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

KHYBER PAKHTUNKHWA

REQUEST FOR PROPOSAL (RFP)
FOR

"Development, Configuration, Implementation and Commissioning of Campus Management Solution and Moodle based Learning Management System in fully Integrated Form"

Submission of Bids: Thursday the 5th of January 2023 @ 11:00 AM

Opening of Bids: Thursday the 5th of January 2023 @ 11:30 AM

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 "**Development, Configuration, Implementation and Commissioning of Campus Management Solution and Moodle based Learning Management System in fully Integrated Form**" comprising of following components:

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. The cost of the document is Rs. 2000/- 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 Thursday the 5th of January 2023 by 11:00 hrs. Any late Bid(s) shall not be accepted and returned unopened. Accepted Bids will be opened on the same day at 1130 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 14 (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:0995-931708 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 KPPRA Rule 14 (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 because 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 is 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 effectiveness 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 OPENIDS 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 14 (2)(b) "Single Stage, Two Envelope Procedure".**

	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 to 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 envelope 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.
8. 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 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 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 The 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 academic activities pertaining to campus organizational management and students related activities 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	**Development, Configuration, Implementation and Commissioning of Campus Management Solution and Moodle based Learning Management System in fully Integrated Form.** 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 must be deemed to be the essence of the contract and the Successful Bidder must arrange within the specified period. The scope of work under this tender has been envisioned as follow: • The bidder is responsible for the development, Configuration, Implementation and commissioning of Campus Management Solution and Moodle based learning management system in fully integrated form on turnkey basis. • The bidder is responsible to provide the hardware (servers and other peripherals). The specs of the hardware must fulfill the PAFIAST current and future requirements. If there is any issue in the hardware /software, the bidder will be solely responsible for that. • The bidder is responsible for providing the High Availability (HA) of the hardware, applications, database etc. • The bidder must provide the rack/mount servers and be responsible for mounting the servers in the Network Rack. • The bidder is also responsible to Install the operating system on the servers and responsible to troubleshoot if there is any issue relating to hardware, OS and other relating software/application during the contract period. • The bidder is also responsible for the backup of OS, Applications and Database as per PAFIAST need. • The bidder is responsible for providing the expert level training of Hardware, Operating System, Database, Application, backup of OS and application to PAFIAST nominated officials. • The bidder is also responsible for providing the operational training of the product to the end users i.e. Faculty, Deans, Management, and other related officials of PAFIAST.

			• The bidder is responsible to provide/ depute the two level 3 (expert) resident engineers on 24*7 basis in PAFIAST. The RE's must be available onsite during the contract period. • The Resident Engineers must be capable enough to handle the operations and development of the quoted solution / product. • The bidder is responsible for any change request from PAFIAST on FOC (free of cost) basis. • The bidder is responsible for any third-party integration requested by PAFIAST or on demand basis (i.e integration with local AD, Microsoft Azure, ERP etc.) • 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. • 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 99.98% throughout the term of system hosted on PAFIAST data center.
4.		Procurement Method	KPPRA Rule 14 (2)(b) "Single Stage, Two Envelope Procedure".
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	**120 days**
10.	13	Bid Security/ Earnest Money (Refundable)	<u>Required in the amount of:</u> **2% of the Bid Value.** In case of options, earnest money shall be based on the maximum quoted price amongst the options. <u>Acceptable Forms of Bid Security:</u> 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	**5 days** before the submission deadline

15.	31	Contact Details for submitting clarifications/ questions	Focal Person in PAFIAST: **Syed Ali Raza Manager IT** **ali.raza@paf-iast.edu.pk** **Mr. Nasir Mehmood AM-Web** **nasir.mehmood@paf-iast.edu.pk** **0995-931400, 0995-931408**
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	**5th January 2023 on or before 11:00 AM**
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: **5th January 2023 on or before 11:30 AM** 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 2023**
26.		Maximum expected duration of Contract	**12-18 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			

COMPONENTS	Delivery/ Installation	Configuration	Commissioning
Delivery, Installation & Commissioning of Hardware	4 weeks	1 Week	1Week
1,2 & 3	6 weeks	1 Week	1Week
4,5 & 6	8 weeks	2 Week	1Week
7,8 & 9	10 weeks	2 Week	1Week
10,11,12 & 13	16 weeks	2 Week	1Week

30.	47	**Payment Schedule**

Milestone	Component #	Payment (% Contract Value)
Delivery and installation of Hardware and unconfigured software	1,2,3,4,5,6,7,8,9,10,11,12 & 13	25%
Configuration & delivery for UAT	1,2,3, 4, 5 & 6	10%
Go Live	1,2,3, 4, 5 & 6	15%
Configuration & delivery for UAT	7, 8, 9 &10	10%
Go Live	7, 8, 9 & 10	15%
Configuration & delivery for UAT	11, 12 & 13	10%
Go Live	11, 12 & 13	15%

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).

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 platform 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. 100 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 Ten (10) projects involving CMS 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 90% 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. Principal Authorization Certificate for this project. iv. 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. . 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	5+ offices fully operational for last five (05) year	Form C: Bidder Information Form
			3	2 – 4 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 (documentary proof required)	8	50+ employees with at least 70% Software Development & Consulting staff	Form C: Bidder Information Form
			6	30 – 49 employees with at least 70% Software Development & Consulting staff	
			4	10 – 29 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. 2 million or more	Form D: Qualification Form
			3	Rs. 0.75 – 1.99 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 + 10	Form D: Qualification Form
			10	Min. No. of Projects + 6	
			6	Min. No. of Projects + 3	
17.	**Education Sector Experience**	Project(s) of similar nature 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 paltform is ranked or rated in Gartner/ Forester/ IDC/ GetApp.	10	Listed in the most recently published Third Party Evaluation Report under Leaders Category	
19.	**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.	20	No. of parameters complied by Bid in consideration/ Total No. of parameters * Max. Score	Form F: 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. Presence of proposed Key team members during presentation. CVs of Key Resources required	10	At least 80% of proposed team has worked on 4 or more implementations of the proposed solution	Form E: Project Proposal Form
			7	At least 80% of proposed team has worked on 2 or more implementations of the proposed solution	
			5	At least 80% of proposed team has worked on 1 or more implementations of the proposed solution	
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 **90 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. CMS Functional Requirements:

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

1.1	**Campuses, Affiliated Colleges & Faculty**
	The salient features of the module should include but not limited to the following:
▪	Facility to maintain multiple campuses and affiliated colleges, addresses, contact information, higher management profile, etc.
▪	Facility to define student information such as name, contact number, email address, mailing address, academic records and other details.
▪	Facility to define different fee structures.
▪	Facility to define quota rules.
▪	Facility to define academic rules for admission, enrollment, exams, double degree, semester freeze and un-freeze, semester repeat, attendance, grading system and other rules and scenarios defined in the prospectus and university directives.
▪	Facility to define scholarship programs, donors and criteria for awarding scholarships.
▪	Facility to setup faculties, their departments and affiliated colleges.
▪	Facility to define affiliated colleges and their departments
▪	Facility to setup admin staff such as VC, Deans, Chairpersons, Directors, Dy. Directors, Registrar, Dy. Registrar, lab incharge, superintendents, etc.
▪	Facility to maintain bank accounts for fee collection.
▪	Facility to maintain Semester and Annual Academic Programs and their details such as number of years, number of semesters, regular and summer semester, maximum credits hours, degree duration, batches with the following information: -
•	Batch Code and Name.
•	Years to pass such as MA/ MSc previous year, MA/ MSc final year, BA/ BSc 3rd year, BA/ BSc 4th year
•	Maximum Credit Hours to Pass.
•	Number of Core Credit Hours to Pass.
•	Number of Major/Minor Credit Hours.
•	Date of Admission.
•	Registration Number Template if any.
•	Passing Marks of a Course.
•	Batch Timings (Morning or Evening etc.).
•	Number of Probations.
•	Probation starts CGPA and ends CGPA.
•	Any Specialization is offered.
•	Any Thesis/Project is offered.
▪	Any other setup required for the processing of CMS related transactions.
1.2	**Admission System**

The salient features of the module should include but not limited to the following: The module starts at the stage when a student applies for the admission and ends when the student is selected in a program.

