Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology, Haripur

KHYBER PAKHTUNKHWA

REQUEST FOR PROPOSAL (RFP)
FOR
"Supply, Installation, and Configuration of Enterprise Resource Planning"

Submission of Bids: Wednesday the 10th February, 2021 @ 12:00 noon

Opening of Bids: Wednesday the 10th February, 2021 @ 12:30 pm

Section 1. Letter of Invitation

The Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology (PAF- IAST), Haripur invites sealed bids from interested reputed firms/ companies for the "Supply, Installation & Configuration of Campus Management & Student Information System on Cloud" comprising of following components:

Modules	Description
1.	Financial System (General Accounting, Reporting, Budgeting and Control, etc)
2.	Payroll System
3.	Human Resource Management(HR Planning, Recruitment & Selection, Performance Management & Employee Self Service etc)
4.	Procurement, Inventory & Asset Management etc
5.	Project and Grant Management

The bidder must be registered with SECP/ Registrar and duly recognized in Pakistan, and be registered with FBR for Tax purposes; possess Manufacturer's status or Distributor/ Dealer status with authorization from Manufacturer/ Principal specific for this tender, with sufficient financial, technical and human resources to take up the task assigned and complete the same within prescribed time limit on the finalization of contract with PAF-IAST.

Tender document containing instructions to bidders covering definitions, introduction/ background of the project, scope of work, general terms and conditions, and special terms, procedure for submission of bids, opening of bid, evaluation criteria, technical specifications, functional requirements and other related information, can be obtained against a written request on company's letterhead, from Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology, Haripur – Pakistan. Cost of the document is Rs. 500/- Non-refundable (Stationery charges). Tender document can also be downloaded from http://www.pafiast.edu.pk/ free of cost, however, interested bidders will be required to have registered copy purchased from PAF-IAST, in order to participate in tender process.

Bidder(s) interested in participating in the tender process are advised to submit their Bid Proposal(s), along with the Earnest Money amounting 2% of their Bid Value in the shape of CDR, in accordance with the instructions in this tender document. Bid Proposal(s) must reach PAFIAST, Haripur by Wednesday the 10th February, 2021 by 1200 hrs. Any late Bid(s) shall not be accepted and returned unopened. Accepted Bids will be opened on the same day at 1230 hrs, in presence of bidders who chose to attend. In case of sudden holiday on bid opening day, bids will be opened on next working day. The Tender shall be executed in accordance with KPPRA Rule 6 (2)(b) "Single Stage, Two Envelope Procedure".

This advertisement is also available on PAF: IAST and PPRA websites http://www.paf-iast.edu.pk/ & http://www.kppra.org.pk.

Project Director Pak-Austria Fachhochschule: Institute of Applied Sciences & Technology (PAF-IAST) Hairpur – Khyber Pakhtunkhwa Phone:0995-645112 E-Mail: procurement@paf-iast.edu.pk

Section 2. Instruction to Bidders (ITB)

A. GENERAL TERMS		
1. Introduction	1.1	Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by PAF-IAST. This ITB will be governed under Clause 6 (2)(b) "Single Stage, Two Envelope Procedure" of Khyber Pakhtunkhwa Public Procurement Rules, 2014, as amended from time to time and instructions of the Government of Khyber Pakhtunkhwa received during the completion of the project.
	1.2	Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by PAF-IAST. The Institute is under no obligation to award a contract to any Bidder as a result of this ITB.
	1.3	PAF-IAST reserves the right to cancel the procurement process at any stage without any liability of any kind for PAF-IAST, upon notice to the bidders or publication of cancellation notice on PAF- IAST website.
2. Fraud & Corruption, Gifts and Hospitality	2.1	PAF-IAST strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of PAF-IAST vendors and requires all bidders/ vendors observe the highest standard of ethics during the procurement process and contract implementation.
	2.2	Bidders/ vendors shall not offer gifts or hospitality of any kind to PAF-IAST staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 (a) (b)	In pursuance of this policy, PAF-IAST: Shall reject a bid if it determines that the bidder is or has been engaged in any corrupt or fraudulent practices in competing for the tender in question; Shall declare a bidder ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the bidder is or has been engaged in any corrupt or fraudulent practices in competing for, or in executing any contract; or counseling or canvassing staff or elected representatives; or engaging in collusion with other bidders.
3. Eligibility	3.1	A Bidder should not be suspended, debarred, or otherwise identified as ineligible by any Government/ Semi-government/ or any other international Organization. Bidders are therefore required to disclose to PAF-IAST whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2	It is the Bidder's responsibility to ensure that its employees, sub-contractors, service providers, suppliers and/ or their employees meet the eligibility requirements as established by PAF-IAST.
4. General Terms	4.1	The Bidder should be registered with Sales Tax and Income Tax Department as well as with the Khyber Pakhtunkhwa Revenue Authority.
	4.2	The Bidder should have not been blacklisted by any Government/ semi Government organization.

	4.3	There should be no litigation against the bidder/ firm.

B. PREPARATION OF BIDS		
5. General Considerations	5.1	In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.
	5.2	The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the Project Director, PAF-IAST accordingly.
6. Cost of Preparation of Bid	6.1	The Bidder shall bear all costs related to the preparation and/ or submission of the Bid, regardless of whether its Bid is selected or not. PAF-IAST shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1	The Bid, as well as any, and all related correspondence exchanged by the Bidder and PAF- IAST, shall be written in the language(s) specified in the BDS.
8. Documents Comprising the Bid	8.1	The Bid shall comprise of the following documents and related forms of which details are provided in the BDS. All pages of the Bid shall be signed, stamped and properly paginated. a) Returnable Forms as referred in Section 6 shall be properly filled in Ink or Typed. Forms filled in using a pencil shall not be considered and substantiate the annulment of the Bid Proposal. b) Documents Establishing the Eligibility and Qualifications of the Bidder; c) Bid covering Technical Specifications in detail, and covering Price Schedule; d) Bid Security, if required by BDS; e) Any attachments and/ or appendices to the Bid.
9. Documents Establishing the Eligibility and Qualifications	9.1	The Bidder shall furnish documentary evidence of its status as an eligible and qualified supplier, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to PAF-IAST's satisfaction.
10. Technical Bid Format and Content	10.1	The Bidder is required to submit a Bid using the Standard Forms and templates provided in Section 6 of the ITB.
	10.2	Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the Institute. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.
	10.3	When applicable and required in Section 5, the Bidder shall describe the necessary training program available for the maintenance and operation of the equipment offered as well as the cost to the Institute. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
	10.4	When applicable and required in Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.
11. Price Schedule	11.1	The Price Schedule shall be prepared using the Forms provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.

	11.2	Any requirement described in this ITB but not priced in the Price Schedule, shall be assumed to have been included in the prices of other activities or items, as well as in the final total price.
12. Bid Security	12.1	A Bid Security shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for the duration as referred in BDS.
	12.2	The Bid Security shall be included along with the Bid. If Bid Security not found in the Bid, the Bid shall be rejected.
	12.3	If the Bid Security amount or its validity period is found to be less than what is required, PAF-IAST shall reject the Bid.
	12.4	In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.
	12.5	The Bid Security will be forfeited by PAF-IAST, and the Bid rejected, in the event of any, or combination, of the following conditions:
		a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;
		b) In the event the successful Bidder fails:
		i. to sign the Contract after PAF-IAST has issued an award; or
		ii. to furnish the Performance Security, insurances, or other documents that PAF-IAST may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.
13. Currencies	13.1	All prices shall be quoted in the currency indicated in the BDS. Where prices are quoted in different currencies, for the purposes of comparison:
		a) PAF-IAST will convert the currency quoted into the currency indicated in BDS, in accordance with the prevailing Inter Bank rate of exchange on the last day of submission of Bids; and
		b) In the event that PAF-IAST selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, PAF-IAST shall reserve the right to award the contract in the currency of PAF-IAST's preference, using the conversion method specified above.
14. Joint Venture, Consortium or Association	14.1	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by an intent letter or an Agreement among the legal entities duly notarized, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between PAF-IAST and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
	14.2	After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association Or any change in the constitution of the JV, Consortium or Association shall not be altered without the prior written consent of PAF-IAST/ Procurement Committee.

	14.3	The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein in respect of submitting only one Bid.
	14.4	The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement or Intent Letter. If allowed in this Tender document/ RFP, all entities that comprise the JV, Consortium or Association shall be

		cumulatively subject to the eligibility and technical qualification assessment by PAF-IAST as defined in Section 4: Evaluation Criteria.
	14.5	A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association.
	14.6	Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
15. Only One Bid	15.1	The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.
	15.2	Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Bid Validity Period	16.1	Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected by PAF-IAST and rendered non-responsive.
	16.2	During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel.

17. Extension of Bid Validity Period	17.1	In exceptional circumstances, prior to the expiration of the Bid validity period, PAF-IAST may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing and shall be considered integral to the Bid.
	17.2	If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.
	17.3	The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.
18. Clarification on ITB (from the Bidders)	18.1	Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a PAF-IAST staff member, PAF-IAST shall have no obligation to respond or confirm that the query was officially received.
	18.2	PAF-IAST will provide the responses to clarifications through the method specified in the BDS.
	18.3	PAF-IAST shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of PAF-IAST to extend the submission date of the Bids, unless PAF-IAST deems that such an extension is justified and necessary.
19. Amendment in ITB	19.1	At any time prior to the deadline of Bid submission, PAF-IAST may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.
	19.2	If the amendment is substantial, PAF-IAST may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.
20. Alternative Bids	20.1	Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, PAF-IAST reserves the right to award a contract based on an alternative Bid.
	20.2	If multiple/ alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid"
21. Pre-Bid Conference	21.1	When appropriate, a pre-bid conference may be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Nonattendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and/ or shared by email as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/ posted as an amendment to ITB.

C. SUBMISSION AND OPENING OF BIDS

22. Bid Proposal Submission	22.1	The Bidder shall submit a duly signed and numbered all pages of the complete Bid in an Envelope sealed and marked as per ITB 22.6, and in accordance with **KPPRA Rule 6 (2)(b)**.
	22.2	The Outer Envelope should contain Two (02) separate sealed envelopes, one of which comprising the **Forms (A – F) and supporting documents** in accordance with requirements in the BDS, shall be marked as **"Technical Proposal"**. Whereas, the other envelope containing the **Form G: Price Schedule Form** shall be marked as **"Financial Proposal"**.
	22.3	The Bid Security as referred in BDS must be placed in the **"Financial Proposal"** but in a duly sealed envelope and marked as **"Bid Security"**. However, an affidavit be placed in "Technical Proposal" confirming that the "Bid Security" is enclosed in "Financial Proposal". Bid security envelop will be opened with financial proposal of Technically qualified bidders.
	22.4	Bid can be delivered by courier/ hand delivered as specified in the BDS.
	22.5	The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid. There should not be errors and/ or over-writings. Corrections (if any) should be made clearly and initialed with dates.
	22.6	Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the General Contract Terms and Conditions.
	22.7	Hard copy submission by courier allowed or as specified in the BDS shall be governed as follows: a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail. (b) The Bid Proposals must be sealed and submitted in an envelope, which shall: i. Bear the name of the Bidder; ii. Be addressed to PAF - IAST as specified in the BDS; and iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS. If the envelope with the Bid is not sealed and marked as required, PAF-IAST shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.
23. Deadline for Submission of Bids and Late Bids	23.1	Complete Bids must be received by PAF-IAST in the manner, and no later than the date and time, specified in the BDS. PAF-IAST shall only recognize the actual date and time that the bid was received by PAF-IAST.
	23.2	PAF-IAST shall not consider any Bid that is received after the deadline for the submission of Bids.

24. Withdrawal, Substitution, and Modification of Bids	24.1	A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.
	24.2	A bidder may withdraw, substitute or modify its Bid by sending a written notice to PAF- IAST, duly signed by an authorized representative, including a Power of Attorney. The corresponding substitution or modification of the Bid must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"
	24.3	Bids requested to be withdrawn shall be returned unopened to the Bidders, except if the bid is withdrawn after the bid has been opened.
25. Bid Opening	25.1	The Procurement Committee of PAF- IAST will open the Bid in the presence of Bidders' representative(s) who choose to attend.
	25.2	The Bidders' names, modifications, withdrawals, the condition of the envelope labels/ seals, the number of folders/ files and all other such other details as PAF-IAST may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.
	25.3	In case of public holiday on bid opening day, bids will be opened on next working day.

D. EVALUATION OF BIDS		
26. Confidentiality	26.1	Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders, even after publication of the contract award.
	26.2	Any effort by a Bidder to influence PAF-IAST in the examination, evaluation and comparison of the Bids or contract award decisions may, at PAF-IAST's decision, result in the rejection of its Bid and may subsequently be subject to consequences.
27. Preliminary Examination	27.1	PAF-IAST shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. PAF-IAST reserves the right to reject any Bid at this stage.

28. Evaluation of Eligibility and Technical Qualification	28.1 Eligibility and Technical Qualification of the Bidder will be evaluated against the Minimum Eligibility/ Qualification requirements specified in the Section 4: Evaluation Criteria. 28.2 In general terms, Bidders that meet the following criteria may be considered qualified: a) They are not included in the list of blacklisted or barred companies published on KPPRA website, federal or any provincial government department; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/ or services required; d) They are capable to comply fully with the General Terms and Conditions of Contract; e) They do not have a consistent history of court/ arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
29. Evaluation of Bid Proposals	29.1 The evaluation team shall review and evaluate the Bids based on their responsiveness to the schedule of requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, PAF- IAST may invite technically responsive bidders for a presentation related to their Bids. The conditions for the presentation shall be provided in the bid document where required.
30. Due diligence	30.1 PAF- IAST reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of
	previous works, as deemed necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that PAF-IAST may deem appropriate, at any stage within the selection process, prior to declaring the Bidder as Qualified.
31. Clarification of Bids	31.1 To assist in the examination, evaluation and comparison of Bids, PAF- IAST may, at its discretion, request any Bidder for a clarification of its Bid.

	31.2	PAF- IAST's 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, except to provide clarification, and confirm the correction of any arithmetic errors discovered by PAF-IAST in the evaluation of the Bids in accordance with the ITB.
	31.3	Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by PAF-IAST, may not be considered during the review and evaluation of the Bids.
32. Responsiveness of Bid	32.1	PAF-IAST's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.
	32.2	If a bid is not substantially responsive, it may be rejected by PAF-IAST and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.
33. Right to Accept, Reject, Any or All Bids	33.1	PAF-IAST reserves the right to accept or reject any proposal in response to the ITB, to render any or all of the proposals as non-responsive, and to reject all Proposals in response to the ITB at any time prior to award of contract, while assigning the reason(s) thereof.
	33.2	PAF- IAST shall not be obliged to award the contract to the lowest priced offer.
34. Nonconformities, Reparable Errors and Omissions	34.1	Provided that a Bid is substantially responsive, PAF-IAST may waive any nonconformities or omissions in the Bid that, in the opinion of PAF-IAST, do not constitute a material deviation.
	34.2	PAF-IAST may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
	34.3	For the Price Schedule that are submitted, PAF-IAST shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of PAF-IAST there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an

	arithmetic error, in which case the amount in figures shall prevail.
	34.4 If the Bidder does not accept the correction of errors made by PAF- IAST, its Bid shall be rejected.
35. Bidder Grievance	35.1 PAF- IAST's grievance readdress procedure provides an opportunity for appeal to those bidders or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the Bidder may lodge a complaint to the PAF-IAST's Grievance Readdress Committee.

E. AWARD OF CONTRACT	
36. Evaluation	36.1 PAF-IAST will conduct the evaluation solely based on response to this tender received from the firms.
	36.2 Evaluation shall be undertaken in the following steps: a) Preliminary Examination including Technical Specifications and other compliances b) Arithmetical check and ranking of bidders who passed preliminary examination by price. c) Evaluation of prices
	36.3 Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)
37. Integrity Pact	37.1 Bidders will also be required to submit a signed Integrity Pact on a stamp paper of appropriate value as part of their response. The text of Integrity Pact is available at Annex – I.
38. Award Criteria	38.1 Prior to expiration of the period of Proposal validity, PAF-IAST shall award the contract to the Bidder that is found to be responsive to the requirements of the Technical Specifications and has offered the lowest price.
	38.2 PAF-IAST shall not be obliged to award the contract to the lowest priced offer, if the response is found deficient to the Technical Specifications and other compliances.
	38.3 In case of tie in Financial Bid Value, the Contract will be awarded to the bidder having closest match to the Technical Specifications.
39. Contract Signing	39.1 After the approval of any Work Award, a Contract Agreement on the stamp paper of appropriate value, shall be executed by PAF-IAST with Selected Bidder (i.e. Contractor) within 07 days from the date of issuance of LoI (Letter of Intent)/ Work Order).
	39.2 Failure to signing of Contract Agreement by the selected Bidder/ Firm with PAF-IAST within the stipulated time may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, PAF- IAST may award the Contract to the Second highest rated or call for new Proposals.
40. Right to Vary quantity at the Time of Award	40.1 At the time of award of Contract, PAF-IAST reserves the right to vary the quantity of goods and/ or services, without any change in the unit price or other terms and conditions.

41. Sample draft Contract	41.1 A sample draft Contract to be signed, containing applicable General Terms and Conditions can be found at Annex – II.
42. Performance Security	42.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS, well prior to the Contract signing by both parties. Where a performance security is required, the receipt of the performance security by PAF-IAST shall be a condition for rendering the contract effective.
43. Bank Guarantee for Advanced Payment	43.1 No Payment will be released in advance.
44. Liquidated Damages	44.1 PAF-IAST shall apply Liquidated Damages for the damages and/ or risks caused to PAF-IAST resulting from the Contractor's delays or breach of its obligations as per Contract. a) In case of delay, the Procurement Committee, PAF-IAST reserves the right to impose a penalty not exceeding 10% of the total amount of the Contract Value at the rate as referred in the Sample Contract at Annexure – II. b) If the Contractor fails to complete work as per PAF-IAST requirement, the Rector, PAF-IAST reserves the right to reject it altogether or impose a penalty not exceeding 50% of the total amount of the Contract. c) If the Contractor fails to provide supplies/ services as per PAF-IAST requirements, PAF-IAST may forfeit his earnest money as well as Performance Security, and the work will be done at the risk and cost of Contractor. d) In case of any dispute, matter will be referred to Rector, PAF-IAST whose decision will be binding on both the parties.
45. Force Majeure	45.1 "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the Purchase Order/ Work Order/ Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial issues are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Purchase Order/ Work Order/ Contract, the dispute will be referred to Project Director, PAF-IAST whose decision will be final.
46. Delivery of Goods	46.1 Contractor will be required to deliver the goods as per the Delivery Schedule referred in BDS without claiming any additional cost to the PAF-IAST at the designated site(s) and in quantities as referred in the Contract.
47. Payment Provisions	47.1 Payment will be made only upon PAF- IAST's acceptance of the goods and/ or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice, and certification of acceptance of goods and/ or services issued by the proper authority in PAF: IAST. Payment will be affected by bank transfer in the currency of the contract. 47.2 The Contractor shall provide all necessary supporting documents along with GST invoice, delivery challan and any other relevant documents as required by the PAF- IAST.

Section 3. Bid Data Sheet

The following data for the goods and/ or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid. In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1.		Background	Pak-Austria Fachhochschule: Institute of Applied Sciences and Technology (PAF: IAST) is novel in its content and holistic in approach. The project concept is based on the slogan of "Skilling Pakistan" to create a high-quality technical education infrastructure. This unique educational institution in Pakistan will closely collaborate with several institutions in Austria and China and award multiple foreign degrees. This is a historic and visionary initiative as it is probably the first time that an institution will be established in Pakistan with many foreign universities giving degrees to students who study in it.
2.		Objective	The main objective of this Tender is to automate PAF-IAST's internal processes pertaining to campus organizational management and students related activities in order to provide enabling environment to the students, faculty, staff, and administrators to perform their work in a conducive and productive environment and deliver beyond the expectations.

