

QUAID-E-AWAM UNIVERSITY,  
OF ENGINEERING SCIENCE & TECHNOLOGY  
NAWABSHAH



Request for proposal/  
Tender Document for  
Procurement of LMS & ERP  
Modules

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### NOTICE INVITING TENDER

All interested reputed firms/suppliers/parties having registration with FBR, for income tax, sales tax and SRB (if required) and not black listed in any procuring agency are invited to participate in following work. The details of tenders are as under:

Sr. No	Name of Work	Tender Fee	Completion Time	Earnest Money	Date of Purchase	Date of Submission
01	Procurement of LMS & ERP Modules	PKR. 3000 ( Non-refundable)	03 Months	3%	22.05.2022	06.06.2022

The details are given as under,

- Methodology will be Single Stage –Two Envelops
- **Bid Security 3%** in the shape of Pay Order in the name of Director Finance, QUEST
- The bid will be submitted (1<sup>st</sup> attempt) up to 06.06.2022 at 11:00 AM and bids will be open on 06.06.2022 at 12:00 Noon.
- In case of no response the second attempt will be start from 07.06.2022 to 22.06.2022 with same details mentioned above for submission of bids and opening of bids including time & venue.

#### Eligibility Criteria:

- (i) Active Income Tax & GST registered firms.
- (ii) Experience: Minimum three of experience in the relevant field.
- (iii) Turnover: as mentioned in Bid Document.
- (iv) Marks will be given as per Evaluation Criteria.

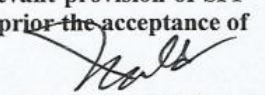
#### Bidding/Tender Documents:

- (v) Tender Documents with detailed specifications can be obtained from the office of Deputy Director Finance, QUEST.
- (vi) The bidder shall pay the tender fees (Non-Refundable) of Rs. 3,000/- in the name of Director Finance along with application.
- (vii) The bidder shall send the application, tender fee / Pay order (Non-refundable).
- (viii) The bid document will be Issued and Submitted in the office of Deputy Director Finance, QUEST. The place of opening will be Committee Room of Vice Chancellor, QUEST, Nawabshah.
- (ix) The Tender Document can also be downloaded from the official website of QUEST ([www.quest.edu.pk/](http://www.quest.edu.pk/)) and SPPRA-PPMS ([www.ppms.pprasinidh.gov.pk](http://www.ppms.pprasinidh.gov.pk)).
- (x) For any information feel free to call (Cell # 0336-8577735), DDF, QUEST, Nawabshah, email address ([gamarShaikh@quest.edu.pk](mailto:gamarShaikh@quest.edu.pk)).

#### Under following conditions bid will be rejected:-

- (xi) Bid found Conditional and telegraphic.
- (xii) Bid submitted without required bid security.
- (xiii) Bid received after specified date and time.
- (xiv) Affidavit shall be attached with bid as firm is not Black listed.
- (xv) Bid Firms in litigation.

The PA (QUEST) reserve the rights to reject any or all bids subject to relevant provision of SPP Rules 2010 (Amended 2019) and may cancel the bidding process at any time prior the acceptance of a bid or proposal under rule 25 of SPPRA.

  
Deputy Director Finance  
QUEST, Nawabshah

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**Deputy Director Finance  
QUEST, Nawabshah**

## BID DATA SHEET

<b>Procuring Agency</b>	<b>Quaid-e-Awam University of Engineering, Science &amp; Technology, Nawabshah, SBA.</b>
<b>Description</b>	<b>Procurement of LMS and ERP Modules</b>
<b>Bid Procedure:</b>	<b>Single Stage – Two Envelope</b> via Quality and Cost Based Selection (QCBS)
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>▪ Project Charter, Project Schedule, Work Breakdown Structure (WBS)</li> <li>▪ Fortnightly Progress Reports</li> <li>▪ Inception Report</li> <li>▪ Gap Analysis Report, Data Migration Plan</li> <li>▪ Complete, fully functional LMS with Outcome Based Education (OBE) and ERP with all the functional and non-functional requirements</li> <li>▪ Training and User Acceptance Testing (UAT) at QUEST's main campus as well as all the affiliated colleges/campuses</li> <li>▪ Data migration and customization</li> <li>▪ Parallel operation of the software-based system and the existing manual system in the main campus as well as all the affiliated colleges/campuses.</li> <li>▪ Complete source code &amp; related training and technical documentation</li> <li>▪ 1-year free technical support (preferably 2 years) after successful implementation</li> <li>▪ End-user and technical training of all modules</li> </ul>
<b>Bid Document can be purchased</b>	From: Office of the Deputy Director Finance, Mr. Qamar Shaikh, (Cell # 0336-8577735), Deputy Director Finance, QUEST, Nawabshah, email address (qamarShaikh@quest.edu.pk)
<b>Language:</b>	English
<b>Bid Prices:</b>	FOR basis and in "Pak Rupees" Delivery Duty Paid. <i>No Any L.C. will be opened on the part of the University.</i>
<b>Bid Security:</b>	<b>3%</b> of the total bid quoted; Demand Draft in the name of Director Finance, QUEST, Nawabshah, S.B.A.
<b>Bid Validity:</b>	The bid should be valid for 90 days
<b>Performance Security</b>	<b>07%</b> of the amount mention in the notification of award from the Procuring agency.
<b>Award Criteria</b>	On item Rate Basis
<b>Purchase Date:</b>	From the first day of publication of this advertisement up to <b>22.05.2022</b>
<b>Bid submission</b>	(Date & time): <b>06-06-2022 at 11:00 AM.</b> Bids received after the due date and time will be un-accepted.
<b>Bid opening</b>	(Date & time): <b>06-06-2022 at 12:00 Noon</b>
<b>2<sup>nd</sup> Attempt</b>	In case of no response submission will be from 07.06.2022 to 22.06.2022
	Bid opening for 2 <sup>nd</sup> Attempt will be 22.06.2022 at 12:00 Noon
<b>Bid opening place</b>	Committee Room of Vice Chancellor, QUEST, Nawabshah
<b>Delivery Period</b>	<b>3 Months at QUEST, Nawabshah</b> (from the date of award of contract)
<b>Payment</b>	70% payment shall be released after successfully installation of software, verified from end user. 30% will be released after installation and getting satisfactory certificate from end user. No part payment will be allowed.
<b>Inspection:</b>	The Technical committee will inspect and issue the satisfaction certificate.
<b>Bid Evaluation:</b>	The bids will be evaluated as per evaluation Criteria. The Procuring Agency reserves the right to reject any or all the bids subject to the relevant provisions of SPPRA Rules 25 (1) (Amended 2019).
<b>Liquidated Damages</b>	In case of late delivery @ 0.1% per week will be charged on bid amount deducted from the bill, but not more than 10% of contract value.

*Note:* In case of any unforeseen situation or official / government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time.  
The QUEST, Nawabshah reserves the rights to accept or reject the proposal either in full or part without assigning any reason.

**Deputy Director Finance**  
**QUEST, Nawabshah**

## A: Instructions to Bidders. (ITB)

### 1. INTRODUCTION

#### 1. GENERAL

- 11** **QUAID-E-AWAM UNIVERSITY OF ENGINEERING SCIENCE & TECHNOLOGY, NAWABSHAH (QUEST)** intends to purchase the various items for QUEST from Government allocated funds and Funds allocated by HEC, the items are distributed with respect to allocations.

#### 2. ELIGIBLE BIDDERS

- 21** This Invitation for Bids is open to all original Manufacturers, within Pakistan and abroad, and their Authorized Agents / Importers / Bidders / Distributors.
- 22** Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the University to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
- 23** Government-owned enterprises 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 Federal Govt. or Provincial Govt.
- 24** Bidder should not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government organization in accordance with sub **clause 35.1**.

#### 3. ELIGIBLE GOODS

- 3.1** All goods and related services to be supplied under the contract shall have their origin in eligible source countries and all expenditures made under the contract shall be limited to such goods and services. For this purpose, the term “Goods” includes any Goods that are the subject of this Invitation for Bids and the term “Services” shall include related services such as transportation, insurance etc. **The “Origin” means the place where the “Goods” are mined, grown, or produced, or the place from which the “Related Services” are supplied.** Goods are produced through manufacturing or processing, or substantial and major assembly of ingredients / components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

## 2. THE BIDDING PROCEDURE

- 32** Single Stage - Two Envelope Procedure under SPPRA Rule number 46-2
- (a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (b) Envelopes shall be marked as “FINANCIAL PROPOSAL” and TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (c) Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (d) Envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (f) No amendments in the technical proposal shall be permitted during the technical evaluation;
- (g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (i) Bid found to be the lowest evaluated or best evaluated bid shall be accepted.
- (j) The bids shall be opened in the presence of bidders or their authorized representative at the prescribed time, date and venue.

### **3. THE BIDDING DOCUMENTS**

#### **4. CONTENTS OF BIDDING DOCUMENTS**

##### **4.1 The Bidding Documents:**

In addition to the Invitation for Bids (IFB) / Tender Notice, the bidding documents include:

- i. Instructions to Bidders (ITB);
- ii. General Conditions of Contract (GCC)
- iii. Special Conditions of Contract (SCC)
- iv. Schedule of Requirements
- v. Technical Specifications
- vi. Article of Agreement
- vii. Manufacturer's Authorization Form
- viii. Performance Guarantee Form;
- ix. Bid Form; and
- x. Price Schedules.
- xi. Evaluation Criteria for Technical & Financial Proposals.

4.2 In case of discrepancies between the Invitation for Bids (IFB) / Tender Notice and the Bidding Documents, the Bidding Documents shall take precedence.

4.3 The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.

#### **5. Clarification / AMENDMENT OF BIDDING DOCUMENTS**

Supplier, who has obtained documents may request for clarification of contents of the bidding document in writing and respond to such queries shall be made in writing within three working days, provided they are received at-least five working / calendar days prior to bid opening date.

5.1 At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

5.2 All prospective bidders that have received the bidding documents will be notified the amendment(s) in writing, which will be binding on them.

5.3 In order to allow prospective bidders reasonable time to take the amendment(s) into account in preparing their bids, the Procuring Agency may, at its discretion, extend the deadline for submission of the bids.

5.4 Addendum: At any time prior to the deadline for submission of document, the Procuring agency may amend Document by issuing addenda. Any addendum issued shall be the part of the Document and shall be communicated in writing to all who have obtained the Document from the concerned office.

### **4. PREPARATION OF BIDS**

#### **6. LANGUAGE OF BID**

##### **6.1 Preparation of Bids**

The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring Agency shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case for purposes of interpretation of the Bid, the translated version shall prevail.

#### **7. DOCUMENTS COMPRISING THE BID**

7.1 The bid prepared by the Bidder shall comprise the following:

- (a) Tender Fee/Challan
- (b) Bid Security
- (c) CNIC Copy of the Owner
- (d) The Document (one Original and one copy) in a sealed envelope and each page of both shall be signed and stamped with Company Owner.
- (e) Bid Form;

- (f) Price Schedule;
- (g) Documentary evidence to the effect that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted;
- (h) Documentary evidence to the effect that the goods to be supplied by the Bidder are eligible goods and related services as defined in clause-3 and conform to the bidding documents.