- Facility to allow students to apply for online admission. In case of receiving manual application, the concerned admission staff can enter the credentials of students such as particulars of students registered for different programs.

- Facility to verify applicants' data based on criteria defined in the system.

- Facility to define merit including quota for gender, district, provinces, marks of previously attained qualifications such as Matric, Secondary, Bachelor and other qualifications possessed by the candidate.

- Facility to publish merit list and send alert to successful candidates for interview and pay admission fee and submit their credentials online.

- Facility to tag the students who qualifies the interview and document verification process.

- Facility to generate notification to the successful candidates to deposit fee as per the schedule.

- Provision to apply for other facilities offered by the university such as transport, hostel, etc.

- Facility to cancel, suspend student admission based on the rule defined in the system such as low GPA, misconduct, non-payment of dues etc.

- Facility to conduct and maintain Hafiz-e-Quran/Disable test/interveiw records.

- Facility to re-admit a student whose admission has been cancelled due to non-payment, absence or any other administrative issues.

Online Registration Form
The salient features of the module should include but not limited to the following: The module starts at the stage when a student applies for the admission and ends (ends for applicant) when the student is selected in a program.
- Online sign up and application form for online application.
- Form should have edit option for the applicant till the merit calculation period, and provost section should have rights to edit it. Applicant should have rights to change the test dates, time, and test center. When a form is submitted, an alert message/admit card will be sent to the applicant for specific instructions, or any text entered by the provost section at the time of configuration.
- The color should be change according to the status of application on both ends (applicant/admission portal), like fee submitted > green.
- Preference selection must be a part of application form at the time of form filling, while preference change option should be there by the approval of admission section.
- A dashboard must be there on admission portal, where graphical and tabular representation of admission cycle must be shown.
- Admission section will have the rights to unsub or delete an application if an applicant creates duplicate or wrong application.
- Admission section can view the user information, even in early stage of application while signup, to view the no. of users.
- Admission Section can view the username of applicant and can reset the password if applicant forgot the password.

System Features
- Automatic fee voucher generation for each category, like test fee, tuition, hostel and transport etc.
- System will verify the applicants' data automatically, based on criteria defined in the system.
- Admit Card sending option to all relevant applicants for specific test date, time, and center.
- Exam section can enter the test result in applicants' profile in bulk or by single entry.
- Automatic (on one click) merit calculation facility, including quota for gender, district, provinces, marks of previously attained qualifications such as Matric, Secondary, Bachelor and other qualification possessed by the candidate.

- Program wise, preference wise merit calculation facility.
- Facility to publish the merit list and send alert to successful applicants to pay fee and further process.
- Facility of program change after admission.
- Facility to tag the students who qualifies the interview and document verification process.
- Facility to generate the notification to the successful to deposit fee as per the schedule.
- Provision to apply for other facilities by the institution such as transport, hostel etc.
- Facility to cancel, suspend student admission based on rules defined in the system such as low GPA, misconduct, non-payment of dues etc, and send the notification automatically to concerned academic in charge that admission is cancelled or suspended.
- Facility to conduct and maintain Hafiz-Quran/Disable test/interview records.
- Facility to readmit a student whose admission has been cancelled.
- A log should be created for every student, containing warnings, suspension, academic prob by the institution.
- Facility to send bulk notification via email/text message to existing students/applicant as per criteria, like students of fall-2021, applicants who did not pay the fee in admission cycle 2023.

Reporting

- Reporting is core need of Admission section in any case, so the system will have the capacity to generate summarized reports as per criteria.
- Reports based on batch, semester, program, department, gender, province, disability, educational background (pre-medical) etc.
- Summary based on submitted/draft/program etc during admission cycle.
- Comprehensive report of overall admissions.
- Report of academic withdrawn, cancelled, suspended, and freeze students.
- Report of all offered applicants.
- Report of enrolled students.
- Report of students who paid the fee.

Any other report, which may be asked by the section head.

1.3 Student Enrollment, Discipline, and ID Card

1.3.1 Enrollment Module

- The module starts at the stage when a student gets admission in a program andends when the student is enrolled in a program.

- Facility for the student to select courses offered in a semester through the systemupon new admission.

- Facility to select courses for new semester by the students.

- Facility to define and implement course selection rules as defined in the prospectus such as number of credit hours, eligibility of re-selection of repeatcourses, etc.

- Facility to review enrollment list/ course selection chose by the students.

- Facility to assign CMS Registration number for record tracking.

- Facility to maintain study schemes in which students have been enrolled, along with electives.

- The system should have the facility to allocate courses from multiple study schemes to students where a student can select a course from new scheme thoughhe/she has been enrolled to old study scheme.

- Facility to freeze semester or course and generation of alerts to all theconcerned departments.

- Facility to setup batch/ session to be attached with each student.

- Facility to close enrollment of student at the completion of study programs.

- System should have facility for self-service enrollment of course and administrative enrollment of course

- Process of registration/dropping of courses: student will select course, and forward it to advisor for approval or any comments, advisor will forward it to HOD or revert to student, HOD will approve or revert back to admin.

- Provide ability to self-enroll by the students through online module, in one or multiple courses. System must check all enrollment rules defined in the academic program like min./max. allowed cred hrs., pre-requisite etc.,

- Student can Add, Drop & SWAP the courses through self-enroll with in specific timeline

- co-requisite, pre-requisite, load criteria should be checked automatically by system for course registration

- University policy should be followed for UG students, PG students for normal semester and for summer semester as policies varies for different students

- Theory and Lab should be treated as separate courses

- Automatically restriction of student to register/drop courses after certain date.

- administrative should be able to enroll and drop individual student in one course or multiple courses by one click (bulk action)

- administrative should be able to enroll and drop courses of students in bulk from one course or from different courses (bulk action)

- In enrollment module, every process/action should have option to perform process in bulk

- Every course has course code, course category so system should have facility to define course as per university policy.

- System should have ability to update/edit course/class details for running session, or for upcoming sections or for students who has already passed the course

- Admin/ advisor/ HOD/Dean should be able to view enrollment of courses of student across terms.

- Simultaneously enroll multiple Students taking the same Class(es) or Section(s)

- Allow admin to create and save a population of Students who are to be enrolled together in Class(es) or Section(s).

- Allow admin to re-run a batch process for enrollment.

- Allow admin to view overall count and enrollment details of students who were successfully enrolled or failed enrollment in a batch run.

- Provide ability to hold or block registration if any discrepancy.

- Provide ability to register a user-defined student group into a class or group of classes.

- Whenever a student repeats a course, it is tagged as "Repeating" in the system.

- Review an enrollment roster for a class administratively or by faculty portal to review enrollments details including marks, grade, attendance health, enrollment status.

- Ability to enable Course Equivalency checking and setup Course Equivalencies.

- Ability to setup course requirements like minimum grade achieved, minimum credits earned, minimum courses taken etc.

- Ability to allow administrative/self-enrollment with in Minimum allowed Credit Hours and Maximum Allowed Credit Hours.

- System should have ability to create multiple sections with restriction of seat capacity

- System should have ability to restrict student of one program, batch, department to enroll in some specified section.

- if a student transfer from one section to another, then option of transferring attendance and marks/grades.

- system should have ability to withdraw course within specified deadline.

- All reports related to enrollment module should be generated from system automatically and should convey meaningful information as required by PAF-IAST.

- Dynamic reporting feature should be available for enrollment module.

- Dashboard related to enrollment module should convey all meaningful information as required by PAF-IAST.

1.3.2 Student Discipline

- Facility to maintain record of student conduct and discipline.

- Facility to issue show cause notices to students.

- Facility to sent SMS/Email for personal hearing before the discipline committee.

- Facility to inform Parents/ Guardian regarding student misconduct if needed.

- Facility to maintain record of show cause notices/penalties.

- Facility for student to appeal against the decision of disciplinary committee to the appellate committee.

- Facility to communicate decision of disciplinary/ appellate committee to the student concerned.