3.		Scope of Work	**Supply, Installation & Configuration of Enterprise Resource Planning.** The required items grouped in various components as referred in Section – 5 have been sought on Turn-Key Basis by PAF-IAST from a reputed Firms/ Companies. The supplier is expected to supply high quality products meeting the specification as stipulated in this ITB, which conforms to the international quality standards. The time specified for delivery, Installation and Commissioning in the tender form shall be deemed to be the essence of the contract and the Successful Bidder shall arrange within the specified period. The scope of work under this tender has been envisioned as follow; • Requirement analysis and As-Is assessment of the processes pertaining to academic and associated activities at PAF-IAST. • Gap analysis and identifying the areas of processes optimization and presenting the same to PAF-IAST for consideration and consent as appropriate. • Preparation of design document for the To-Be system as per consent of PAF-IAST. • Installation of software and modules covering all the Components as identified, on renowned public Cloud as a separate and independent instance.. • Configuration of software and modules as per the needs of PAFIAST as stipulated in the finalized design document. • Integration of installed and configured system with necessary 3rd party systems, like NADRA and Payment Gateways. • System walk-through during and after implementation of the system(s). • Formal training of PAF-IAST officers/ officials as per their relevancy on various modules/ sub-modules along with features and functionalities required in the system. • Formal training for the administrators of various sub-systems of the solution deployed.
			• Providing system documentation, power/ admin user guides and end-user manuals for all the modules/ sub-modules pertaining to all the Components identified in this document. **Post-Deployment Warranty and Support Services** • Providing post-commissioning product warranty and support services on annual basis for the duration of the contract with PAFIAST. • Providing system maintenance and ensure system availability to at least 99.99% throughout the term of system hosted on PAFIAST data center.
4.		Procurement Method	**KPPRA Rule 6(2)(b)**
5.	7	Language of the Bid	English

6.	22, 23, 27	Submitting Bids for Parts or subparts of the Schedule of Requirements (partial bids)	The Procurement Committee shall consider the Bids on TurnKey-Basis (i.e. all items required in each component and any other item(s) necessary to meet the scope of work) as referred in Section – 5. Any item not quoted shall have reasonable grounds to reject the Bid, until and unless justified.
7.	20	Alternative Bids	**Not Allowed.**
8.	21	Pre-Bid conference	Not Applicable
9.	16	Bid Validity Period	**90 days**
10.	13	Bid Security/ Earnest Money (Refundable)	Required in the amount of: **2% of the Bid Value.** In case of options, earnest money shall be based on the maximum quoted price amongst the options. Acceptable Forms of Bid Security: Denominated in Pak Rupees duly issued by a Pakistani Bank or branch of a Foreign Bank, in the form of **CDR** in favor of the **Project Director, PAF-IAST**
11.	42	Liquidated Damages	Will be imposed as follows: **Percentage of contract price per day of delay: as referred in Draft Contract Sample in Annexure – II.**
12.	40	Performance Security	Within one week of issuance of LoI/ Purchase Order and well prior to the signing of Contract, as **10% of the Contract value** for the duration of Warranty period referred in RFP.
13.	12	Currency of Bid	Pakistani Rupees (PKR)
14.	31	Deadline for submitting requests for clarifications/ questions	**3 days** before the submission deadline
15.	31	Contact Details for submitting clarifications/ questions	Focal Person in PAFIAST: **Mr. Anwar Amjad** **Wajahat Ali** **anwar.amjad@paf-iast.edu.pk** **wajahat.ali@paf-iast.edu.pk** **0995-645112**
16.	18, 19, and 21	Manner of Disseminating Supplemental Information to the ITB and responses/ clarifications to queries	Direct communication to prospective Bidders by email and/ or Posting on the PAF: IAST website: procurement@paf-iast.edu.pk http://www.paf-iast.edu.pk/
17.	23	Deadline for Submission	**Wednesday 10th February, 2021 on or before 12:00 noon (PST)**

18.	22	Number of Set(s) of Bid	**Technical Proposal(s)** - One (01) Original - One (01) Copy - Soft copy of Technical Proposal in a USB Flash Drive **Financial Proposal(s)** - One (01) Original
19.	22	Allowable Manner of Submitting Bids	☒ Courier/ Hand Delivery only
20.	22	Bid Submission Address	☒ **By Courier/ Hand Delivery** Convener Procurement Committee, PAF- IAST, Mang, Haripur
21.	22	Electronic submission (email) requirements	Not Allowed
22.	25	Date, time and venue for the opening of bid	Date and Time: Wednesday 10th February, **2021 at12:30 PM** Venue: **Conference Room, PAF-IAST, Mang, Haripur**
23.	27, 36	Evaluation Method	Eligible and qualified bids meeting the PAF- IAST requirements and technically responsive as stipulated in this ITB
24.		Evaluation Method for the Award of Contract	Lowest priced technically responsive.
25.		Expected date for commencement of Contract	**March 2021**
26.		Maximum expected duration of Contract	**60 months**
27.	35	PAF: IAST will award the contract to:	**One Bidder Only**
28.	39	Type and Contract Terms and Conditions that will apply	PAF-IAST General Terms and Conditions for Contracts for Goods and/ or Services as per Sample at Annex – II.
29.	46	Delivery, Installation and Testing/ Training	(see table below)

COMPONENTS	Delivery/ Installation	Configuration	Commissioning
1	2 weeks	4 weeks	1 week
2	8 weeks	3 weeks	1 week
3	14 weeks	4 weeks	1 week
4	21 weeks	3 weeks	1 week
5	27 weeks	2 weeks	1 week

30.	47	Payment Schedule			

Milestone	Component #	Payment (% Contract Value)
Delivery and installation of unconfigured software	1, 2, 3, 4, & 5	10%
Configuration & delivery for UAT	1 & 2	15%
Go Live	1 & 2	10%
Configuration & delivery for UAT	3	15%
Go Live	3	10%
Configuration & delivery for UAT	4	10%
Go Live	4	10%
Configuration & delivery for UAT	5	10%
Go Live	5	10%

Note: All payments are subject to 10% deduction as security against the warranty and support services.
Payment against the Additional Services (if opted by PAFIAST at its sole discretion) shall be paid after commissioning of respective additional service(s).

19

Section 4. Evaluation Criteria

Preliminary Examination Criteria

Bids will be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a Yes/ No basis:

- Appropriate signatures & Power of Attorney
- Minimum Bid documents provided
- Bid Validity & Bid Security submitted as per ITB requirements with compliant validity period

Minimum Eligibility Criteria

Eligibility will be evaluated on a Pass/ Fail basis. If the Bid is submitted as a Joint Venture, there should be no more than two (02) companies in the Joint Venture and both companies should meet the minimum criteria Technical qualification will be evaluated on Score basis. Scores against each of the parameters in Section I, II & III will be according to documents provided by the Bidder, whereas scores in Section IV will be awarded by Technical Committee in response to Bidder's presentation.

	ELIGIBILITY		
S. #	**Subject**	**Criteria**	**Reference Returnable Form(s)**
1.	**Bidder's Status**	Participating as ☐ Individual Company ☐ JV/ Consortium	Form B: JV/ Consortium Information Form
2.	**Legal Status**	Bidder is a legally registered entity in Pakistan. Bidder (Lead Bidder) is/ are also registered with FBR for Income Tax and Sales Tax. Bidder/ JV partner(s) must be Active Taxpayers and Listed.	Form C: Bidder Information Form
3.	**Location of Offices**	Bidder (Lead Bidder) has declared office in Islamabad/ Rawalpindi/ Peshawar/ Abbottabad for last Five (05) years.	Form C: Bidder Information Form
4.	**Quoted Product Strength and Rating**	Quoted product should have large implementation footprints globally with referenceable deployments. Quoted product must be evaluated and rated by Third Party companies, like Gartner, Forster, GetApp or IDC.	Form C: Bidder Information Form
5.	**Company in Operation**	Bidder (Lead Bidder) is in operation for at least Ten (10) years.	Form C: Bidder Information Form
6.	**Financial Strength**	Average annual turnover over last 3 years **Rs. 25 million or equivalent in USD from Software Services (software licensing and implementation) Only as per the published Audited Report.** *(For JV/ Consortium/ Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form

7.	**Relevant Experience**	Min. No. of Projects successfully Completed or In-hand, of similar nature/ value/ complexity in last 3 years **At least Three (03) projects involving Software deployment within Pakistan or internationally** *(For JV/Consortium/ Association, all Parties cumulatively should meet requirement).*	Form D: Qualification Form Form E: Technical Proposal Form
8.	**Eligibility**	Bidder(s) is not suspended, nor debarred, nor otherwise identified as ineligible by any Government/ Semi-government/ Autonomous organization in Pakistan, in accordance with ITB clause 3. Non Blacklisting certificate must be provided.	Form A: Bid Submission Form
9.	**Bankruptcy**	Bidder(s) has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form
10.	**Technical Specification Compliance**	Quoted Solution should have **at least 70% Out-of-the-Box Compliance** towards required features and functionalities as referred in Section 5	Form F: Specifications Compliance Form
11.	**Certificates and Licenses**	**Bidder(s) related:** i. Certificate of Registration of the business ii. Certificate of Registration with FBR for both Income Tax and Sales Tax iii. Successful Implementation/ Completion Letters or Emails or Purchase/ Work Order(s) from the institutions where the software solution(s), including Quoted solution was or being implemented. iv. Third Party Report highlighting the strengths and ranking/ rating of Quoted product. v. An Affidavit confirming offered Warranty & Support Services for at least Five (05) years at sole discretion of PAF-IAST. vi. Supporting photos/ snapshots, data sheets, documents depicting usage scenarios of the proposed solution.	Form C: Bidder Information Form

	QUALIFICATION				
S. #	**Attribute**	**Description**	**Max. Score**	**Criteria**	**Returnable Form(s)**
	Section – I: General Corporate Profile		**25**		
12.	**Bidder's Footprints**	Number of offices across the country and/ or internationally	5	3+ offices fully operational for last five (05) year	Form C: Bidder Information Form
			3	2 – 3 offices fully operational for last five (05) year	
			1	< 2 offices fully operational for last five (05) year	
13.	**Bidder's Human Resource Strength**	Number of full-time employees	8	20+ employees with at least 70% Software Development & Consulting staff	Form C: Bidder Information Form

	(documentary proof required)		6	10 – 20 employees with at least 70% Software Development & Consulting staff	
			4	5 – 9 employees with at least 70% Software Development & Consulting staff	
14.	**Financial Standing**	Annual Turnover averaged over last 3 years	7	2+ x Financial Strength	Form D: Qualification Form
			4	2 x Financial Strength	
			2	1.5 x Financial Strength	
15.	**Annual Tax Paid**	Annual Tax Paid averaged over last 3 years	5	Rs. 1 million or more	Form D: Qualification Form
			3	Rs. 0.75 – 1 million	
			2	Rs. 0.50 – 0.750 million	
	Section – II: Business Profile		**20**		
16.	**Relevant Experience**	Project(s) of similar nature, value and complexity completed or in-hand	15	Min. No. of Projects + 7	Form D: Qualification Form
			10	Min. No. of Projects + 4	
			6	Min. No. of Projects + 2	
17.	**Education Sector Experience**	Project(s) delivered to education institutions in Pakistan	5	1 point for each project successfully delivered up to Max. Score	Form D: Qualification Form
	Section – III: Product Strength(s) and Compliance with Functional & Technical Specifications		**30**		
18.	**Featured in Third Party Evaluation Report**	Quoted product is ranked or rated in Gartner/ Forester/ IDC/ GetApp.	5	Listed in the most recently published Third Party Evaluation Report under Leaders Category	
19.	**Compliance to the Digital Policy of Khyber Pakhtunkhwa towards e-Governance**	Quoted product is Free Open Source Software (FOSS)	10	Listed as Free Open Source Software by the Open Source community	Form E: Project Proposal Form
20.	**Compliance to Technical & Functional Specifications**	Features offered Out-of-Box by the Quoted product corresponding to Technical & Functional requirements of each component(s) as stipulated in Section 5.	15	No. of parameters complied by Bid in consideration/ Total No. of parameters * Max. Score	Form E: Project Proposal Form
	Section – IV: Presentation on Quoted Solution		**25**		
20.	**Project Management Approach**	Approach towards planning and implementing the project.	10	To be assigned by the Technical Committee	Form E: Project Proposal Form
21.	**Proposed Team for Implementation**	Key Resources for Solution Delivery available on a full-time basis in Pakistan.	10	At least 70% of proposed team has worked on 4 or more implementations of the proposed ERP	Form E: Project Proposal Form

		Presence of proposed Key team members during presentation.	7	At least 70% of proposed team has worked on 2 or more implementations of the proposed ERP	
			5	At least 70% of proposed team has worked on 1 or more implementations of the proposed ERP	
		CVs of Key Resources required			
22.	**Project Understanding**	Demonstration of approach to understand and complete the project	5	To be assigned by the Technical Committee	Form E: Project Proposal Form
Grand Total			**100**		
	Technical Evaluation	Bids shall be evaluated on both Eligibility and Technical Qualification Criteria. Bidders meeting the Eligibility Criteria and able to secure **70 percent** in Technical qualification shall be declared as Technically Qualified Bidders for the next step, i.e. Opening of Financial Bid.			
	Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the bidders in Form F. Price comparison shall be based on the total cost of ownership over 5 years, including software license cost, solution installation and configuration cost, mandatory and optional Integration costs, and training costs. Comparison with budget/ internal estimates. Tender will be awarded on least-cost basis to lowest evaluated bidder.			

Section 5a: Technical Specifications of the Required Goods

1 Functional Requirements

The functional requirements for the modules and sub-modules that are needed by the PAF-IAST are given below:

1.1   Financial System

1.1.1 General Accounting

1.1.1.1 General

a. PAFIAST has to follow the accounting procedure as defined by the Controller General of Pakistan and audited by the Auditor General of Pakistan. PAF-IAST may follow New Accounting Model (NAM) and the five dimensional Chart of Accounts prescribed by PIFRA. (Project to Improve Financial Reporting, Auditor General of Pakistan). The proposed solution/system must have proven ability to meet this requirement.

b. PAF-IAST allows different expenditure limits for different authorities. These should be catered for.

c. The system should be able to capture the activities of users in terms of the prescribed roles and the forms that they have accessed.

d. An individual user shall be restricted to access only those applications / functionality relevant to his/her job function.

e. The System shall facilitate the attachment of documents, spreadsheets, or images to an application functionality to provide users with additional information or required documentation.

f. PAF-IAST wants an integrated financial system whereby all the components are integrated. Likewise other components/modules like Payroll payment, projects, grants to Universities etc. should also be integrated with the Financial Systems.

g. The system must support printing of cheques (cheque writer) from payment vouchers on cheque leaves issued by Controller General Office/banks.

h. If PAF-IAST wants an integrate financial system with any insurance party, all the components must be integrated with each other.

1.1.1.2 Reporting

a. System must provide access for a reporting and retrieval tool that works across modules.

b. The implementer is expected to configure / implement the reports as per PAF-IAST requirements.

1.1.1.3 Accounting Books

a. Supports multiple level parent/subsidiary implementation for multiple accounting books

b. Should support automatic consolidation of accounts between subsidiaries accounting books and parent accounting books.

c. Supports implementation of automatic process between Parent and Subsidiary and between subsidiaries transactions at General Ledger level

d. PAF-IAST will be preparing financial statements and complete set of management reports periodically, the package should support this periodic reporting.

1.1.1.4 Chart of Accounts

a. The chart of account should be flexibly configurable with PIFRA's CoA with capability to support required number of child levels. It should contain at least five elements as per PIFRA CoA.

b. General Ledger must support the minimum chart of account reporting dimensions: Functional Cost Center, Location Cost Center and General Account. The system should support required number of characters in each of the recording/reporting dimension.

c. The General Ledger should support creating alphanumeric codes in each chart of accounts dimension

d. The General Ledger should provide end-users with the functionality to define, create, and disable codes within the chart of accounts dimensions without the need for technical support.

e. General Ledger should allow users to define the codes within the General Account dimension according to the standard financial statements classification (Expenditure, Revenue, Capital, Receipts, Assets, Liabilities and Equities). The General Ledger must recognize this standard classification.

f. The system should have the capability either automatically or manually as per users requirement to carry forward balances between fiscal years and close expenditure accounts

g. The General Ledger should support creating Chart of account codes at summary level and at posting level. At summary level the package should allow users to define multiple summary levels with no restrictions on the number of summary codes

h. At minimum General Ledger should support entry of budget at summary level and/or posting level as per requirement of user, as well as actual amounts at the posting level codes in the chart of accounts

	dimensions. Also it should have the capability to transfer any sum of budget from one account head to another and keep a record thereof.
i.	The system should allow carry forward un-utilized budget balances of the selected accounts as a separate entry and also allow recording the current year's budget recognizable separately. Expenditure to be allowed from the sum total of both balances.
j.	The system must have the functionality to support the creation of code combination across the different dimensions within the chart of accounts. General Ledger will not allow entry and posting before the code combination is used.
k.	The system must have the functionality to define and enforce the pre-defined logical rules for creating a code combination.
l.	The system should support prior year entries with suitable controls.
m.	General Ledger has a graphical user interface to provide authorized users with a hierarchal view for all reporting dimensions posting and summary level codes with Drag and drop functionality for users to use in maintaining and re-organizing the chart of accounts.

1.1.1.5 Accounting Calendar

a.	The implementer is expected to configure the chart of accounts security codes as per PAF-IAST requirements.
b.	General Ledger must allow authorized users to create and define accounting calendar. PAF-IAST follows a fiscal year starts from July to June.
c.	General Ledger must support the configuration of 12 month normal fiscal month in each fiscal year with at least 2 additional adjustment periods at the year end (each for accounting adjustments and post-audit adjustments).
d.	The transaction effective date according to accounting calendar in the General Ledger should be the date when the transaction is entered if it falls within the same fiscal month or the last date of the fiscal month if the transaction is entered in a subsequent month
e.	The system should provide the user with a functionality to define a schedule to automatically open the fiscal month within the fiscal year

1.1.1.6 Currencies

a.	PAFIAST uses Pakistani Rupee (PKR) as the functional currency. The accounting set of books should be configured using the PKR, with capability to enter transactions in international currency like Dollar, Sterling, Yen, and Euro ETC.
b.	The General Ledger should support the conversion of transaction in foreign currency to the PKR currency using pre-defined accounting exchange rates.

1.1.1.7 Transaction Entry

a.	General Ledger must provide users to enter journals in actual amounts within available budgets.
b.	The system must support reversing journals by authorized users
c.	Functionality for Recurring Journals with code combination and amounts should support entering fixed amounts or formula based amounts, and to configure recurring journals for pre-paid expenditures and deferred charges to be agreed with PAF-IAST.
d.	Functionality for allocation journals should be based on fixed percentages or/and calculated percentages (based on statistical amounts or actual amounts)
e.	The general ledger must provide users with the functionality to define a schedule to generate recurring and allocations journals automatically and post it to accounts
f.	The approval hierarchy shouldn't conflict with the approval hierarchy defined in each sub-ledger
g.	General Ledger must provide users with a configurable functionality to track Journal by source (for Audit Trail) and type or category.
h.	Implementer is expected to implement journal sources and categories/types to be agreed with PAF-IAST.
i.	General Ledger must provide users with the functionality to define different journal numbering sequences and assign it to journal sources and/or categories/types
j.	The journal sequence numbering can be either configured for one fiscal year or for fiscal year.
k.	General Ledger must allow users to print journals
l.	Journals Voucher print out must be according to PAF-IAST requirements and formats
m.	General Ledger must have reports for un-posted Journals (either awaiting approval or approved) or journals not concluded but pending in the workflow.
n.	General Ledger must have audit trail reports to show journals created by source/category along with the sequence number, and when deleted showing users name

o.	General Ledger must have reports to allow users to check if journals created from external systems have been validated and created in the General Ledger.
p.	The distribution section in the journal form should have a field against each line for users to enter line description. Field length shouldn't be less than 256 characters
q.	General Ledger has a functionality to configure a pre-defined list of descriptions for users to select from (both in the header and distribution sections)
r.	General ledger must support transaction amounts beyond 999 billion Rupees
s.	Support drill down from an account balance to the associated journal lines to the complete journal entry, to view both sides of the journal entries that affect the account balances. It should also show the budget balance where applicable
t.	It should have a mechanism for payment of advances and settlement thereof during the same fiscal year and/or in the next fiscal year.

1.1.1.8 Consolidation

a.	General Ledger must provide the users with a functionality to define a parent/subsidiary relationship between different set of books
b.	General Ledger must provide the users with a functionality to define the mapping rules between the subsidiary set of books and the parent set of books
c.	Implementer is expected to design and implement the process for consolidation, including the elimination of inter-company transactions
d.	General Ledger must have audit trail reports to help users validate if the consolidation was successfully created and all subsidiary accounts are fully consolidated
e.	Consolidation process should be initiated and managed from the parent set of books which will call/pull accounts from subsidiaries
f.	General Ledger must support a monthly consolidation process

1.1.2 Reporting

1.1.2.1 Report Writer

a.	The General Ledger must provide users with a flexible and user friendly tool to allow them to create financial reports without support from technical staff
b.	Implementer is expected to build trial balance using the flexible reports functionality.
c.	It must provide reports as per requirements of PAF-IAST
d.	Implementer is expected to build statement of financial ratios report using the flexible reports functionality

1.1.2.2 Analysis

a.	The implementer is expected to design and implement an analysis model for actual vs. budget. It should combine statistical information to help report users to identify the type of variance while considering monthly, year to date, quarter to date, fully year figures.
b.	There should be a What-if analysis report which allows facilitating forecasting for revenues, expenditure and cash.
c.	The multi-dimensional analysis tool must allow user to distribute and share reports and analysis electronically
d.	The multi-dimensional analysis tool must allow user to print the reports and analysis
e.	System must be able to perform trend analysis taking financial data for last three to five years without the need to built a separate data warehouse, and yet provide almost real time intelligence reporting. 100% of transaction data should be available for drill down without any data duplication
f.	The system must have a report on budget, statistical, and actual detail for current and all past periods
g.	The system should have the ability to define sophisticated multi-line formulas to derive report figures
h.	The system must have the ability to create summarized reports by headquarter, division, department, cost center, etc

1.1.2.3 Audit Trail

It should be possible to configure audit trails for all user activities. The audit trail should capture all data changes with time stamp and user ID stamp.

