

OFFICE OF THE REGISTRAR
KARACHI METROPOLITAN UNIVERSITY
BIDDING DOCUMENTS

ISSUED TO M/S _____

DATED: - _____



REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Tender for Hiring the services of firm for Installation, Implementation, Testing and Execution of System Software for Finance & Accounts, HR and Fixed Assets.

Tender Reference No : KMU/PC-SS/2024/01

Bid Closing Date 10 October 2024 Time - 11:00 A.M

Bid Opening Date 10 October 2024 Time- 11:30 A.M

Cost of Tender vide Pay order # _____ Dated _____ Rs:- _____ SIGNATURE

OFFICE OF THE REGISTRAR
KARACHI METROPOLITAN UNIVERSITY

Tender for Hiring the services of firm for Installation, Implementation, Testing and Execution
of System Software for Finance & Accounts, HR and Fixed Assets.

TENDER FORM

I/We _____ carrying on Business
under the name of _____ having made myself/our self fully with the
detailed tender as specified in the schedule and with above condition of contract agrees to be bound
by such condition and tender. We offer to provide our Services for Installation, Implementation,
Testing and Execution of System Software for Finance & Accounts, HR and Fixed Assets, Contract
Ref: KMU/PC-SS/2024/01 in accordance with the Contract Terms and Conditions and TORs/Scope
of Services attached as Appendix-A. for the overall Contract Price (inclusive of all taxes) not to
exceed PKR _____ [amount in numbers] _____
[amount in words] inclusive of Income Tax and Sindh Sales Tax (SST).

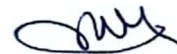
I/We further agree in the event of this tender being accepted to par the cost of the stamp on the
relative contract form and undertake to execute the same and make the deposit mentioned in the
attached condition of contract as soon as called upon to so. And in the event of any failure my/our part
to execute the relative formal contract made the required, we agree to compensate the KARACHI
METROPOLITAN UNIVERSITY. Fully for any loss/or expense which they or indirectly suffer
owing to any such failure.

A sum of Rs. _____ (RUPEES) _____
_____ accompany this tender as 2% bid security
deposit and I/We withdraw the offer with in the aforesaid period or fail to execute the relative formal
contract and to made the required contract promptly the KARACHI METROPOLITAN
UNIVERSITY, shall be at liberty at their absolute discretion to appropriate this sum of Rs.
_____ either as agreed liquidated damages without any proof with so ever to the
extent of such damages or on accounts, reserving themselves the right to recover from me/us any
further loss or expense to which they may have been put directly or indirectly be reason of any failure
on my your parts as aforesaid.

DATED: _____

FULL SIGNATURE OF TENDERER

ADDRESS _____



BIDDING DATA

1. **Name of Procuring Agency** : KARACHI METROPOLITAN UNIVERSITY
2. **Brief Description of work** : Hiring the services of firm for
Installation, Implementation, Testing
and Execution of System Software for
Finance & Accounts, HR and Fixed Assets
3. **Procuring agency's address** : Block "M" North Nazimabad Karachi
4. **Method of procurement** : National Competitive Bidding- Single
Stage Single Envelope
5. **Currency** : Bid shall be quoted in Pak. Rupees. The
payment shall be made in Pak. Rupees.
6. **Amount of bid security** : 2% of bid cost
7. **Period of bid validity** : 30 days counted from date of opening.
8. **Number of copies of the bid to be
Submitted.** : One Original
9. **Procuring agency's address for the
purpose of bid submission** : same as above
10. **Issuance of Bidding Documents from the 23 September 2024 Time: 09:00 A.M To
09 October 2024 Time 02:00 P.M**
11. **Deadline for submission of bids: Date 10 October 2024 Time: 11:00 A.M.**
12. **Deadline for Opening of bids: Date 10 October 2024 Time: 11:30 A.M.**
13. **Venue of the bid opening: : VC Secretariat**
Address: KARACHI METROPOLITAN UNIVERSITY Block "M" North Nazimabad Karachi.