## **8. BID PRICES**

- 8.1 The prices and discounts quoted by the Bidder in the Bid Form and in the Price Schedules shall conform to the requirements specified below.
- 8.2 All items in the Schedule of Supply must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Price Schedule shall be assumed not to be included in the Bid.
- 8.3 The price to be quoted in the Bid Form shall be the total price of the Bid excluding any discounts offered.
- 8.4 The Bidder shall quote any unconditional discounts and the methodology for their application in the Bid Form.
- 8.5 Prices proposed in the Price Schedule Forms for Goods, shall be disaggregated, when appropriate. This disaggregation shall be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency. This shall not in any way limit the Procuring Agency's right to contract on any of the terms offered:
  - (a) Price Schedule for Goods offered from within the Procuring Agency's country:
    - (i) Detailed Specification of Stores
    - (ii) Model / Cat No.
    - (iii) Name of Manufacturer.
    - (iv) Country of Origin
    - (v) Quantity of Stores
    - (vi) Unit
    - (vii) the unit price of the goods quoted on delivered duty paid (DDP) basis, including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of goods, or on the previously imported goods of foreign origin;
    - (viii) If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes during the contract period shall be passed on to the Procuring Agency; and
    - (ix) the total price for the item.
  - (b) Price Schedule for Goods offered from outside the Procuring Agency's country:
    - (i) Detailed Specification of Stores
    - (ii) Model / Cat No.
    - (iii) Name of Manufacturer
    - (iv) Country of Origin
    - (v) Quantity of Stores
    - (vi) Unit
    - (vii) Currency of Bid
    - (viii) the unit price of the goods quoted on CFR / C&F basis (Karachi Port), in the Procuring Agency's country;
- 8.6 Final Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A Bid submitted with an adjustable price shall be treated as nonresponsive and shall be rejected.



- 8.7 If it was proved during the contract period that bidder has supplied the contracted item(s) to any other purchasing agency in Pakistan at the prices lower than the contracted prices, the balance amount will be deducted from the bill and / or security deposit of the bidder.

## **9. BID CURRENCIES**

- 9.1 Prices shall be quoted in Pakistani Rupees for goods offered within the Procuring Agency's country on delivered duty paid (DDP).
- 9.2 Price shall be quoted in foreign currency for goods offered outside the Procuring Agency's country on F.O.R. Basis. It is worth to mention here that this University has exemption Certificate from Custom

## **10. Documents Establishing Bidder's Eligibility And Qualification**

- 10.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring Agency's satisfaction:
- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring Agency's country;
  - (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
  - (c) that, in the case of a Bidder not doing business within the Procuring Agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Bidder's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - (d) that the Bidder meets the evaluation & qualification criteria of bidding document.

## **11. DOCUMENTS ESTABLISHING GOODS' ELIGIBILITY AND CONFORMITY TO BIDDING DOCUMENTS**

- 11.1 Pursuant to ITB Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.
- 11.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 11.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:
- (a) a detailed description of the essential technical and performance characteristics of the goods; and
  - (b) an item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications, verifiable from products authenticated source i.e. website etc.
- 11.4 For purposes of the commentary to be furnished pursuant to ITB Clause 12.3(b) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive.

## **12. BID SECURITY**

- 12.1 The Bidder shall furnish, as part of its proposal, a Bid Security in the amount and currency specified in the Bid Data Sheet and SCC. Unsuccessful bidders' Bid Security will be returned soon after approval of the successful Bidder. The successful Bidder's Bid Security will be



discharged upon signing of contract and furnishing the Performance Security bond, duly guaranteed by a scheduled bank.

122 The Bid Security shall remain valid for a period of 28 days beyond the bid validity period, or till it is revalidated/extended for a period mutually agreed upon by the tenderer and the Chairman, Tender Committee, QUEST, Shaheed Benazirabad.

123 The Bid Security is required to protect the Procuring Agency against the risk of Bidder's conduct, which would warrant the Security's forfeiture;

124 The Bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity; or (b) in the case of a successful Bidder, the Bidder fails:

(i) to sign the Contract; or

(ii) to complete the supplies in accordance with the General / Specific Conditions of Contract.

### **13. BID VALIDITY**

13.1 Bids shall remain valid for 90 days from the date of its opening. A bid valid for a shorter period shall be treated as non-responsive and rejected.

13.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period. However, for any reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period.

### **14. ALTERNATIVE BIDS**

14.1 The alternative bids are not allowed.

## **5. SUBMISSION OF BIDS**

### **15. SEALING AND MARKING OF BIDS**

The supplier shall enclose the document (one Original and one copy) in a sealed envelope and each page of both shall be signed and stamped with Company Owner.

15.1 The envelopes shall:

(a) bear the name and address of the Bidder;

(b) bear the specific identification Name and Number of this bidding process indicated in the Bid Data Sheet; and

(c) bear the Procuring Agency's name and address i.e. **QUAID-E-AWAM UNIVERSITY OF ENGINEERING SCIENCE & TECHNOLOGY**, (QUEST) Sakrand Road, Nawabshah (Shaheed Benazirabad), and a statement: **"DO NOT OPEN BEFORE,"** the time and date specified in the Bid Data Sheet.

15.2 If all envelopes are not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the bid.

### **16. DEADLINE FOR SUBMISSION OF BIDS**

16.1 Bids must be submitted by the bidders and received by the Procuring Agency at the specified address not later than the time and date specified in the Bid Data Sheet.

16.2 The Procuring Agency may, at its convenience, extend this deadline for submission of bids by amending the bidding documents in which case all rights and obligations of the Procuring Agency and the Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **17. LATE BID**

17.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall not be entertained and returned unopened to the bidder.

**18. WITHDRAWAL OF BIDS**

- 18.1 The Bidder may after its submission withdraw prior to the expiry of the deadline prescribed for submission of bids.

**6. OPENING AND EVALUATION OF BIDS**

**19. OPENING OF BIDS BY THE PROCURING AGENCY**

- 22.1 The Procuring Agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.
- 22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring Agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 18.
- 22.3 Bids (and modifications sent pursuant to ITB Clause 19) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

**20. CLARIFICATION OF BIDS**

- 20.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

**21. PRELIMINARY EXAMINATION**

- 21.1 The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 21.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 21.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 21.4 Prior to the detailed evaluation, pursuant to ITB Clause 23 the Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law, Taxes and Duties, will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 21.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

**22. EVALUATION AND COMPARISON OF BIDS**

- 22.1 The Procuring Agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 22.
- 22.2 The Procuring Agency's evaluation of a bid will be on delivered duty paid (DDP) inclusive of prevailing duties/taxes and C&F / CNF basis and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 22.3 The Procuring Agency's evaluation of a bid will take into account, in addition to the bid price quoted, one or more of the following factors, and quantified in ITB Clause 24:
- (a) **Incidental costs**  
Incidental costs provided by the bidder will be added by Procuring Agency to the bid price at the final destination.
- (b) **Delivery schedule offered in the bid**  
The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement.

- (c) **Deviations in payment schedule from that specified in the Special Conditions of Contract**  
Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price.
- (d) **Cost of components, mandatory spare parts, and service**  
The Procuring Agency will estimate the cost of spare parts usage in the initial period of operation, based on information furnished by each Bidder, as well as on past experience of the Procuring Agency or other procuring agencies in similar situations. Such costs shall be added to the bid price for evaluation.
- (e) **Availability of spare parts and after sales services for the equipment offered in the bid**  
The cost to the Procuring Agency of establishing the minimum service facilities and parts inventories, as outlined in the Bid Data Sheet or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.
- (f) **Projected operating and maintenance costs during the life of the equipment;**  
Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the Bid Data Sheet or in the Technical Specifications.
- (g) **Performance and productivity of the equipment offered**  
Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

## 1. Project Overview

Quaid-e-Awam University (QUEST, NAWABSHAH) Nawabshah is soliciting proposals from PROPOSER to acquire integrated Learning Management System (LMS) with Outcome Based Education (OBE) and Enterprise Resource Planning (ERP) solution for the automation of student academic life cycle (from Admission till alumni) and administrative/financial processes of QUEST, NAWABSHAH as per high level scope of work. However, requirements/scope of work may be enhanced during the requirement analysis/gathering phase of the project:

### 1.1 **About QUEST, NAWABSHAH**

The Sindh University Engineering College Jamshoro was established in 1963 as a constituent college of the University of Sindh to provide adequate opportunity of engineering education to the people belonging to the interior of Sindh Province. According to the education policy of 1972, the government decided to upgrade the college to the level of University of Engineering & Technology after shifting it to Nawabshah. Consequently, the first year classes were started at Nawabshah in February 1974.

In July 1976, this institution was declared as an additional campus of the University of Sindh through amendment in the Sindh University Act, 1972 and was headed by a Pro-Vice Chancellor. The additional campus was eventually upgraded to the level of University on 15 March 1977 through an ordinance. Later on, the Provincial Assembly of Sindh also passed an Act in this regard and named the institution as Mehran University of Engineering and Technology, Nawabshah. In 1980, the Government decided to shift Mehran University of Engineering and Technology to Jamshoro and the campus at Nawabshah was declared as a constituent college of Mehran University; renamed as Mehran University College of Engineering and Technology (MUCET), Nawabshah". On 7<sup>th</sup> August 1996, MUCET was upgraded to the level of a university through an ordinance and later through an act of Sindh Assembly and was renamed as **Quaid-e-Awam**

## **University of Engineering, Science and Technology (QUEST, NAWABSHAH), Nawabshah.**

At present, QUEST, NAWABSHAH is accredited with the Higher Education Commission (HEC), Pakistan Engineering Council (PEC) and is the member of Association of Commonwealth Universities.

QUEST, NAWABSHAH is situated just outside the city of Nawabshah near airport and is spread over an area of 457 acres on both sides of the main Sakrand Road. Presently, it consists of three academic sectors. Sector-A houses the departments of Electrical Engineering, Computer Systems Engineering, Information Technology and Computer Science. Sector B houses the departments of Civil Engineering, Mechanical Engineering, Basic Sciences & Related Studies, and Mathematics & Statistics. All the laboratories of Civil Engineering, Mechanical Engineering and Workshops are located at Sector-C. Whereas, the newly established department of English is located on the firstfloor of the old library building, adjacent to the newly constructed and fully equipped Data Center and Examination Branch located at ground floor near Sector-B.

The Central Library is located in between the multipurpose hall and the hostels. This beautiful, capacious building is fully equipped with all the basic facilities for students and is open for 7 days a week. The departments of Electronic Engineering, Energy & Environment Engineering are located near Sector A and C; whereas, the Telecommunication Engineering and Chemical Engineering departments are located near Mechanical Engineering workshops. The Administration Block is situated near Sector-C. All the stakeholders of the university, i.e., teachers, officers, employees and students have the facility of an express electricity feeder to work with full peace of mind with zero load shedding. There is a well-planned residential colony consisting of a substantial number of bungalows for the teachers, officers, and quarters for employees. A constituent college, named Engineering College Larkano, was established at Larkano city in 2010. The Honourable Chief Minister, Sindh upgraded the college and declared it as QUEST, NAWABSHAH Campus Larkano, vide a Notification No.SO(U)/U& B/QUEST, NAWABSHAH/7-1/2018/211, dated 23-11-2018.

## **1.2 Project Objectives and Background**

### **1.2.1. Assignment Objectives**

The objective of this assignment is to identify and select a software development/ IT vendor firm/chartered Accountant firms with proven experience in developing and implementing LMS and ERP. The PROPOSER will perform an analysis of the QUEST, NAWABSHAH current environment, business processes and organizational strategy prior to the deployment of the software.

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

- a) Achieving paper-less working environment.
- b) Improve service level and coordination among departments, sections etc.;
- c) Reduction of approval time though automation of workflow, case management and approval cycle.
- d) Empowering faculty members, students and other staff to accomplish work at

their own.

- e) Integration with the banks to streamline accounting process through **bank APIs**.
- f) A self-sustainable and cost-effective solution.
- g) Meeting QUEST, NAWABSHAH needs for the next 20 years at least.
- h) Efficient student life cycle management.
- i) Automation of manual processes.

**1.2.2. Strong IT infrastructure to support new solution. Assignment Background**

QUEST, NAWABSHAH currently has been using a combination of manual and automated systems (partially automated). Both business and technology needs have changed dramatically over the period of time. Therefore, the University desires to acquire a robust, and state of the art solution to automate its entire operation.