1.1.3 Budgeting and Control

1.1.3.1 Budget Structure

a.	The system should allow defining Objectives, Targets, Goals, Priorities, Outputs, Activities and other indicators, which would be used in the Budgeting Process.
b.	The budgeting system should support the New Accounting Model (NAM) as per PIFRA for preparation of budgets and account heads with five dimensions, as well as required child accounts.

c.	ABC will follow the cost element, as well as, cost-center budgeting concept. There may be functional / operational cost-centers and regional/divisional cost centers. The system should support these separate budgets and there consolidation.
d.	It should have the capability to prepare separate budgets for current expenditure and development expenditure by different departments, and also to consolidate it.

1.1.3.2 Budget Entry

a.	The budgeting system should allow users to create budgets and also provide them with a functionality to upload the amounts from other applications if required.
b.	System should allow usage of Subsidiary data / General Ledger data for budgeting. Information should be uploaded directly into relevant budgeting account heads.
c.	Budgeting system should provide users with a functionality to enter budget amounts through creating formulas to calculate amounts
d.	Budgeting system should support budgeting at detail level (posting level accounts) and summary level budgeting
e.	Budgeting system should allow users to create multiple budget versions
f.	Authorized users should have a functionality to freeze one of the budget versions for the budgetary control and variance

1.1.3.3 Budgetary Control

a.	The package should support budgetary control policy that allows PAF-IAST to impose strict control over spend beyond a certain tolerance level and/or amount.
b.	Budget over spend tolerance is set on Period to Date balances on certain heads as well as on monthly balances on certain heads. Likewise spend tolerance will not be required in certain heads.
c.	Budgetary control configured in the budgeting system should be imposed across all integrated sub-ledgers as per PIFRA CoA.
d.	The budgetary control for ordering physical items (i.e. items in stores) should check the funds at the requisition point. If there are funds budgeted then the ordering system (i.e. purchasing) will create an internal requisition to release item from stock.
e.	The system must support re-appropriation of funds from one budget head (General Ledger Account) to another. Like wise re-appropriation will take place among cost-centers.
f.	Supplementary Budgets maybe required to be prepared budgeting / monitoring for these funds is required. System is expected to facilitate this and provide report of such changes.

1.1.3.5 Report Writer

The implementer should design and build reports for all cost-center to show funds available, total funds, funds pre-committed and funds committed for each budgeted item.

1.1.4 Expenditure/Payables

1.1.4.1 Application Master

a.	The system must maintain supplier details
b.	System should allow relating a vendor to a parent member and child members

1.1.4.2 Receipt

System must facilitate expenditure booking against Expenditure Element and Cost Center

1.1.4.3 Invoice and Payables

a.	The system must also support booking of expenditure and liability upon entry of the invoice.
b.	The system must allow capturing of Vendor Debit / Credit notes, advances, payments, cash receipts for refunds and discounts.
c.	System must capture employee related payments for advances and prepayments. Employee expenditures, Employee debit / credit notes should be match able against each other and with advances.
d.	The system must provide for recording invoice details
e.	System must automatically calculate the due date for payment based on the contracted payment terms, unless manually overridden.
f.	System must have the functionality to separately treat amounts and invoices where input tax is to be withheld and paid to tax authorities.
g.	The system must allow processing of partial payment(s) against and invoice. In this regard system should apply indicative checks.
h.	In case of an advance being given to a Vendor, system must correlate each advance to a sanction or Purchase Order No. etc.
i.	System must facilitate applying advances/payments against invoices – One advance/payment to one invoice / partly to an invoice / multiple advances/payment to an invoice.

j.	The system must allow multiple tier workflows for invoice approval.

1.1.4.4 Petty Cash

a.	System must support a mechanism of recording and controlling petty cash expenditure for each of the petty cash funds maintained by different custodians.
b.	The recording of Petty cash expenditures is supposed to be the same as normal expenditure. The system must be able to capture for each petty cash reimbursement/ claim the Claim reference, Expenditure codes and Expenditure Amounts.
c.	Based on the sanctioned limit and expenditure claim, the system should automatically compute the amount to be replenished.

1.1.4.5 Payments

a.	System must have the capability to link the payments functionality with the payables functionality where applicable and should allow payments once the expenditure gets successfully through matching and approvals.
b.	Where part payment / deduction / retention is made, details of such deductions must be maintained in the system under the particular vendor/employee head with the associated invoice.
c.	Consolidated payments for various invoices and partial payments against one invoice must be supported by the system with appropriate tracking.
d.	System must support workflow for authorization of payments.
e.	System must support withholdings based on certain percentages and deductions e.g. taxes, retentions etc.
f.	System must support automatic payments (based on payment due date)
g.	System must support manual payments through selection of invoices for a supplier.
h.	System must be capable of printing a remittance advice for payments, which shall show the Payee's Name, Payee's address, Vendor/Employee Code, Contact number, Cheque Number, Cheque issue date, Invoice/expenditure reference, Gross invoice amount, Tax deducted, advance deducted against the invoice, Net amount being paid/settled)
i.	System should support payments through cheques, letters to bank, and/or Electronic Funds Transfer (EFT)
j.	System must support payment through cash/petty cash.
k.	System must be capable of selecting from which bank account payment(s) needs to be made
l.	System must be able to reverse a cheque in case the payment run fails or the cheque is stolen
m.	System must automatically update the invoice record to a paid status once the payment is made and to the open status once the check is staled/reversed
n.	System must be able to print the Payee name, Currency and Amount in numbers, Amount in words and Date of Cheque on the cheque
o.	System should be able to record stop payments
p.	System should allow consolidated payment advice to the bank - mode wise e.g. through cheque, bank transfer.
q.	There should be a facility to view the current bank balance while making payment
r.	System should be able to make bank transfer payment voucher.
s.	System must support tracking of retained payments (individually and Consolidated) against performance guarantee / contract

1.1.4.6 Enquiry

a.	System must allow a flexible enquiry system based on user selectable periods for selected vendor/employee and should be able to show vendor/employee master and transaction information
b.	System must provide for reviewing outstanding advances, retentions, stop payments online.

1.1.5 Treasury

1.1.5.1 General

System must support inter-bank account transfers.

1.1.5.2 Bank Reconciliation

The system must support automatic and manual bank reconciliation and match transaction (Payments and Receipts) at the system level while considering the entries at the General / Sub-ledger Level.

1.1.5.3 Bank Management

a.	There must be a facility to view consolidated cash/bank position
b.	System should have a facility to link each bank account with the bank system to exchange electronic information on cash positions.
c.	Facility to set minimum & maximum balance with alerts whenever the balance is below or above the norm.
d.	System to alert high value expenditures & receipts to ensure control
e.	There should be a facility to issue online instructions to bank for payments/transfer of funds

1.1.5.4 Enquiry

System must support online enquiry of bank accounts, bank facilities, investments, loans and guarantees.

1.1.6 Revenue/Collection

1.1.6.1 Revenue and receipts booking

System must allow for revenue and receipts bookings in the respective head and issue a receipt.

1.2 Payroll System

1.2.1 Payroll

1.2.1.1 Payroll System

a. The system must be capable of calculating and processing pay & allowances and deductions automatically if the allowance or deduction is based on Basic Pay Scale, percentage of current Basic, or formula.

b. The system must be also capable of calculating salaries of teaching and non teaching staff, for example employee in tenure track, teaching track, special appointments, administrative officer, supportive staff or any other.

c. The system must be capable of recording details of loans and advances disbursed to the employees of PAF-IAST.

d. The system must be capable of making recoveries against different loans and advances disbursed to ABC employees. The system must be integrated with the GP Fund/ CP Fund system, and must be capable of communicating

1. Receiving
   - Information of advances against GP Fund / CP Fund
   - Interest status of employee

2. Sending
   - Subscriptions deducted from the monthly salaries
   - Recoveries of advances made from the monthly salaries

e. The system must be integrated with the General Ledger system, in order to post the information regarding the salaries of the employees.

f. The system must be integrated with Pension system/gratuity/contributory provident fund, to allow transfer of the service and final settlement information electronically.

g. The system must be integrated with Pension contribution/gratuity/CP Fund /GP fund, to allow receiving of the service and final settlement information electronically.

h. The system must be integrated with Service history of Employees and to allow receiving of the service and final settlement information electronically.

i. The system must be capable of maintaining the recoveries on loans and their balances like principal amount, paid to-date and outstanding balance.

j. The system must be capable of handling unlimited allowances, deductions, and loans for each employee.

k. The system must be capable of maintaining following data for an employee:

- Service Data
  - i. Department /Region / Division / Project etc
  - ii. Employment Type; Contract / Permanent
  - iii. Cost Centre
  - iv. Scale
  - v. Grade
  - vi. Position
  - vii. Date of Posting/Appointment
  - viii. Duration of service
  - ix. Date of expiry of Contract period.

- Salary Data
  - i. Basic Salary
  - ii. Pay & Allowances
  - iii. Deductions
  - iv. Recoveries
  - v. Perquisites.
  - vi. Advances
  - vii. Others

- Ancillary Data
  - i. Loan Type and amount
  - ii. Recovery rate and amount

iii.	Loan Balances
iv.	Advances and their deductions
v.	Leave data
vi.	Interest on Loans.

l.	The system must be capable of searching an employee based on a combination of multiple fields.
m.	The system must be capable of automatically stopping the salary of Ad-hoc/Contractual/ project employees and also handle any other period specific transactions (allow effective and end date).
n.	The system must be capable of calculating and deducting Income tax from the salaries of the employees in bulk according to the formula prescribed by the department of Income Tax.
o.	System must be capable of defining the Income Tax rates / brackets as well as changes in the formulas and year to date balance. For example by salary brackets, year, gender, age, etc according to the said rule of Govt. Of Pakistan
p.	The system must be capable of calculating interest on loans and advances
q.	System must calculate salary arrears and deal with the applicable Income Tax rates for the given period.
r.	The system must be capable of calculating partial or prorated salaries based on defined periods.
s.	The system must be capable of calculating salaries after accounting for unpaid leave information of each employee.
t.	The system must be capable of checking and maintaining the limits of pays, allowances, and deductions as per scale parameters defined for them.
u.	System must apply change policy parameters globally from a given effective date.
v.	System should calculate and generate the arrears transactions from the effective date for a policy change if the effective date is a prior date updating it.
w.	The system must be capable of deducting CP fund/GP Fund contribution from the salaries as per rules of Government of Pakistan.
x.	System should perform/facilitate data integrity check, and reconciliation after processing of monthly salary before its disbursement.
y.	The system must be capable of updating the GP/CP Fund ledger records with the relevant transactions generated from the processing of monthly salary after successful data integrity check.
z.	The system must be capable of automatically generating the transactions for communicating the monetary information regarding salaries paid during the month to the GL system according to the relevant account head as per the Chart of Accounts.
a.	The system must be capable of reconciling the monthly figures of loans and advances with the corresponding figures available in General Ledger systems.
b.	The system must be capable of recording and processing reversal of salaries
c.	The system must be capable of communicating reversal information to the GP Fund, and General Ledger systems.
d.	The system must be capable of calculating and disbursing the final settlement to the employee in case of superannuation, retirement, resignation, dismissal, invalidity or death.
e.	The system must be capable of calculating the negative settlement and generating an advice for recovery at the time of final settlement, if recovery is required from the employee instead of payment (in case of advance salary, loans etc.)
f.	The system must be capable of retaining historical records of payments and deduction of each employee for a specified period of time (e.g. 5 years).
g.	The system must be capable of merging one department/region/division to another as and when required by automatically transferring all employees from one to the other. Likewise the system must be able to split the department/region/division from one to many.
h.	The system must be capable of postponing recovery of any advance/loan for a specific period of time.
i.	System must have capability to execute the multiple payroll runs for any department / region / division (e.g. earlier payroll run for Eid, Ramadan, Christian employees on Easter Christmas).
j.	Also it should be able to import all the data from previous month for making the salary of the current month.
k.	The system must be capable of generating the salary slips.
l.	There should be an option of sending the salary slip to the employees via email.

1.2.1.2 Data & Validation

a.	The system must allow changes to be made in any of the following type of data before payroll processing:
	• Personal

	• Service
	• Salary
	• Ancillary.
b.	The system must allow entry and processing of temporary (one time) changes of payments and deductions.
c.	The system must confirm the referential data integrity at the time of entry, edit, or deletion of any transaction into the system.
d.	The system must check the amount field for every pay, allowance, or deduction for its minimum and maximum limits set out in the policy parameter (if applicable).

1.2.1.3 Reports

a.	The system must be capable of producing edit lists of all the data entered into the system either by using input documents or communicated through an interface.
b.	The system must be capable of producing Bank advice for all the employees who opt to be paid through bank, as well as through cheque and cash.
c.	The system must be capable of producing Region / Division /Project/ Headquarter wise summary of payments and deductions.
d.	The system must be capable of producing detailed report of loans and advances.
e.	The system must be capable of producing income tax report as per the Income Tax Law, which should contain details of the income tax deductions during the year. The system must be capable of producing report for any desired pay, allowance, or deduction based on any of the following criteria: • Cost Centre(s) • Employee Type(s) • Employee Scale(s) • Employee Grade(s) • Employee Position. • location (HQ/Region/Division/Project)
f.	The system must be capable of producing Cost Centre wise comparative report containing the summary of current month payments and deduction of each employee and summary of previous month payments and deduction of each employee.
g.	The system must be capable of producing Scale Audit Register, which contains the information of the number of employees paid from a Cost Centre designation wise, grade wise, and type of service wise.
h.	The system must be capable of preparing Last Pay Certificate for the employees who are transferred, deputed to some other department, retired, terminated or expired.
l.	The system must be capable of producing annual increment report before these increments are made effective.
i.	The system must be capable of producing a list of retired or retiring employees for a specified period.
j.	The system must be capable of producing pay slips, which provide the details of the salary and service information to every employee.
k.	The system must be capable of producing GP Fund report to provide the monetary activities relating to the GP Fund occurred during the processing of monthly salary.
l.	The system must be capable of producing a report, which provides the details of the deductions made for any facilities from the salaries of employees availing the facility provided by PAFIAST.
m.	The system must be capable of producing report to provide the summary details of payments made to employees (including tax deductions) during the fiscal year. The tax laws of Pakistan require this report.
n.	The system must be capable of generating report showing the new employees processed in a certain month.
o.	The system must be capable of producing arrears payment report for the employees.
p.	The system must be capable of producing a report listing of all the policy parameters currently effective.
q.	After processing the monthly payroll run the system must be capable of producing an allocation report listing all account balance summaries which will be entered into the General Ledger System at the COA codes level

1.2.1.4 Retirement

a.	The system must interface with the General Ledger system and pass Journal entries relating to final payment, Bank and reversals.
b.	The system must interface with the Payroll System on the basis of employee information.
c.	The system must automatically extract or input ex-employees related information from the payroll system when needed.

d.	The system must also calculate gratuity as per the rules and regulations and procedures of PAFIAST, where applicable.
e.	The system must be able to calculate voluntary/premature retirement of an Employee on completion of 25 years satisfactory qualifying service.
f.	The system must be capable of calculating the retirement benefits on certain variable such as length of service, age etc.
g.	The system must have capability in case of Suspension/ Termination/Re-instatement/Re-joining of an employee.

1.2.1.5 Pension

1.2.1.5.1 Pension System

a.	The system must interface with the General Ledger system and pass Journal entries relating to pension amounts, Bank and reversals.
b.	The system must interface with the Payroll System on the basis of employee information.
c.	The system must automatically extract or input ex-employees related information from the payroll system when needed.
d.	The system must also calculate gratuity as per the rules and regulations and procedures of PAFIAST, where applicable.
e.	The system must be capable of calculating the pension including computation of pension based on certain variable such as length of service, age etc.

1.2.1.5.2 Data Requirements

a.	System should be capable to record the Change policy parameters
b.	System must calculate and generate the arrears transactions from the effective date for a policy change if the effective date is a prior date
c.	The system must be capable of handling multiple payment modes for final payment/pension disbursement.

1.2.1.5.3 Validation Requirements

a.	The system must be capable of handling duplicate checks during manual generation of Pensioner IDs.
b.	The system must be capable of applying input validation controls for ensuring that the pensioner and employee IDs are valid.
c.	The system should be capable of applying input validation controls to ensure that recording office codes entered are valid.
d.	The system must be able to reconcile with the payroll system to ensure that an employee is not drawing pension and salary at the same time.

e.	The system should be capable of applying input validation controls to ensure that valid Bank Branch IDs are entered. The system must be capable of capturing and recording the following minimum data if the employee is to become the pensioner:

<div style="margin-left:3em">

i. Pensioner ID
ii. Employee ID
iii. Employee Name
iv. Father's/Husband's Name
v. Nationality
vi. National Identity Card No. (NIC)
vii. Marital Status
viii. Gender
ix. Permanent address
x. Temporary address
xi. City
xii. Region / Division / Sub-division
xiii. Country
xiv. Telephone Number
xv. Employee Status and type.
xvi. Service Type
xvii. Employee Designation
xviii. Department
xix. Cost Centre Region / Division
xx. Pay Scale/grade
xxi. Employees Bank Branch
xxii. Recording Office
xxiii. Last Drawn Salary
xxiv. Payment Mode

</div>

1.2.1.5.4 Input Transactions

a.	If the pension is not collected by the employee himself and the pensioner is either his widow or dependents then other than the above information following information must also be captured:

<div style="margin-left:3em">

i. Pensioner name
ii. Pensioner Type
iii. Father / Husband Name
iv. Gender
v. National Identity Card No.
vi. Marital Status
vii. Pensioner address

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b.	System should reconcile the Pension payment accounts with the General ledger account

1.2.1.5.5   Reporting

a.	System should produce bank advice, authorizing the bank to disburse pension payments
b.	The system must be capable of letting users define the periods of reporting.
c.	The system must be capable of printing reports, viewing them on line on screen or downloading them directly to a spreadsheet or word processor.
d.	The system must be capable of producing monthly pensioner detailed ledger giving transaction wise details of the pensioner, with opening and closing balances.
e.	The system must be capable of producing the Pension Payment Order (PPO). The system must be capable of inquiring/searching on pensioner master record by any of the following:

<div style="margin-left:3em">

i. Pensioner ID
ii. Pensioner full name
iii. Employee ID
iv. National Identity Card No. (NIC)

</div>

f.	The system must be capable of generating a report for all kinds of monetary adjustments made to the pensioner's record in a certain month.
g.	The system must be capable of generating report showing the new pension applications processed in a certain month.
h.	The system must be capable of generating a report detailing the Bank Scroll information.

I.	The system must be capable of producing reports that would give detail of the pensions disbursed monthly. This report must be able to be summarized by:
	i. Pensioner
	ii. Bank Branch
	iii. Department
	iv. Fiscal Period
	v. Gross Pension
	vi. Net Pension
	vii. Gratuity Amount
	viii. Amount of Commutation
	ix. Date of Restoration of Pension

1.2.5.6 Integration of Payroll Module with Financial Module

•	The system should be capable to associate the payroll module with financial module.

1.3 Human Resource Management System

1.3.1 Manpower Planning

1.3.1.1 Organization Structure

a.	System should capture manpower charts according to the approved organization chart and the employee data currently placed on position.
b.	The system should be able to define and configure the reporting channels, hierarchies, organization (divisions, departments, regions).
c.	The system should be able to define rules, policies and procedures for individual and multiple posts (Permanent / contract posts etc.).
d.	The system should provide facility to create, edit and eliminate post (s).
e.	The system should facilitate configuration of more than one reporting and approval channel
f.	The system should provide definitions of functions, purpose and responsibilities associated with the posts.
g.	The system should have the facility to modify job description subject to authorization.
h.	The system should have the facility to maintain history of job descriptions.
i.	The system should have the facility to inform concerned managers of changes in job description via e-mail or memo.
j.	The system should have the facility to link Job descriptions to the manpower charts and to indicate, on the actual charts, which positions in the charts have job descriptions.
k.	The system should provide position status information like
	i. Vacant
	ii. Active for employment
l.	The system should provide Summary Statistics and user defined reports of Department, e.g. Number of approved positions / grades
	i. Filled/Vacant
	ii. Different types of breakdown
	iii. Qualification analysis, etc
m.	The system should be able to automatically update the organization chart as soon as the employee status changes to show the position as vacant from the start date of deputation, study leave or separation from service by any mean.

1.3.1.2 Manpower Budgeting

a.	The system should have the facility to allocate budgeted positions for a period with start and end date. A position could be in budget for next year and it also could be for specific time period. This facility should be available based on authority given.
b.	The system should calculate Budgeted vs. Actual Headcount and Budget vs. Actual Payroll.
c.	The system should be able to provide monthly status of budgets and actual.
d.	The system should be able to provide a review of positions approved, recruited and still to be recruited
e.	The system should be able to flag deviations in budgeted headcount
f.	The system should have the facility to forecast the Manpower and costing indicators in the sense of working out the cost impact of proposed future manpower budgets. Actual cost for existing staff and estimated cost for additional staff.
g.	The system should be able to provide information to recruitment module on budgeted positions and associated values. Auto updating from recruitment module when position is filled.

h.	The system should be able to define the budgets for the post and their integration with sub-system of budgeting and financials

1.3.1.3 Succession Plan

a.	The system should able to keep list of positions that need succession planning
b.	The system should able to match job profile & person specifications
c.	The system should able to identify employees (Shortlist)
d.	The system should able to match job profile with employee profile
e.	The system should recommend trainings for identified employees (Gap Analysis)

1.3.1.4 Personnel Data

The system should maintain deputation details like organization to which deputed, position held in the department deputed, additional benefits & allowances received.