1.3.3 Student University ID Card

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

- Facility to issue university ID card to employees and students

- Facility to generate different designs/formats university ID cards

- Facility to print multiple ID cards on single page

- Facility to take picture and integrate it in the ID card

1.4 Timetable, Enrollment and Event Management

1.4.1 Timetable

- Facility to define parameters such as number of students per discipline, number of students per course in each discipline, number of labs per course, number of classes per week, teachers' maximum load, section per course, etc.

- Facility to define number of rooms and their usage (classrooms, labs, etc.)

- Facility to assign faculty members to the subject/ course

- Facility to define calendar such as shifts (morning, afternoon, night etc.), working days (Monday, Tuesday, etc.) and class duration (1 hour, 2 hours, etc.)

- Facility to define common subject combination into a single class.

- Facility to define lecturer day preference (Monday, Tuesday, etc.),lecturer time preference (Morning, afternoon, night etc.)

    - Facility to support cancelation, replacement and relocation of classes.

- Based on the above parameters, the system should auto generate timetable withclash checking for classrooms, faculty members and students.

- Facility to generate various reports based on timetable.

- Facility to assign workload to faculty

- Facility to assign additional workload

- Facility to generate actual workload and extra workload

1.4.2 Academic Event Calendar Module

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

- Facility to create semester creation with semester start date and end date.

- Facility to enter course/ semester add/ drop deadline date.

- Facility to enter tentative examination (mid-term & final-term) date sheets.

- Facility to enter result submission date.

- Facility to enter tentative result declaration date.

- Facility to enter convocation dates.

- Facility to enter dates of other non-academic events such as sports event, jobfairs, drama & debate competitions, Naat & Qirat competitions, or any other external event.

- Facility to define and generate alerts of upcoming events.

- Reporting feature as per requirement of AD Academic.

1.4.3 Event Management Module

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

- Facility to define event calendar which should be displayed on the PAFIAST Website.

- The system should be able to generate alerts (SMS and Email) to the staff and student regarding upcoming event.

- Provision to define event schedule to plan various activities to organize an event. The user should be able to define timeline, budget and resource for each activity.

- Facility to update actual cost and time for each activity.

- This module should be integrated with the Workflow system to raise demand for getting approval from the competent authority.

- Reservation of venue and allocation of space for any event through Email and SMS to all participants.

- Facility to integrate with social media applications to share events related information.

1.4.4 Curriculum Module

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

- Facility to add department wise course code and name with number of credit hours and course type (regular, non-credit, etc.)

- Facility to configure batch scheme of study with course code, course credit hour, passing marks, course type (regular, non-credit, etc.), optional or core course.

- Facility to attach teachers with courses offered in the semester of the specific batch.

- Facility to enter course syllabus/ outlines along with recommended books.

- Facility to enter course composition such as theory, lab, project, assignments, quizzes, etc.

1.4.5 Attendance Module

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

- Attendance module should be integrated with the electronic machine such as biometric or Radio-Frequency Identification (RFID) machine.

- System should maintain the attendance of students and faculty members of each class.

- Facility to rectify data fetched by the attendance machine by the authorized personnel.

- Facility to integrate with the Timetable & Class Scheduler module to record class-wise attendance of teachers and students.

- Facility to record the check-in and check-out times of teachers, students, employees, etc. at entry and exit points of the university through swipe cards and electronic barrier gates (i.e. tripod, flap, etc.).

1.4.6 Meetings Module

- Facility to define list of meeting venues

- Facility to create meetings with date and time

- Facility to send email/alerts to members of the meeting

- Facility to schedule meeting by voting like doodle

- Facility to assign venue to meeting

- Facility to generate real-time report of the on-going meetings

1.5	**Student Financial and Scholarship System**

1.5.1 Student Financial System

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

- Each challan will have multiple head of accounts i.e. security fee, admission fee, course fee, Student cards fee etc.

- Facility to handle the following scenarios:
  - Part payments and instalments
  - Adjustment of advances
  - Scholarship
  - Waivers
  - Penalties on late payment
  - Refund of fee

- Facility to upload bank scroll in machine readable format based on challan ID of a student or electronic data interchange service giving challan wise collection of fees deposited by the students in the bank.
  - Facility to record bank/ cash receipt

- Provision to enter adjustments to rectify errors

- Provision to create bank reconciliations

- Facility to handle final settlement of students through the system

- Facility to generate projected fee estimates of any program enrolled with reference to any student.

- Facility to generate challan based on different category such as batch, individual student, semester wise, program wise, etc.

- Facility to maintain history of semester wise fee charged to the student.

- Integration with General Ledger (a module of ERP software) to post financial effects of different receipts in the form of journal voucher.

1.5.2 Scholarship Management

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

- Facility to define different scholarship programs offered by different bodies
  i.e. HEC, USAID, OGCDL, Faculty Development Program, Overseas Scholarship, etc.

- Facility to define criteria for shortlisting of applicants for each scholarship program.

- Facility to record and process request raised by the donors i.e. HEC for the advertisement of scholarship slots for submission of scholarship applications.

•	Facility to host online application form on the PAFIAST website to collect application from the applicants who wish to avail scholarship.
•	Facility to attach supporting documents with the application form.
•	Facility to view the application in tabular form and assign scores based on the credential provided by the applicant.
•	Facility to shortlist the applicants based on the scores and rules defined by the University.
•	Provision to plan interview sessions with the applicants who qualify for next round of interview and send call letter to the student for interview.
•	Facility to enter score of applicants during the interview session.
•	Provision to prepare merit list and waiting list of shortlisted applicants.
•	Facility to record invoice in the system to release funds from the donor. The system should be integrated with Receivable module to post the financial effect of invoice
•	Facility to record the receipt against invoice through Cash Management module discussed above.
•	Facility to disburse payment to the applicant through the Cash Management module or adjust the amount against fee challan generated from the Student Financial module of CMS.
•	Facility to generate the scholarship grants utilization report from the accounting system.
•	Facility to enter closing of scholarship award upon successful completion of the program by the student.
•	Facility to record invoice in the system to release funds from the donor. The system should be integrated with Receivable module to post the financial effect of invoice.
1.6	**Examination Module**
•	Facility to propose tentative semester wise date sheet by Controller of Examinations.
•	Facility to publish final date sheet on university website as well as on student portal after getting approvals.
•	Facility to schedule exams and resources such as seating capacity, supervisory staff, etc.
•	Facility for the faculty/ Exam section to setup scoring scheme for each course such as weightage of mid-term exam, final-term exam, assignments, quizzes, class participation, etc. to compute GPA.
•	Provision to adjust score based on absolute marking.
•	Facility for the faculty to upload scores of mid-term, final-term, quizzes, assignments, etc.
•	Facility to verify and approve award list at different levels (HOD, etc) compiled by different faculties. The award list contains the results of mid and final terms exam and score of assignment obtained by the students.

- Online hosting of final results and transcript so that the student can view or print result from student web portal.

- Provision to adjust score based on absolute marking.

- Facility for the faculty to upload scores of mid-term, final-term, quizzes, assignments, etc.

- Facility to verify and approve award list at different levels(HOD, etc) compiled by different faculties. The award list contains the results of mid and final terms exam and score of assignment obtained by the students.

- Online hosting of final results and transcript so that the student can view or print result from student web portal.

- Facility to constitute committee of external examiner, supervisor and other member to examine the thesis submitted by students and to conduct viva.

- Facility to attach each batch of students with the committee, supervisors, etc.

- Provide an online access to supervisor/ exam section to record result of thesis and viva to prepare award list (results).

- Facility to handle students migrated to and from other institutes.

- Facility to handle course equivalency of migrated students.

- Support/Flexibility for change in university semester by laws.

- Registration, Enrollment, roll number and result support for private and affiliated

1.6.1 Degree/ Transcript

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

- Maintain student application status for issuance of required certificate or degree

- Maintain stock and movement of blank copies of transcripts, provisional certificates, degrees and distinction certificates

- Maintain issued Transcript, Provisional Certificate, Degree and Distinction Certificate along their numbers records of a student

- Integration with Student Financial Module to ensure that students' outstanding dues have been cleared and fee for degree/ transcript has been paid.