14. Qualification/ Eligibility criteria

- i. Company profile.
- ii. Company registration certificate. NTN / SST
- iii. Must have office in Karachi city.
- iv. Firm must have minimum general experience of five (05) years.
- v. Must complete three contracts of similar nature and scope.
- vi. Turnover must have at least 20 million last three years.
- vii. Enclose a pay order/ call deposit equivalent to 2% earnest money of the quoted value.
- viii. Copy of Income Tax/ sales Tax Certificate/ services sale tax certificate must be provided (if applicable).
- ix. Affidavit of Rs. 100/- duly authenticated by Notary Public for never blacklisted firm and or convicted from any court of Pakistan

(Service Provider may provide / attach the proof all the qualification / eligibility criteria)

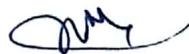
15. Evaluation of bids: Most advantageous bid



KARACHI METROPOLITAN UNIVERSITY
KARACHI METROPOLITAN CORPORATION

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

1. Procurement will be carried out as per SPPRA rules 2010 (amended time to time)
2. The tender method of procurement will be Single Stage- One Envelope.
3. The tender will not be accepted if sent / dropped on any other form or through email.
4. The tenders will be opened in the presence of such tenderers who wish to be present there.
5. Latest Income tax / Sales Tax and services sale tax (SRB) certificate should also be attached with the tender.
6. Convincing by Tenderers/ or his agent shall make the tender liable to cancellation.
7. No alteration will be allowed to be made in the tender condition.
8. The bid shall be quoted in Pak rupees.
9. Each tender should be accompanied with pay orders/call deposit of Two (2%) as earnest money as mentioned in notice inviting tender.
10. Bid will be evaluated as per the Eligibility / Qualification criteria and Technical Bid Evaluation criteria.
11. The bid should be valid for a period of 30 days from the deadline for submission of the quotation. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then your submitted bid security will be forfeited, and no compensation will be made.
12. KMU may request the participating Firms/Companies during the evaluation process to extend the Validity Period of their Bids/Proposals for a specified period [equal to or below the existing validity period referred 30 days.
13. Once the bid submitted in sealed cover by the bidder, the KMU will not accept any alteration / addition / deletion to the bid.
14. Notification of Award of Contract issued to successful service provider who may accept the offer within seven days after issuance of notification of award of contract.
15. Successful service provider must furnish the E Stamp Paper with paid Stamp Duty equivalent to 0.35% of accepted Contract Price.
16. Successful service provider has to sign the contract agreement on e stamp paper.
17. Successful service provider has to complete the assignment / work as per the Terms of Reference / Scope of Service and deliverables as attached as (Annex A)



18. Successful service provider must submit performance security through pay orders/call deposit of ten (10%) of accepted contract price.
19. After the selection of successful service provider and signing of contract agreement the submitted bid security of unsuccessful service may be return back.
20. All Taxes as imposed / Levied by Govt. of Pakistan will be borne by the tenderer.
21. Sale Tax / Income Tax and services sale tax (SRB) as per rules will be deducted at source. If applicable otherwise the tenderer should submit the exemption certificate.
22. Payment Conditions
- Upon submission by Service Provider of claim and subsequent verification of the claim by KMU, payment of the contract price shall be made in the following manner:
- a) No Advance Payment is allowed under this Contract.
 - b) Payment will be made within 30 days after the successful implementation and handing over of running software duly completed all required components as per the attached TOR/ Scope of Services (Annex A).
 - c) Payment will be made upon submission of following documentation:
 - o Supplier's original Sales Tax Invoice with Covering Letter.
 - o Completion of assignment as per TOR / Scope of Services and Deliverables
 - o Project Completion Report
23. Karachi Metropolitan University may cancel the procurement process at any stage without assigning any reason.

Rules as imposed by SPPRA must be followed

**SIGNATURES OF THE TENDERERS
WITH STAMP**



KARACHI METROPOLITAN UNIVERSITY
KARACHI METROPOLITAN CORPORATION

Tender for Hiring the services of firm for Installation, Implementation, Testing and Execution of System Software for Finance & Accounts, HR and Fixed Assets.

TECHNICAL BID EVALUATION CRITERIA

S. No	Description	Maximum marks
1	Company incorporated in Pakistan with Head office in Karachi, with 20+ years' experience (1 Marks for each year experience)	20
2	List of clients –More then 100- attach details (1Mark for 10 clients)	10
3	Project Completion Certificate – Minimum attach 5 completion certificates / Purchase orders / contracts (4 Marks for each completion)	20
4	Number of Government Projects completed Minimum two contracts provide evidence (5 Marks for each contract)	10
5	Turn Over –Rs.20 million in three years –Attach evidence (1 Mark for one million)	20
6	List of Technical/Engineering Staff preferably stationed in Karachi (Attach CVs)	10
7	Program Specifications – Back End – SQL or Oracle (Please specify in detail)	10
	Total marks	100
	Passing marks	70

Service provider may provide / attach the documents as evidence.