1.3.2 Recruitment & Selection

1.3.2.1 New Hire Request

a.	The requesting Departmental Head should be able to raise Employment Requisition (ER) online through the system.
b.	While creating the ER the requesting authority should be able to retrieve the job description from the organization Chart to attach to the ER through the system.
c.	The system should provide the manager concerned to be able to review the job description for the vacant position to ensure that the functions, responsibilities and the minimum educational and experience requirements are currently valid.
d.	System should support single/multiple levels of approval of the ER.
e.	The system should ensure that the requisitioned post in ER is within the approved budget.

1.3.2.2 Job Placement

a.	The system should provide an interface to Internet and internal electronic mail/intranet system to advertise for the vacant positions.
b.	The system should have the facility for maintenance of data on recruitment and advertising agents.
c.	The system must has the facility to hyperlink with main PAF-IAST website.
d.	The system should accept resumes/ applications for the advertised jobs online.

1.3.2.3 Candidate Tracking and Selection

a.	System should assist in online tracking/monitoring of applicants through each stage of the recruitment cycle.
b.	The system should have the facility to store and index applications received online through the system, through e-mail or otherwise.
c.	The system should have the query facility to search for one or more applicants and then drill down into their detailed resume information.
d.	The recruitment data bank should hold individual applicants' resumes containing personal details, competencies, previous work experience and academic attainments. It should be possible to identify the source of the application.
e.	The system should allow flexibility in retrieval of information from the data bank, for example by name, competencies, designation etc.
f.	The system should have the ability to define a short-listing criteria (ion)) based on some defined parameters.
g.	The system should create hard copy call letters or send e-mails to short-listed candidates.
h.	The system should create test and interview schedules.
i.	The system should record scores for recruitment tests.
j.	The system should record interview results with detailed comments.
k.	The system should create hard copy letters or send e-mail to unsuccessful candidates.
l.	The system should have the ability to propose/establish a suitable salary offer for selected candidate based on proposed grade, position, qualification, experience, department rules and the details of interview report.
m.	The system should provide multilayer workflow approvals for recruitment.
n.	The system should be able to create an offer letter for the successful applicant.
o.	The system should be able to maintain the employment reference checks addressed to the candidate's current and previous employers.
p.	The system should maintain an easily available history file of unsuccessful candidates; this would help in deciding whether the candidate should be considered or not considered for a similar position arising in the future depending on the reasons (e.g. medically unfit, decline the offer, security disapproval).

1.3.2.4 Pre Placement

a.	The system should maintain medical examination results.
b.	The system should record details of the negotiation process with a selected candidate.

1.3.2.5 New Hire Process

a.	The system should have a checklist for all the necessary documents required from a successful candidate
b.	The system should generate alert if the necessary documents required from a successful candidate have not been received and entered in the system.
c.	The system must generate working papers for before interview.
d.	System should be able to generate and assign employee ID number to the successful applicant.

1.3.2.6 Confirmation in Service

a.	System should provide facility for creation of checklist to be filled by departmental heads for employee confirmation in service after completion of probation period
b.	System should allow extension in probationary period, if required.

1.3.3 Compensation & Benefits

1.3.3.1 Compensation & Benefits Administration

a.	The system should be able to define the compensation elements, allowances, associated benefits, remunerations and other facilities based on employee grade. It should also be integrated with Payroll.
b.	System should allow definition of additional compensation elements, allowances, associated benefits, remunerations and other facilities to the defaults specified for a employee grade
c.	The system should allow creation and maintenance of separate policies for each of the different types of allowances based on grade, employee status, place of work, etc. as described earlier. Allowances' parameters are subject to change, based on Management approval.
d.	The system should have the facility of automatic updating of the compensation elements, allowances, associated benefits, remunerations and other facilities on recognizing a change in an Employee's status.
e.	The system should have the facility to provide salary position of all employees within the salary range i.e. by quartile, midpoint, blocked, etc.
f.	The system should have the facility to administer salary increase programs based on specific criterion
g.	The system should have the facility to provide salary budgeting and costing for different increase options. This includes ability to calculate individual and cumulative effects on current pay practice resulting from a proposed salary change.
h.	The system should have the facility to generate transactions for the payroll system for those cases, where the allowances are paid on a monthly basis through payroll.
i.	The system should be able generate detailed and summary reports of allowances paid during a month/year, based on nationality, grade, Organization Unit etc. Keep the history and trends of such reports on allowances.
j.	The system should be able to define and configure rules, procedures, workflow and policies for medical of the employees based on their grades
k.	The system should allow authorized, manual overriding of the defined policies, in order to deal with exceptional cases.
l.	The system should update employee medical balance after payment to the employee from finance against outdoor, prolonged treatment entitlements
m.	The system should maintain record of payments made to employees against indoor, critical disease treatment

1.3.4 Performance Management

1.3.4.1 Performance Evaluation

a.	System should be able to define and store a set of KPI / Objectives for each individual.
b.	System should support periodic evaluations. The results of periodic evaluation must be stored in such a way that reports can be generated in a variety of ways showing the development of individuals and in summary form of any grouping of employees.
c.	System should be able to store recommendations for promotion and merit based salary increments.
d.	Skills Management & Training module should be interlinked with the Performance Management/Appraisal module, to identify training needs and to perform Training Needs Analysis (TNA).
e.	The system should be able to perform completion of appraisal forms on-line or printing of hard copies.
f.	The system should be able to prompt when particular appraisals are required for employees.
g.	The system should provide correct routing of forms through the workflow.
h.	The system should keep all the appraisals for an individual and allow for easy retrieval of historical data.

1.3.5 Career Development & Training	

1.3.5.1 Skills / Competencies Management

a.	The system should provide facilities to record skill components / competencies in each job description.
b.	Skills / competencies should be grouped in user definable sections (e.g. Human relations, Technical knowledge, or Product XYZ knowledge).

1.3.5.2 Training Delivery

a.	The system should be able to create course data (from training data):
	i. Internal courses
	ii. External courses
	iii. Conferences & seminars
	iv. Annual
	v. Occasional
	vi. Local & Foreign Scholarships
b.	The system should be able to nominate individuals on following criteria
	i. Seniority
	ii. Individual who have not received training earlier
	iii. Employee performance records should be used as input to a facility to identify training needed
c.	System should be able to handle management approvals for training applications
d.	The system should be able to create Individual training schedules:
	i. Training completed
	ii. Training planned
	iii. Booked/scheduled
	iv. Not booked/scheduled
e.	System should record details regarding, training cost incurred and training budget available
f.	The system should have the facility to monitor the individual visa status for foreign training.
g.	The system should have the course type, student information, training centre, registration, absence, discipline report etc

1.3.5.3 Training Management

a.	The system should be able to maintain the training management data requirements:
	i. Brochure information
	ii. Contents
	iii. Title
	iv. Subject
	v. Prerequisites
	vi. Target group
	vii. Objectives
	viii. Method of instruction
	ix. Assessment method
	x. Dates (start and finish)
	xi. Duration
b.	The system should be able to cater for training management functional requirements:
	i. Registration
	ii. Student details vs. course
	iii. Name
	iv. Cost center
	v. Qualifications
	vi. Pre-requisites (cross check with brochure requirement)
	vii. Status check (grade, position, etc)
	viii. Previous enrollment in the course

1.3.6 Employee Services

1.3.6.1 Personnel Administration

a. The basic data of an employee consists of, but is not limited to the following:
   i. Employee Number
   ii. Employee Full Name
   iii. Employee Photo (Image)
   iv. Date of Birth
   v. Nationality
   vi. Domicile
   vii. Gender
   viii. Marital Status
   ix. Number of Children
   x. Contact Details
   xi. Religion
   xii. Most Recent Employment Date

b. In the system, the employee Profile Actions include:
   i. Retrieve (from the Applicant's database) the previous work experience of the employee.
   ii. Maintain record of all skills/ training and educational qualifications attained by an Employee before and during employment.
   iii. Maintain language(s) proficiency of the employee.
   iv. Maintain details as required of professional qualifications /memberships attained by employees.
   v. Maintain record (per employee) of career plan
   vi. Hold a competence profile against each employee in the department.
   vii. Match employee competencies to the requirements of a specified job/ position in the department.
   viii. Maintain all necessary basic data needed for each employee.

c. In the system the dependents Data Action should include:
   i. Maintain Dependent's data (spouse(s) and children) for each employee as defined by users.
   ii. In case of any change in the number of dependents, generate necessary transactions to effect the change in entitlements
   iii. Follow-up employee's marital status and continuous eligibility of dependents

d. The following employee actions should be facilitated, but not limited to these:
   i. New Appointment (from recruitment)
   ii. Deputation in/ out
   iii. Promotion
   iv. Transfers
   v. Study Leave
   vi. Resignation
   vii. Termination
   viii. Dismissal
   ix. Suspension
   x. Increment
   xi. Annual Leave
   xii. Service/ Salary Certificates
   xiii. Medical Scheme administration
   xiv. Education allowance administration
   xv. Loan Applications
   xvi. Salary advance requests

e. The system workflow should generate and send emails to the concerned after the execution of above employee actions.

1.3.6.2 Contract Management, Monitoring & Control

System should be able to define and maintain contracts for permanent / contract employees.

1.3.6.3 Leave Administration

a. The system should have the facility to define and configure rules, procedures, workflow and policies for all kind of leaves based on grades. For example annual, sick (with pay, half-pay and without pay), Hajj, Maternity, etc.

b.	The system should have the facility to maintain/enter date of resumption from leave to trigger future payments to the employee.
c.	The system should have the facility to accrue leave as of date.
d.	The system should have the facility to provide information regarding available leave as of any date.

1.3.6.4 Leaves and LORD

a.	System to calculate value of balance leave at any time for any date.
b.	The system should be able to report on leave record by staff/cost centre etc. for requested period.

1.3.6.5 End of Services

a.	The system should be able to enroll all Employees in the Statutory Pension Scheme or Institute policy.
b.	The system should define and change Employee and Employer contributions towards Pension Scheme\ contribution or CPF.
c.	The system should be able to generate Payroll transactions for automatic deduction of Employee's contribution to the Pension/CPF Scheme and produce a report of the deductions every month as defined in the sub head "Pension or contribution" in the Payroll Module.
d.	The system should be able to compute end of service benefits for employees based on grades.
e.	The system should be able to facilitate automatic generation of the Final Settlements for outgoing employees, including outstanding salaries, recovery of allowances (if any), outstanding overtime, outstanding leave and End of Service Benefits.

1.3.7 Administration Requirements

1.3.7.1 Personnel Administration Data

a.	The system should maintain the employee contact address details. This includes:
i.	Residence contact address (residence telephone, pager, mobile phone,
ii.	Work contact address (site, location, building, floor, room, extension, Dependent details
b.	The system should facilitate printing of all forms with contents pre-filled (as much as possible) based on the Information available in the Database.
c.	The system should provide Admin. with the employee up-to-date data details regarding work location, contact address, e.g. Telephone Directory

1.3.7.2 Disciplinary Actions & Grievance

a.	The system should facilitate the management of disciplinary and grievance cases including:
	i. Registration of new cases
	ii. Follow-up & tracking
	iii. Linkages with individual employee profiles
b.	System should support single/multiple levels of approval for handling disciplinary actions and grievances.
c.	System should provide the format for charge sheets.

1.3.8 Employee Self Service

1.3.8.1 Employee Self Service

Self-service system in the form of a secure android app/ web page accessed using an Employee number/ active directory user and password is required. Access may be provided to data stored about the employee and for Employees to provide the PAF-IAST with information, including but not limited to:

      i. Employee records – Read and selective update
      ii. Current and previous pay slip details – Read only
      iii. Commission / Incentive program – Read and selective update
      iv. Company and state benefits – Read only
      v. Paid, Unpaid, Sick, Sabbatical and Compassionate leave agreed pending and history – Read only
      vi. Leave request\accept messages – Input only
      vii. Messaging interface for employee notices including but not limited to:
            • Employees' suggestions, ideas, complaints etc.
            • Availability of training courses
            • Details of job vacancies
      viii. Access interface for managers and supervisors to view information from and send information to their sub-ordinates. This will facilitate notification / negotiation of:
            • Holiday requests and authorizations
            • Business and team goals
      ix. Integration with the e-mail server for e-mails notifications such payroll disbursement etc.
      x. ABC would be interested in any other aspects of employee interaction which may have proven beneficial in other projects

1.3.9 Integration with Other System Components

1.3.9.1 Integration with Other System Components

System should be able to integrate with other system components:

- Automatic creation of general ledger entries incorporating the necessary information for cost centre allocation, benefits, Employer and Employee tax liability, accruals calculation, separate accounts for payroll cost details
- Provision of a data interface for automatic transfer of general ledger entries to the financial system
- The facility to print check is also required.

1.3.10 Security

1.3.10.1 Security

System should operate a multi-level access control system restricting access to certain information by presenting configurable sub-sets of the data appropriate for specific nominated roles:

1.3.11 Reporting

1.3.11.1 Recruitment

a. Candidates applied & eligible for the post (as per the defined eligibility criteria). The report must contain the following information; Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Position against applied for, Advertising date

b. Candidates called for test. The report must contain the following information; Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Advertising date, Position Name

c. The system must have the capability to generate working papers for the qualified candidates.

d. Candidates qualified the test (as per the qualifying criteria). The report must contain the following information; Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Marks obtained in test, Advertising date, Position Name

e. Candidates called for 2nd/final Interview (based on the test marks & 1st interview marks criteria). The report must contain the following information; Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Marks obtained in test, Marks obtained in 1st interview, Advertising date, Position Name

f. Candidates not called for 2nd/final Interview. The report must contain the following information; Fathers Name, Date of Birth, Qualification, Domicile, Marks obtained in test, Marks obtained in 1st interview, Advertising date, Position Name

g. List of candidates finally selected (Merit List) based on the selection criteria.

h. Report of candidates put on waiting list. Report must contain the following information Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Marks obtained in test, Marks obtained in 1st interview, Marks obtained in 2nd interview, Department, Advertising date, Position Name

1.3.11.2 Transfer

Report for proposed transfers as per vacancy requirement. The report must contain the following information; Employee Name, Employee ID, Department, Position, Tenure of employee at current post, Number of previous transfers, Experience in relevant field.

1.3.11.3 Resignation

No. of Resignation Position wise (Cadre) with date range. The report must contain the following information; Serial Number, Name, Division, Region, Date of resignation

1.3.11.4 Retirement

No. of Retirement Position wise (Cadre) with date range. The report must contain the following information; Serial Number, Name, Division, Region, Date of retirement

1.3.11.5 Promotions

a. No. of Promotions Position wise (Cadre) with date range. The report must contain the following information; Serial Number, Name, Division, Region, date of promotion, New designation, Grade after promotion, New Salary,

b. The system should generate a seniority list ranking the employees on seniority according to the following criteria:
    i. Date of appointment
    ii. Test & interview results if date of appointment is same
    iii. Age of employee if above two criterion is same.
    iv. Qualification if all the above criteria are same

1.3.11.6 Leave

a.	The system should have report stating leaves balance available. The report must contain the following information; Employee Name, Employee Number, Cadre, Division, Region, Designation, Grade, Position, Department, total entitlement, Previous Availing, Availed, Available Leaves
b.	The report should cover number of persons on leaves based on leave type, like Ex-Pakistan Leave, Medical Leave, Casual Leave, Sick Leave, Study Leave, R & R etc.

1.3.11.7 Confirmation In Service

Number of employees confirmed, cadre & department wise with date range. The report must contain the following information; Serial No. Employee Name, Employee ID, Cadre, Department, Division, Region, Duration of probation period served, date of joining

1.3.11.8 Training

a.	Number of trainings available. The report must contain the following information; Name of Training, Available dates, Available seats, Place, date, total tenure, pre-requisites
b.	Report of employees without trainings.
c.	List of employees nominated for training. The report must contain the following; Employee Name, Employee ID, Position, Grade, Course Name, Dates & Duration of training
d.	Report of employees successfully completed training with date range. The report must contain the following information; Employee Name, Employee ID, Position, Grade, Course Name, Dates & Duration of training

1.3.11.9 Annual Increment

Employees eligible for annual increments. The report should be able to select the employees based on various criterion

1.3.11.10 Compensation & Benefits

Employees applied for advances (HBA, Car, Motorcycle, and Cycle). The report should be able to select the employee based on the following information;
- i. Seniority
- ii. Length of Service
- iii. Entitlement
- iv. Previous advances pending or not

1.4 Procurement, Inventory and Fixed Assets

1.4.1 General

a.	System should be able to follow the rules and procedures as defined by PAFIAST/GoP.
b.	System must support Ranking of approved supplier lists by item or commodity.
c.	Ability to associate supplier item numbers with in-house SI /part numbers.
d.	Ability to prevent purchases from un-approved supplier where applicable.
e.	System must have the provision of Annual procurement plan creation.
f.	System must have the ability to periodically consolidate all the received requisitions from ABC.
g.	System should support all the mode of procurements.

1.4.2 Purchase Requisitions

a.	The system must be able to support manual or automatic purchase requisitions (PR) creation, as per user requirements based on: i. Inventory replenishment recommendation ii. Procurement Committee recommendation iii. Requisitions by authorized employees
b.	The system must be able to have automatic purchase order (PO) generation from PR to eliminate duplicate data entry.
c.	The system must be able to tie PR number to PO and allow: i. PO search by PR number ii. PR search by PO number
d.	The system must be able to supports requisition tracking and inquiry, and to alert Purchasing department on the PR's that should be reviewed and processed.
e.	The system must allow users to combine multiple PR's into one PO.
f.	Allow users to split one PR into multiple PO's or PO lines.
g.	Users must be able to input multiple comment lines and attached to the PR's and PO's.
h.	Ability to customize requisition summary screens to meet the user needs.

i.	The system must be capable of distributing expenditures across multiple cost centers, projects or departments.
j.	The system must support multi-currencies.
k.	Ability to create the account distributions automatically during requisition creation.
l.	System must be able to support attachment of notes, multimedia, etc.

1.4.3 Quotation/Tender

a.	Users must be able to generate request for quotation (RFQ)/RFP to be sent to vendors, published.
b.	The system must be able to track vendor response.
c.	The system must be able to support vendor quotation maintenance and inquiry.
d.	The system must be able to support multiple price breaks.
e.	Users should be able to attach standard text document (e.g. terms and conditions) on all RFQ's.
f.	Users must be able to create and update quotations based on vendor response.
g.	The system should alert users to review quotations that are going to expire in a certain time frame.

1.4.4 Purchase Order Creation & Maintenance

a.	The system must provide online PO maintenance and inquiry functions to add, change, delete and list PO.

b.	Users must be able to locate existing vendors through flexible search facility during PO creation, maintenance and inquiry:
	  i. Search by partial vendor code
	  ii. Search by partial vendor name
	  iii. Others (please specify)

c.	Once a purchase order is confirmed, any further changes to the PO will create a PO new revision. The system should provide a facility to track multiple revisions of the same PO.
d.	Re-approval is required whenever a new PO revision is created.
e.	The system must be able to control the approvals by amount, cost center, budget, account, item, category, and location.
f.	Users must be able to print only the PO lines changed in a particular PO revision.
g.	Users must be able to create the PO automatically from on-line requisition.
h.	System should support consolidate and centralize purchase requirements from multiple projects, cost centers or locations.
i.	The system must allow users to enter multiple items per PO.
j.	The system must allow users to enter multiple shipment delivery dates for a PO line.

k.	There should be facilities for users to inquiry all outstanding PO's items by:
	  i. PO number
	  ii. PR number
	  iii. PO number showing the status of PO
	  iv. Item/Part number
	  v. Item/Part category
	  vi. Buyer ID
	  vii. Due Date
	  viii. Others (please specify)

l.	The system must be able to support blanket order (that is, an agreement to buy certain items at a predefined price over a certain period).
m.	The system must have a facility to 'call off' against a blanket order with validation of the price, date, and purchase amount.
n.	Users must be able to assign primary/preferred vendor for each item.

o.	The system must have a facility to put a vendor on hold by:
	  i. prohibit the release of PO's for the vendor
	  ii. putting a specific item/vendor combination on hold

p.	The users must be able to define multiple vendors per item/part.
q.	Users must be able to generate PO's in multiple currencies.

r.	Users must be able to generate PO for:
	  i. direct item (stock item)
	  ii. indirect item
	  iii. spare part/consumable
	  iv. services
	  v. others

s.	Users must have the option to include extra information or notes to be displayed/printed on PO when required.

t.	User must have the option to store standard notes relating to items and/or vendors to be displayed and/or printed on PO.
u.	Users must be able to define receiving quantity tolerances for each item/part.
v.	Users must be able to define receiving early/late tolerances for each item/part.
w.	The system must provide the option to prohibit it or issue a warning when a receipt violates such tolerances.
x.	The system must be able to track the purchase price history.
y.	Ability to customize the Purchase Order Summary screen to meet the users need.