**1.3 Terms of Reference (TOR)**

QUEST, NAWABSHAH, intends to have a web-based and scalable Learning Management System (LMS) and ERP. All the users/stakeholders in the main campus as well as all the affiliated colleges/campus will be able to access the entire system over internet.

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

- a) Gap Analysis for the system/ modules
- b) A complete, fully-functional LMS with OBE, and ERP addressing all the functional and non-functional requirements mentioned later in the RFP
- c) Implementation and testing of the developed LMS and ERP in parallel operation with the existing manual system
- d) Training of all the end-users as well as technical personnel (programmers, DBAs, etc.)
- e) 1-year free technical support (preferably 2 years) after the successful implementations
- f) Complete source code with all rights of all the developed tools and technologies
- g) Data migration and customization
- h) Integration of the existing automated systems (e.g., hostel management, central library) with the new ERP.

**1.4 In Scope Locations**

Following is the list of in-scope locations:

1. Main Campus, QUEST, Nawabshah
2. Affiliated colleges/campuses

## 1.5 In-Scope Modules

This section describes the implementation of the systems and modules covered in this assignment.

S/No.	System Name
1.	Learning Management System (LMS) with Outcome Based System (OBE)
2.	Admission Module
3.	Financial Management System (Double-entry system)
4.	ORIC Module
5.	Examination Module
6.	Attendance Module
7.	Quality Enhancement Cell (QEC) Module
8.	Scholarship Management Module
9.	Alumni Module
10.	Workflow & Data Archiving Module
11.	Inventory Module
12.	Human Resource Management Module
13.	Planning & Development (P&D) Module
14.	Payroll Module
15.	Transport Module
16.	Business Intelligence Module

## 2. Functional & Other Requirements

### 3.1. Learning Management System (LMS)

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

- a. Modern & easy-to-use interface
- b. Separate profiles for students and instructors
- c. Personalized Dashboard
- d. Creating and managing courses, enrolling students, users/roles, and other administrator tasks
- e. Course related content management (course slides, notes, handouts, assignments, reports, etc.)
- f. Interactive lecture delivery
- g. Students performance tracking
- h. Creation of class timetables and academic calendar
- i. Conduct of online examinations with restricted mechanism
- j. Assessment of all examinations and assignments
- k. Instructor-students interaction
- l. Notifications
- m. Reports and analytic
- n. Creation of examination results
- o. Manage Complete Student Academic Life Cycle
- p. Students' fee payment and dues records

#### 3.1.1. Outcome Based Education

- a. Accreditation requirements (Washington Accord, Seoul Accord)
- b. Managing vision, mission & OBE framework
- c. CLO-PLO mapping
- d. Continuous Quality Improvement (CQI) processes

- e. Indirect and direct assessment mechanisms
- f. PLO coverage report
- g. Student-wise attainment, course level attainment
- h. Facility to define Program Educational Objectives (PEOs), Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for various batches of programs.
- i. Facility to append and update PEOs, PLOs and CLOs for single and collective courses within threshold limits.
- j. Facility to submit the OBE results for single and multiple courses.
- k. Facility to define KPIs for batches
- l. Facility in Grade-book to show Scores
- m. Facility to generate various reports as per QUEST, NAWABSHAH, PEC and other necessary requirements.
- n. Facility to maintain Semester and Annual Academic Programs and their details such as number of years, number of semesters, regular and summer semester, maximum credits hours, degree duration, batches.
- o. Interactive graphical views/reports of CLOs achievement, PLOs achievement, PLOs distribution, CQI measures, marks sheets, transcripts, etc.
- p. **For desired functionalities, Q-OBE (<https://qualityobe.com/>) software may be referred.**

### **3.1.2. Enrollment/Registration**

- a. Facility for the student to select courses offered in a semester
- b. Facility to define and implement course selection rules as defined in the prospectus such as number of credit hours, eligibility of re-selection of repeat courses, etc.
- c. Facility to review enrollment list/ course selection chose by the students.
- d. Facility to maintain study schemes in which students have been enrolled.
- e. The system should have the facility to allocate courses from multiple study schemes to students where a student can select a course from new scheme though he/she has been enrolled to old study scheme.
- f. The solution must be able to support setting of study intake and academic semester with subject auto enrolment.
- g. Activate a student in a new session in order to progress him to the next academic level in order to allow new Course Enrollments.
- h. Ability that affiliated colleges shall access the registration page online and enter their student's data for registration. With a deadline
- i. Ability of the system to check the affiliated college's students for eligibility and generate a list of total number of students registered/enrolled and make a computer-based fee slip for college for submission.
- j. Provide ability to hold or block registration if any discrepancy
- k. Update/delete Course information (Course Name, Course Category, and Course Catalog Number) for an individual Student's enrollment in that course.
- l. To allow a student to enroll in available Classes at his/her ease via self Service.
- m. Student should be able to view Course details while browsing courses for enrollment - Credit Hours, Instructors, and Enrollment Requirements etc.
- n. Allow a student to do enrollments in more than one Term or Session, if the enrollment period is open
- o. Ability for students to print their schedules, view their account information.
- p. Provide ability to establish limits on the number of credit hours a student can register for during the term, by program.
- q. Ability to create per credit, flat rate, and plateau charge rules for fee assessment based on any of the following student information: student type, student attribute, residency, grading mode, instructional method, schedule type, admission term, degree, program, college, level, major class, and other related fields.
- r. System Generated Student Registration Card.
- s. Student-wise report of Enrollment summary.



- t. Student-wise Registration Report for Enrollments and Financial summary.
- u. Report for summary of Enrollments across Courses.
- v. Facility to issue university ID card to employees and students

### **3.1.3. Timetable, Class Scheduling & Workload Management**

- a. 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.
- b. Facility to define number of rooms and their usage (classrooms, labs, etc.)
- c. Facility to assign faculty members to the subject/ course
- d. Facility to define calendar such as shifts (morning, afternoon, night etc.), working days (Monday, Tuesday, etc.) and class duration (1 hour, 2 hours, etc.)
- e. Facility to define common subject combination into a single class.
- f. Facility to define lecturer day preference (Monday, Tuesday, etc.), lecturer time preference (Morning, afternoon, night etc.)
- g. Facility to support cancelation, replacement and relocation of classes.
- h. Based on the above parameters, the system should auto generate timetable with clash checking for classrooms, faculty members and students.
- i. Facility to generate various reports based on timetable.
- j. Facility to assign workload to faculty.
- k. Facility to assign additional workload (if any).
- l. Facility to generate actual workload and extra workload.
- m. Facility to create semester creation with semester start date and end date.
- n. Facility to enter course/ semester add/ drop deadline date.
- o. Facility to enter tentative examination (mid-term & final-term) date sheets.
- p. Facility to enter result submission date.
- q. Facility to enter tentative result declaration date.
- r. Facility to enter convocation dates.
- s. 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.
- t. Facility to define and generate alerts of the upcoming events.

### **3.1.4. Student Discipline & Conduct**

- a. Facility to maintain record of student conduct and discipline.
- b. Facility to issue show cause notices to students.
- c. Facility to send SMS/Email for personal hearing before the discipline committee.
- d. Facility to inform Parents/ Guardian regarding student misconduct if needed.
- e. Facility to maintain record of show cause notices/penalties.
- f. Facility for student to appeal against the decision of disciplinary committee to the appellate committee.
- g. Facility to communicate decision of disciplinary/ appellate committee to the student concerned.

### **3.1.5. Postgraduate Module**

- a. Facility to create and manage all the postgraduate programs
- b. Creation of programs, courses and all other tasks required for the undergraduate programs
- c. Facility to online apply for seminars, viva voce, etc.
- d. Facility to display schedules of upcoming seminars and other activities
- e. Maintaining records of Master and PhD external examinations
- f. Assignment of external/internal examinations based on their area of expertise
- g. Complete records of all the students along with their fee payment and other dues

### **3.1.6. Research & Final Year Projects Module**

- h. Facility to enroll students for final year projects and thesis.
- i. Facility to approve proposals and thesis by evaluation committee.
- j. Facility to define schedule for proposal, presentation and final reports

- k. Facility to record FYP, thesis, research project and publications by faculty members
- l. Facility to record grade for completed projects and thesis
- m. Facility to record feedback for proposal/thesis, presentation and reports
- n. Facility to record and archival of proposal and thesis for undergrad and postgrad students
- o. Integration with central repository/ achieving system for storing project related material
- p. Facility to record payments of both local & external examiners Payable system
- q. Facility to generate alerts and reports for enrolled students and users
- r. Facility to attach images/ MS Office files along with submission of proposal and other requirements

### **3.2. Admission Module**

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

- a. The module starts at the stage when a student applies for the admission and ends when the student is selected in a program.
- b. Facility to allow students to apply for 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.
- c. Facility to verify applicants' data based on criteria defined in the system.
- d. 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.
- e. The solution must provide ability to assess entry eligibility and calculate merit scores and relative rankings for all applicants belonging to a similar program (e.g. All BS programs) together.
- f. The system should provide a consolidated administrative view of all of the applicants, their eligibility status, merit score, position and scale based on program (preference) applied.
- g. Ability to define discipline/program wise seats for selection
- h. Ability to provide updated information on seats for a program such as Total Seats, Available Seats, Confirmed Seats and Offered Seats etc.
- i. Facility to publish merit list, send alert to successful candidates for interview, pay admission fee, and submit their credentials online.
- j. Facility to tag the students who qualify the interview and document verification process.
- k. Facility to generate notification to the successful candidates to deposit fee as per the schedule.
- l. Provision to apply for other facilities offered by the university such as transport, hostel, etc.
- m. Facility to cancel, suspend student admission based on the rule defined in the system such as low GPA, misconduct, non-payment of dues etc.
- n. Facility to conduct and maintain Hafiz-e-Quran/Disable test/interview records.
- o. Facility to re-admit a student whose admission has been cancelled due to non- payment, Absence or any other administrative issues.
- p. The solution must allow prospects to fill required information and submit application supporting document online including transcript, certification etc.
- q. Solution should support automatic trigger of either SMS or Email or both notifications to the relevant "Admissions Team" at various stages of the Online Web Portal Process such as signing up of new applicants, Submission of new applications, or data updates in Submitted applications etc.
- r. Ability to allow Applicants a restricted editing of submitted online applications to upload their final result transcript that is sometimes awaited from the awarding Institution(s).
- s. Ability to allow Applicants to upload the supporting documents even after submission such as but not limited to, missing documents or application fee payment receipts etc.
- t. Applicant should be able to download and print filled admission application form, fee challan, roll number slip and the offer letter from the portal.
- u. Enable students to check their admission decision status and outstanding admissions documents through self-service component.