- Facility to maintain history of issuance of certificate to the student i.e. original, duplicate, etc.

Other Exam Section Requirements:
- Maintain record of Answer booklet issuance during mid and End Semester Exam.
- Record of Answer booklet submission to exam department (Checked Paper).
- Maintain record of original documents submitted to exam section and issued to students. Status of original document should be available on concern student web portal.
- Semester wise Exam Admit Card creation and should be available on student web portal.
- Seating plan creation for Exam conduction.

- Entry test result uploading on student portal.

- Implementation of Exam policies.

- Access of Academic calendar to the Exam department.

- Access of Academic timetable to the Exam Department.

- Result of Exams should be locked once it is uploaded and can be changed only with the approval of COE (if necessary).

- Access of Faculty portal to the Exam Department.

- Program wise course Listing.

- Program wise Student Listing along with the status of repeater students.

- Status of activated, suspended and withdrawal students.

- Student attendance (i.e overall and student wise).

- List of short of Attendance students.

- Attendance of student should be locked before one week of Commencement of Exam and it can be changed only with the approval of COE (if necessary).

- Online verification of Transcripts and Degrees.

- Program wise consolidated Sheet creation.

1.7 Research and Final Year Project (FYP) Module

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

- Facility to enroll students for final year projects and thesis.

- Facility to approve proposals and thesis by evaluation committee.

- Facility to define schedule for proposal, presentation, and final reports

- Facility to record FYP, thesis, research project and publications by faculty members

- Facility to record grade for completed projects and thesis

- Facility to record feedback for proposal/thesis, presentation, and reports

- Facility to record and archival of proposal and thesis for undergrad andpostgrad students

- Integration with central repository/ achieving system for storing project related material

- Facility to record payments of both local & external examiners Payable system

- Facility to generate alerts and reports for enrolled students and users

- Facility to attach images/ MS Office files along with submission of proposaland other requirements

1.8 QEC and ORIC
1.8.1 QEC:

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

- Facility to define custom surveys such as teacher's evaluation, course evaluation,etc. as required by the HEC or any other bodies.

- Facility to define rating scales, score and weightage of questions.

• Facility to host survey online and invite audience to participate through email / SMS.
• Facility to produce analysis of survey data through Business Intelligence (BI) tools.
• Facility to specify time for collecting feedback and subsequent reminders.
• Facility to export data of the collected feedback in CSV/Excel/ or any other format.
• Facility to generate status of pending and completed feedback.
• Facility to develop & update faculty CVs and verification feature of publication record.
• Facility to calculate impact factor and integration with google scholar to calculate and update citations on run time.
• Feature to automate self-assessment repots of IQA, PEC and other accreditation
• Facility to automate Post Graduate Program review (PGPR) as per the standard proforma of QAA-HEC
• Automation of institutional proforma evaluation (IPE) as desired by QAA-HEC
• Synchronizing data of all staff (Dept / sections) & students second with customization (Yearly Progress Report)
• Feature to self-feeding & custom edit in the YPR
• Write to QEC (Complaint Feature)
• Integration of PAF-IAST quality structure and learning program level, department level, and institutional level committees.
1.8.2 ORIC Module
Salient of module are as under:
• Facility to maintain and track faculty research proposals information.
• Facility to maintain and track CPD activities
• Facility to track incubates information.
• Facility to track seminar and conferences information
• Facility to track consultancy information provided by faculty members.
• Facility to track faculty / students startup, companies, products, and commercialization activities
1.9   RTTM and Alumni Module
1.9.1   RTTM (Research Tracking and Thesis Management)
Main scope of this module is to record all activities related to research during the study period.
Provides thesis tracking and management of PG/PhD students as follows:
• Provide mapping of thesis tracking and management forms into the system.
• Provision to create committees, topic and supervisor assignments.
• Ability to submit proposal documents.

- Provision to define timelines, manage "to do" list of activities and six-monthly progress report.

- Provision of submission synopsis thesis defense proposal.

- Record approval from GEC committee and supervisor on presented defense proposal

- Thesis Submission, to obtain the defense date by submitting plagiarism reports, thesis documents etc.

- Record thesis defense presentation marks into the system.

- Evaluation from GEC, supervisors.

- Allocation of grades into the system based on evaluation by the concerned faculty, HoD and principal etc

- Advisor/supervisor can assign supervisor to multiple students.

- Approval workflow of thesis from different levels (Faculty, HoD, Principal and main office).

- Generation of TH-1, 2, 3, 4, 5 and TH-6 forms as per PAFIAST format.

- Provision of dynamic and pre-defined paginated reports as per provided templates.

1.9.2 Alumni Module

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

- Facility to assign Alumni status to ex-faculty members and graduated students.

- Facility to keep record of Alumni's current status (employed/non-employed),their addresses, contact numbers and emails etc.

- Facility to take inputs from alumni about the courses taught and market trends

- Facility about donations from alumni

1.10 Learning Management System (LMS)

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

1.10.1 Teachers' Portal

- The Teacher's Portal should be integrated with other core module of CMS toperform the teacher's specific tasks.

- Facility to record attendance entry by classes.

- Facility to enter marks of each exam.

- Facility to auto lock of lecturer exam screen once the marks entry has been posted.

- Facility to view complete student profile.

- Facility to create e-learning courses.

- Facility to develop e-learning subject, quiz and online exam.

- Facility to upload multimedia e-learning contents.

- Facility to upload e-learning content assignment by the students.

- Facility to monitor student upload of homework and assignment, track by time.

- Facility to send messages and chat with student and University administration.

- Facility to raise expense claims, demands, etc. and monitor its status.

1.10.2 Students' Portal

- Students should access the portal using their own login id and password.

- Facility to view and update the following information
  - Email/ contact number/ mailing address
  - View academic calendar
  - Register in a program
  - Register for an exam
    - View program/ subjects registered
    - View exam results
    - View attendance
    - View event calendar
    - Access online library
    - Print fees challan
    - Print grade report/ transcripts
    - View payment information such as invoice

- Provision to generate various request such as request for transfer of program, request for hostel transfer, etc. and monitor its status.

- Facility to conduct online quizzes and exams.

- Facility to download homework and assignments, lectures and e-learning contents.

- Facility to submit homework and assignments to lecturer.

- Facility to send messages and email to instructors.

- Facility to distribute class-related content through forums and message boards

- Facility of chat rooms so that students can discuss with each other, or teachers can quickly review information.

- Facility to participate in a survey conducted by the university.

- Facility to access portal through mobile application of the university.

1.11 Hostel Management System Module

Hostel support system specifically designed to allow students, warden & caretaker to monitor and manage hostel activities prolifically.

Hostel Administration: The system should provide monitoring of essential information pertaining to institutions students' residential arrangements from resident status, location, emergency contact information, maintenance complaints and dues status.

Admission Management → Hostel Details Management → Floor Management → Room Management → Mess Management → Leave Management

System Configuration: Each hostel connected to central server, through LAN, which will maintain student information, complaints, inventory, Hostel Budget Information, Emergency number Information, Students Mess Bill information, student's resident's status, Hostel Accommodation availability:

- Provides management and reservation of Hostel room availability
- Hostel Admission section
- Configure and define Multiple Hostel buildings, blocks, rooms, floors
- Room Categorization and Management
- Configure prices schedule for a room category or a room at different events,
- Configure room availability by editing of its available beds
- Statistic and reporting of hostel booking along with advance search
- Manual booking and beds allotment
- Provide feature to record and manage the room shifting request
- Provide Hostel fee setup
- Email correspondence with the student for the follow up of room reservation
- Mess management module with features mess staff record and fee details
- Provides module to manage and provide hostel services as per request of the students
- Students able to online submit their maintenance complaints related to electricity, plumbing, cleanliness, furniture, mess or other services
- Maintain the record along with emergency contact information, guest list of students/faculty members/employees
- Solution include the Hostel Inventory, stock details
- Provides information of the hostel policies/rules and regulations, fee details, date of payments, Guests record, Hostel In/out record of residents (Daily Attendance)
- Notice board for Hostel events and activities
- Customized reports as for students list, student room allotment list, student mess dues, notifications, events circulars, faculty detail reports, inventory status reports.