1.4.5 Receiving

a.	The system must provide on-line PO receipt transaction and automatic update of stock balance and PO status on receipt of items.
b.	The system should generate a full audit trail of all receipts to be posted to the GL.
c.	The system must provide automatic conversion of purchasing unit of measure to stock unit of measure.
d.	Ability to control receiving routing.
e.	Users must be able to indicate goods under inspection and not available for production
f.	Ability to receive unordered items and later match them to Purchase order.
g.	Ability to keep track of lot and serial number during receiving.
h.	The system must support substitute items.
i.	There must be a facility to handle material rejects after inspection and reflect on the PO as outstanding quantity.
j.	Ability to view expected receipts by promised date and the viewing of complete receiving history.

1.4.6 Vendor Analysis and Performance Measurement

The system must maintain a detailed history of each vendor's performance and provide comprehensive analysis based on:

i.	Quality
ii.	Specification
iii.	delivery quantity
iv.	delivery time
v.	price

1.4.7 Integration of Procurement Module with Financial Module

The system should be capable to associate the Procurement module with financial module enabling the PO, Receiving and or Inspection Report.

1.4.8 Inventory Control

Inventory control systems integrate all aspects of an organization's inventory tasks, including shipping/issuance, receiving, warehouse storage, turnover, tracking, reordering, recording etc.

Definitions & setup

- Item Profile/specification
- Product General Info
- Suppliers
- Units
- Locations identification
- Comparison of GRN with PO and PR.
- Generation of Inspection letter for committee/Report
- Inventory rejections

Inventory Transactions

- Goods Receipt Notes
- Item listing
- Assets declaration and type
- Tagging
- Manual/automatic Transactions, Transfer & Adjustments
- Inventory in/out
- Item issuance note
- Depreciation calculation

Search Reports

- Item Search – by category

• Item Search – by location
• Item Search – by item description
• Item Search – by serial number
• Item Search – by types
Inventory Transfer & Adjustments – Inputs
• Inspection of returned products
• Inventory Transfer & Adjustments – Outputs
• Basic lookup reports
• Intimation letter to party for returned products
• Inspection report
• Inventory adjustment
• Inventory rejections
Reports
• Item listings
• Activity based analysis [items in/out]
• Inventory in hand
• Stock register
• Suppliers/vendors
• Purchase requisitions
• Purchase orders
• Rejections
• Integration with general ledger
1.4.9 Fixed Assets
The system should be capable to associate Fixed Assets with the Procurement and Financial system modules.
a. Ability of the system to support fixed asset classification by Asset category, Asset type, Asset ID, tagging, Physical ID, Asset location, Asset Value, Units (Departments/Section/Office.), Cost center, Put to use date, Any other user defined field etc. It supports multiple and simultaneous depreciation methods, automatically calculates depreciation, calculates gain/loss on disposition of assets, and creates entries to the general ledger. Amounts for repairs and improvements can be added later to assets for recalculation of depreciation.
b. The system must support asset master, Asset Classification, Depreciation details, Expected Life of asset, Ownership details (Owned / Leased), Lease details, if Leased asset etc.
c. Ability of the system to support any number of assets without restriction
d. Distribute transactions
e. Ability to provide for transfer assets across organization.
f. Ability to generate accounting entries automatically for each transfer including capital account and accumulated depreciation.
g. Ability of system to allow recording of the disposal or scrapping of assets
h. Ability of system to support depreciation rates, depreciation policy, schedules and terms for each asset as per statutory requirements
i. Ability of asset system to track asset values / schedules as per each of the above depreciation terms separately and individually.
j. The system should automatically post depreciation entries based on calculated depreciation
k. Ability of the system, Integration with General Ledger
1.4.9.1.Reports
• Standard listings
• Asset categories
• Asset types
• Asset depreciation
• Others
1.4.10   Integration of Inventory, Assets management and Financial Module
The system should be capable to associate the Inventory, assets with each other and with financial module .

1.5 Project and Grant Management

1.5.1 Project Management

- a. System must have the provision of Annual developmental plan creation
- b. System have the option to include Projects in Annual Developmental Plan
- c. System must have the facility to create new project / review existing project with critical information's like activity / task lists with target dates and resource.
- d. Feasibility study /report
- e. System must have the facility to create PC-I, revised PC-I and attach other documents
- f. System must have the ability to track estimate and analyze Project Schedule, Costs, HR, Equipment's and Services
- g. System should be flexible to define approval stages and criteria for different project types.
- h. Ability to record, manage and report Accounting Data for all Project-related Transactions
- i. System must have the facility to identify project milestones and targets
- j. Ability to analyze individual projects by comparing project plans against progress and produce exception reports.
- k. System must have option to evaluate technical specifications
- l. System must have ability to create PC-III and PC-IV.
- m. Reporting facility through which users can define and develop reports related to single or multiple projects (for monitoring progress and performance)
- n. Ability of handle any number of Projects simultaneously.
- o. System automatically generates tender notice or link to procurement module
- p. Bidding
- q. System must have the ability to generate Comparative statement on various bidders
- r. Ability to define sub-projects within a project
- s. Provision to select multiple projects based on selection criteria and display any/specified stored details
- t. System must have the facility to record periodic Progress Information from Weekly / Monthly Project Reports

1.5.2 Project Scheduling

To provide various date planning functions. Flexible scheduling techniques to be used to calculate earliest/latest dates, floats, or critical paths within projects.

1.5.3 Capacity and Workforce Planning

Networks to plan, analyze and level work center based capacity requirements of the project.

1.5.4 Material and External Service Planning

To assign material components to Networks to plan material requirements based on the project schedule, check the material availability, and trigger the material procurement and delivery later.

1.5.5 Financial Planning

To provide various techniques for planning costs and revenues in Project System depending on financial planning requirements.

1.5.6 Budget Management

Budget is the approved cost structure for a project. One can allocate budget to projects in Investment Management or directly in Project System.

1.5.7 Cost Integration and Billing

Costs actually incurred are posted directly to project by account assignment of documents in Financial Accounting, Controlling or Materials Management for example. The system should be linked with financial module as well.

1.5.8 General

- a. Ability to manually/auto load and selectively change project data (start/end dates, etc.).
- b. Ability to capture, compute and report real-time actuals (e.g. costs, effort, schedule status)
- c. Ability to aggregate cost, effort, and schedule data across projects (e.g. Gantt chart data rollup)
- d. Ability to calculate performance ratios manually or automatically at specified points in time or at project milestones.
- e. Ability to provide dashboard view of status of all projects with ability to drill down.
- f. Ability to compute/display estimates of remaining work (hours to completion, percent of wok completed, end-date forecasting, etc.)
- g. Ability to provide comparison of actual vs. planned progress with variance analysis, alerts, and rule - based notification.
- h. Ability to provide project reporting/forecasting according to government contracting requirements (e.g., earned value analysis).

i.	Ability to use project status and project forecasts to update financial budget forecasts.
j.	Ability to capture and transmit project costs, expenses, commitments, etc., for accounting.
k.	Ability to support and billing (e.g., expense reporting).

1.5.9 Project Cost Monitoring

a.	Facility to record various Cost Data for a project (such as budget amount, expenditure to date, cost to completion, cost estimate of changes, etc.)
b.	Facility to record Project committed Cost Data from the payment requests received from various sources
c.	Facility to record release of funds details and maintain project release of funds history
d.	Facility to record project allocations, advanced payment and bank details
e.	Provisions to compare the payment requests against the outstanding contract value for a given project/stage/activity
f.	Provisions to track payments related to external agents (consultants, contractors, etc.)
g.	Provisions to track the status of a payment request through the batch upload and approvals process
h.	Provisions to validate payment against the release of funds and update the project release of funds balance
i.	Facility to mark projects for archiving once all the costs have been paid and project completed

1.5.10 Project Resource Utilization and Reporting

a.	Facility to integrate all MM functions such as Procurement, Receipt and Storing procedure, Material Reservation, and Inventory Management.
b.	Facility to declare WIP status and Completion of Project.
c.	Facility to transfer Project Material to regular Inventory and vice versa.
d.	Facility to Map Project Item with Regular Item codification.
e.	Provisions to track and include Installation / Commissioning / Put to use Date and warranty period and Maintenance schedule along with Details in system on completion of Project.

1.5.11 Integration of project module with Financial and procurement Module

The system should be capable to associate the project module with procurement, payroll and financial module .

1.5.2 Grant Management

a.	Ability to manage Grants & track expenses incurred against it. The system must be capable of recording the receipts of grant from federal government/ xyz for revenue and development accounts. And then allocating/ disbursing these to the respective heads of accounts. The system must provide customized reports for revenue and development grants as required by ABC and prescribed by PIFRA. The system must be capable of recording the receipts of grant from any other source.
b.	Grant may be in the any head of scholarships, conditional grant, project grant, donations or any others
c.	Grant in the head of a project after initial implication should be treated as a project with all relevant activities.

1.5.3 Integration of Grant, project, payroll and Financial Module

Grant management module should be integrated with project, payroll, procurement and financial system.

Note:

1. The Bidder shall indicate in their offer,
     a. detailed specifications of their offered product(s)/ solution(s),
     b. standard and optional features,
2. The Unit Price, Total Bid Price, and Warranty & Support Service Price of the quoted items shall be indicated as per the given format in Form – G.

Section 5b: Special Terms and Conditions

Standard

- The goods supplied must be capable of functioning properly under the climatic conditions of Haripur.
- The goods supplied shall not be reaching to their "End of Sale/ Life" in next five (05) years and "End of Support" in next eight (08) years from the date of delivery. To this effect, Bidder(s) shall supply a Certificate from the Principal(s) for all the equipment.
- Bidder(s) shall submit their proposed Solution Design duly vetted/ endorsed by the Principal(s) through a letter stating so.
- The goods with standard accessories supplied under this tender shall confirm to the standard maintenance in the technical specification.

  Additional Non-Functional Requirements

Hardware requirement

a. Bidders must quote separate hardware requirement for server considering international brand, applications Load Balancing, high availability, multipath connectivity, memory/processing power, Future up-grade, Security, Users reports repository quota, performance metrics,
number of processors / memory / servers must be sized to cater the workload of all applications with number s of users etc.

b. Bidder also quote application/ Server/ Database Security for safeguarding entire application and database infrastructure from unauthorized attacks/users and continuously monitoring of system.

c. Bidder must also quote hardware requirements for any accidental loss like Disaster Recovery and Backup, DR active hot site backup components etc.

Operational Guide & User Manuals

- Detailed Solution Design document should be provided depicting the standard and customized configurations made in the system.
- Comprehensive operational guide for Power/ Admin Users should be provided covering Do's and Don'ts.
- A detailed user level manual covering all modules individually should be provided. It should cover in detail every aspect of effectively and efficiently using the modules. It should be written in simple English avoiding technical jargons where possible. It should not be totally text based and must contain screen shots of actual module for proper elaboration of the system.

Training

- Training at various level explaining the solution design, configuration and maintenance, formal training session for users with relevant functionality and day to day usage of application must be carried out for all the modules. A technical level training of the IT staff must be carried out for the smooth functioning of the applications after the implementation of the project.
- Suppliers are advised to provide details on formal training for each of the Component(s) covering aspects as mentioned below, but not limited to, as required in Form – E (Section 3).

Calibration of item/ equipment

- The supplier will install the good(s) in the presence and satisfaction of the Procurement Committee, if need be. In case of any defect in the supplied good(s) or if it is not in accordance with the desired specification(s), the goods will be changed at the cost of the supplier.

Warranty/ Guarantee

- The Supplier will give comprehensive onsite warranty/ guarantee that the goods/ stores/ articles would continue to conform to the description and quality as specified for a period of at least Five (05) years from the date of delivery, installation and commissioning of the said goods/ stores/ articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/ or approved the said goods/ stores/ article, if during the aforesaid period, the said goods/ stores/ articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Procurement Committee in that context will be final and conclusive), the PAF – IAST will be entitled to reject the said goods/ stores/ articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/ articles/ stores will be at the supplier's risk and all the provisions relating to rejection of goods etc. shall apply.

- The Supplier shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejected by Procurement Committee, otherwise the supplier shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Procurement Committee in that behalf under the contract or otherwise.

- The Supplier shall also replace equipment, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of equipment specified by the Procurement Committee, the supplier shall be responsible from carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The supplier shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of equipment whether under their annual maintenance and repairs contract or otherwise. In case of change of model, supplier will give sufficient notice to the Procurement Committee who may like to purchase spare parts from them to maintain the equipment in perfect condition.

Support Service

- The Supplier will also be responsible for post-commissioning Support Services as per the SLA as part of the Annual Subscription at no additional cost.

- The Supplier may be asked to depute at least One (01) Resident Engineer each for the identified Components for day-to-day operations and assistance to PAF-IAST.

Section 6: Returnable Bidding Forms / Checklist

This section serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

Bid Proposal:

Have you duly completed all the Returnable Bidding Forms?	
✦ Form A: Bid Submission Form	☐
✦ Form B: Joint Venture/ Consortium/ Association Information Form	☐
✦ Form C: Bidder Information Form	☐
✦ Form D: Qualification Form	☐
✦ Form E: Bid Proposal Form	☐
✦ Form F: Specifications Compliance Form	☐
✦ Form G: Price Schedule Form	☐
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	☐

Form A: Bid Submission Form

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-ERP-ITB-101-21		

We, the undersigned, submit our Bid for the award of contract to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number]. We hereby submit our Bid, which includes this Bid proposal.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/ Consortium/ Association members or subcontractors or suppliers for any part of the contract:

a) is not under procurement prohibition by any of the Government/ Semi-government/ Autonomous organization;

b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any Organization in Pakistan;

c) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future;

d) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the PAF: IAST, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the PAF: IAST.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/ or sanctioning by the PAF-IAST.

We offer to supply the goods and related services in conformity with the Bidding documents, including the PAF-IAST General Conditions of Contract and in accordance with the Schedule of Requirements and Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should PAF- IAST accept this Bid.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Form B: Joint Venture/ Consortium/ Association Information Form

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-ERP-ITB-101-21		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/ Consortium/ Association.

No	Name of Partner and contact information *(address, telephone numbers, fax numbers, e-mail address)*	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture   *OR* ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to PAF: IAST for the fulfillment of the provisions of the Contract.

Name of partner: _____   Name of partner: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Name of partner: _____   Name of partner: _____

Signature: _____   Signature: _____

Date: _____   Date: _____

Form C: Bidder Information Form

(To be Submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-ERP-ITB-101-21		

Legal name of Bidder	[Complete]
Legal address & Branch Offices	[Complete]
SECP Registration No.	[Complete]
National Tax Number (NTN)	[Complete]
Sales Tax Number (STRN)	[Complete]
Year of registration	[Complete]
Location of Office(s)	[Complete]
Principal(s) Office Address in Pakistan	
Warehouse Address in Pakistan	
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a PAF – IAST registered vendor?	☐ Yes ☐ No If yes, [insert PAF- IAST vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
No. of Technical Staff	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	[Complete]

Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company have a written Statement of its Environmental Policy? *(If yes, provide a Copy)*	[Complete]
Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies, education, vocational trainings, social responsibility towards people with Special needs, or membership of trade institutions promoting such issues	[Complete]
Contact person that PAF: IAST may contact for requests for clarifications during Bid evaluation (Only Lead Bidder)	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

Please attach the following documents:	1. Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/ or services being procured.
	2. Proposed timetable for delivery, installation and commissioning plan for the required and quoted items to PAF – IAST after the award of Contract.
	3. Certificate of Registration of the business.
	4. Certificate of Registration with FBR
	5. Principals' Authorization Letter in favor of Bidder to participate in this Tender.
	6. Certificate from Principal(s) to the affect that supplied equipment/ product shall not reach to "End of Sale/ Life" earlier than Five (05) years and "End of Support" earlier than Eight (08) years from the date of delivery.
	7. A proofing document confirming the offered warranty for at least Five (05) years, supported by the manufacturers/ principals' certificates.
	8. A proofing document confirming supply of same or similar items pertaining to each Components, of this magnitude to various clients/ customers in Pakistan.
	9. Proven records of no less than the required Projects of similar nature/ value/ complexity in which delivery and services were extended.
	10. Full detailed description of the specifications of the proposed items in addition to catalogues clearly showing the proposed specifications responding to the requirements.
	11. Supporting photos of the proposed items.
	12. Latest Audited Financial Statements (Income Statement and Balance Sheet) including Auditor's Report for the past (3 years).

Note: To be filled in by each partner in case Bid is submitted as a JV/ Consortium/ Association

Form D: Qualification Form

(To be submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-ERP-ITB-101-21		

If JV/ Consortium/ Association, to be completed by each partner.

Previous Relevant Experience

Please list all Projects successfully completed in the last 3 years, covering following aspects; a) Scope of the projects/ assignments.

b)   Activities performed for the successful completion of the project.

c)   Support Services Contracts in hand with SLA for the supplied goods.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/ JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by PAF- IAST.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

History of Non-Performing Contracts

☐ Non-performing contracts did not occur during the last 3 years
☐ Contract(s) not performed in the last 3 years

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Financial Standing

Annual Turnover for the last 3 years	Year	PKR	
	Year	PKR	
	Year	PKR	
Latest Credit Rating (if any), indicate the source			

Financial information (in PKR equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a)   Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;

b)   Historic financial statements must be audited by a certified public accountant;

c)   Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Tax Payment Standing

Annual Tax Paid by the Bidder

Annual Turnover for the last 3 years	Year	PKR	
	Year	PKR	
	Year	PKR	

Annual Tax Paid by the Principal in Pakistan (if applicable)

Annual Turnover for the last 3 years	Year	PKR	
	Year	PKR	
	Year	PKR	

Form E: Technical Proposal Form

(To be submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-ERP-ITB-101-21		

The Bidder's Bid should be organized to follow this format of the Technical Bid Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same may be viewed as non-responsive.

SECTION 1: Qualification, capacity and expertise

1.1   Bidder's general organizational capability: management structure, financial stability and project financing capacity, project management controls, extent of work to be subcontracted (if so, provide details).

1.2   Bidder's relevance of specialized knowledge and experience on similar engagements done in the region/ country. Bidder should submit a detailed description of the projects executed (quantities, value, beneficiary)

1.3   Manufacturer's strengths covering the regional/ global market presence, hi-tech products portfolio, manufacturing capacity, R&D activities resulting in national and international patents, quality control and assurance practices, and international certifications in relevant areas.

SECTION 2: Management Structure and Key Personnel

2.1   Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of project describing relationship of key positions and designations.

2.2   Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to scope of goods and/or services.

Format for CV of Proposed Key Personnel

Name of Personnel	[Insert]
Position	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*
	[Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of goods and/or services]* ✦ Name of institution: [Insert] ✦ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position and location of employment.*
	[Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

_____   _____

Signature of Personnel   Date (Day/Month/Year)

SECTION 3: Scope of Supply, Technical Specifications and Training(s)

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

3.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

3.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

3.3 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

3.4 Details on post-commissioning trainings on-site hands-on training for Component # 1, 2, 3, 4, 5, & 6.

SECTION 4: Registration & Certifications

This section should demonstrate the Bidder's responsiveness towards its registration with the relevant national body and international organizations Certifying the bidder's qualifications with respect to Quality and Project Management.

4.1 Provide a copy of valid Certificate issued by International Organization for Standardization certifying the bidder's compliance and practices towards quality management principles and standards in their offered products/ solutions and services.

4.2 Provide a copy of valid Certificate issued by International Organization for Standardization certifying the bidder's compliance and practices towards information security management principles and standards in their offered products/ solutions and services.

SECTION 5: Warranty and Support Services

This section should demonstrate the Bidder's responsiveness to the post-commissioning warranty and support services of the goods supplied, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements. All important aspects should be addressed in sufficient detail.

5.1 A detailed description of how the Bidder will provide the Warranty claims to the users, keeping in mind the span and complexity of the project in context of local conditions and project environment.

5.2 Explain whether any services or work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

5.3 Details how the post-delivery/ deployment Support Services will be provided to the users keeping in consideration the criticality of IT systems, and dependency of university administration and operations on such systems.

Form F: Specifications Compliance Form

(To be submitted in an envelope duly sealed and marked as Technical Proposal)

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	PAF: IAST-ERP-ITB-101-21		

The Bidder's Bid should be organized to follow this format of the Technical Specification Compliance Form. Where the bidder has claimed the required features or functionalities as available Out-of-the-Box, the Technical Committee may ask the bidder to demonstrate any of such features and/ or functionality during Presentation as part of Technical Evaluation.

O – Out of Box

C – Customization

T – Third Party

Goods and services to be Supplied (based on the **Technical Specifications** provided in Section 5a & Section 5b)	O	C	T
Required Features/ Functionalities		Offered Items	
Financial System			
1.1.1 General Accounting			
1.1.1.1 General			
a. PAF-IAST has to follow the accounting procedure as defined by the Controller General of Pakistan and audited by the Auditor General of Pakistan. PAF-IAST may follow New Accounting Model (NAM) and the five dimensional Chart of Accounts prescribed by PIFRA. (Project to Improve Financial Reporting, Auditor General of Pakistan). The proposed solution/system must have proven ability to meet this requirement.			
b. PAF-IAST allows different expenditure limits for different authorities. These should be catered for.			
c. The system should be able to capture the activities of users in terms of the prescribed roles and the forms that they have accessed.			
d. An individual user shall be restricted to access only those applications / functionality relevant to his/her job function.			
e. The System shall facilitate the attachment of documents, spreadsheets, or images to an application functionality to provide users with additional information or required documentation.			
f. PAF-IAST wants an integrated financial system whereby all the components are integrated. Likewise other components/modules like Payroll payment, projects, grants to Universities etc. should also be integrated with the Financial Systems.			
g. The system must support printing of cheques (cheque writer) from payment vouchers on cheque leaves issued by Controller General Office/banks.			
h. If PAF-IAST wants an integrate financial system with any insurance party, all the components must be integrated with each other.			
1.1.1.2 Reporting			
a. System must provide access for a reporting and retrieval tool that works across modules.			
b. The implementer is expected to configure / implement the reports as per PAF-IAST requirements.			