- v. System must provide administrators with controls to restrict or provide access to different admissions features such as only some users must have provision to such as generating offer letters, sending communications to applicants, entering the application fee payments or viewing supporting documents etc.
- w. pp. Provide mechanism to help ensure admissions data is not altered on the system if when test scores are subsequently loaded.
- x. Solution should provide ability to setup various application fee lines each having their own fee rates and applicability rules in form of combination of primary application data elements such as Campus, Career, Program / group of programs, local and international, self-finance or regular or any other application types.
- y. Ability to customize application invoice template for enlisting the assessed fee based on defined rules along with the due date, payment conditions and payment details including bank details and other payment mode related information.
- z. Ability to share/download Application fee invoice for Admissions Finance Team.
- aa. Ability to send reminders to applicants to QUEST, Nawabshah missing supporting documents via SMS or email or both.
- bb. Solution should provide ability to schedule applicant interviews, assign interview marks and weightage as an Admission Criteria
- cc. Solution must support creation and management of Admission Entrance Test Schedules
- dd. Ability to schedule interviews for applicants and sending them interview invites and Ability to print interview form and detail for an individual applicant. It will be used to present in front of interview panel or internal processing.
- ee. Ability to categorize program or group of programs based on automated rules such as undergraduate admissions processing via eligibility rules, merit formulas, selection list or following a combination of eligibility/merit rule and subjective assessment for some like post-graduate programs or following a completely subjective evaluation and decision mode like for admitting to short-programs/certifications.
- ff. The system should provide a consolidated administrative view of all of the applicants, their eligibility status, merit score, position and scale based on program (preference) applied.
- gg. Ability to generate offer letter in bulk as per the configured template that can vary based on the selected program
- hh. Ability to provide a downloadable extract of all or criteria-based admission application data received for a year.
- ii. Dynamic Merit List Generation for all departments/programs.
- jj. Publishing Merit list of short-listed candidates integrated with (website)
- kk. Migration and Admission Cancellation.
- ll. Student ID card generation and email ID generation.
- mm. Maintenance of student personal file by enabling the concerned HoD/, exam section, and provost etc. to record their concerns in the student file
- nn. Online credit transfer form to be accessible to member for decision-making and approval from the competent authorities.

### **3.3. Financial Management System (Double-entry system)**

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

- a. Main Campus Accounting
- b. Satellite Campuses/ Affiliated Colleges
- c. GP Fund Accounting
- d. Benevolent Fund Accounting
- e. Lab Testing Fund Accounting
- f. Consultancy Fund Accounting
- g. Pension Fund Accounting
- h. Any other entities operating independently

### **3.3.1. General Ledger Financial Module**

The General Ledger system (GL) will be fully integrated with all other modules having financial effects such as Payables, Receivables, Human Resources Management System (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:

- a. The General Ledger should support cash basis/ double entry system.
- b. 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.
- c. Facility of maintaining multiple years of data jointly allowing previous and current year's data to be accessed simultaneously.
- d. 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 Project to Improve Financial Reporting and Auditing (PIFRA) by devising new accounting model.
- e. Providing multi-level cost center structure to record transactions with reference to different segments like department, campuses, etc. to produce segment wise analysis.
- f. Calendar with user-defined financial periods according to reporting requirement of the QUEST, NAWABSHAH.
- g. Facility to define standard vouchers with customized printing options.
- h. Facility of standard transaction narration on single keystroke for each voucher type.
- i. Full screen-editing facility while entering data.
- j. Provision to define month end vouchers as „reversible“ at the opening of subsequent financial period.
- k. Providing options whether to maintain automatic numbering of all documents or user entered document number.
- l. Powerful password protection for all activities.
- m. Facility to lock entered data to protect against any changes.
- n. Provision for standard/ recurring vouchers.
- o. Flexible user defined on-screen inquiries to analyze the entered vouchers with different logical operator and filters.
- p. 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.
- q. Period-end and year-end processing and generation of year-end voucher for closing balances of accounts.

#### **3.3.1.1. General Reporting**

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

#### **3.3.1.2. Financial Reports**

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

#### **3.3.1.3. Financial Dashboard Reporting System**

- a. KPI reporting
- b. Daily Bank Position, Collection & Expenditures

- c. Expected revenue and expanses in coming days
- d. Faculty wise student's strength, teaching & non-teaching strength & their Expanses.
- e. Faculty/Department wise revenue, expanses, budgets variances.
- f. Details of scholarships, discounts in fee and other means of fee waivers.
- g. Development projects, construction, transport expanses and hostel expanses
- h. Specialized financial reporting for HEC, Sindh Government and Other departments.

#### **3.3.1.4. Student Financial Module**

- a. Facility to generate online fee challahs for the following cases:
  - a. Entry test fee
  - b. Admission of new program
  - c. Semester fee Challan
  - d. Course fee, diploma, certificate fee, etc.
  - e. Other fee such as transcript fee, degree fee, semester fee, etc.
- b. Each Challan will have multiple head of accounts i.e. security fee, admission fee, course fee, Student cards fee etc.
- c. Facility to handle the following scenarios:
  - a. Part payments and installments
  - b. Adjustment of advances
  - c. Scholarship
  - d. Waivers
  - e. Penalties on late payment
  - f. Refund of fee
- d. 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.
- e. Facility to record bank/ cash receipt
- f. Provision to enter adjustments to rectify errors
- g. Provision to create bank reconciliations
- h. Facility to handle final settlement of students through the system
- i. Facility to generate projected fee estimates of any program enrolled with reference to any particular student.
- j. Facility to generate challan based on different category such as batch, individual student, semester wise, program wise, etc.
- k. Facility to maintain history of semester wise fee charged to the student.
- l. Integration with General Ledger (a module of ERP software) to post-financial effects of different receipts in the form of journal voucher.

#### **3.3.1.5. Budget Module**

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

- a. Budget planning
- b. Facility to enter annual budgets for different heads of account and campuses with a breakup of financial periods defined by the user.
- c. Facility to define multiple budgets such as HEC/Sindh Government budgets as well as recurring budgets.
- d. Facility to allocate budget figures with reference to business segment i.e., cost center, department, campuses, etc.
- e. Facility to copy previous year's budgeting values or get new allocation using a factor of previous data to minimize the data input efforts.
- f. Facility to revise the budget before completion of the year.
- g. Facility to print report for each head of account comparing the actual amount therein with the

- budgeted figure and the last year's figure.
- h.** Facility to view consolidated budget covering all the departments and campuses.
- i.** Facility to import budget data from the spreadsheets.
- j.** 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 reports.

#### **3.3.1.6. 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:

- a.** 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
- b.** Maintenance of customer account balances
- c.** Facility to knock-off invoices with cash receipts
- d.** Facility to maintain details of outstanding invoices
- e.** Facility to enter credit and debit notes to handle effects of sales returns, bad debts, replacements etc.
- f.** Facility to incorporate adjustment notes

#### **Reports**

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

#### **3.3.1.7. 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:

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

#### **General Reporting**

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

#### **3.3.1.8. Cash Management Module**

The Cash Management module is designed to analyze the future inflow and outflow of cash

generated from the account's receivables, payables, etc. This module also includes preparation of bank reconciliation, maintenance of multi-currencies, computation of forex gain/ loss etc. The proposed module will have the following salient features:

- a. Facility to setup banks, bank accounts, cash accounts, impress accounts, etc.
- b. Facility to prepare payment voucher on the basis of supplier invoice.
- c. Handling of supplier payment by incorporating withholding tax according to the nature of services and amount limit.
- d. Facility to link payment with available budget.
- e. Facility to prepare and maintain cash receipts
- f. Facility of advance payments from customers and adjust this at the stage of issuing invoices.
- g. 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.
- h. Provision to prepare bank reconciliation to evaluate exact cash position at different banks of the University of QUEST, Nawabshah.
- i. Facility to compute forex gain/ loss upon receipt of customer dues and payment of outstanding amounts.
- j. Facility to print cash, bankbooks, ledgers, etc. for given range of dates.

#### ***Tax Reporting***

- a. Tax payment receipt (challan)
- b. Monthly statement
- c. Annual statement
- d. Supplier Certificates

#### **3.3.1.9. Fixed Assets Module**

Fixed assets system maintains complete record of all assets owned by the QUEST, NAWABSHAH, 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:

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

#### ***Depreciation***

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



## **Reports**

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

### **3.3.1.10. 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:

- a. Facility to record the receipt of cheque/ cash in the Contingency Fund module.
- b. Facility to enter the contingency details in the register.
- c. Facility to create demand and to replenish the fund by submitting details to the concerned department.
- d. Facility to generate report related to contingencies.

### **3.3.1.11. 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:

- a. 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.
- b. Facility to compute profit, and post the corresponding accounting voucher in the Accounting System for fund management
- c. Facility to distribute profit amount among the members of fund based on the formula devised by the management.
- d. Facility to record maturity and renewal of investment.
- e. Facility to terminate the investment.
- f. Facility to record any financial charges, taxes levied on the investment and posting of these effects in the accounting system.

### **3.3.1.12. 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:

- a. Facility to maintain supplier database containing name, address, credit period, credit limit and their origin like foreign and local etc.
- b. Facility to enter requisition by each concerned department.
- c. 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.
- d. Facility to generate MIS reports related to purchase transactions.

## **Tendering**

- a. Facility to enter various stages of tender such as development of RFP, publishing, opening, awarding, etc.
- b. Facility to handle single stage and two stages tendering process as per Public Procurement Regulatory Authority (PPRA) rules
- c. Facility to record bidders applied for providing goods or services
- d. Facility to shortlist bidders based on their initial Expression of Interest (EOI) submission

- e. Facility to handle different selection methods such as Quality and Cost Based Selection (QCBS), least cost, etc.
- f. Facility to record tender fee with respect to each bidder
- g. Facility to evaluate each bid and record scores of the bidders
- h. Facility to award contract to the successful bidder

#### **Procurement of Low Value Items (other than tendering)**

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

#### **3.4. ORIC Module**

- a. Providing the facility to develop, expand, enhance and manage the university's research programs and to link research activities directly to the educational, social and economic priorities of the university and its broader community
- b. ORIC portfolio, achievements, commercialization, research, innovation
- c. Facility to archive and index the research publications (papers, books, magazines, etc.) with their meta data
- d. Searching of required research content with their meta data such as author name, year, affiliation, HEC category (W, X, Y), etc.
- e. Interactive visualization and reports of research statistics

#### **3.5. Examination Module**

- a. **The examination module should be integrated with the OBE based LMS, and must have capability to deal with all OBE aspects.**
- b. Facility to propose tentative semester wise date sheet by Controller of Examinations/ Head of Departments/ Affiliated colleges focal person.
- c. Facility to categorized course marking schemes as external and internal basis as per approved criteria
- d. Setup the assessment structure, give each assessment due weightage, max marks, minimum passing percentage, and assessment date, re-sit provision etc.
- e. Setup of a Grading Scale to determine the marks threshold in which specific grade will be given for example. 90- 100 = A, 80-8= B+, 70 to 7= B etc. the actual figures will be taken from controller examination.
- f. Setup of a Grading Model i.e. Bell Curve Relative Grading, Absolute Grading etc.
- g. An excel-view for the Grade book in which all Students can be graded together.
- h. Facility to publish final date sheet on university website as well as on student portal after getting approvals.
- i. Facility to schedule exam and resources such as seating capacity, supervisory staff, etc.
- j. Facility for the faculty/ Exam section 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
- k. Facility for the faculty to upload scores of mid-terms, final-term, quizzes, assignments, etc.
- l. Facility to generate/verify and approve award lists and attendance sheets at different levels (HOD, etc.) compiled by different faculties. The award list contains the results of mid and final terms exam and sessional tests marks (assignment /presentation /quizzes) obtained by the students.
- m. Online hosting of results and transcript so that the student can view or print result from student web portal.
- n. Facility to constitute committee of external examiner, supervisor and other member to examine/evaluate the Research/thesis/ project submitted by students and to conduct viva voce examinations.
- o. Facility to attach each batch of students with the committee, supervisors, etc.