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis. (Technical proposal would be weighted 80% score and financial proposal would be weighted 20%). Most advantageous bidder will be declared as successful service provider.



KARACHI METROPOLITAN UNIVERSITY

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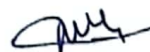
FINACIAL PROPOSAL

Description	Toal Amount (PKR)
Total Amount of Installation, Implementation, Testing and Execution of System Software for Finance & Accounts, HR and Fixed Assets (Inclusive of Income Tax and Exclusive of Sindh Sales Tax SST)	
Sindh Sales Tax SST	
Total Amount Inclusive of Income Tax and SST	

Note:

- All Taxes as imposed / Levied by Govt. of Pakistan will be borne by the tenderer.
- Sale Tax / Income Tax and services sale tax (SRB) as per rules will be deducted at source.

**SIGNATURE OF THE TENDERER
WITH STAMP**



TOR / Scope of Services

I. Scope of the Assignment

1. Accounts Module

i. Chart of Accounts

- The software will be comprehensive package covering all the accounting areas
 - Assets
 - Liabilities
 - Equity
 - Revenue
 - Expenses
 - Multilevel Chart of Accounts
 - Unlimited Account Titles & Groups
 - Unlimited Accounting Periods
 - Unlimited Vouchers Types
 - Unlimited Cost Centers
 - Unlimited Users & Groups
 - Unlimited User Defined Reports

ii. Budget Management

- Option to define Budget for Any Period
- Allocate Budget as a % of Last Year's Budget or Last Year's Actual Account Levels

iii. Payment Methods

- Cheque
- Petty Cash

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iv. Bank Management

- Bank Deposits and Withdrawals
- Bank Reconciliation
- Maintain Bank Chequebooks
- Maintain Multiple Banks
- Cheque Printing
- Bank Reconciliation
- Deduct Withholding Tax
- Statutory Statements

v. Vouchers Management

- Bank Payment Voucher
- Petty Cash Voucher
- Journal Voucher



vi. Reports

- More than one Currency Reporting as per different cost centers
- Ledgers
- Trial Balance
- Receipts and Payments
- Budget Variance Reports
- Other Financial Reports
- 2 customized reports as desired by the management

2. Payroll Management

Option required to manage

- i. Employee Master Record
 - ii. Monthly Payroll and Salary Slips
 - iii. Income Tax
 - iv. Loans & Salary Advances
 - v. Posting to Account of Monthly Payroll
 - vi. Reports
 - vii. Pay slip Printing Options
 - viii. Pay slip Emailing Module
 - ix. Tax Computation Sheet
 - x. Tax Credit Management
 - xi. E-Filing
 - xii. Comprehensive Salary Register
 - xiii. User Defined Reporting
 - xiv. EOBI reporting
 - xv. Bank Letters & More
-

3. Fixed Asset Management System

Option required to manage

- Comprehensive Database of Assets (Detail, Group, etc.)
- Additions, Transfer, Adjustment, Write off and Disposal
- Depreciation Schedules:
- Financial and Taxation
- Different Values of an Asset and its Class (Group)
- Break-up for Assets' Costs (Acquired Locally or Imported)
- Depreciation Methods at Group & Individual Levels
- Voucher Generation Before Posting of Transactions



- Depreciation Calculation for Financial Purpose
- Depreciation Calculation for Tax Purpose
- Addition and Deletion of Year
- Getting Opening Book Value
- Pre-posted Schedules Before Actual Year-end Process
- Multi-level, User Definable System Security Implemented
- Multi-location Assets Maintenance
- Department-wise Assets Management
- Disposal of Assets
- Provision to Write-off Assets
- Transfer of Asset to Other Locations
- Provision for Adjustment in Asset Values
- Separate Financial and Taxation Year-end

Deliverables

- Installation, Implementation, Testing and Execution of System Software for Finance & Accounts, HR and Fixed Assets.
- Completion and incorporation of all above mentioned components in system software.