1.1.1.3 Accounting Books		
a.	Supports multiple level parent/subsidiary implementation for multiple accounting books	
b.	Should support automatic consolidation of accounts between subsidiaries accounting books and parent accounting books.	
c.	Supports implementation of automatic process between Parent and Subsidiary and between subsidiaries transactions at General Ledger level	
d.	PAF-IAST will be preparing financial statements and complete set of management reports periodically, the package should support this periodic reporting.	
1.1.1.4 Chart of Accounts		
a.	The chart of account should be flexibly configurable with PIFRA's CoA with capability to support required number of child levels. It should contain at least five elements as per PIFRA CoA.	
b.	General Ledger must support the minimum chart of account reporting dimensions: Functional Cost Center, Location Cost Center and General Account. The system should support required number of characters in each of the recording/reporting dimension.	
c.	The General Ledger should support creating alphanumeric codes in each chart of accounts dimension	
d.	The General Ledger should provide end-users with the functionality to define, create, and disable codes within the chart of accounts dimensions without the need for technical support.	
e.	General Ledger should allow users to define the codes within the General Account dimension according to the standard financial statements classification (Expenditure, Revenue, Capital, Receipts, Assets, Liabilities and Equities). The General Ledger must recognize this standard classification.	
f.	The system should have the capability either automatically or manually as per users requirement to carry forward balances between fiscal years and close expenditure accounts	
g.	The General Ledger should support creating Chart of account codes at summary level and at posting level. At summary level the package should allow users to define multiple summary levels with no restrictions on the number of summary codes	
h.	At minimum General Ledger should support entry of budget at summary level and/or posting level as per requirement of user, as well as actual amounts at the posting level codes in the chart of accounts dimensions. Also it should have the capability to transfer any sum of budget from one account head to another and keep a record thereof.	
i.	The system should allow carry forward un-utilized budget balances of the selected accounts as a separate entry and also allow recording the current year's budget recognizable separately. Expenditure to be allowed from the sum total of both balances.	
j.	The system must have the functionality to support the creation of code combination across the different dimensions within the chart of accounts. General Ledger will not allow entry and posting before the code combination is used.	
k.	The system must have the functionality to define and enforce the pre-defined logical rules for creating a code combination.	
l.	The system should support prior year entries with suitable controls.	
m.	General Ledger has a graphical user interface to provide authorized users with a hierarchal view for all reporting dimensions posting and summary level codes with Drag and drop functionality for users to use in maintaining and re-organizing the chart of accounts.	
1.1.1.5 Accounting Calendar		
a.	The implementer is expected to configure the chart of accounts security codes as per PAF-IAST requirements.	
b.	General Ledger must allow authorized users to create and define accounting calendar. PAF-IAST follows a fiscal year starts from July to June.	
c.	General Ledger must support the configuration of 12 month normal fiscal month in each fiscal year with at least 2 additional adjustment periods at the year end (each for accounting adjustments and post-audit adjustments).	
d.	The transaction effective date according to accounting calendar in the General Ledger should be the date when the transaction is entered if it falls within the same fiscal month or the last date of the fiscal month if the transaction is entered in a subsequent month	
e.	The system should provide the user with a functionality to define a schedule to automatically open the fiscal month within the fiscal year	

1.1.1.6 Currencies		
a.	PAFIAST uses Pakistani Rupee (PKR) as the functional currency. The accounting set of books should be configured using the PKR, with capability to enter transactions in international currency like Dollar, Sterling, Yen, and Euro ETC.	
b.	The General Ledger should support the conversion of transaction in foreign currency to the PKR currency using pre-defined accounting exchange rates.	
1.1.1.7 Transaction Entry		
a.	General Ledger must provide users to enter journals in actual amounts within available budgets.	
b.	The system must support reversing journals by authorized users	
c.	Functionality for Recurring Journals with code combination and amounts should support entering fixed amounts or formula based amounts, and to configure recurring journals for pre-paid expenditures and deferred charges to be agreed with PAF-IAST	
d.	Functionality for allocation journals should be based on fixed percentages or/and calculated percentages (based on statistical amounts or actual amounts)	
e.	The general ledger must provide users with the functionality to define a schedule to generate recurring and allocations journals automatically and post it to accounts	
f.	The approval hierarchy shouldn't conflict with the approval hierarchy defined in each sub-ledger	
g.	General Ledger must provide users with a configurable functionality to track Journal by source (for Audit Trail) and type or category.	
h.	Implementer is expected to implement journal sources and categories/types to be agreed with PAF-IAST.	
i.	General Ledger must provide users with the functionality to define different journal numbering sequences and assign it to journal sources and/or categories/types	
j.	The journal sequence numbering can be either configured for one fiscal year or for fiscal year.	
k.	General Ledger must allow users to print journals	
l.	Journals Voucher print out must be according to PAF-IAST requirements and formats	
m.	General Ledger must have reports for un-posted Journals (either awaiting approval or approved) or journals not concluded but pending in the workflow.	
n.	General Ledger must have audit trail reports to show journals created by source/category along with the sequence number, and when deleted showing users name	
o.	General Ledger must have reports to allow users to check if journals created from external systems have been validated and created in the General Ledger	
p.	The distribution section in the journal form should have a field against each line for users to enter line description. Field length shouldn't be less than 256 characters	
q.	General Ledger has a functionality to configure a pre-defined list of descriptions for users to select from (both in the header and distribution sections)	
r.	General ledger must support transaction amounts beyond 999 billion Rupees	
s.	Support drill down from an account balance to the associated journal lines to the complete journal entry, to view both sides of the journal entries that affect the account balances. It should also show the budget balance where applicable	
t.	It should have a mechanism for payment of advances and settlement thereof during the same fiscal year and/or in the next fiscal year.	
1.1.1.8 Consolidation		
a.	General Ledger must provide the users with a functionality to define a parent/subsidiary relationship between different set of books	
b.	General Ledger must provide the users with a functionality to define the mapping rules between the subsidiary set of books and the parent set of books	
c.	Implementer is expected to design and implement the process for consolidation, including the elimination of inter-company transactions	
d.	General Ledger must have audit trail reports to help users validate if the consolidation was successfully created and all subsidiary accounts are fully consolidated	
e.	Consolidation process should be initiated and managed from the parent set of books which will call/pull accounts from subsidiaries	
f.	General Ledger must support a monthly consolidation process	

1.1.2 Reporting		
1.1.2.1 Report Writer		
a.	The General Ledger must provide users with a flexible and user friendly tool to allow them to create financial reports without support from technical staff	
b.	Implementer is expected to build trial balance using the flexible reports functionality.	
c.	It must provide reports as per requirements of PAF-IAST	
d.	Implementer is expected to build statement of financial ratios report using the flexible reports functionality	
1.1.2.2 Analysis		
a.	The implementer is expected to design and implement an analysis model for actual vs. budget. It should combine statistical information to help report users to identify the type of variance while considering monthly, year to date, quarter to date, fully year figures.	
b.	There should be a What-if analysis report which allows facilitating forecasting for revenues, expenditure and cash.	
c.	The multi-dimensional analysis tool must allow user to distribute and share reports and analysis electronically	
d.	The multi-dimensional analysis tool must allow user to print the reports and analysis	
e.	System must be able to perform trend analysis taking financial data for last three to five years without the need to built a separate data warehouse, and yet provide almost real time intelligence reporting. 100% of transaction data should be available for drill down without any data duplication	
f.	The system must have a report on budget, statistical, and actual detail for current and all past periods	
g.	The system should have the ability to define sophisticated multi-line formulas to derive report figures	
h.	The system must have the ability to create summarized reports by headquarter, division, department, cost center, etc	
1.1.2.3 Audit Trail		
It should be possible to configure audit trails for all user activities. The audit trail should capture all data changes with time stamp and user ID stamp.		
1.1.3 Budgeting and Control		
1.1.3.1 Budget Structure		
a.	The system should allow defining Objectives, Targets, Goals, Priorities, Outputs, Activities and other indicators, which would be used in the Budgeting Process.	
b.	The budgeting system should support the New Accounting Model (NAM) as per PIFRA for preparation of budgets and account heads with five dimensions, as well as required child accounts.	
c.	PAF-IAST will follow the cost element, as well as, cost-center budgeting concept. There may be functional / operational cost-centers and regional/divisional cost centers. The system should support these separate budgets and there consolidation.	
d.	It should have the capability to prepare separate budgets for current expenditure and development expenditure by different departments, and also to consolidate it.	
1.1.3.2 Budget Entry		
a.	The budgeting system should allow users to create budgets and also provide them with a functionality to upload the amounts from other applications if required.	
b.	System should allow usage of Subsidiary data / General Ledger data for budgeting. Information should be uploaded directly into relevant budgeting account heads.	
c.	Budgeting system should provide users with a functionality to enter budget amounts through creating formulas to calculate amounts	
d.	Budgeting system should support budgeting at detail level (posting level accounts) and summary level budgeting	
e.	Budgeting system should allow users to create multiple budget versions	
f.	Authorized users should have a functionality to freeze one of the budget versions for the budgetary control and variance	
1.1.3.3 Budgetary Control		
a.	The package should support budgetary control policy that allows PAF-IAST to impose strict control over spend beyond a certain tolerance level and/or amount.	
b.	Budget over spend tolerance is set on Period to Date balances on certain heads as well as on monthly balances on certain heads. Likewise spend tolerance will not be required in certain heads.	

c. Budgetary control configured in the budgeting system should be imposed across all integrated sub-ledgers as per PIFRA CoA.	
d. The budgetary control for ordering physical items (i.e. items in stores) should check the funds at the requisition point. If there are funds budgeted then the ordering system (i.e. purchasing) will create an internal requisition to release item from stock.	
e. The system must support re-appropriation of funds from one budget head (General Ledger Account) to another. Like wise re-appropriation will take place among cost-centers.	
f. Supplementary Budgets maybe required to be prepared budgeting / monitoring for these funds is required. System is expected to facilitate this and provide report of such changes.	

1.1.3.5 Report Writer

The implementer should design and build reports for all cost-center to show funds available, total funds, funds pre-committed and funds committed for each budgeted item.	

1.1.4 Expenditure/Payables

1.1.4.1 Application Master

a. The system must maintain supplier details	
b. System should allow relating a vendor to a parent member and child members	

1.1.4.2 Receipt

System must facilitate expenditure booking against Expenditure Element and Cost Center	

1.1.4.3 Invoice and Payables

a. The system must also support booking of expenditure and liability upon entry of the invoice.	
b. The system must allow capturing of Vendor Debit / Credit notes, advances, payments, cash receipts for refunds and discounts.	
c. System must capture employee related payments for advances and prepayments. Employee expenditures, Employee debit / credit notes should be match able against each other and with advances.	
d. The system must provide for recording invoice details	
e. System must automatically calculate the due date for payment based on the contracted payment terms, unless manually overridden.	
f. System must have the functionality to separately treat amounts and invoices where input tax is to be withheld and paid to tax authorities.	
g. The system must allow processing of partial payment(s) against and invoice. In this regard system should apply indicative checks.	
h. In case of an advance being given to a Vendor, system must correlate each advance to a sanction or Purchase Order No. etc.	
i. System must facilitate applying advances/payments against invoices – One advance/payment to one invoice / partly to an invoice / multiple advances/payment to an invoice.	
j. The system must allow multiple tier workflows for invoice approval.	

1.1.4.4 Petty Cash

a. System must support a mechanism of recording and controlling petty cash expenditure for each of the petty cash funds maintained by different custodians.	
b. The recording of Petty cash expenditures is supposed to be the same as normal expenditure. The system must be able to capture for each petty cash reimbursement/ claim the Claim reference, Expenditure codes and Expenditure Amounts.	
c. Based on the sanctioned limit and expenditure claim, the system should automatically compute the amount to be replenished.	

1.1.4.5 Payments

a. System must have the capability to link the payments functionality with the payables functionality where applicable and should allow payments once the expenditure gets successfully through matching and approvals.	
b. Where part payment / deduction / retention is made, details of such deductions must be maintained in the system under the particular vendor/employee head with the associated invoice.	
c. Consolidated payments for various invoices and partial payments against one invoice must be supported by the system with appropriate tracking.	
d. System must support workflow for authorization of payments.	
e. System must support withholdings based on certain percentages and deductions e.g. taxes, retentions etc.	
f. System must support automatic payments (based on payment due date)	

g. System must support manual payments through selection of invoices for a supplier.	
h. System must be capable of printing a remittance advice for payments, which shall show the Payee's Name, Payee's address, Vendor/Employee Code, Contact number, Cheque Number, Cheque issue date, Invoice/expenditure reference, Gross invoice amount, Tax deducted, advance deducted against the invoice, Net amount being paid/settled)	
i. System should support payments through cheques, letters to bank, and/or Electronic Funds Transfer (EFT)	
j. System must support payment through cash/petty cash.	
k. System must be capable of selecting from which bank account payment(s) needs to be made	
l. System must be able to reverse a cheque in case the payment run fails or the cheque is stolen	
m. System must automatically update the invoice record to a paid status once the payment is made and to the open status once the check is staled/reversed	
n. System must be able to print the Payee name, Currency and Amount in numbers, Amount in words and Date of Cheque on the cheque	
o. System should be able to record stop payments	
p. System should allow consolidated payment advice to the bank - mode wise e.g. through cheque, bank transfer.	
q. There should be a facility to view the current bank balance while making payment	
r. System should be able to make bank transfer payment voucher.	
s. System must support tracking of retained payments (individually and Consolidated) against performance guarantee / contract	

1.1.4.6 Enquiry
a. System must allow a flexible enquiry system based on user selectable periods for selected vendor/employee and should be able to show vendor/employee master and transaction information	
b. System must provide for reviewing outstanding advances, retentions, stop payments online.	

1.1.5 Treasury

1.1.5.1 General
System must support inter-bank account transfers.	

1.1.5.2 Bank Reconciliation
The system must support automatic and manual bank reconciliation and match transaction (Payments and Receipts) at the system level while considering the entries at the General / Sub-ledger Level.	

1.1.5.3 Bank Management
a. There must be a facility to view consolidated cash/bank position	
b. System should have a facility to link each bank account with the bank system to exchange electronic information on cash positions.	
c. Facility to set minimum & maximum balance with alerts whenever the balance is below or above the norm.	
d. System to alert high value expenditures & receipts to ensure control	
e. There should be a facility to issue online instructions to bank for payments/transfer of funds	

1.1.5.4 Enquiry
System must support online enquiry of bank accounts, bank facilities, investments, loans and guarantees.	

1.1.6 Revenue/Collection

1.1.6.1 Revenue and receipts booking
System must allow for revenue and receipts bookings in the respective head and issue a receipt.	

1.2 Payroll System

1.2.1 Payroll

1.2.1.1 Payroll System
a. The system must be capable of calculating and processing pay & allowances and any deductions automatically if the allowance or deduction is based on Basic Pay Scale, percentage of current Basic, or formula.	
b. The system must be also capable of calculating salaries of teaching and non teaching staff, for example employee in tenure track, teaching track, special appointments, administrative officer, supportive staff or any other.	
c. The system must be capable of recording details of loans and advances disbursed to the employees of PAFIAST.	

d.	The system must be capable of making recoveries against different loans and advances disbursed to ABC employees. The system must be integrated with the GP Fund/ CP Fund system, and must be capable of communicating	
	Receiving	
	• Information of advances against GP Fund / CP Fund	
	• Interest status of employee	65
	Sending	
	• Subscriptions deducted from the monthly salaries	
	• Recoveries of advances made from the monthly salaries	
e.	The system must be integrated with the General Ledger system, in order to post the information regarding the salaries of the employees.	
f.	The system must be integrated with Pension system/gratuity/contributory provident fund, to allow transfer of the service and final settlement information electronically.	
g.	The system must be integrated with Pension contribution/gratuity/CP Fund /GP fund, to allow receiving of the service and final settlement information electronically.	
h.	The system must be integrated with Service history of Employees and to allow receiving of the service and final settlement information electronically.	
i.	The system must be capable of maintaining the recoveries on loans and their balances like principal amount, paid to-date and outstanding balance.	
j.	The system must be capable of handling unlimited allowances, deductions, and loans for each employee.	
k.	The system must be capable of maintaining following data for an employee:	

• Service Data
  i. Department /Region / Division / Project etc
  ii. Employment Type; Contract / Permanent
  iii. Cost Centre
  iv. Scale
  v. Grade
  vi. Position
  vii. Date of Posting/Appointment
  viii. Duration of service
  ix. Date of expiry of Contract period.
• Salary Data
  i. Basic Salary
  ii. Pay & Allowances
  iii. Deductions
  iv. Recoveries
  v. Perquisites.
  vi. Advances
  vii. Others
• Ancillary Data
  i. Loan Type and amount
  ii. Recovery rate and amount
  iii. Loan Balances
  iv. Advances and their deductions
  v. Leave data
  vi. Interest on Loans.

l.	The system must be capable of searching an employee based on a combination of multiple fields.	
m.	The system must be capable of automatically stopping the salary of Ad-hoc/Contractual/ project employees and also handle any other period specific transactions (allow effective and end date).	
n.	The system must be capable of calculating and deducting Income tax from the salaries of the employees in bulk according to the formula prescribed by the department of Income Tax.	
o.	System must be capable of defining the Income Tax rates / brackets as well as changes in the formulas and year to date balance. For example by salary brackets, year, gender, age, etc according to the said rule of Govt. Of Pakistan	
p.	The system must be capable of calculating interest on loans and advances	

q.	System must calculate salary arrears and deal with the applicable Income Tax rates for the given period.	
r.	The system must be capable of calculating partial or prorated salaries based on defined periods.	
s.	The system must be capable of calculating salaries after accounting for unpaid leave information of each employee.	
t.	The system must be capable of checking and maintaining the limits of pays, allowances, and deductions as per scale parameters defined for them.	
u.	System must apply change policy parameters globally from a given effective date.	
v.	System should calculate and generate the arrears transactions from the effective date for a policy change if the effective date is a prior date updating it.	
w.	The system must be capable of deducting CP fund/GP Fund contribution from the salaries as per rules of Government of Pakistan.	
x.	System should perform/facilitate data integrity check, and reconciliation after processing of monthly salary before its disbursement.	
y.	The system must be capable of updating the GP/CP Fund ledger records with the relevant transactions generated from the processing of monthly salary after successful data integrity check.	
z.	The system must be capable of automatically generating the transactions for communicating the monetary information regarding salaries paid during the month to the GL system according to the relevant account head as per the Chart of Accounts.	
aa.	The system must be capable of reconciling the monthly figures of loans and advances with the corresponding figures available in General Ledger systems.	
bb.	The system must be capable of recording and processing reversal of salaries	
cc.	The system must be capable of communicating reversal information to the GP Fund, and General Ledger systems.	
dd.	The system must be capable of calculating and disbursing the final settlement to the employee in case of superannuation, retirement, resignation, dismissal, invalidity or death.	
ee.	The system must be capable of calculating the negative settlement and generating an advice for recovery at the time of final settlement, if recovery is required from the employee instead of payment (in case of advance salary, loans etc.)	
ff.	The system must be capable of retaining historical records of payments and deduction of each employee for a specified period of time (e.g. 5 years).	
gg.	The system must be capable of merging one department/region/division to another as and when required by automatically transferring all employees from one to the other. Likewise the system must be able to split the department/region/division from one to many.	
hh.	The system must be capable of postponing recovery of any advance/loan for a specific period of time.	
ii.	System must have capability to execute the multiple payroll runs for any department / region / division (e.g. earlier payroll run for Eid, Ramadan, Christian employees on Easter Christmas).	
jj.	Also it should be able to import all the data from previous month for making the salary of the current month.	
kk.	The system must be capable of generating the salary slips.	
ll.	There should be an option of sending the salary slip to the employees via email.	

1.2.1.2 Data & Validation

a.	The system must allow changes to be made in any of the following type of data before payroll processing: • Personal • Service • Salary • Ancillary.	
b.	The system must allow entry and processing of temporary (one time) changes of payments and deductions.	
c.	The system must confirm the referential data integrity at the time of entry, edit, or deletion of any transaction into the system.	
d.	The system must check the amount field for every pay, allowance, or deduction for its minimum and maximum limits set out in the policy parameter (if applicable).	