- p.** Provide an online access to supervisor/ exam section to record result of thesis and viva to prepare award list (results).
- q.** Facility to handle students migrated to and from other institutes.
- r.** Facility to handle course equivalency of migrated students.
- s.** Support/Flexibility for change in university semester by laws.
- t.** Registration, Enrollment, roll number and result support for private and affiliated colleges students.
- u.** Provision of internal and external marking as per criteria defined in the university rules and regulations
- v.** University faculty and affiliated colleges focal person can update Course and Course Component maximum marks if given privilege
- w.** Ability that affiliated college's focal person enters the students result (internal), while external entry will be made by examinations section.
- x.** To manage Course repeat attempts for Student via Student Grade Roster
- y.** Unfair Mean Cases module
- z.** Facility to keep record of Repeat Semester, Repeat Courses, Incomplete grade courses, freezing semester
- aa.** Facility to keep record probations, promotion etc
- bb.** Facility to keep record of the duration of degree programs
- cc.** Grade/class-wise reports for students
- dd.** Provision for affiliated colleges to login onto the system to check their student's academic status & have the provision for the affiliated colleges to print their examination roll number slips.
- ee.** Online verification module for degree/certificates. e.g; (HEC PQR website)
- ff.** System must maintain log / history of any marks changed by any user in any assessment.
- gg.** Locking of Gradebook for an Instructor once Submitted.
- hh.** Grace Marks & Condonation: Define grace rules parameters such as ... the max total grace marks, max grace applicable in a subject, are grace marks to be counted in subject marks... etc.,
- ii.** Examination Pattern: Define flexible Exam pattern by defining no of class test, terminal examinations, final examination & their weightage in result. User can define Subject-wise exam pattern also. Multiple flexible Exam patterns can be defined and any one pattern can be assigned to a course.
- jj.** Internal marks / External Marks (Passing both external and internal Marks as per rules)
- kk.** Locking system for Internal marks made by affiliated colleges, (college authorized personal can make entry for internal marks - not editable) – anomaly (if any) arises will communicate to anomaly committee.
- ll.** Examinations: Multiple Examination per session such as – in 2022 exam, fall 2022, fall 2022 Repeat, spring 2022 Special Chance, etc.
- mm.** Faculty: such as Civil Engineering, Mechanical Engineering, and Electrical Engineering etc.
- nn.** Department/Centre/College etc
- oo.** Affiliated Colleges: information and programs detailed
- pp.** Program Offered
- qq.** Campus: Information with respective programs.
- rr.** Program Offered
- ss.** Medium: such as – English, Urdu & Pashto, Arabic, etc
- tt.** Semester / Year : Fall/Spring – Yearly
- uu.** Programs: Define university course can be seen in prospectus of the university.

### **3.5.1. Conduct Section**

- a.** Scrutiny of forms with date entered by college
- b.** Creation of new examination, centers, Hall, etc.
- c.** Supervisory staff
- d.** Classifying Paper checker as checkers, Paper setters
- e.** Types of Exams (Spring/Fall)

- f. Approval by Board of studies
- g. Appointments of Supervisory staff
- h. Acceptance / Refusal of Supervisory staff
- i. Dispatch of letters
- j. Student Registration - On line/offline Examination form filling
- k. Data entry of examination forms – On line by Students / Data Entry Operator
- l. Verification of Examinations forms
- m. Roll number allotment to eligible students
- n. Dispatch of Roll No. to affiliated colleges and constituent department/centers/ etc
- o. Examination Time Table Entry
- p. Confidential list and attendance sheet creation with photo & CNIC
- q. Course statement – Discipline-wise – center-wise – course-wise number of student appearing for the examination
- r. Retrieving of old marks (Passed/Failed/Repeat/IOG/SCE/ etc)
- s. Seating Arrangement: College can define center, hall, seating capacity in rooms & courses to be mixed on one bench. Computerized Plan for seating arrangement can be generated. Manual changes are possible.
- t. MIS / Statistical Reports (as per QUEST, NAWABSHAH, Format)

### **3.5.2. Secrecy/Semester Section**

- a) List of paper setter/examiner
- b) Appointment of paper setter/examiner of theory/Lab/viva/Thesis/Project etc and dispatch/receiving of letters and number of courses and discipline
- c) Internal marks entry by colleges on-line & locking or offline by examination section staff.
- d) Internal Marks reports subject wise & consolidated
- e) Reminders to colleges for In-complete internal marks entry
- f) Absentee / un-fair means / copy entry by Exam-Centre In-Charge after each paper
- g) Dispatch of Answer Books to University Exam section
- h) Code number generation for Answer books & Code-No-Roll-No relation Reports
- i) Code no. pasting by secrecy staff on Answer Books
- j) Award lists subject- wise marks entry by examiner.
- k) Dispatch of Answer Books, award lists to examiner
- l) Reminder to examiner for un-submitted award lists and A/books via e-mail / SMS/ Letter
- m) Marks entry by Data Entry Operator / on-line by examiner; verification and locking
- n) Code No Decoding to Roll Number on award lists
- o) Absolute or Relative Grading – Allot absolute or relative grades for each course.
- p) Result Preparation –Grades, GPA & CGPA calculation by applying Exam semester regulations
- q) Tabulation sheet Printing
- r) Scrutiny of Tabulation sheets
- s) Corrections after scrutiny
- t) Final Result (consolidated semester-wise result/Gazette)
- u) Discipline-wise transcripts (with photo) & Gazette and other reports printing
- v) Result SMS To students
- w) Dispatch of Mark sheets / Grade cards to colleges
- x) UFM penalties (if any)
- y) MIS Reports – according to semester, subject, gender, grade etc.

### **3.5.3. Re-Totaling**

- a) Data entry of Re-totaling forms
- b) Locating bundles & retrieving Answer books
- c) Calling Examiners for Re- totaling

- d) Re-totaling (in case of un marked portion) by newly or the same examiners
- e) Award list preparing
- f) Entry of new award lists.
- g) Marks Entry
- h) Result Processing
- i) New Tabulation sheets, Mark sheet / Grade cards Printing
- j) Locking
- k) Storage of data

#### **3.5.4. Degree/Certificates/Convocation**

- a) Certificates with photo (Migration, Provisional etc.)
- b) Degree printing with photo
- c) Degree verification system
- d) Eligible list of candidates of Convocation
- e) Annual convocation list
- f) Convocation labels, slip & letters
- g) Advertisement for convocation
- h) Faculty wise summary list
- i) Gold Medal List
- j) Convocation Fees Reports
- k) MIS Reports
- l) Maintain student application status for issuance of required certificate or degree, etc.
- m) Maintain stock and movement of blank copies of transcripts, provisional certificates, degrees and distinction certificates
- n) Maintain issued Transcript, Provisional Certificate, Degree and Distinction Certificate along their numbers records of a student
- o) Integration with Student Financial Module to ensure that students' outstanding dues have been cleared and fee for degree/ transcript has been paid.
- p) Facility to maintain history of issuance of certificate to the student i.e. original, duplicate, etc.
- q) Facility to keep record duplicate, revised, cancelled transcripts and degrees.
- r) Facility to keep record of used and unused degrees, transcripts etc
- s) Facility to keep record of the used and unused answer books, continuation sheets.
- t) Facility to keep record of the funds received from Finance and adjustment of fund thereafter.
- u) Facility to keep record of the funds utilization(both contingent and secrecy)
- v) Facility to keep record of verification of degrees/transcripts/DMCs
- w) Convocation: facility to keep record of the gold medals per each degree program per batch/session

#### **3.6. Attendance Module**

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

- a) Attendance module should be integrated with face recognition based biometrics system
- b) System should maintain the attendance of students and faculty members of each class.
- c) Facility to rectify data fetched by the attendance machine by the authorized personnel.
- d) Facility to integrate with the Timetable & Class Scheduler module to record class- wise attendance of teachers and students.
- e) 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.).
- f) Class/students/day/week/month-wise Attendance report

- g) Setup the excellent, average and bad attendance thresholds with color-coding.
- h) View Class-wise Student attendance health and overall Present, Absent, Leave, Tardy counts.
- i) View Class-wise Student attendance health and overall Class attendance statistics.
- j) **SMS notification to female students' parents at the time of checkout and check in at hostels after biometrics authentication/entry.**

### 3.7. Quality Enhancement Cell (QEC) Module

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

- a) Facility to define custom surveys such as teacher's evaluation, course evaluation, etc. as required by the HEC or any other bodies.
- b) Facility to define rating scales, score and weightage of QUEST, Nawabshah.
- c) Facility to host survey online and invite audience to participate through email / SMS.
- d) Facility to produce analysis of survey data through Business Intelligence (BI) tools.
- e) Facility to specify time for collecting feedback and subsequent reminders.
- f) Facility to export data of the collected feedback in CSV/Excel/ or any other format.
- g) Facility to generate status of pending and completed feedback.
- h) Make it available on a separate page on same university website and title it QEC
- i) Please provide some space on this page to upload HEC policies and events related to QEC
- j) Make student online portal available on page to upload forms by QEC
- k) Courses related data in form of time table may be updated by relevant department along teacher and course name
- l) Students roll number, names etc should display to QEC office already entered by Admission Section
- m) provision of report generation may be provided to QEC
- n) provide permissions and rights to QEC to manage and access this page
- o) Facility to design/create graduate student survey, alumni survey and employer survey for OBE requirements.

### 3.8. Scholarship Management Module

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

- a) Facility to define different scholarship programs offered by different bodies i.e. HEC, USAID, Faculty Development Program, Overseas Scholarship, etc.
- b) Facility to 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.
- c) Facility to host online application form on the QUEST, NAWABSHAH website to collect application from the applicants who wish to avail scholarship.
- d) Facility to attach supporting documents with the application form.
- e) Facility to view the application in tabular form and assign scores based on the credential provided by the applicant.
- f) Facility to shortlist the applicants based on the scores and rules defined by the University.
- g) Provision to plan interview sessions with the applicants who qualify for next round of interview and send call letter to the student for interview.
- h) Facility to enter score of applicants during the interview session.
- i) Provision to prepare merit list and waiting list of shortlisted applicants.
- j) Provision to record award of scholarship for qualified applicants.
- k) 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
- l) Facility to record the receipt against invoice through Cash Management module discussed above.
- m) Facility to disburse payment to the applicant through the Cash Management module or adjust the

amount against fee challan generated from the Student Financial module of LMS.

- n) Facility to generate the scholarship grants utilization report from the accounting system.
- o) Facility to enter closing of scholarship award upon successful completion of the program by the student.

### **3.9. Alumni Module**

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

- a) Facility to assign Alumni status to ex-faculty members and graduated students.
- b) Facility to keep record of Alumni's status (employed/non-employed), their addresses, contact numbers etc.
- c) Facility to take inputs from alumni about the courses taught and market trends
- d) Facility about donations from alumni

### **3.10. Workflow & Data Archiving System**

#### **3.10.1. File Tracking and Workflow System**

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

- a) Facility to define organizational structure, campuses, departments, sections, etc.
- b) Facility to define various roles and designations such as VC, Dean, Director, Chairman, Registrar, etc.
- c) Facility to define approval hierarchy and limits for different types of transactions.
- d) Facility to define different stages for different types of transactions.
- e) Facility to map workflow stages with the transactions recorded in the core systems.
- f) Facility to define service level (time) for each role for the completion of each task assigned to him.
- g) Facility to attach scanned documents with each stage/ process and should be stored in archiving system.
- h) Facility to send and receive any communication among the users engaged in the process with read receipt.
- i) Facility to store document reference of transactions recorded in the core systems with the stages defined for each case/ demand. Alternatively, the user will select the demand reference while creating transaction in the core system.
- j) Facility to define additional charge in case of the non-availability of primary responsible person.
- k) 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.
- l) Facility to generate alerts in case the tasks is not completed in the due course of time.
- m) Auto closure of case/ demand upon completion of last stage.
- n) Facility to monitor the status of each case/ demand raised by the requesting person.

#### **3.10.2. 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.

- a) Facility to scan images along with tags such as document case/ demand number, subject, date & time, keyword, etc.
- b) Facility to attach other documents such as PDF, Word, Excel Sheets, etc.
- c) Facility of auto-indexing to facilitate search.
- d) Facility to retrieve documents based on different search tags define in the system.
- e) Facility to scan documents using Optical Character Recognition (OCR) technology, so that search can be performed on the text.