- Provide Registration / Request Form for Hostel Accommodation.
- Provide Hostel Accommodation Cancellation Request Form.
- Management and Reservation of Hostel Rooms Availability.
- All Hostels Should be reflected separately as follows: -
- PAF-IAST Boys Hostel:
- Includes; Blocks, Floors, Room No, Already filled Rooms, Vacant Rooms (Block & Floor Wise) i.e

  - GF: Block A, Room No A-1 (3 Students), when we select Room A1, it must show us the allotment details i.e complete details of allotted room showing the names of the student, when we select the student, it must show his Bio-Data of the Student, Joining Date, Fee Summary i,e Monthly payment (Paid or Not Paid), Hostel IN/OUT and Weekend Leave record) and monthly attendance etc.
- The same for Hattar Boys Hostel and Girls Hostel as well.

- Room Categorization & Management i.e Two Beds Room, Three Beds Rooms, Filled Rooms, Vacant Rooms etc.
- Configuration / editing rights for editing of Hostel Room as per Room category.
- Statistics and Reporting of Hostel with bookings, allotments, advance search.
- Manual Booking and Bed Allotment (Access for entering requestee data and allotment).
- Feature of recording and managing the room shift request.
- Feature of Hostel Fee Setup (Accommodation, Security, Mess Advance).
- Email Correspondence with the students for the follow up of the room reservation.
- Mess Management Module with features of mess staff record (Bio-Data, Leaves, Short leaves, Absentees, Menu, Monthly Billing, Late Payment Charges etc).
- Provide module to manage and provide hostel services as per request of the students i.e Leave Pass issuance and record, Transportation request, medical facility request etc).
- Students able to online submit the maintenance complaints related to electricity, plumbing, cleanliness, furniture, mess and other services.
- Maintain the record along with emergency contract information, guest list of students / faculty members / employees.
- Module to be include for the management and record of hostel inventory and stock details.
- Provides information of the hostel policies / rules and regulations, fee details, date of payment, Guest Record, Hostel IN/Out record of residents (Daily attendance).
- Notice Board for Hostel events and activities, Notifications and Announcements.
- Customized reports as for students list along with complete bio data and emergency contact numbers, student room allotment list, student mess dues, notifications, event circulars, faculty detail reports, inventory status reports.
- Report must also include the hostel cancellation data reflecting (date of cancellation, approval, refunds i.e Security, Rent, Mess Advance along with dates).

1.12 Outcome Based Education:

Outcome-Based Education (OBE) is an educational evaluation system that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goals/outcomes. The proposed system should support the following functions and features:

- Facility to define Program Educational Objectives (PEOs), Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for numerous batches of programs.

- Facility to append and update PEOs, PLOs and CLOs for single and collective courses within threshold limits.
  - Facility to submit the OBE results for single and multiple courses.

- Facility to define KPIs for batches

- Facility in Gradebook to show CLO and PLO Scores

- Facility to generate numerous reports as per QAE and PEC requirements.

1.13   Transport and Complaints Management
1.13.1 Transport Management System

A Transport management system module will solve the problems faced by students / faculty / Transport office in the university environment.

- Member Request for transport service and view request status.
- Fee Management
- Route Schedule
- Dashboard for Transport Office
- Leasing contracts: Specify contract start and expiry dates, activation and recurring costs, and status of the contract.

- Keep track of mileage: Report odometer readings to keep track of the vehicle's mileage and forecast service and repairs.
- Monitor fuel consumption: Record every refill for each car to monitor fuel consumption or link each vehicle to a specific fuel card to automatically record transactions.
- Vehicle maintenance: Have a day-by-day follow up of all vehicle's maintenance needs, to forecast services and keep track of repairs.
- Overview by car: Get a clear view of all the costs for each vehicle.
- Statuses: Create several statuses to get a clear view of vehicles ordered, vehicles in your park, vehicles you don't own anymore, etc.
- TM system should manage leasing and all other contracts Supervise all contracts for your vehicles and receive a warning email when contracts reach their expiration date.
- Route tracking
- Expense tracking
- Fleet analytics

Integrations:

- **Accounting**
  All movements in Fleet are automatically recorded within your accounting report and are taken into account in forecasts.

- **Employees**
  Fuel logs and other costs can be recorded as employee expenses and considered when managing employees.

1.13.2 Complaints Management System

A complaint management system module will solve the problems facing by students / faculty in the university environment. The basic problems facing complaint management are:

- Service Level Agreements (SLA)
- Complaint Category / Type
- Register Complaint
- Assign Tickets
- Prioritize tickets
- View Ticket Status
- Live Chat
- Reports

Mandatory Integration with 3rd Party Software/ Services

LDAP	1. Integration with Assure/ Windows Active Directory and other LDAP services for AAA services
CNIC Verification	2. Ability to verify CNIC and extract/ record corresponding personal information from NADRA System
Online Payments	3. Ability to connect with the Online Payment System through Bank(s) for all types of payments across the solution
ERP	4. Integration with current ERP System
Short Messaging Services	1. Integration with the SMS Gateway for delivery of notifications/ alerts to the users of the solution

Learning Management Service	2. Integration with open source LMS like MOODLE
Smart Card Integration System	3. Integration of Smart Card System for automation of various services, like attendance, access control, card-based services, etc.
Library Management System	4. Integration of Library Management System, like Koha, etc.
Complete installation of all sub-components pertaining to Portal, Dashboards, Reports, & mandatory Integrations as per manufacturer's guidelines with all modules. Configuration of all sub-components for an optimum and efficient output of the solution, meeting the objectives and requirements. Testing and commissioning of the complete setup as per the requirements and satisfaction of PAF-IAST.	

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 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 (02) 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-CMS-ITB-22-23		

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-CMS-ITB-22-23		

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-CMS-ITB-22-23		

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-CMS-ITB-22-23		

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	48
	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

Tax Payment Standing

Annual Tax Paid by the Bidder

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-CMS-ITB-22-23		

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 all Component.

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-CMS-ITB-22-23		

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)*		Compliance	
	O	**C**	**T**
Required Features/ Functionalities	**Offered Items**		
1.1 Campuses, Affiliated Colleges & Faculty			
The salient features of the module should include but not limited to the following:			
▪ Facility to maintain multiple campuses and affiliated colleges, addresses, contact information, higher management profile, etc.			
▪ Facility to define student information such as name, contact number, email address, mailing address, academic records and other details.			
▪ Facility to define different fee structures.			
▪ Facility to define quota rules.			
▪ Facility to define academic rules for admission, enrollment, exams, double degree, semester freeze and un-freeze, semester repeat, attendance, grading system and other rules and scenarios defined in the prospectus and university directives.			
▪ Facility to define scholarship programs, donors and criteria for awarding scholarships.			
▪ Facility to setup faculties, their departments and affiliated colleges.			
▪ Facility to define affiliated colleges and their departments			
▪ Facility to setup admin staff such as VC, Deans, Chairpersons, Directors, Dy. Directors, Registrar, Dy. Registrar, lab incharge, superintendents, etc.			
▪ Facility to maintain bank accounts for fee collection.			
▪ Facility to maintain Semester and Annual Academic Programs and their details such as number of years, number of semesters, regular and summer semester, maximum credits hours, degree duration, batches with the following information: -			

• Batch Code and Name.	
• Years to pass such as MA/ MSc previous year, MA/ MSc final year, BA/ BSc 3rdyear, BA/ BSc 4th year	
• Maximum Credit Hours to Pass.	
• Number of Core Credit Hours to Pass.	
• Number of Major/Minor Credit Hours.	
• Date of Admission.	
• Registration Number Template if any.	
• Passing Marks of a Course.	
• Batch Timings (Morning or Evening etc.).	
• Number of Probations.	
• Probation starts CGPA and ends CGPA.	
• Any Specialization is offered.	
• Any Thesis/Project is offered.	
▪ Any other setup required for the processing of CMS related transactions.	