1.2.1.3 Reports

a.	The system must be capable of producing edit lists of all the data entered into the system either by using input documents or communicated through an interface.	

b.	The system must be capable of producing Bank advice for all the employees who opt to be paid through bank, as well as through cheque and cash.	
c.	The system must be capable of producing Region / Division /Project/ Headquarter wise summary of payments and deductions.	
d.	The system must be capable of producing detailed report of loans and advances.	

e.	The system must be capable of producing income tax report as per the Income Tax Law, which should contain details of the income tax deductions during the year. The system must be capable of producing report for any desired pay, allowance, or deduction based on any of the following criteria:
	    i. Cost Centre(s)
	    ii. Employee Type(s)
	    iii. Employee Scale(s)
	    iv. Employee Grade(s)
	    v. Employee Position.
	    vi. location (HQ/Region/Division/Project)	

f.	The system must be capable of producing Cost Centre wise comparative report containing the summary of current month payments and deduction of each employee and summary of previous month payments and deduction of each employee.	
g.	The system must be capable of producing Scale Audit Register, which contains the information of the number of employees paid from a Cost Centre designation wise, grade wise, and type of service wise.	
h.	The system must be capable of preparing Last Pay Certificate for the employees who are transferred, deputed to some other department, retired, terminated or expired.	
i.	The system must be capable of producing annual increment report before these increments are made effective.	
j.	The system must be capable of producing a list of retired or retiring employees for a specified period.	
k.	The system must be capable of producing pay slips, which provide the details of the salary and service information to every employee.	
l.	The system must be capable of producing GP Fund report to provide the monetary activities relating to the GP Fund occurred during the processing of monthly salary.	
m.	The system must be capable of producing a report, which provides the details of the deductions made for any facilities from the salaries of employees availing the facility provided by ABC	
n.	The system must be capable of producing report to provide the summary details of payments made to employees (including tax deductions) during the fiscal year. The tax laws of Pakistan require this report.	
o.	The system must be capable of generating report showing the new employees processed in a certain month.	
p.	The system must be capable of producing arrears payment report for the employees.	
q.	The system must be capable of producing a report listing of all the policy parameters currently effective.	
r.	After processing the monthly payroll run the system must be capable of producing an allocation report listing all account balance summaries which will be entered into the General Ledger System at the COA codes level	
1.2.1.4 Retirement		
a.	The system must interface with the General Ledger system and pass Journal entries relating to final payment, Bank and reversals.	
b.	The system must interface with the Payroll System on the basis of employee information.	
c.	The system must automatically extract or input ex-employees related information from the payroll system when needed.	
d.	The system must also calculate gratuity as per the rules and regulations and procedures of ABC, where applicable.	
e.	The system must be able to calculate voluntary/premature retirement of an Employee on completion of 25 years satisfactory qualifying service.	
f.	The system must be capable of calculating the retirement benefits on certain variable such as length of service, age etc.	
g.	The system must have capability in case of Suspension/ Termination/Re-instatement/Re-joining of an employee.	

1.2.1.5 Pension	
1.2.1.5.1 Pension System	
a. The system must interface with the General Ledger system and pass Journal entries relating to pension amounts, Bank and reversals.	
b. The system must interface with the Payroll System on the basis of employee information.	
c. The system must automatically extract or input ex-employees related information from the payroll system when needed.	
d. The system must also calculate gratuity as per the rules and regulations and procedures of ABC, where applicable.	
e. The system must be capable of calculating the pension including computation of pension based on certain variable such as length of service, age etc.	
1.2.1.5.2 Data Requirements	
a. System should be capable to record the Change policy parameters	
b. System must calculate and generate the arrears transactions from the effective date for a policy change if the effective date is a prior date	
c. The system must be capable of handling multiple payment modes for final payment/pension disbursement.	
1.2.1.5.3 Validation Requirements	
a. The system must be capable of handling duplicate checks during manual generation of Pensioner IDs.	
b. The system must be capable of applying input validation controls for ensuring that the pensioner and employee IDs are valid.	
c. The system should be capable of applying input validation controls to ensure that recording office codes entered are valid.	
d. The system must be able to reconcile with the payroll system to ensure that an employee is not drawing pension and salary at the same time.	

e. The system should be capable of applying input validation controls to ensure that valid Bank Branch IDs are entered. The system must be capable of capturing and recording the following minimum data if the employee is to become the pensioner:
     i. Pensioner ID
     ii. Employee ID
     iii. Employee Name
     iv. Father's/Husband's Name
     v. Nationality
     vi. National Identity Card No. (NIC)
     vii. Marital Status
     viii. Gender
     ix. Permanent address
     x. Temporary address
     xi. City
     xii. Region / Division / Sub-division
     xiii. Country
     xiv. Telephone Number
     xv. Employee Status and type.
     xvi. Service Type
     xvii. Employee Designation
     xviii. Department
     xix. Cost Centre Region / Division
     xx. Pay Scale/grade
     xxi. Employees Bank Branch
     xxii. Recording Office
     xxiii. Last Drawn Salary
     xxiv. Payment Mode	

1.2.1.5.4 Input Transactions	

a. If the pension is not collected by the employee himself and the pensioner is either his widow or dependents then other than the above information following information must also be captured:
      i. Pensioner name
      ii. Pensioner Type
      iii. Father / Husband Name
      iv. Gender
      v. National Identity Card No.
      vi. Marital Status
      vii. Pensioner address	

b. System should reconcile the Pension payment accounts with the General ledger account	
1.2.1.5.5 Reporting	
a. System should produce bank advice, authorizing the bank to disburse pension payments	
b. The system must be capable of letting users define the periods of reporting.	
c. The system must be capable of printing reports, viewing them on line on screen or downloading them directly to a spreadsheet or word processor.	
d. The system must be capable of producing monthly pensioner detailed ledger giving transaction wise details of the pensioner, with opening and closing balances.	

e. The system must be capable of producing the Pension Payment Order (PPO). The system must be capable of inquiring/searching on pensioner master record by any of the following:
      i. Pensioner ID
      ii. Pensioner full name
      iii. Employee ID
      iv. National Identity Card No. (NIC)	

f. The system must be capable of generating a report for all kinds of monetary adjustments made to the pensioner's record in a certain month.	
g. The system must be capable of generating report showing the new pension applications processed in a certain month.	
h. The system must be capable of generating a report detailing the Bank Scroll information.	

i. The system must be capable of producing reports that would give detail of the pensions disbursed monthly. This report must be able to be summarized by:
      ii. Pensioner
      iii. Bank Branch
      iv. Department
      v. Fiscal Period
      vi. Gross Pension
      vii. Net Pension
      viii. Gratuity Amount
      ix. Amount of Commutation
      x. Date of Restoration of Pension	

1.2.5.6 Integration of Payroll Module with Financial Module	
The system should be capable to associate the payroll module with financial module.	
1.3 Human Resource Management System	
1.3.1 Manpower Planning	
1.3.1.1 Organization Structure	
a. System should capture manpower charts according to the approved organization chart and the employee data currently placed on position.	
b. The system should be able to define and configure the reporting channels, hierarchies, organization (divisions, departments, regions).	
c. The system should be able to define rules, policies and procedures for individual and multiple posts (Permanent / contract posts etc.).	
d. The system should provide facility to create, edit and eliminate post (s).	
e. The system should facilitate configuration of more than one reporting and approval channel	
f. The system should provide definitions of functions, purpose and responsibilities associated with the posts.	
g. The system should have the facility to modify job description subject to authorization.	

h.	The system should have the facility to maintain history of job descriptions.	
i.	The system should have the facility to inform concerned managers of changes in job description via e-mail or memo.	
j.	The system should have the facility to link Job descriptions to the manpower charts and to indicate, on the actual charts, which positions in the charts have job descriptions.	

k.	The system should provide position status information like
	   i. Vacant
	   ii. Active for employment	

l.	The system should provide Summary Statistics and user defined reports of Department, e.g. Number of approved positions / grades
	   i. Filled/Vacant
	   ii. Different types of breakdown
	   iii. Qualification analysis, etc	

m.	The system should be able to automatically update the organization chart as soon as the employee status changes to show the position as vacant from the start date of deputation, study leave or separation from service by any mean.	

1.3.1.2 Manpower Budgeting

a.	The system should have the facility to allocate budgeted positions for a period with start and end date. A position could be in budget for next year and it also could be for specific time period. This facility should be available based on authority given.	
b.	The system should calculate Budgeted vs. Actual Headcount and Budget vs. Actual Payroll.	
c.	The system should be able to provide monthly status of budgets and actual.	
d.	The system should be able to provide a review of positions approved, recruited and still to be recruited	
e.	The system should be able to flag deviations in budgeted headcount	
f.	The system should have the facility to forecast the Manpower and costing indicators in the sense of working out the cost impact of proposed future manpower budgets. Actual cost for existing staff and estimated cost for additional staff.	
g.	The system should be able to provide information to recruitment module on budgeted positions and associated values. Auto updating from recruitment module when position is filled.	
h.	The system should be able to define the budgets for the post and their integration with sub-system of budgeting and financials	

1.3.1.3 Succession Plan

a.	The system should able to keep list of positions that need succession planning	
b.	The system should able to match job profile & person specifications	
c.	The system should able to identify employees (Shortlist)	
d.	The system should able to match job profile with employee profile	
e.	The system should recommend trainings for identified employees (Gap Analysis)	

1.3.1.4 Personnel Data

The system should maintain deputation details like organization to which deputed, position held in the department deputed, additional benefits & allowances received.	

1.3.2 Recruitment & Selection

1.3.2.1 New Hire Request

a.	The requesting Departmental Head should be able to raise Employment Requisition (ER) online through the system.	
b.	While creating the ER the requesting authority should be able to retrieve the job description from the organization Chart to attach to the ER through the system.	
c.	The system should provide the manager concerned to be able to review the job description for the vacant position to ensure that the functions, responsibilities and the minimum educational and experience requirements are currently valid.	
d.	System should support single/multiple levels of approval of the ER.	
e.	The system should ensure that the requisitioned post in ER is within the approved budget.	

1.3.2.2 Job Placement

a.	The system should provide an interface to Internet and internal electronic mail/intranet system to advertise for the vacant positions.	
b.	The system should have the facility for maintenance of data on recruitment and advertising agents.	
c.	The system must has the facility to hyperlink with main PAF-IAST website.	

d.	The system should accept resumes/ applications for the advertised jobs online.	
1.3.2.3 Candidate Tracking and Selection		
a.	System should assist in online tracking/monitoring of applicants through each stage of the recruitment cycle.	
b.	The system should have the facility to store and index applications received online through the system, through e-mail or otherwise.	
c.	The system should have the query facility to search for one or more applicants and then drill down into their detailed resume information.	
d.	The recruitment data bank should hold individual applicants' resumes containing personal details, competencies, previous work experience and academic attainments. It should be possible to identify the source of the application.	
e.	The system should allow flexibility in retrieval of information from the data bank, for example by name, competencies, designation etc.	
f.	The system should have the ability to define a short-listing criteria (ion)) based on some defined parameters.	
g.	The system should create hard copy call letters or send e-mails to short-listed candidates.	
h.	The system should create test and interview schedules.	
i.	The system should record scores for recruitment tests.	
j.	The system should record interview results with detailed comments.	
k.	The system should create hard copy letters or send e-mail to unsuccessful candidates.	
l.	The system should have the ability to propose/establish a suitable salary offer for selected candidate based on proposed grade, position, qualification, experience, department rules and the details of interview report.	
m.	The system should provide multilayer workflow approvals for recruitment.	
n.	The system should be able to create an offer letter for the successful applicant.	
o.	The system should be able to maintain the employment reference checks addressed to the candidate's current and previous employers.	
p.	The system should maintain an easily available history file of unsuccessful candidates; this would help in deciding whether the candidate should be considered or not considered for a similar position arising in the future depending on the reasons (e.g. medically unfit, decline the offer, security disapproval).	
1.3.2.4 Pre Placement		
a.	The system should maintain medical examination results.	
b.	The system should record details of the negotiation process with a selected candidate.	
1.3.2.5 New Hire Process		
a.	The system should have a checklist for all the necessary documents required from a successful candidate	
b.	The system should generate alert if the necessary documents required from a successful candidate have not been received and entered in the system.	
c.	The system must generate working papers for before interview.	
d.	System should be able to generate and assign employee ID number to the successful applicant.	
1.3.2.6 Confirmation in Service		
a.	System should provide facility for creation of checklist to be filled by departmental heads for employee confirmation in service after completion of probation period	
b.	System should allow extension in probationary period, if required.	
1.3.3 Compensation & Benefits		
1.3.3.1 Compensation & Benefits Administration		
a.	The system should be able to define the compensation elements, allowances, associated benefits, remunerations and other facilities based on employee grade. It should also be integrated with Payroll.	
b.	System should allow definition of additional compensation elements, allowances, associated benefits, remunerations and other facilities to the defaults specified for a employee grade	
c.	The system should allow creation and maintenance of separate policies for each of the different types of allowances based on grade, employee status, place of work, etc. as described earlier. Allowances' parameters are subject to change, based on Management approval.	
d.	The system should have the facility of automatic updating of the compensation elements, allowances, associated benefits, remunerations and other facilities on recognizing a change in an Employee's status.	

e.	The system should have the facility to provide salary position of all employees within the salary range i.e. by quartile, midpoint, blocked, etc.	
f.	The system should have the facility to administer salary increase programs based on specific criterion	
g.	The system should have the facility to provide salary budgeting and costing for different increase options. This includes ability to calculate individual and cumulative effects on current pay practice resulting from a proposed salary change.	
h.	The system should have the facility to generate transactions for the payroll system for those cases, where the allowances are paid on a monthly basis through payroll.	
i.	The system should be able generate detailed and summary reports of allowances paid during a month/year, based on nationality, grade, Organization Unit etc. Keep the history and trends of such reports on allowances.	
j.	The system should be able to define and configure rules, procedures, workflow and policies for medical of the employees based on their grades	
k.	The system should allow authorized, manual overriding of the defined policies, in order to deal with exceptional cases.	
l.	The system should update employee medical balance after payment to the employee from finance against outdoor, prolonged treatment entitlements	
m.	The system should maintain record of payments made to employees against indoor, critical disease treatment	

1.3.4 Performance Management

1.3.4.1 Performance Evaluation

a.	System should be able to define and store a set of KPI / Objectives for each individual.	
b.	System should support periodic evaluations. The results of periodic evaluation must be stored in such a way that reports can be generated in a variety of ways showing the development of individuals and in summary form of any grouping of employees.	
c.	System should be able to store recommendations for promotion and merit based salary increments.	
d.	Skills Management & Training module should be interlinked with the Performance Management/Appraisal module, to identify training needs and to perform Training Needs Analysis (TNA).	
e.	The system should be able to perform completion of appraisal forms on-line or printing of hard copies.	
f.	The system should be able to prompt when particular appraisals are required for employees.	
g.	The system should provide correct routing of forms through the workflow.	
h.	The system should keep all the appraisals for an individual and allow for easy retrieval of historical data.	

1.3.5 Career Development & Training

1.3.5.1 Skills / Competencies Management

a.	The system should provide facilities to record skill components / competencies in each job description.	
b.	Skills / competencies should be grouped in user definable sections (e.g. Human relations, Technical knowledge, or Product XYZ knowledge).	

1.3.5.2 Training Delivery

a.	The system should be able to create course data (from training data): 　i.　Internal courses 　ii.　External courses 　iii.　Conferences & seminars 　iv.　Annual 　v.　Occasional 　vi.　 Local & Foreign Scholarships	
b.	The system should be able to nominate individuals on following criteria 　i.　Seniority 　ii.　Individual who have not received training earlier 　iii.　Employee performance records should be used as input to a facility to identify training needed	
c.	System should be able to handle management approvals for training applications	

d. The system should be able to create Individual training schedules:
  i. Training completed
  ii. Training planned
  iii. Booked/scheduled
  iv. Not booked/scheduled	

e. System should record details regarding, training cost incurred and training budget available	
f. The system should have the facility to monitor the individual visa status for foreign training.	
g. The system should have the course type, student information, training centre, registration, absence, discipline report etc	
1.3.5.3 Training Management	

a. The system should be able to maintain the training management data requirements:
  i. Brochure information
  ii. Contents
  iii. Title
  iv. Subject
  v. Prerequisites
  vi. Target group
  vii. Objectives
  viii. Method of instruction
  ix. Assessment method
  x. Dates (start and finish)
  xi. Duration	

b. The system should be able to cater for training management functional requirements:
  i. Registration
  ii. Student details vs. course
  iii. Name
  iv. Cost center
  v. Qualifications
  vi. Pre-requisites (cross check with brochure requirement)
  vii. Status check (grade, position, etc)
  viii. Previous enrollment in the course	

1.3.6 Employee Services	
1.3.6.1 Personnel Administration	

a. The basic data of an employee consists of, but is not limited to the following:
  i. Employee Number
  ii. Employee Full Name
  iii. Employee Photo (Image)
  iv. Date of Birth
  v. Nationality
  vi. Domicile
  vii. Gender
  viii. Marital Status
  ix. Number of Children
  x. Contact Details
  xi. Religion
  xii. Most Recent Employment Date	

b. In the system, the employee Profile Actions include:
  i. Retrieve (from the Applicant's database) the previous work experience of the employee.
  ii. Maintain record of all skills/ training and educational qualifications attained by an Employee before and during employment.
  iii. Maintain language(s) proficiency of the employee.
  iv. Maintain details as required of professional qualifications /memberships attained by employees.
  v. Maintain record (per employee) of career plan
  vi. Hold a competence profile against each employee in the department.
  vii. Match employee competencies to the requirements of a specified job/ position in the department.
  viii. Maintain all necessary basic data needed for each employee.	

c. In the system the dependents Data Action should include:
  i. Maintain Dependent's data (spouse(s) and children) for each employee as defined by users.
  ii. In case of any change in the number of dependents, generate necessary transactions to effect the change in entitlements
  iii. Follow-up employee's marital status and continuous eligibility of dependents	

d. The following employee actions should be facilitated, but not limited to these:
  i. New Appointment (from recruitment)
  ii. Deputation in/ out
  iii. Promotion
  iv. Transfers
  v. Study Leave
  vi. Resignation
  vii. Termination
  viii. Dismissal
  ix. Suspension
  x. Increment
  xi. Annual Leave
  xii. Service/ Salary Certificates
  xiii. Medical Scheme administration
  xiv. Education allowance administration
  xv. Loan Applications
  xvi. Salary advance requests	

e. The system workflow should generate and send emails to the concerned after the execution of above employee actions.	
1.3.6.2 Contract Management, Monitoring & Control	
System should be able to define and maintain contracts for permanent / contract employees.	
1.3.6.3 Leave Administration	
a. The system should have the facility to define and configure rules, procedures, workflow and policies for all kind of leaves based on grades. For example annual, sick (with pay, half-pay and without pay), Hajj, Maternity, etc.	
b. The system should have the facility to maintain/enter date of resumption from leave to trigger future payments to the employee.	
c. The system should have the facility to accrue leave as of date.	
d. The system should have the facility to provide information regarding available leave as of any date.	
1.3.6.4 Leaves and LORD	
a. System to calculate value of balance leave at any time for any date.	
b. The system should be able to report on leave record by staff/cost centre etc. for requested period.	
1.3.6.5 End of Services	
a. The system should be able to enroll all Employees in the Statutory Pension Scheme or Institute policy.	
b. The system should define and change Employee and Employer contributions towards Pension Scheme\ contribution or CPF.	

c. The system should be able to generate Payroll transactions for automatic deduction of Employee's contribution to the Pension/CPF Scheme and produce a report of the deductions every month as defined in the sub head "Pension or contribution" in the Payroll Module.	
d. The system should be able to compute end of service benefits for employees based on grades.	
e. The system should be able to facilitate automatic generation of the Final Settlements for outgoing employees, including outstanding salaries, recovery of allowances (if any), outstanding overtime, outstanding leave and End of Service Benefits.	
1.3.7 Administration Requirements	
1.3.7.1 Personnel Administration Data	
a. The system should maintain the employee contact address details. This includes:	
i. Residence contact address (residence telephone, pager, mobile phone,	
ii. Work contact address (site, location, building, floor, room, extension, Dependent details	
b. The system should facilitate printing of all forms with contents pre-filled (as much as possible) based on the Information available in the Database.	
c. The system should provide Admin. with the employee up-to-date data details regarding work location, contact address, e.g. Telephone Directory	
1.3.7.2 Disciplinary Actions & Grievance	

a. The system should facilitate the management of disciplinary and grievance cases including:
     i.   Registration of new cases
     ii.   Follow-up & tracking
     iii. Linkages with individual employee profiles	

b. System should support single/multiple levels of approval for handling disciplinary actions and grievances.	
c. System should provide the format for charge sheets.	
1.3.8 Employee Self Service	
1.3.8.1 Employee Self Service	

Self-service system in the form of a secure android app/ web page accessed using an Employee number/ active directory user and password is required. Access may be provided to data stored about the employee and for Employees to provide the PAF-IAST with information, including but not limited to:
     i.   Employee records – Read and selective update
     ii.   Current and previous pay slip details – Read only
     iii. Commission / Incentive program – Read and selective update
     iv. Company and state benefits – Read only
     v.   Paid, Unpaid, Sick, Sabbatical and Compassionate leave agreed pending and history – Read only
     vi. Leave request\accept messages – Input only
     vii. Messaging interface for employee notices including but not limited to:
         • Employees' suggestions, ideas, complaints etc.
         • Availability of training courses
         • Details of job vacancies
     viii. Access interface for managers and supervisors to view information from and send information to their sub-ordinates. This will facilitate notification / negotiation of:
         • Holiday requests and authorizations
         • Business and team goals
     ix. Integration with the e-mail server for e-mails notifications such payroll disbursement etc.
     x. ABC would be interested in any other aspects of employee interaction which may have proven beneficial in other projects	

1.3.9 Integration with Other System Components	
1.3.9.1 Integration with Other System Components	
System should be able to integrate with other system components: • Automatic creation of general ledger entries incorporating the necessary information for cost centre allocation, benefits, Employer and Employee tax liability, accruals calculation, separate accounts for payroll cost details • Provision of a data interface for automatic transfer of general ledger entries to the financial system • The facility to print check is also required.	