### **3.11. 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.

- a. 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.
- b. Valuation of stock based on weighted average cost.
- c. Preventing shortfall by maintaining a minimum level for all items in stock.
- d. Multiple stock adjustments and reports on their quantitative and financial effects
- e. Producing financial / quantitative reports of the stocks procured, issued and in hand.
- f. Different characteristics can be defined for different groups of items. This is in addition to the levels of codes maintained in the system.
- g. Facility to maintain multiple warehouses. Each warehouse can have its own Goods Receiving Notes, Material Issues, Sales Invoices and other transactions.
- h. Facility to enter quantitative information separately by Stores staff and financial valuation separately by the Finance department for each Goods Received Note (GRN).
- i. 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.
- j. Materials valuation linked with the prices in PO/ supplier invoice/ payment voucher.
- k. Quality Control (QC) inspection and facility to maintain stock as useable, damaged/ expired
- l. Providing the management with consumption pattern of stock items
- m. Provision to maintain separate buying units and issuing units and their conversion
- n. Material Issue and Material Return Note to manage stock movement between store and departments.
- o. Stock transfer note to move stock between various warehouses.
- p. Stock adjustment note for different type of errors like excess/short stock
- q. Facility to return damage stock to the supplier and automatic generations of debit note to supplier ledger balances.
- r. Cost center-wise storage and issuance of stock.
- s. Facility to generate MIS reports related to inventory transactions.

### **3.12. Human Resource Management System**

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

#### **3.12.1. Employee Module**

- a. Facility to enter employee personal information

- b. Facility to enter academic record
- c. Facility to enter date of joining or leaving
- d. Facility to enter details of employee family
- e. Facility to record medical history
- f. Facility to enter multiple addresses
- g. Facility to enter status of annual leaves

### **3.12.2. Job Profile**

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

### **3.12.3. Recruitment and Selection**

- a. Resources planning to define all the sanctioned posts in each department
- b. Facility to view status of sanctioned positions such as vacant position, positions to be vacant, etc.
- c. Facility to generate requesting for the hiring of a position.
- d. Facility to publish adverts of vacancies on the website
- e. Facility to define hiring criteria.
- f. Facility to create and upload CVs using candidates own login id, password.
- g. 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:
  - 1. Skills requirements
  - 2. Educational requirements
  - 3. Experience requirements
  - 4. CV text search for uploaded CVs
- h. Facility to shortlist the selected candidates and send them call letters for interviews from the system.
- i. Facility to define different stages for selection such as selection board, syndicate, registrar, etc.
- j. Facility to schedule interviews/ assessment of the candidates.
- k. Facility to conduct tests/ assessments/ interview sheets
- l. Facility to generate offer letter to the selected candidate

### **3.12.4. Training and Skills Development**

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

### **3.12.5. Appraisals/ Performance Management**

- a. Facility to configure performance evaluation form for different grades

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

#### **3.12.6. Employee Self Service (ESS) Module**

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

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

#### **3.12.7. Correspondence Management**

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

#### **3.12.8. Housing and Accommodation Module**

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

- a. Facility to maintain record of all housing units owned by the QUEST, NAWABSHAH such as location, category, covered area, number of rooms, number of washrooms, other amenities, etc.
- b. Facility to register requesting for the allocation of house/ hostel rooms.
- c. 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.
- d. Facility to allocate accommodation to the applicants containing applicant name, tenure, terms and conditions, etc.
- e. Facility to deal locate accommodation upon the retirement or the will of the occupants.
- f. Assign an individual to housing depending on the length of the housing assignment (i.e., term, monthly, or daily), assess the associated fees and have the information immediately available to Accounts Receivable.

#### **3.13. Planning & Development (P&D) Module**

- a. Designing of PC-1
- b. Progress of different stages of ongoing projects
- c. Designing of PC-2/3/4

- d. Digitization of MB (Measurement Books)
- e. Maintenance of the existing infrastructure
- f. Management and monitoring of faculty scholarships

### **3.14. Payroll Module**

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 **loan** module, which will maintain a track of various loans given to the employees by the QUEST, NAWABSHAH and will automatically make loan deductions according to the loan terms set in the system. All loans will be treated as interestfree 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:

#### **3.14.1. Basic Salary Module**

- a. 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 Employees' Old-Age Benefits Institution (EOBI), Social Security, General Provident Fund, etc.
- b. Facility to define government basic pay scales for each grade to compute allowances, annual increase.
- c. Facility to revise basic pay scales as and when required.
- d. All allowances offered to the employees and deductions made from their salaries are user-defined in the system.
- e. Allowances and contributions should be computed automatically based on formulas defined by the users as per the QUEST, NAWABSHAH policy.
- f. The effect of any changes in the allowances is immediately passed on to tax module and the system computes the tax automatically.
- g. Non-salary benefits offered to the employees should also be maintained by the system.
- h. 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.
- i. Provision to split an employee's net salary for remittance to multiple banks.
- j. Printing of Pay-slips
- k. The Basic Salary module should be integrated with Workload module to compute and make payments of the extra work load (academic and administrative)
- l. The following reports should be produced from the system:
  - i. Employee's personal details
  - ii. List of employees: Department / location / designation wise
  - iii. List of employees joined and left during the month.
  - iv. Department-wise and grade-wise strength
  - v. Monthly payroll sheet by employee/department/location
  - vi. Departmental summary of the salary paid
  - vii. Annual payroll sheet: detailed and summarized
  - viii. List of employees paid by bank and cash

- ix. EOBI, ESSI, education CESS and Group Insurance reports (monthly and annual) for the contributions made by the QUEST, NAWABSHAH on behalf of its eligible employees.

#### **3.14.2. Loan Management Module**

- a. This module should keep a track of loans disbursed to employees, their recovery in installments and the balance amount payable.
- b. Loans of various kinds should be maintained, such as car loan, house loan, loan against PF, revolving funds, etc.
- c. Facility to setup different types of loans having different installment plans.
- d. Both interest based and interest-free loans should be maintained.
- e. Once the installment per month has been decided, the system keeps deducting the same amount regularly in the subsequent months until the total loan has been recovered or the installment amount has been changed.
- f. The system should have provision for lump sum payment.
- g. Monthly and annual loan register

#### **3.14.3. Leave Management Module**

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

#### **3.14.4. Income Tax Module**

Income Tax module should compute tax liabilities based on the latest tax rules and produce the following report:

- a. Income tax computation
- b. Monthly/ quarterly income tax return
- c. Salary certificate printing as per government requirement
- d. Income Tax Statement u/s 50 (1)
- e. Income Tax Statement 139
- f. Facility to produce tax report in a format prescribed for e-filing by the FBR

#### **3.14.5. Load Management/ Overtime Module**

- a. The module should keep record of extra load on daily basis and make payments on monthly basis through the pay-slip.
- b. The number of hours worked as overtime per day can be recorded through attendance module.
- c. Facility to define rules for the workload of maximum chargeable hours for academic and administrative staff.
- d. Facility to define different Admin load and honoraria for Dean, Chairman, Semester coordinator, Director, Warden, Assistant Warden, Proctor, Campus Coordinator, Provost, Chief proctor etc.
- e. Facility to prepare week wise course/ teacher assignment giving teacher name & Designation, course name, credit hours (theory & lab), FYP, admin load, total load, regular load, weekly extra load, total semester extra load, approved hourly rate, estimated cost.
- f. The system automatically calculates the amount payable by calculating each faculty's daily rates.
- g. Facility to generate remuneration bill based on workload and class attendance.

#### **3.14.6. Bonus Module**

Bonus module should work out the annual bonus based on detailed working of average basic

salary and the bonus rate. Bonus should be calculated based on the criteria defined by the user, which may be parameters such as:

- a. Bonus rate
- b. Category of employees
- c. Designation
- d. Department
- e. Period of service of the employees
- f. The allowances that would form the basis of computation of bonus
- g. Provision to pay more than one bonus per year
- h. Provision to define formula for calculations of bonus amount based on configured allowances and specified rates.

#### **3.14.7. General Provident Fund Module**

- a. The module should compute the amount of provident fund to be deducted for employees who are members of the fund.
- b. Both employees and employer's contributions are maintained for each member employee as per the percentage decided. The accrued provident fund for each member is also maintained.
- c. The system checks those loans taken against provident fund do not exceed the accrued value of GPF for that employee.
- d. Printing of GPF ledgers for each member employee.
- e. Monthly/ Annual reports of contributions by the members and the QUEST, NAWABSHAH are also printed.
- f. The users can also get report from the system for the monthly allocation to be done for Provident Fund.
- g. Facility to disburse the profit amongst the members of the fund in accordance with their contributions as announced by the Khyber Pakhtunkhwa Government.
- h. This module should be integrated with the GL system and GPF funds accounting system to book the financial effects.

#### **3.14.8. Benevolent Fund Module**

- a. The module should compute the amount of benevolent fund to be deducted for employees who are members of the fund.
- b. The system checks that grant taken against benevolent fund do not exceed the limits set-out for different categories by the university.
- c. Printing of benevolent fund ledgers for each member employee.
- d. Monthly/ Annual reports of contributions by the members and the QUEST, NAWABSHAH can also be printed.
- e. The users can also get report from the system for the monthly all avocation to be done for Benevolent Fund.
- f. Facility to disburse the profit amongst the members of the fund in accordance with their contributions as announced by the Khyber Pakhtunkhwa Government.
- g. This module should be integrated with the GL system and benevolent funds accounting system to book the financial effects.

#### **3.14.9. Pension Module**

- a. The system should provide facility to calculate pension based on formula as per government directives.
- b. Provision to enter opening balances and define contribution of employee and employer based on basic pay and other allowances.
- c. Facility to record nomination forms submitted by the retired employee.
- d. Facility to disburse pension through payment system by making cheques.
- e. Facility to suspend pension or transfer the rights to the legal heirs as per the formula.

#### **3.14.10.Final Settlement Module**

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

### **3.15. Transport Module**

- a. Efficient vehicle tracking/positioning
- b. Records of all vehicles with their existing assignments
- c. Maintenance record
- d. Other aspects of vehicles such as fuel consumption, maintenance history, mileage, purchase of respective spare parts, etc.
- e. Database of all employees in the transport section
- f. Generation of different reports

### **3.16. Business Intelligence (BI) System**

#### **3.16.1. Data Warehousing**

Facility of data warehousing and data cubes based on internal database as well as external databases.

#### **3.16.2. Business Intelligence (BI) Tools**

- a. Facility to create Key Performance Indicators (KPIs) for comparing benchmark values versus actual outcomes.
- b. Facility to view dashboards for each functional area for the line management and top management such as VC, Dean, Chairman, Registrar, Director Finance, Provost etc. to monitor the performance.
- c. Facility to filter information based on criteria such as campuses, departments, sections, functional areas, etc.
- d. Facility to drilldown to navigate from dashboard to supporting reports.
- e. Facility to generate graphical and statistical reports such as charts, gauge, etc.
- f. Facility to generate alerts and view tickers in case of any exceptions in achieving KPIs.
- g. Facility to view dashboard on mobiles, tablets, etc. for Android and IOS.

#### **3.16.3. Adhoc/ Custom Reporting**

- a. Facility for the user to create custom report by their own, based on the data cubes developed in the data warehouse.
- b. Facility to drag and drop data fields to create a report.

#### **3.16.4. Integration with Third Party Solution**

The Integration tool will have the following facilities:

- a. Online updating of financial effects from LMS and other modules
- b. Provide APIs to develop routine to exchange data between ERP and other systems
- c. Data export and import facility in a prescribed format
- d. Maintain audit trail of data and related reports

## **3. General Requirements**

### **4.1. Common Function Requirements**

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

- a. Software should provide a detail audit trail of all the activities and should be equipped with



- the query analyzer to view any exceptions.
- b. All reports can be exported in different formats such as PDF, MS Excel Format, Comma Separated Values (CSV), etc.
- c. Software should provide import data facility through MS Excel, CSV and other machine-readable formats.
- d. System should maintain electronic signatures of all the users and record with each transaction.