1.2   Admission System

The salient features of the module should include but not limited to the following: The module starts at the stage when a student applies for the admission and ends when the student is selected in a program.

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

payment, absence or any other administrative issues.		
1.3 Student Enrollment, Discipline, and ID Card		
1.3.1 Enrollment Module		
• The module starts at the stage when a student gets admission in a program and ends when the student is enrolled in a program.		
• Facility for the student to select courses offered in a semester through the system upon new admission.		
• Facility to select courses for new semester by the students.		
• Facility to define and implement course selection rules as defined in the prospectus such as number of credit hours, eligibility of re-selection of repeat courses, etc.		
• Facility to review enrollment list/ course selection chose by the students.		
• Facility to assign CMS Registration number for record tracking.		
• Facility to maintain study schemes in which students have been enrolled, along with electives.		
• The system should have the facility to allocate courses from multiple study schemes to students where a student can select a course from new scheme though he/she has been enrolled to old study scheme.		
• Facility to freeze semester or course and generation of alerts to all the concerned departments.		
• Facility to setup batch/ session to be attached with each student.		
• Facility to close enrollment of student at the completion of study programs.		
• System should have facility for self-service enrollment of course and administrative enrollment of course		
• Process of registration/dropping of courses: student will select course, and forward it to advisor for approval or any comments, advisor will forward it to HOD or revert to student, HOD will approve or revert back to admin.		
• Provide ability to self-enroll by the students through online module, in one or multiple courses. System must check all enrollment rules defined in the academic program like min./max. allowed cred hrs., pre-requisite etc.,		
• Student can Add, Drop & SWAP the courses through self-enroll with in specific timeline		
• co-requisite, pre-requisite, load criteria should be checked automatically by system for course registration		
• University policy should be followed for UG students, PG students for normal		

semester and for summer semester as policies varies for different students	
• Theory and Lab should be treated as separate courses	
• Automatically restriction of student to register/drop courses after certain date.	
• administrative should be able to enroll and drop individual student in one course or multiple courses by one click (bulk action)	54
• administrative should be able to enroll and drop courses of students in bulk from one course or from different courses (bulk action)	
• In enrollment module, every process/action should have option to perform process in bulk	
• Every course has course code, course category so system should have facility to define course as per university policy.	
• System should have ability to update/edit course/class details for running session, or for upcoming sections or for students who has already passed the course	
• Admin/ advisor/ HOD/Dean should be able to view enrollment of courses of student across terms.	
• Simultaneously enroll multiple Students taking the same Class(es) or Section(s)	
• Allow admin to create and save a population of Students who are to be enrolled together in Class(es) or Section(s).	
• Allow admin to re-run a batch process for enrollment.	
• Allow admin to view overall count and enrollment details of students who were successfully enrolled or failed enrollment in a batch run.	
• Provide ability to hold or block registration if any discrepancy.	
• Provide ability to register a user-defined student group into a class or group of classes.	
• Whenever a student repeats a course, it is tagged as "Repeating" in the system.	
• Review an enrollment roster for a class administratively or by faculty portal to review enrollments details including marks, grade, attendance health, enrollment status.	
• Ability to enable Course Equivalency checking and setup Course Equivalencies.	
• Ability to setup course requirements like minimum grade achieved, minimum credits earned, minimum courses taken etc.	
• Ability to allow administrative/self-enrollment with in Minimum allowed Credit Hours and Maximum Allowed Credit Hours.	
• System should have ability to create multiple sections with restriction of seat capacity	
• System should have ability to restrict student of one program, batch, department to enroll in some specified section.	

• if a student transfer from one section to another, then option of transferring attendance and marks/grades.	
• system should have ability to withdraw course within specified deadline.	
• All reports related to enrollment module should be generated from system automatically and should convey meaningful information as required by PAF-IAST.	55
• Dynamic reporting feature should be available for enrollment module.	
• Dashboard related to enrollment module should convey all meaningful information as required by PAF-IAST.	

Online Registration Form

The salient features of the module should include but not limited to the following: The module starts at the stage when a student applies for the admission and ends (ends for applicant) when the student is selected in a program.

- Online sign up and application form for online application.
- Form should have edit option for the applicant till the merit calculation period, and provost section should have rights to edit it. Applicant should have rights to change the test dates, time, and test center. When a form is submitted, an alert message/admit card will be sent to the applicant for specific instructions, or any text entered by the provost section at the time of configuration.
- The color should be change according to the status of application on both ends (applicant/admission portal), like fee submitted > green.
- Preference selection must be a part of application form at the time of form filling, while preference change option should be there by the approval of admission section.
- A dashboard must be there on admission portal, where graphical and tabular representation of admission cycle must be shown.
- Admission section will have the rights to unsub or delete an application if an applicant creates duplicate or wrong application.
- Admission section can view the user information, even in early stage of application while signup, to view the no. of users.
- Admission Section can view the username of applicant and can reset the password if applicant forgot the password.

System Features

- Automatic fee voucher generation for each category, like test fee, tuition, hostel and transport etc.
- System will verify the applicants' data automatically, based on criteria defined in the system.
- Admit Card sending option to all relevant applicants for specific test date, time, and center.
- Exam section can enter the test result in applicants' profile in bulk or by single entry.
- Automatic (on one click) merit calculation facility, including quota for gender, district, provinces, marks of previously attained qualifications such as Matric, Secondary, Bachelor and other qualification possessed by the candidate.
- Program wise, preference wise merit calculation facility.
- Facility to publish the merit list and send alert to successful applicants to pay fee and further process.
- Facility of program change after admission.
- Facility to tag the students who qualifies the interview and document verification process.
- Facility to generate the notification to the successful to deposit fee as per the schedule.
- Provision to apply for other facilities by the institution such as transport, hostel etc.
- Facility to cancel, suspend student admission based on rules defined in the system such as low GPA, misconduct, non-payment of dues etc, and send the notification automatically to concerned academic in charge that admission is cancelled or suspended.
- Facility to conduct and maintain Hafiz-Quran/Disable test/interview records.
- Facility to readmit a student whose admission has been cancelled.

- A log should be created for every student, containing warnings, suspension, academic prob by the institution.
- Facility to send bulk notification via email/text message to existing students/applicant as per criteria, like students of fall-2021, applicants who did not pay the fee in admission cycle 2023.

Reporting
- Reporting is core need of Admission section in any case, so the system will have the capacity to generate summarized reports as per criteria.
- Reports based on batch, semester, program, department, gender, province, disability, educational background (pre-medical) etc.
- Summary based on submitted/draft/program etc during admission cycle.
- Comprehensive report of overall admissions.
- Report of academic withdrawn, cancelled, suspended, and freeze students.
- Report of all offered applicants.
- Report of enrolled students.
- Report of students who paid the fee.
- Any other report, which may be asked by the section head.

1.3.2 Student Discipline

- Facility to maintain record of student conduct and discipline.

- Facility to issue show cause notices to students.

- Facility to sent SMS/Email for personal hearing before the discipline committee.

- Facility to inform Parents/ Guardian regarding student misconduct if needed.

- Facility to maintain record of show cause notices/penalties.

- Facility for student to appeal against the decision of disciplinary committee to the appellate committee.

- Facility to communicate decision of disciplinary/ appellate committee to the student concerned.

1.3.3 Student University ID Card

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

- Facility to issue university ID card to employees and students

- Facility to generate different designs/formats university ID cards

- Facility to print multiple ID cards on single page

- Facility to take picture and integrate it in the ID card

1.4 Timetable, Enrollment and Event Management
1.4.1 Timetable

- Facility to define parameters such as number of students per discipline, number of students per course in each discipline, number of labs per course, number of classes per week, teachers' maximum load, section per course, etc.

- Facility to define number of rooms and their usage (classrooms, labs, etc.)

- Facility to assign faculty members to the subject/ course

- Facility to define calendar such as shifts (morning, afternoon, night etc.), working days (Monday, Tuesday, etc.) and class duration (1 hour, 2 hours, etc.)