1.3.10 Security	
1.3.10.1 Security	
System should operate a multi-level access control system restricting access to certain information by presenting configurable sub-sets of the data appropriate for specific nominated roles:	
1.3.11 Reporting	
1.3.11.1 Recruitment	
a. Candidates applied & eligible for the post (as per the defined eligibility criteria). The report must contain the following information; Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Position against applied for, Advertising date	
b. Candidates called for test. The report must contain the following information; Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Advertising date, Position Name	
c. The system must have the capability to generate working papers for the qualified candidates.	
d. Candidates qualified the test (as per the qualifying criteria). The report must contain the following information; Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Marks obtained in test, Advertising date, Position Name	
e. Candidates called for 2nd/final Interview (based on the test marks & 1st interview marks criteria). The report must contain the following information; Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Marks obtained in test, Marks obtained in 1st interview, Advertising date, Position Name	
f. Candidates not called for 2nd/final Interview. The report must contain the following information; Fathers Name, Date of Birth, Qualification, Domicile, Marks obtained in test, Marks obtained in 1st interview, Advertising date, Position Name	
g. List of candidates finally selected (Merit List) based on the selection criteria.	
h. Report of candidates put on waiting list. Report must contain the following information Serial Number, Name, Fathers Name, Date of Birth, Qualification, Domicile, Marks obtained in test, Marks obtained in 1st interview, Marks obtained in 2nd interview, Department, Advertising date, Position Name	
1.3.11.2 Transfer	
Report for proposed transfers as per vacancy requirement. The report must contain the following information; Employee Name, Employee ID, Department, Position, Tenure of employee at current post, Number of previous transfers, Experience in relevant field.	
1.3.11.3 Resignation	
No. of Resignation Position wise (Cadre) with date range. The report must contain the following information; Serial Number, Name, Division, Region, Date of resignation	
1.3.11.4 Retirement	
No. of Retirement Position wise (Cadre) with date range. The report must contain the following information; Serial Number, Name, Division, Region, Date of retirement	
1.3.11.5 Promotions	
a. No. of Promotions Position wise (Cadre) with date range. The report must contain the following information; Serial Number, Name, Division, Region, date of promotion, New designation, Grade after promotion, New Salary,	

b. The system should generate a seniority list ranking the employees on seniority according to the following criteria:
     i. Date of appointment
     ii. Test & interview results if date of appointment is same
     iii. Age of employee if above two criterion is same.
     iv. Qualification if all the above criteria are same	

1.3.11.6 Leave	
a. The system should have report stating leaves balance available. The report must contain the following information; Employee Name, Employee Number, Cadre, Division, Region, Designation, Grade, Position, Department, total entitlement, Previous Availing, Availed, Available Leaves	
b. The report should cover number of persons on leaves based on leave type, like Ex-Pakistan Leave, Medical Leave, Casual Leave, Sick Leave, Study Leave, R & R etc.	
1.3.11.7 Confirmation In Service	
Number of employees confirmed, cadre & department wise with date range. The report must contain the following information; Serial No. Employee Name, Employee ID, Cadre, Department, Division, Region, Duration of probation period served, date of joining	

1.3.11.8 Training	
a. Number of trainings available. The report must contain the following information; Name of Training, Available dates, Available seats, Place, date, total tenure, pre-requisites	
b. Report of employees without trainings.	
c. List of employees nominated for training. The report must contain the following; Employee Name, Employee ID, Position, Grade, Course Name, Dates & Duration of training	
d. Report of employees successfully completed training with date range. The report must contain the following information; Employee Name, Employee ID, Position, Grade, Course Name, Dates & Duration of training	
1.3.11.9 Annual Increment	
Employees eligible for annual increments. The report should be able to select the employees based on various criterion	
1.3.11.10 *Compensation & Benefits*	

Employees applied for advances (HBA, Car, Motorcycle, and Cycle). The report should be able to select the employee based on the following information;
   i.   Seniority
   ii.   Length of Service
   iii.   Entitlement
   iv. Previous advances pending or not	

1.4 Procurement, Inventory and Fixed Assets

1.4.1 General	
a. System should be able to follow the rules and procedures as defined by PAFIAST /GoP.	
b. System must support Ranking of approved supplier lists by item or commodity.	
c. Ability to associate supplier item numbers with in-house SI /part numbers.	
d. Ability to prevent purchases from un-approved supplier where applicable.	
e. System must have the provision of Annual procurement plan creation.	
f. System must have the ability to periodically consolidate all the received requisitions from ABC.	
g. System should support all the mode of procurements.	
1.4.2 Purchase Requisitions	

a. The system must be able to support manual or automatic purchase requisitions (PR) creation, as per user requirements based on:
   i.   Inventory replenishment recommendation
   ii.   Procurement Committee recommendation
   iii. Requisitions by authorized employees	

b. The system must be able to have automatic purchase order (PO) generation from PR to eliminate duplicate data entry.	

c. The system must be able to tie PR number to PO and allow:
   i.   PO search by PR number
   ii. PR search by PO number	

d. The system must be able to supports requisition tracking and inquiry, and to alert Purchasing department on the PR's that should be reviewed and processed.	
e. The system must allow users to combine multiple PR's into one PO.	
f. Allow users to split one PR into multiple PO's or PO lines.	
g. Users must be able to input multiple comment lines and attached to the PR's and PO's.	
h. Ability to customize requisition summary screens to meet the user needs.	
i. The system must be capable of distributing expenditures across multiple cost centers, projects or departments.	
j. The system must support multi-currencies.	
k. Ability to create the account distributions automatically during requisition creation.	
l. System must be able to support attachment of notes, multimedia, etc.	
1.4.3 Quotation/Tender	
a. Users must be able to generate request for quotation (RFQ)/RFP to be sent to vendors, published.	
b. The system must be able to track vendor response.	
c. The system must be able to support vendor quotation maintenance and inquiry.	
d. The system must be able to support multiple price breaks.	
e. Users should be able to attach standard text document (e.g. terms and conditions) on all RFQ's.	

f.	Users must be able to create and update quotations based on vendor response.	
g.	The system should alert users to review quotations that are going to expire in a certain time frame.	
1.4.4	**Purchase Order Creation & Maintenance**	
a.	The system must provide online PO maintenance and inquiry functions to add, change, delete and list PO.	
b.	Users must be able to locate existing vendors through flexible search facility during PO creation, maintenance and inquiry: 　i.　　Search by partial vendor code 　ii.　　Search by partial vendor name 　iii.　　Others (please specify)	
c.	Once a purchase order is confirmed, any further changes to the PO will create a PO new revision. The system should provide a facility to track multiple revisions of the same PO.	
d.	Re-approval is required whenever a new PO revision is created.	
e.	The system must be able to control the approvals by amount, cost center, budget, account, item, category, and location.	
f.	Users must be able to print only the PO lines changed in a particular PO revision.	
g.	Users must be able to create the PO automatically from on-line requisition.	
h.	System should support consolidate and centralize purchase requirements from multiple projects, cost centers or locations.	
i.	The system must allow users to enter multiple items per PO.	
j.	The system must allow users to enter multiple shipment delivery dates for a PO line.	
k.	There should be facilities for users to inquiry all outstanding PO's items by: 　i.　　PO number 　ii.　　PR number 　iii.　　PO number showing the status of PO 　iv.　　Item/Part number 　v.　　Item/Part category 　vi.　　Buyer ID 　vii.　　Due Date 　viii.　　Others (please specify)	
l.	The system must be able to support blanket order (that is, an agreement to buy certain items at a predefined price over a certain period).	
m.	The system must have a facility to 'call off' against a blanket order with validation of the price, date, and purchase amount.	
n.	Users must be able to assign primary/preferred vendor for each item.	
o.	The system must have a facility to put a vendor on hold by:	
p.	prohibit the release of PO's for the vendor	
q.	putting a specific item/vendor combination on hold	
r.	The users must be able to define multiple vendors per item/part.	
s.	Users must be able to generate PO's in multiple currencies.	
t.	Users must be able to generate PO for: 　i.　　direct item (stock item) 　ii.　　indirect item 　iii.　　spare part/consumable 　iv.　　services 　v.　　others	
u.	Users must have the option to include extra information or notes to be displayed/printed on PO when required.	
v.	User must have the option to store standard notes relating to items and/or vendors to be displayed and/or printed on PO.	
w.	Users must be able to define receiving quantity tolerances for each item/part.	
x.	Users must be able to define receiving early/late tolerances for each item/part.	
y.	The system must provide the option to prohibit it or issue a warning when a receipt violates such tolerances.	
z.	The system must be able to track the purchase price history.	
aa.	Ability to customize the Purchase Order Summary screen to meet the users need.	

1.4.5 Receiving		
a.	The system must provide on-line PO receipt transaction and automatic update of stock balance and PO status on receipt of items.	
b.	The system should generate a full audit trail of all receipts to be posted to the GL.	
c.	The system must provide automatic conversion of purchasing unit of measure to stock unit of measure.	
d.	Ability to control receiving routing.	
e.	Users must be able to indicate goods under inspection and not available for production	
f.	Ability to receive unordered items and later match them to Purchase order.	
g.	Ability to keep track of lot and serial number during receiving.	
h.	The system must support substitute items.	
i.	There must be a facility to handle material rejects after inspection and reflect on the PO as outstanding quantity.	
j.	Ability to view expected receipts by promised date and the viewing of complete receiving history.	
1.4.6 Vendor Analysis and Performance Measurement		
The system must maintain a detailed history of each vendor's performance and provide comprehensive analysis based on:		
i.	Quality	
ii.	Specification	
iii.	delivery quantity	
iv.	delivery time	
v.	price	
1.4.7 Integration of Procurement Module with Financial Module		
The system should be capable to associate the Procurement module with financial module enabling the PO, Receiving and or Inspection Report.		
1.4.8 Inventory Control		
Inventory control systems integrate all aspects of an organization's inventory tasks, including shipping/issuance, receiving, warehouse storage, turnover, tracking, reordering, recording etc.		
Definitions & setup		
•	Item Profile/specification	
•	Product General Info	
•	Suppliers	
•	Units	
•	Locations identification	
•	Comparison of GRN with PO and PR.	
•	Generation of Inspection letter for committee/Report	
•	Inventory rejections	
Inventory Transactions		
•	Goods Receipt Notes	
•	Item listing	
•	Assets declaration and type	
•	Tagging	
•	Manual/automatic Transactions, Transfer & Adjustments	
•	Inventory in/out	
•	Item issuance note	
•	Depreciation calculation	
Search Reports		
•	Item Search – by category	
•	Item Search – by location	
•	Item Search – by item description	
•	Item Search – by serial number	
•	Item Search – by types	

Inventory Transfer & Adjustments – Inputs	
• Inspection of returned products	
• Inventory Transfer & Adjustments – Outputs	
• Basic lookup reports	
• Intimation letter to party for returned products	
• Inspection report	
• Inventory adjustment	
• Inventory rejections	
Reports	
• Item listings	
• Activity based analysis [items in/out]	
• Inventory in hand	
• Stock register	
• Suppliers/vendors	
• Purchase requisitions	
• Purchase orders	
• Rejections	
• Integration with general ledger	
1.4.9 Fixed Assets	
The system should be capable to associate Fixed Assets with the Procurement and Financial system modules.	
a. Ability of the system to support fixed asset classification by Asset category, Asset type, Asset ID, tagging, Physical ID, Asset location, Asset Value, Units (Departments/Section/Office.), Cost center, Put to use date, Any other user defined field etc. It supports multiple and simultaneous depreciation methods, automatically calculates depreciation, calculates gain/loss on disposition of assets, and creates entries to the general ledger. Amounts for repairs and improvements can be added later to assets for recalculation of depreciation.	
b. The system must support asset master, Asset Classification, Depreciation details, Expected Life of asset, Ownership details (Owned / Leased), Lease details, if Leased asset etc.	
c. Ability of the system to support any number of assets without restriction	
d. Distribute transactions	
e. Ability to provide for transfer assets across organization.	
f. Ability to generate accounting entries automatically for each transfer including capital account and accumulated depreciation.	
g. Ability of system to allow recording of the disposal or scrapping of assets	
h. Ability of system to support depreciation rates, depreciation policy, schedules and terms for each asset as per statutory requirements	
i. Ability of asset system to track asset values / schedules as per each of the above depreciation terms separately and individually.	
j. The system should automatically post depreciation entries based on calculated depreciation	
k. Ability of the system, Integration with General Ledger	
1.4.9.1.Reports	
• Standard listings	
• Asset categories	
• Asset types	
• Asset depreciation	
• Others	
1.4.10 Integration of Inventory, Assets management and Financial Module	
The system should be capable to associate the Inventory, assets with each other and with financial module .	
1.5Project and Grant Management	
1.5.1 Project Management	
a. System must have the provision of Annual developmental plan creation	

b. System have the option to include Projects in Annual Developmental Plan	
c. System must have the facility to create new project / review existing project with critical information's like activity / task lists with target dates and resource.	
d. Feasibility study /report	
e. System must has the facility to create PC-I, revised PC-I and attach other documents	
f. System must have the ability to track estimate and analyze Project Schedule, Costs, HR, Equipment's and Services	81
g. System should be flexible to define approval stages and criteria for different project types.	
h. Ability to record, manage and report Accounting Data for all Project-related Transactions	
i. System must have the facility to identify project milestones and targets	
j. Ability to analyze individual projects by comparing project plans against progress and produce exception reports.	
k. System must have option to evaluate technical specifications	
l. System must have ability to create PC-III and PC-IV.	
m. Reporting facility through which users can define and develop reports related to single or multiple projects (for monitoring progress and performance)	
n. Ability of handle any number of Projects simultaneously.	
o. System automatically generate tender notice or link to procurement module	
p. Bidding	
q. System must have the ability to generate Comparative statement on various bidders	
r. Ability to define sub-projects within a project	
s. Provision to select multiple projects based on selection criteria and display any/specified stored details	
t. System must have the facility to record periodic Progress Information from Weekly / Monthly Project Reports	
1.5.2 Project Scheduling	
To provide various date planning functions. Flexible scheduling techniques to be used to calculate earliest/latest dates, floats, or critical paths within projects.	
1.5.3 Capacity and Workforce Planning	
Networks to plan, analyze and level work center based capacity requirements of the project.	
1.5.4 Material and External Service Planning	
To assign material components to Networks to plan material requirements based on the project schedule, check the material availability, and trigger the material procurement and delivery later.	
1.5.5 Financial Planning	
To provide various techniques for planning costs and revenues in Project System depending on financial planning requirements.	
1.5.6 Budget Management	
Budget is the approved cost structure for a project. One can allocate budget to projects in Investment Management or directly in Project System.	
1.5.7 Cost Integration and Billing	
Costs actually incurred are posted directly to project by account assignment of documents in Financial Accounting, Controlling or Materials Management for example. The system should be linked with financial module as well.	
1.5.8 General	
a. Ability to manually/auto load and selectively change project data (start/end dates, etc.).	
b. Ability to capture, compute and report real-time actuals (e.g. costs, effort, schedule status)	
c. Ability to aggregate cost, effort, and schedule data across projects (e.g. Gantt chart data rollup)	
d. Ability to calculate performance ratios manually or automatically at specified points in time or at project milestones.	
e. Ability to provide dashboard view of status of all projects with ability to drill down.	
f. Ability to compute/display estimates of remaining work (hours to completion, percent of wok completed, end-date forecasting, etc.)	
g. Ability to provide comparison of actual vs. planned progress with variance analysis, alerts, and rule -based notification.	
h. Ability to provide project reporting/forecasting according to government contracting requirements (e.g., earned value analysis).	
i. Ability to use project status and project forecasts to update financial budget forecasts.	

j.	Ability to capture and transmit project costs, expenses, commitments, etc., for accounting.	
k.	Ability to support and billing (e.g., expense reporting).	
1.5.9 Project Cost Monitoring		
a.	Facility to record various Cost Data for a project (such as budget amount, expenditure to date, cost to completion, cost estimate of changes, etc.)	
b.	Facility to record Project committed Cost Data from the payment requests received from various sources	
c.	Facility to record release of funds details and maintain project release of funds history	
d.	Facility to record project allocations, advanced payment and bank details	
e.	Provisions to compare the payment requests against the outstanding contract value for a given project/stage/activity	
f.	Provisions to track payments related to external agents (consultants, contractors, etc.)	
g.	Provisions to track the status of a payment request through the batch upload and approvals process	
h.	Provisions to validate payment against the release of funds and update the project release of funds balance	
i.	Facility to mark projects for archiving once all the costs have been paid and project completed	
1.5.10 Project Resource Utilization and Reporting		
a.	Facility to integrate all MM functions such as Procurement, Receipt and Storing procedure, Material Reservation, and Inventory Management.	
b.	Facility to declare WIP status and Completion of Project.	
c.	Facility to transfer Project Material to regular Inventory and vice versa.	
d.	Facility to Map Project Item with Regular Item codification.	
e.	Provisions to track and include Installation / Commissioning / Put to use Date and warranty period and Maintenance schedule along with Details in system on completion of Project.	
1.5.11 Integration of project module with Financial and procurement Module		
The system should be capable to associate the project module with procurement, payroll and financial module .		
1.5.2 Grant Management		
a.	Ability to manage Grants & track expenses incurred against it. The system must be capable of recording the receipts of grant from federal government/ABC for revenue and development accounts. And then allocating/ disbursing these to the respective heads of accounts. The system must provide customized reports for revenue and development grants as required by PAFIAST and prescribed by PIFRA. The system must be capable of recording the receipts of grant from any other source.	
b.	Grant may be in the any head of scholarships, conditional grant, project grant, donations or any others	
c.	Grant in the head of a project after initial implication should be treated as a project with all relevant activities.	
1.5.3 Integration of Grant, project, payroll and Financial Module		
Grant management module should be integrated with project, payroll, procurement and financial system.		

Form G: Price Schedule Form

(To be Submitted in a separate and sealed envelope duly marked as Financial Proposal)

Name of Bidder:	[Insert Name of Bidder]		Date:	Select date
ITB reference:	PAF: IAST-ERP-ITB-101-21			

[*The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided.*]

We, the <<Name of Bidder>>, hereby submit our Financial Bid for the Supply of Items as below. We assure you of our full compliance to the required specifications, delivery schedule and other terms without any deviation and/ or reservations. We reiterate our acceptance to the terms and conditions of the RFP. Our Financial proposal as below is submitted for your kind consideration;

Quoted Items in compliance to the Technical Specifications as referred in Section – 5a and Section – 5b, whether Out-of-the-Box, Customization, or 3rd Party	Quantity (a)	Unit Price [in Rs.] (b)	GST [in Rs.] (c)	Total Price [in Rs.] d=a*[b+c]
1. SOLUTION LICENSES (IF APPLICABLE) FORFOLLOWING COMPONENTS				
a. Financial System	5			
b. Payroll System	2			
c. Human Resource Management	5			
d. Procurement, Inventory & Asset Management etc	5			
e. Project and Grant Management	3			
2. IMPLEMENTATION COST (ONE-TIME)				
a. Component #1 - Financial System	1			
b. Component #2 – Payroll System	1			
c. Component #3 – Human Resource Management	1			
d. Component #4 – Procurement, Inventory & Assets Management	1			
e. Component #5- Project and Grant Management	1			
3. ADDITONAL INTEGRATION COST (ONE-TIME)				
a. Short Messaging Services	1			
b. Financial Institution System	1			
c. NADRA System	1			
4. ANNUAL OPERATION & MAINTENANCE COST				
a. O&M with agreed SLA	1			

Total Bid Value in Figures (with all taxes & duties for items above): _____

Total Bid Value in words (including all items above):_____

_____

Name & Designation of Authorized Person:_____

Signature: _____ (Please affix company stamp here)

Note: Quoted price must be inclusive of all taxes and duties.

Annex – I: Integrity Pact

The Bidders will be required to submit the below text on stamp paper after filling in the details and duly signed as well as stamped, as part of their Technical Proposal.

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC
PAYABLE BY THE SUPPLIER OF GOODS, SERVICES & WORK IN CONTRACTS WORTH RS. 10.0 MILLION OR MORE

(To be filled by the bidder as a part of technical proposal)

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

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

Without limiting the generality of the forgoing, _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or 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 nature 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 consultant fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatever from GoP, except that which has been expressly declared pursuant hereto.

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

_____ accept full responsibility and strict liability for making any false declaration, not making full discloser, 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 GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

_____ _____

[Buyer] [Seller / Supplier]

Annex – II: Draft Contract Sample

Available at PAF: IAST website at http://www.paf-iast.edu.pk/downloads

Annex – II: Draft Contract Sample

Available at PAF: IAST website at http://www.paf-iast.edu.pk/downloads