## **4.2.Non-Functional Requirements**

### **4.2.1. System Architecture**

- a. The systems should be platform independent and compatible with all the leading Operating Systems such as Microsoft, Linux, etc.
- b. Systems should be based on latest web technology
- c. System should have single sign-in to access any system/ module.
- d. System should have unified architecture such that any entity including student, employee, department, vendor, cost center, etc. created in one module should be accessible to other modules.
- e. All systems/ modules should be well integrated with each other to share financial effects and transaction references.
- f. The software should have a capacity to handle server requesting / web traffic of around 20,000 students and around 5,000 employees (including faculty members).
- g. System security and data integrity must be ensured.
- h. Systems should have secure communication with SSL (https) or any other equivalent security mechanism.
- i. All the sensitive information such as student grades, exam data, should be stored in encrypted form in the database.

### **4.2.2. Data Migration**

- a. Vendor should submit data migration plan to move existing data from the currently implemented manual system to the intended system. For example, a plan describing how the data of existing manual system of examination will be transferred to the intended web-based system.
- b. The vendor should execute the migration plan once approved by the QUEST, NAWABSHAH.
- c. The vendor should verify the migrated data with the assistance of the QUEST, NAWABSHAH staff.

### **4.2.3. Source Code & Updates**

- a. The vendor should hand-over the properly commented source code of the entire system (LMS and ERP) with complete documentation and rights.
- b. The vendor should provide updates of any new release from time to time during the agreed maintenance period.
- c. The vendor should impart training and transfer skills for onward customization and maintenance.
- d. The original source code of customization made by the vendor shall be the property of QUEST, NAWABSHAH.

### **4.2.4. Service Levels**

- a. The vendor should specify the service levels for:
  - Fixation of critical and non-critical bugs and errors
  - Response to any queries
  - Time required for maintenance and upgrades
- b. The vendor should provide at least 1-year free technical support services after the successful deployment of the software
- c. The vendor should also quote the technical support services charges after the

expiration of free services.

#### **4.2.5. Availability**

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

#### **4.2.6. Training Manuals**

- a. Vendor should provide online help and user manuals covering each option for all the systems and modules discussed above.
- b. Vendor should provide installation manual.
- c. Vendor should provide technical documents such as data dictionary, schema, system architecture, DFDs, class diagrams and other necessary documentation for the customization of software.

#### **4.2.7. Trainings**

The vendor should impart training to the QUEST, NAWABSHAH project team, technical team (programmers, DBA administrators) and the end- users by taking the following initiatives:

- i. Creation of test environment of the deployed software i.e. Conference Room Pilot (CRP) for software acceptance testing and on-going training.
- ii. Provision of hands-on training to the end-users to allow them to test key processes.
- iii. Train the master trainers of QUEST, NAWABSHAH for their capacity building.
- iv. Train and empower the technical team so that they can add new modules, enhance and customize the existing software according to their needs.

#### **4.2.8. Deployment Model**

- a. The vendor should quote only on-premises solution. The vendor should not propose cloud-based solution and Software as Service (SAS) model.
- b. The vendor should also proposed the hardware required for the implementation of LMS/ERP.
- c. The proposer must provide all the details concerning the hardware/software requirements.

### **4.3.General Requirements and Information for Proposal Submission**

For a PROPOSER to be considered, QUEST, NAWABSHAH must receive two (2) copies (one original and one photocopy) of the technical proposal & one copy of financial proposal by 11:00 AM, May 11, 2022 at the following address:

**At the office of Deputy Director Finance at Admin Block, QUEST, Nawabshah.**

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:

#### **4.3.1. Technical / Financial Proposal “Acquisition & Implementation of LMS and ERP”**

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

There is no expressed or implied obligation for the QUEST, NAWABSHAH to reimburse responding PROPOSER for any expenses incurred in preparing proposals in response to this request.

QUEST, NAWABSHAH 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 requesting for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between QUEST, NAWABSHAH and the PROPOSER selected.

The QUEST, NAWABSHAH 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.

#### **4.3.2. Project Contact**

QUEST, Nawabshah invites bids in sealed envelopes (technical & Financial Proposals) under single stage two envelope procedure as per SPPRA rule 36 (b) from reputed IT, software Services Organizations and from chartered Accountant firms (registered with Pakistan Software Board, Income Tax and Sale Tax Department) in accordance with instructions in RFP Document, for development of **Robust implementation of ERP Learning Management System** with different modules RFP document along with detailed specification, terms and conditions can be obtained from the office Deputy Director Finance, QUEST along with fee in shape of call Deposit of an amount of Rs. 3000/- (Non-Refundable) in favor of the Director Finance, QUEST, Nawabshah.

RFP duly prepared as per instructions in the RFP document must reach along with the earnest money @ 2% of bid cost in shape of Call Deposit from any scheduled bank in favor of the Director Finance, QUEST, Nawabshah from **May 22, 2022**. The Bids will be submitted upto **June 06, 2022 at 11:00 am and will be open on June 06, 2022 at 12:00 Noon** and in case of second attempt, the bids will be open on **22 June 2022 at same time and same venue** in Committee Room at Administration Block, QUEST, Nawabshah. In case of any unforeseen situation resulting in closure of office on the date of opening or if Government declares Holiday the RFP shall be submitted / opened on the next working day at the sametime & venue. Any Conditional or un-accompanied of the earnest money, tender will not be considered in the competition. The bidders who intend to seek any clarification can submit written letter, which shall must reach to the undersigned prior to seven days of opening of Technical Proposals. Any written request received later than seven days will not be entertained.

QUEST, Nawabshah reserves the right to accept or reject any/all bid(s) with cogent reasons. The details i.e. Specification and TORs can also obtained from the official website of the QUEST, Nawabshah i.e. [www.quest.edu.pk](http://www.quest.edu.pk) as well as from SPPRA website [www.sppra.org.pk](http://www.sppra.org.pk)

Feel free to contact Phone: 0244-9370381-5 (Ext. 2123)

#### **4.3.3. Eligibility Criteria for the Firm Applying**

This Invitation for Bids is open to reputed firms/suppliers registered with Income Tax and Sales Tax Departments, who are on Active Taxpayer List of FBR, Government of Pakistan for supply and provisioning of such services. All the bidders are also required to be registered with Revenue Authority.

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 i.e. firm should not be blacklisted. Bidder for shall submit the undertaking not blacklisted to anywhere.

The bidder should have strong understanding of LMS, ERP, and extensive experience with academic institutions of at least medium size university, preferably in public sectors. The bidder should have completed at least one successful implementations of LMS software preferably in universities of at least similar nature and size.

#### **4.3.4. Proposal Requirements**

The Proposal should include the minimum information requesting 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.

#### **4.3.5. 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.

#### **4.3.6. Section Two – Experience and Qualifications**

- 4.3.6.1. A description summarizing the PROPOSER's experience over the past seven years in performing similar services as listed in this RFP to large academic Clients. Please include the year, key scope objective(s), and LMS (along with the list of modules) that your firm implemented, include the names of the project manager, team members and their roles
- 4.3.6.2. 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 education 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.
- 4.3.6.3. The PROPOSER will depute qualified staff in this project, mainly comprising of Project Manager, Functional Consultants, Developers, Business Analyst, QA Analyst, Database Administrators, Technical Writer, etc.

#### **4.3.7. Firm's Ability**

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. This section should contain the description of at least one

- 4.3.7.1. Successfully completed project in the last seven (5) years, including the name of the educational institution for which work was performed, general description of the scope of work, budget, name and contact information of agency representative responsible for the project.
- 4.3.7.2. Evaluation of the bids will be conducted in the following Two stages: -

#### 4.3.8. Mandatory Requirements

**It is mandatory for the proposer to fulfill the following requirement prior to be considered for technical evaluation.**

- a. Provision of the complete source code with all the developed tools and rights (*undertaking on stamp paper*).
- b. The firm should have consultancy with an audit company registered with ICAP. Alternatively, the firm should have its own chartered accountant.
- c. The five years financial reports provided by the firm should be audited by a company registered with ICAP.

#### 4.3.9. Technical Stage-1 (A): Mandatory Required Documents

1.	Description of requirement	Responsive	Non-Responsive
2.	Proof of Registration (Certificate of Incorporation)		
3.	Proof of registration with NTN, GST and SRB		
4.	Proof that the proposer is original owner of the software or authorized dealer (Annex– IX) (installation/commissioning/training undertaking by original equipment/software manufacturer)		
5.	Undertaking by the firm that it is not black-listed (on Stamp paper)		
6.	Proof of successful deployment of LMS & ERP systems in universities		
7.	Annual Turn-Over Details (Min. 50 Million) Attach Audited reports of last 05 financial years audited by a firm registered with ICAP		
8.	Client's Reference(s) of similar work experience as mentioned in (Annex-V (reference list of similar nature completed projects)).		
9.	List of Personnel, their Qualification and Experience CVs of key personnel (along with the certificates) (Min. 05 programmers, min 01 DBA, min 01 graphic designer, min. 01 system analyst each having at least relevant graduate degree)		
10	Letter of bid (Bid Form) as per Annex-I (letter of bid (letter of intention) (To be furnished with technical proposal)).		
11	Bidder Qualification statement as per Annex- IV (LETTERHEAD OF SUPPLIER / TENDERER / MANUFACTURER) BIDDER QUALIFICATION STATEMENT)		

12	Undertaking (on stamp paper) for providing the complete source code with all the developed tools and rights		
13	The firm has consultancy with an audit company registered with ICAP. Alternatively, the firm has its own chartered accountant for double entry financial module, payroll module and inventory.		
14	Undertaking (on stamp paper) for Training of technical personnel for the developed source code (programmers, DBA administrators)		

Note: QUEST, NAWABSHAH may ask clarification/additional documents other than mentioned above till the opening of Financial Proposal. 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.

#### **4.3.10. Technical Stage-1 (B): Technical Marking**

In second stage of technical marking will be done as per section “selection criteria”. 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.

#### **4.3.11. Financial Stage-2: Financial/Final Evaluation**

Letter of Bid (Bid Form) as per **Annex-II (LETTER OF BID (LETTER OF INTENTION))** (To be furnished with financial proposal))

Price Break down schedule as per **Annex-III (PRICE BREAKDOWN SCHEDULE)**

##### **4.3.11.1. Section Three – Outline Strategies and Options**

Outline methodology, planning, design and execution strategies that will result in the analysis, design, implementation, and training of LMS and ERP 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 QUEST University officials. The work plan should be consistent with the scope of work presented above, however, the PROPOSER may suggest changes where appropriate.

##### **4.3.11.2. Section Four – References**

Provide at least one (1) reference from client from within the past Seven (5) years, preferably of an institute similar/higher in nature and size to University of QUEST, Nawabshah. Include the entity name and website URL, 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 (reference list of similar nature completed projects)).

##### **4.3.11.3. Section Five – Estimated Project Timeline and Pricing**

The PROPOSER should provide module wise break-up of timelines and prices as mentioned in the section “In-Scope Modules”.

**a.** Provide an estimated module wise project timeline required to implement the

LMS and ERP solution as discussed in the scope of work. Project budgets should include:

- a) A project schedule for each activity, milestone, and deliverable, and
- b) Project budget defined, at minimum, as follows:
  - c) Task with a collective total by milestone and deliverable;
  - d) Project responsibilities and estimated amount of time expected for each task, expressed in person-hours;
  - e) Hourly rates for all project team members;
  - f) Costs for any other expenses such as printing, travel and attendance at meetings, etc.
  - g) Provide pricing estimates that include:
    - i. Total Software Cost, with module wise cost break-up as per Annex – **III(PRICEBREAKDOWN SCHEDULE)**
    - ii. Per user license cost for professional user, limited user, student use.
    - iii. Study, implementation and training cost
    - iv. Annual maintenance cost.
    - v. Charge-out rates of project proposed staff
- b. The PROPOSER shall present a specific “not to exceed” fixed fee, including associated administrative fees (i.e., printing costs, attendance at meetings, travel, boarding and lodging). Each phase of work should have an itemized budget including labor costs and expenses for each piece of work.
- c. The PROPOSER shall provide the payment schedule in accordance with the delivery however the payment schedule will be finalized by the client.