• Facility to define common subject combination into a single class.	
• Facility to define lecturer day preference (Monday, Tuesday, etc.),lecturer time preference (Morning, afternoon, night etc.)	
▪ Facility to support cancelation, replacement and relocation of classes.	
• Based on the above parameters, the system should auto generate timetable withclash checking for classrooms, faculty members and students.	
• Facility to generate various reports based on timetable.	
• Facility to assign workload to faculty	
• Facility to assign additional workload	
• Facility to generate actual workload and extra workload	
1.4.2 Academic Event Calendar Module	
The salient features of the module should include but not limited to the following:	
• Facility to create semester creation with semester start date and end date.	
• Facility to enter course/ semester add/ drop deadline date.	
• Facility to enter tentative examination (mid-term & final-term) date sheets.	
• Facility to enter result submission date.	
• Facility to enter tentative result declaration date.	
• Facility to enter convocation dates.	
• Facility to enter dates of other non-academic events such as sports event, jobfairs, drama & debate competitions, Naat & Qirat competitions, or any other external event.	
• Facility to define and generate alerts of upcoming events.	
• Reporting feature as per requirement of AD Academic.	
1.4.3 Event Management Module	
The Event Management module should assist the user to plan and execute various activities that need to be performed to organize any event hosted by different department/ section i.e. ORIC, Career Centre, Faculties, Sports, Provost office, Directorate of Student Societies etc. The system will have the following salient features:	
• Facility to define event calendar which should be displayed on the PAFIAST Website.	
• The system should be able to generate alerts (SMS and Email) to the staffand student regarding upcoming event.	
• Provision to define event schedule to plan various activities to organize an event. The user should be able to define timeline, budget and resource for eachactivity.	
• Facility to update actual cost and time for each activity.	
• This module should be integrated with the Workflow system to raise demand for getting approval from the competent authority.	
• Reservation of venue and allocation of space for any event through Email andSMS to	

all participants.	
• Facility to integrate with social media applications to share events related information.	
1.4.4 Curriculum Module	
The salient features of the module should include but not limited to the following:	
• Facility to add department wise course code and name with number of credithours and course type (regular, non-credit, etc.)	
• Facility to configure batch scheme of study with course code, course credit hour, passing marks, course type (regular, non-credit, etc.), optional or core course.	
• Facility to attach teachers with courses offered in the semester of the specific batch.	
• Facility to enter course syllabus/ outlines along with recommended books.	
• Facility to enter course composition such as theory, lab, project, assignments,quizzes, etc.	
1.4.5 Attendance Module	
The salient features of the module should include but not limited to the following:	
• Attendance module should be integrated with the electronic machine such asbiometric or Radio-Frequency Identification (RFID) machine.	
• System should maintain the attendance of students and faculty members of each class.	
• Facility to rectify data fetched by the attendance machine by the authorized personnel.	
• Facility to integrate with the Timetable & Class Scheduler module to recordclass-wise attendance of teachers and students.	
• Facility to record the check-in and check-out times of teachers, students, employees, etc. at entry and exit points of the university through swipe cards andelectronic barrier gates (i.e. tripod, flap, etc.).	
1.4.6 Meetings Module	
• Facility to define list of meeting venues	
• Facility to create meetings with date and time	
• Facility to send email/alerts to members of the meeting	
• Facility to schedule meeting by voting like doodle	
• Facility to assign venue to meeting	
• Facility to generate real-time report of the on-going meetings	
1.5 Student Financial and Scholarship System **1.5.1 Student Financial System**	
• Facility to generate online fee challans for the following cases: ▪ Entry test fee ▪ Admission of new program	

▪ Semester fee challan	
▪ Course fee, diploma, certificate fee, etc.	
▪ Other fee such as transcript fee, degree fee, semester fee, etc.	
• Each challan will have multiple head of accounts i.e. security fee, admission fee, course fee, Student cards fee etc.	
• Facility to handle the following scenarios: ▪ Part payments and instalments ▪ Adjustment of advances ▪ Scholarship ▪ Waivers ▪ Penalties on late payment ▪ Refund of fee	
• Facility to upload bank scroll in machine readable format based on challanID of a student or electronic data interchange service giving challan wise collection of fees deposited by the students in the bank. ☐ Facility to record bank/ cash receipt	
• Provision to enter adjustments to rectify errors	
• Provision to create bank reconciliations	
• Facility to handle final settlement of students through the system	
• Facility to generate projected fee estimates of any program enrolled with reference to any student.	
• Facility to generate challan based on different category such as batch, individual student, semester wise, program wise, etc.	
• Facility to maintain history of semester wise fee charged to the student.	
• Integration with General Ledger (a module of ERP software) to post financial effects of different receipts in the form of journal voucher.	
1.5.2 Scholarship Management	
The salient features of the module should include but not limited to the following:	
• Facility to define different scholarship programs offered by different bodies i.e. HEC, USAID, OGCDL, Faculty Development Program, Overseas Scholarship, etc.	
• Facility to define criteria for shortlisting of applicants for each scholarship program.	
• Facility to record and process request raised by the donors i.e. HEC for the advertisement of scholarship slots for submission of scholarship applications.	
• Facility to host online application form on the PAFIAST website to collect application from the applicants who wish to avail scholarship.	
• Facility to attach supporting documents with the application form.	
• Facility to view the application in tabular form and assign scores based on the credential provided by the applicant.	
• Facility to shortlist the applicants based on the scores and rules defined by the University.	

|	
• Provision to plan interview sessions with the applicants who qualify for next round of interview and send call letter to the student for interview.	
• Facility to enter score of applicants during the interview session.	
• Provision to prepare merit list and waiting list of shortlisted applicants.	
• Facility to record invoice in the system to release funds from the donor. The system should be integrated with Receivable module to post the financial effect of invoice	
• Facility to record the receipt against invoice through Cash Management module discussed above.	
• Facility to disburse payment to the applicant through the Cash Management module or adjust the amount against fee challan generated from the Student Financial module of CMS.	
• Facility to generate the scholarship grants utilization report from the accounting system.	
• Facility to enter closing of scholarship award upon successful completion of the program by the student.	
• Facility to record invoice in the system to release funds from the donor. The system should be integrated with Receivable module to post the financial effect of invoice.	
1.6 Examination Module	
• Facility to propose tentative semester wise date sheet by Controller of Examinations.	
• Facility to publish final date sheet on university website as well as on student portal after getting approvals.	
• Facility to schedule exams and resources such as seating capacity, supervisory staff, etc.	
• Facility for the faculty/ Exam section to setup scoring scheme for each course such as weightage of mid-term exam, final-term exam, assignments, quizzes, class participation, etc. to compute GPA.	
• Provision to adjust score based on absolute marking.	
• Facility for the faculty to upload scores of mid-term, final-term, quizzes, assignments, etc.	
• Facility to verify and approve award list at different levels(HOD, etc) compiled by different faculties. The award list contains the results of mid and final terms exam and score of assignment obtained by the students.	
• Online hosting of final results and transcript so that the student can view or print result from student web portal.	
• Provision to adjust score based on absolute marking.	

• Facility for the faculty to upload scores of mid-term, final-term, quizzes,assignments, etc.	
• Facility to verify and approve award list at different levels(HOD, etc) compiledby different faculties. The award list contains the results of mid and final terms exam and score of assignment obtained by the students.	
• Online hosting of final results and transcript so that the student can view orprint result from student web portal.	
• Facility to constitute committee of external examiner, supervisor and othermember to examine the thesis submitted by students and to conduct viva.	
• Facility to attach each batch of students with the committee, supervisors, etc.	
• Provide an online access to supervisor/ exam section to record result of thesisand viva to prepare award list (results).	
• Facility to handle students migrated to and from other institutes.	
• Facility to handle course equivalency of migrated students.	
• Support/Flexibility for change in university semester by laws.	
• Registration, Enrollment, roll number and result support for private and affiliated	
1.6.1 Degree/ Transcript	
The salient features of the module should include but not limited to the following:	
• Maintain student application status for issuance of required certificate or degree	
• Maintain stock and movement of blank copies of transcripts, provisionalcertificates, degrees and distinction certificates	
• Maintain issued Transcript, Provisional Certificate, Degree and DistinctionCertificate along their numbers records of a student	
• Integration with Student Financial Module to ensure that students' outstandingdues have been cleared and fee for degree/ transcript has been paid.	
• Facility to maintain history of issuance of certificate to the student i.e.original, duplicate, etc.	
Other Exam Section Requirements: • Maintain record of Answer booklet issuance during mid and End Semester Exam. • Record of Answer booklet submission to exam department (Checked Paper). • Maintain record of original documents submitted to exam section and issued to students. Status of original document should be available on concern student web portal. • Semester wise Exam Admit Card creation and should be available on student web portal. • Seating plan creation for Exam conduction. • Entry test result uploading on student portal.	

