT ERP implementations experience at any Organizations. • 05 Marks for each completed similar project at any organizations (proof of completion certificate). • (Partially /ongoing projects will not be consider. 0 Marks for irrelevant, incomplete, and partial implementations	15
Proposed Work Plan and Approach-Live Demo/Presentation/Required technical documentations	15
List of Personnel, their Qualification and Experience Criteria: **Relevant Qualification (Max 10 Marks)** Bachelors (0.5 Marks), Masters (0.75 Marks), Doctorate (2 Mark), ACCA (1 mark), CA (3 Mark) team members for point calculation 10. **Relevant Experience (Max 10 Marks)** 1 Mark per year for each personnel and the marks awarded will be the average of all personnel. 1 Mark for each year of experience for each personnel engaged, with maximum limit of 10 marks for each employee. The marks will be computed on the basis of weighted average of total number of persons engaged. The PROPOSER will depute at least 07 qualified staff in this project, mainly comprising of Project Manager, Functional Consultants, Developers, Business Analyst, QA Analyst, Database Administrators, Technical Writer, etc.	20
Number of Years the firm has been in ERP consultancy practice in (ODOO-ENTERPRISES OR EQUIVALENT ERP) Pakistan: 2 Mark for each year-Needs to submit Certificate of Incorporation/NTN Registration.	10
Availability of local office in Peshawar/Swat (Maximum 10 Marks)	10
Total	100

4.23   Financial & Final Evaluation

The lowest evaluated Financial Proposal (FL) will be given the maximum financial marks of 100.

The financial bid will be evaluated as follows: $FM = 100 \times FL / F$

Where:

FM= Financial Marks

FL= Cost of proposal of Lowest Financial bid prices.

F= Cost of the proposal under consideration.

The final evaluation will be based on the respective weightage assigned to Technical Criteria and Financial Criteria and the marks attained.

$TM \times 0.5 = TTM$

$FM \times 0.5 = TFM$

$GTM = TTM + TFM$, where:

TM=Technical Marks
FM = Financial Marks
TTM= Total Technical Marks
TFM= Total Financial Marks
GTM= Grand Total Marks

5   Contract Terms & Conditions

5.1   Inspections and Tests

The Purchaser or its representative shall have the right to inspect and/or to test the ERP Software to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.

The inspections and tests may be conducted on the premises of the Supplier and/or at the final destination. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

5.2   Delivery

Delivery of the Goods/Services shall be made by the Supplier according to project deliverable and set deadline made by U-EAS after award of the contract.

5.3   Warranty

The Supplier warrants that the Goods/services supplied under the Contract are new, unused, of the most recent or current models. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods/services in the conditions prevailing in the place of final destination of the Purchaser.

This warranty shall remain valid for twelve (12) months, as desired against it, in its specification, after the Goods/services, or any portion thereof as the case may be, have been delivered, installed and commissioned at the final destination.

The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

Upon receipt of such notice, the Supplier shall, within one month and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.

If the Supplier, having been notified, fails to remedy the defect(s) within the specified period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

5.4   Payment

The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted.

5.5   Delays in the Supplier's Performance

Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser.

If at any time during performance of the Contract, the Supplier encounters conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance,

with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages, unless an extension of time is agreed upon without the application of liquidated damages.

5.6 Liquidated Damages

If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, 0.5% of the total amount of the Contract per week, up to a maximum of 10% of the total amount of contract. Once the maximum is reached, the Purchaser may consider termination of the Contract.

5.7 Termination for Default

The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

(a)   if the Supplier fails to deliver any or all of the Goods or Services within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser; or

(b)   if the Supplier fails to perform any other obligation(s) under the Contract.

(c)   if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

5.8 Force Majeure

The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.9   Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

5.10   Termination for Convenience

The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

The Goods or Services that are complete and ready for shipment within fifteen (15) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

a. to have any portion completed and delivered at the Contract terms and prices; and/or
b. to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

5.11   Settlement of Disputes

If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods or Services under the Contract.

Arbitration proceedings shall be conducted in accordance with the rules.