#### **4.3.12. Contract Price**

The quoted bid will be fixed throughout the completion of the project. The Procuring Agency will not bear any additional cost demanded by bidder at any phase of the project.

#### **4.3.13. Bid Security**

The bidder /firms are required to deposit Bid Security as demanded in bid data sheet

#### **4.3.14. Performance Security**

The supplier whose quotation is accepted will be required to submit a performance security in the shape of pay order as a professional liability issued by the first class recognized bank. If the Contractor fails for any reason to execute the Agreement, the University will forfeit the Performance Security. The performance security shall remain in effect until the satisfactory completion of the project, from the date of issuance.

**THE BID SECURITY SUBMITTED BY THE BIDDER AND PERFORMANCE SECURITY WILL BE CONSIDERED AS SECURITY DEPOSITS THE SUM NOT GREATER THAN THE 7%.**

Failure to provide a Performance Security amount 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.

#### **4.3.15. 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 in Technical Documents Evaluation. Before opening of financial proposals, the qualified vendors will be called for Presentations Session.

The technical proposal, which comprises of Technical Documents and Presentation, shall be evaluated based on its responsiveness to the Term of Reference (TOR)/ Scope of Work.

In the Final Stage, the financial proposals 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 Evaluation	70%
2.	Financial Evaluation	30%
	Total	100%

Total Combined Allocable Score for individual bids = Marks obtained in Technical Evaluation (max. 70) + Marks obtained in Financial Evaluation (max. 30) = **100**

The selection process shall be based on the received bids. The process may include discussion and clarification through any means as notified.

**Technical Bids / Proposals Marking Criteria:**

Bidders achieving **minimum 70% (49 points / marks)** will be considered as qualified, besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

The following merit point system for weighing evaluation factors/criteria will be applied for technical proposals.

- Bidders achieving minimum **70% (49 marks)** will be considered only for further process. Documentary evidence must be attached in support of each parameter.
- Any Bid not meeting the mandatory requirements of evaluation criteria will be disqualified / rejected straight away and will not be considered for further evaluation.

Factors	Max. Marks
LMS Implementation 02 marks for each implementation	10
ERP Implementation 02 marks for each implementation	16
Discussion/presentation on the project timeline & deliverables, methodology, usage of technology, hardware/software requirements, project timeline, and live demo of existing system (if any)	14
Relevant experience with Colleges / Universities / DAIs (02 marks for each purchase order with completion certificate)	10
Number of Years the firm has been in consultancy practice in Pakistan (other than Colleges / Universities / DAIs) (2 marks per year of Experience in related projects)	10
Average Annual Turn-over during Last Five Years Turn Over below PKR 30 Million                      00 Marks Turn Over up-to PKR 30 Million                      04 Marks Turn Over above PKR 50 Million                      07 Marks Turn Over above PKR 80 Million                      10 Marks	10



#### 4.3.16. Financial Evaluation and Scoring System (Maximum Allocable Marks Score 30 marks)

The financial bids of technically qualified bidders will be opened publicly at the time to be announced by the Procuring Agency and the financial bids found technically non-responsive shall be returned un-opened to the respective Bidders.

##### **Scoring Methodology:**

Contract will be awarded to the most advantageous responsive firm whose proposal ranks highest in the combined evaluation scoring calculated through the marks awarded to technical proposal and financial proposal as stated in the bid data sheet of these standard bidding documents.

the evaluation methodology is a combination of non-price factors (in technical criteria) and price factor (in financial criteria); and each having points as elaborated in the evaluation proformas provided in these SBDs.

##### **Procedure for the Marks Scoring:**

Marks will be awarded or otherwise for various technical parameters to each quoted product based on the prescribed Technical and Financial criteria. The total combined marks will determine the highest-ranking product in each product category for contract award.

##### **The formula to calculate the marks for the price by the bidders:**

Financial Evaluation Score of individual quoted Product:

- $[\text{Lowest quoted Price of the item} \div \text{Next higher proposed Price of the competing item}] \times \text{Total allocable financial score}$

##### ***Solved Example of Financial Scoring (Medicine):***

- If the lowest quoted price of an item is Rs. 86/-, the same lowest bidder will obtain score as below:

- $[86 \div 86] \times 30$

- 30 marks, being the lowest bidder for the quoted item.

- If the next higher quoted price of the same item is Rs. 105/-, the marks obtained will be:

- $[86 \div 105] \times 30 = 24.5714 \text{ Marks}$

- If the next higher quoted price of the same item is Rs. 130/-, the marks obtained will be:

- $[86 \div 130] \times 30 = 19.8461 \text{ Marks}$

.... And so on.

#### **4. Contract Terms & Conditions**

##### **5.1. Inspections and Tests**

The Purchaser or its representative shall have the right to inspect and/or to test the 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 (Developer) 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 QUEST, NAWABSHAH, Nawabshah after award of the contract.

### 5.3. Warranty

**Limited Media guarantee/warranty.** The Developer warrants that, for a period of 2 years following delivery of the Software, the media upon which the Software is delivered will be free from defects in materials and workmanship under normal use.

The Developer's sole obligation in this regard will be to provide the purchaser with a performing copy of the Software without costs to the purchaser within a reasonable time (within one month) following the purchaser written notice to the Developer of the defect.

**Limited Support Warranty.** For a period of two (02) years following the deployment of the Software, the Developer shall perform its maintenance and support services consistent with generally accepted industry standards, but only if the Software is installed and operated in accordance with the Developer's documentation and other instructions.

**Limited Performance Warranty.** The Developer warrants that, for a period of two (02) years starting from the date of deployment of the Software, the Software will perform substantially in accordance with the functional specifications set forth in the documentation, but only if the Software is installed and operated in accordance with the Developer's documentation and other instructions.

### 5.4. Payment

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.

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 (modules/software/training/documentation etc.) 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 software modules and performance of Services (modules/software/training/documentation etc.), 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 (implementation and deployment) 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 (modules/software/training/documentation etc.) 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 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 completely or in part:

- a) if the Supplier fails to deliver any or all of the Goods or Services (modules/software/training/documentation etc.) 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 is 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, if 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 completely or in part, at any time for its convenience. The notice of termination shall specify that termination be 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 Purchaser shall accept the Goods or Services (modules/software/training/documentation etc.) that are complete and ready for shipment within fifteen (15) days after the Supplier's receipt of notice of termination at the Contract terms and prices.

For the remaining Goods and services (modules/software/training/documentation etc.), 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 (modules/software/training/documentation etc.) 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 dues.

**5.12. Limitation of Liability**

Except in cases of criminal negligence or willful 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-I – Bidding Forms**  
**LETTER OF BID (LETTER OF INTENTION)**

(To be furnished with technical proposal)

To

QUEST, Nawabshah

Date: \_\_\_\_\_ Procurement Ref. No: \_\_\_\_\_

Dear Sir,

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

We undertake, if our Bid is accepted, to deliver the services/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 \_\_\_\_\_ 2021

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

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**LETTER OF BID (LETTER OF INTENTION)**

(To be furnished with financial proposal)

**Annexure – II**

To:

QUEST, Nawabshah

Date: \_\_\_\_\_ Procurement Ref. No: \_\_\_\_\_

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 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 services/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 \_\_\_\_\_ 2021

\_\_\_\_\_  
*[Signature]*

\_\_\_\_\_  
*[in the capacity of]*

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**Annexure – III**  
**PRICE BREAKDOWN SCHEDULE**

1	2	3	4	5	6
Sr. No.	Module Description	Country of origin	Unit Price (PKR)	Total price (PKR)	Yearly Cost Impact
1	Learning Management System (LMS) with Outcome Based System (OBE)				
2	Admission Module				
3	Financial Management System (Double-entry system)				
4	ORIC Module				
5	Examination Module				
6	Attendance Module				
7	Quality Enhancement Cell (QEC) Module				
8	Scholarship Management Module				
9	Alumni Module				
10	Workflow & Data Archiving Module				
11	Inventory Module				
12	Human Resource Management Module				
13	Planning & Development (P&D) Module				
14	Payroll Module				
15	Transport Module				
16	Business Intelligence Module				
17	Development Cost				
18	Implementation Cost				
19	Training Cost				
20	2 Years Support Cost				
	<b>NOTE: THE COST FOR MODULES MENTIONED AT SERIAL NUMBER 1-TO-15 SHALL BE INCLUSIVE OF SOURCE CODE.</b>				
	<b>Grand Total =</b>				
	<b>Bid Security Amount:</b>				
	<b>Pay Order #</b>				

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Please note that the list given above does not include the licenses for faculty, students and staff (Limited professional users), as these will be the part of a package offered by the vendors (please see section 1.1 for student, faculty and staff strength).

We offer to supply, install and commission the abovementioned service(s)/goods(s), in accordance with the terms and conditions stated in your request for Quotations referenced above. The validity period of our quotation is \_\_\_\_\_ 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 Authorized By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorized 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. Tele facsimile Number \_\_\_\_\_
- H. Email Address \_\_\_\_\_
- I. Telephone Number \_\_\_\_\_
- J. Mobile Number \_\_\_\_\_
- K. National Income Tax No. \_\_\_\_\_

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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

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Name & Address of the Tenderer

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(Signature)

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(In the Capacity of)

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**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	Date of completion

**Note:** Please attach the supporting documents such as PO, Completion Certificates, etc.

**Annexure - VI**  
**CONTRACT FORM**

THIS AGREEMENT made the    day of    2022 between QUEST, Nawabshah, (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 Software’s and 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)

## INTEGRITY PACT

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS

Contract Number: NO. \_\_\_\_\_ Dated: \_\_\_\_\_  
Contract Value: Rs. \_\_\_\_\_  
Contract Title: \_\_\_\_\_

M/s. \_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, M/s. \_\_\_\_\_ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, **Office of the QUAID-E-AWAM UNIVERSITY OF ENGINEERING SCIENCE & TECHNOLOGY, NAWABSHAH (QUEST)**, except that which has been expressly declared pursuant hereto.

M/s. \_\_\_\_\_ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

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

Notwithstanding any rights and remedies exercised by PA in this regard,

M/s. \_\_\_\_\_ agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s. \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

\_\_\_\_\_  
M/s. \_\_\_\_\_

\_\_\_\_\_  
**QUAID-E-AWAM UNIVERSITY OF  
ENGINEERING SCIENCE  
& TECHNOLOGY, NAWABSHAH (QUEST)**

Annexure - VIII

**INSTALLATION/COMMISSIONING/TRAINING UNDERTAKING BY ORIGINAL  
EQUIPMENT/SOFTWARE MANUFACTURER**

We **(Name of Original Software Manufacturer or Authorized Dealer-----**  
**-----)**, a manufacturer/  
authorized dealer duly organized under the law of **(Name of Country)** and having its principal  
place of business at **(Address of Original Software Manufacturer or Authorized Dealer-----**  
**-----)** 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.

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**Annexure - IX**

**ORIGINAL SOFTWARE MANUFACTURER'S AUTHORIZATION FORM**

To:

QUEST, Nawabshah

WHEREAS [\_\_\_\_\_ *name of the Original Software Manufacturer or Authorized Dealer*] who are established and reputable manufacturers of [*name and/or description of the services/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 services/goods developed/manufactured by us.

We hereby extend our full guarantee and warranty as per General Conditions of Contract (2 year warranty) for the services/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