Notwithstanding any reference to arbitration herein,

a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
b. the Purchaser shall pay the Supplier any monies due the Supplier.

5.12   Limitation of Liability

Except in cases of criminal negligence or wilful misconduct, and in the case of infringement,

a.   the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and

b.   the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective goods.

Annexure – Bidding Forms

Annexure - I

LETTER OF BID (LETTER OF INTENTION)
(To be furnished with technical proposal)

Date:_____

Procurement Ref. No: U-EAS/2021/ERP-001-A

To:

The Project Director,
University of Engineering & Applied Sciences, Swat

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install, train and commission the ERP Software in conformity with the said bidding documents.

We undertake, if our Bid is accepted, to deliver the goods/services within _____ days from date of award of contract.

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 at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof 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 bid you may receive. We certify/confirm that we comply with the eligibility requirements as per bidding documents.

Dated this _____ day of _____ 2022

_____   _____

[Signature]   *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

Annexure – II

LETTER OF BID (LETTER OF INTENTION)

(To be furnished with financial proposal)

Date: _____

Procurement Ref. No: U-EAS/2021/ERP-001-A

To:

The Project Director,
University of Engineering & Applied Sciences, Swat

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install, train and commission the ERP Software in conformity with the said bidding documents for the sum of _____ *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Price Break-down schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods within _____ days from date of award of contract.

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 at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof 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 bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per bidding documents.

Dated this _____ day of _____ 2022

_____   _____

[Signature]   *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

Annexure – III

PRICE BREAKDOWN SCHEDULE

1		2	3	4	5	6
Package No.		Module Description	Country of origin	No. of Licenses	Module Cost including User license cost Unit price (PKR)	Module Cost including User license cost Total price (PKR)
Package A	1	Workflow & Data Archiving System		01		
	2	Financial Management system including data migration from OODO Community version to Enterprises version.		01		
	3	Procurement Module including data migration from OODO Community version to Enterprises version.		01		
	4	Campus Management System (CMS)		01		
	5	Human Resource Management System		01		
	6	Payroll System		01		
	7	User Management System		01		
	8	Inventory System		01		
	9	Hostel Management System		01		
	10	Transport Management System		01		
Package B	1	Business Intelligence (Bi) System		01		
	2	Library Management System		01		
	3	Document Management System		01		
	4	Sales Management System		01		
	5	E-Tender		01		
Package C	1	Project Management System		01		
	2	Complaint Management System		01		
Implementation Cost	01	Total Implementation Cost (Including staff payment assign to this project ,travelling ,lodging ,stationery, courier ,etc)		01 Project Implementation		

	Grand Total =	

We offer to supply, install and commission the abovementioned goods(s), in accordance with the terms and conditions stated in your Request for Quotations referenced above.

The validity period of our quotation is: ____90____ days from the time and date of the submission deadline.

We confirm that the prices quoted above are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Quotation Authorised By:

Signature: _____   Name: _____

Position: _____   Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

_____

OFFICE SEAL

Annexure - IV

(LETTERHEAD OF SUPPLIER/TENDERER/MANUFACTURER)
BIDDER QUALIFICATION STATEMENT

Name and Address of Tenderer/Bidder

A.   Name of Supplier/Tenderer_____

B.   Address of Head Office   _____

C.   No. of Employees/Engineers_____

D.   Date Established and/or Registered_____

E.   Project In-charge   _____

F.   Section/Department/Division_____

G.   Email Address   _____

H.   Telephone Number   _____._____

I.   Mobile Number   _____

J.   National Income Tax No.   _____

We hereby certify to the best of our knowledge that the foregoing statement are true and correct and all available information and data have been supplied and that we agree to show documentary proof thereon upon your request.

Date   _____

Name & Address of the Tenderer   _____

                                                _____

                                                _____

                                                 (Signature)

                                                _____

                                                (In the Capacity of)

Annexure - V

REFERENCE LIST OF SIMILAR NATURE COMPLETED PROJECTS

Name of Purchaser/ Institution	Purchase order No. and date	Contact Person/ Contact No./ Email/ Website	Modules Implemented	Value of order in Millions	Date of completion

Note: Please attached the supporting documents such as PO/Agreements along with Completion Certificates must be provided, etc.

Annexure - VI

<u>CONTRACT FORM</u>

THIS AGREEMENT made the _____ day of _____ 2022 between University of Engineering & Applied Sciences, Swat (hereinafter called "the Purchaser") of the one part and *[name of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., procurement of ERP Software'sand has accepted a bid by the Supplier for the supply, installation, commissioning and training of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH 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 referred to.

2.   The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
(a)   the Price Schedule submitted by the Bidder;
(b)   the Technical Specifications;
(c)   the General Conditions of Contract;
(d)   the Purchaser's Notification of Award.
(e)   Bidding Documents.

3.   In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4.   The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____
(for the Purchaser)

Signed,   sealed,   delivered   by   _____   the   _____
_____(for the Supplier)

Annexure - VII

PERFORMANCE BOND (FORM)

To

> The Project Director,
> University of Engineering & Applied Sciences, Swat.

WHERES **(Name of Supplier)** (hereinafter called "The Supplier") has undertaken, in pursuance of Agreement dated _____ to supply, install, train and Commission ERP Software .

AND WHEREAS, it has been stipulated by you in the said Agreement that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Agreement.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby 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 agreement 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) day of (Month), (Year).

Signature and Seal of the Guarantor

_____

_____

_____

Date_____   Address   _____

_____

Annexure - VIII

FORM OF BID SECURITY

_____ Date: _____
[Name and address of guarantor]

Beneficiary: Project Director
                   University of Engineering & Applied Sciences, Swat

BID GUARANTEE No.:   _____

We have been informed that *[name of the Bdder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for supply, installation, training and commissioning of ERP Software at University of Engineering & Applied Sciences, Swat - Pakistan under Procurement Reference Number_____.

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[_____name of guarantor]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[_____amount in figures]*(*[_____amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a)   has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or

(b)   does not accept the correction of errors in accordance with the Instructions to Bidders (ITB) or

(c)   having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

_____

[Signature and Stamp]

Annexure - IX

<u>INSTALLATION/COMMISSIONING/TRAINING UNDERTAKING BY ORIGINAL EQUIPMENT/SOFTWARE MANUFACTURER</u>

We **(Name of Original Software Manufacturer)**, a manufacturer duly organized under the law of **(Name of Country)** and having its principal place of business at **(Address of Original Software Manufacturer)** hereby undertake that we are exclusively responsible for the successful Installation, Commissioning, and Training for the equipment/software offered by us/ our local agent for your Invitation for Bids Reference Number _____ dated _____**.**

If for any reason, such as travel restrictions imposed by our government etc., we are unable to send our engineers/supervisors to perform the installation, commissioning, and training for our equipment/software at the Purchaser's designated premises, then we are exclusively responsible for all the costs inclusive of all associated expenses for seven (7) days detailed training of at least two (2) technical personnel of the Purchaser at our premises at **(Original Software Manufacturer or Authorized Dealer premises Address)** for each lot secured as per the Purchaser bidding documents.

Any and all costs associated with successful installation, commissioning, and training has been included in our aforementioned quotation.

Date _____

Name & Address of the Original Software Manufacturer or Authorized Dealer

_____

_____

(Signature)

Note: This letter should be on the letterhead of the Original Software Manufacturer or Authorized Dealer and should be signed by a duly person.

Annexure - X

<u>ORIGINAL SOFTWARE MANUFACTURER'S AUTHORIZATION FORM</u>

To:

Project Director,
University of Engineering & Applied Sciences, Swat

WHEREAS *[_____name of the Original Software Manufacturer or Authorized Dealer]* 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 Agent]* to submit a bid, and subsequently negotiate with you against Invitation for Bids Reference No._____ for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per General Conditions of Contract (1 year warranty) for the goods offered for supply by the above firm against this Invitation for Bids.

_____

[Signature for and on behalf of Original Software Manufacturer or Authorized Dealer]

Note: This letter of authority should be on the letterhead of the Original Software Manufacturer or Authorized Dealer and should be signed by a person competent and having the power of attorney to bind the Original Software Manufacturer or Authorized Dealer.

End of Document