- Implementation of Exam policies.	
- Access of Academic calendar to the Exam department.	
- Access of Academic timetable to the Exam Department.	
- Result of Exams should be locked once it is uploaded and can be changed only with the approval of COE (if necessary).	
- Access of Faculty portal to the Exam Department.	
- Program wise course Listing.	
- Program wise Student Listing along with the status of repeater students.	
- Status of activated, suspended and withdrawal students.	
- Student attendance (i.e overall and student wise).	
- List of short of Attendance students.	
- Attendance of student should be locked before one week of Commencement of Exam and it can be changed only with the approval of COE (if necessary).	
- Online verification of Transcripts and Degrees.	
- Program wise consolidated Sheet creation.	
1.7 Research and Final Year Project (FYP) Module	
The salient features of the module should include but not limited to the following:	
- Facility to enroll students for final year projects and thesis.	
- Facility to approve proposals and thesis by evaluation committee.	
- Facility to define schedule for proposal, presentation, and final reports	
- Facility to record FYP, thesis, research project and publications by faculty members	
- Facility to record grade for completed projects and thesis	
- Facility to record feedback for proposal/thesis, presentation, and reports	
- Facility to record and archival of proposal and thesis for undergrad andpostgrad students	
- Integration with central repository/ achieving system for storing project related material	
- Facility to record payments of both local & external examiners Payable system	
- Facility to generate alerts and reports for enrolled students and users	
- Facility to attach images/ MS Office files along with submission of proposaland other requirements	
1.8 QEC and ORIC **1.8.1 QEC:**	
The salient features of the module should include but not limited to the following:	
- Facility to define custom surveys such as teacher's evaluation, course evaluation,etc. as required by the HEC or any other bodies.	

• Facility to define rating scales, score and weightage of questions.	
• Facility to host survey online and invite audience to participate through email / SMS.	
• Facility to produce analysis of survey data through Business Intelligence (BI) tools.	
• Facility to specify time for collecting feedback and subsequent reminders.	
• Facility to export data of the collected feedback in CSV/Excel/ or any other format.	
• Facility to generate status of pending and completed feedback.	
• Facility to develop & update faculty CVs and verification feature of publication record.	
• Facility to calculate impact factor and integration with google scholar to calculate and update citations on run time.	
• Feature to automate self-assessment repots of IQA, PEC and other accreditation	
• Facility to automate Post Graduate Program review (PGPR) as per the standard proforma of QAA-HEC	
• Automation of institutional proforma evaluation (IPE) as desired by QAA-HEC	
• Synchronizing data of all staff (Dept / sections) & students second with customization (Yearly Progress Report)	
• Feature to self-feeding & custom edit in the YPR	
• Write to QEC (Complaint Feature)	
• Integration of PAF-IAST quality structure and learning program level, department level, and institutional level committees.	
1.8.2 ORIC Module	
Salient of module are as under:	
• Facility to maintain and track faculty research proposals information.	
• Facility to maintain and track CPD activities	
• Facility to track incubates information.	
• Facility to track seminar and conferences information	
• Facility to track consultancy information provided by faculty members.	
• Facility to track faculty / students startup, companies, products, and commercialization activities	
1.9 RTTM and Alumni Module	
1.9.1 RTTM (Research Tracking and Thesis Management)	
Main scope of this module is to record all activities related to research during the study period. Provides thesis tracking and management of PG/PhD students as follows:	

• Provide mapping of thesis tracking and management forms into the system.	
• Provision to create committees, topic and supervisor assignments.	
• Ability to submit proposal documents.	
• Provision to define timelines, manage "to do" list of activities and six-monthly progress report.	
• Provision of submission synopsis thesis defense proposal.	
• Record approval from GEC committee and supervisor on presented defense proposal	
• Thesis Submission, to obtain the defense date by submitting plagiarism reports, thesis documents etc.	
• Record thesis defense presentation marks into the system.	
• Evaluation from GEC, supervisors.	
• Allocation of grades into the system based on evaluation by the concerned faculty, HoD and principal etc	
• Advisor/supervisor can assign supervisor to multiple students.	
• Approval workflow of thesis from different levels (Faculty, HoD, Principal and main office).	
• Generation of TH-1, 2, 3, 4, 5 and TH-6 forms as per PAFIAST format.	
• Provision of dynamic and pre-defined paginated reports as per provided templates.	

1.9.2 Alumni Module

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

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

1.10 Learning Management System (LMS)

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

1.10.1 Teachers' Portal

• The Teacher's Portal should be integrated with other core module of CMS toperform the teacher's specific tasks.	
• Facility to record attendance entry by classes.	
• Facility to enter marks of each exam.	
• Facility to auto lock of lecturer exam screen once the marks entry has been posted.	
• Facility to view complete student profile.	
• Facility to create e-learning courses.	
• Facility to develop e-learning subject, quiz and online exam.	

• Facility to upload multimedia e-learning contents.	
• Facility to upload e-learning content assignment by the students.	
• Facility to monitor student upload of homework and assignment, track by time.	
• Facility to send messages and chat with student and University administration.	65
• Facility to raise expense claims, demands, etc. and monitor its status.	

1.10.2 Students' Portal

• Students should access the portal using their own login id and password.

• Facility to view and update the following information

1.1.1.1.1 Email/ contact number/ mailing address

1.1.1.1.2 View academic calendar

1.1.1.1.3 Register in a program

1.1.1.1.4 Register for an exam

- View program/ subjects registered
- View exam results
- View attendance
- View event calendar
- Access online library
- Print fees challan
- Print grade report/ transcripts
- View payment information such as invoice

• Provision to generate various request such as request for transfer of program, request for hostel transfer, etc. and monitor its status.

• Facility to conduct online quizzes and exams.

• Facility to download homework and assignments, lectures and e-learning contents.

• Facility to submit homework and assignments to lecturer.

• Facility to send messages and email to instructors.

• Facility to distribute class-related content through forums and message boards

• Facility of chat rooms so that students can discuss with each other, or teachers can quickly review information.

• Facility to participate in a survey conducted by the university.

• Facility to access portal through mobile application of the university.

1.11 Hostel Management System Module

Hostel support system specifically designed to allow students, warden & caretaker to monitor and manage hostel activities prolifically.

Hostel Administration: The system should provide monitoring of essential information

pertaining to institutions students' residential arrangements from resident status, location, emergency contact information, maintenance complaints and dues status.

System Configuration: Each hostel connected to central server, through LAN, which will maintain student information, complaints, inventory, Hostel Budget Information, Emergency number Information, Students Mess Bill information, student's resident's status, Hostel Accommodation availability:

a. Provides management and reservation of Hostel room availability

b. Hostel Admission section

c. Configure and define Multiple Hostel buildings, blocks, rooms, floors

d. Room Categorization and Management

e. Configure prices schedule for a room category or a room at different events,

f. Configure room availability by editing of its available beds

g. Statistic and reporting of hostel booking along with advance search

h. Manual booking and beds allotment

i. Provide feature to record and manage the room shifting request

j. Provide Hostel fee setup

k. Email correspondence with the student for the follow up of room reservation

l. Mess management module with features mess staff record and fee details

m. Provides module to manage and provide hostel services as per request of the students

n. Students able to online submit their maintenance complaints related to electricity, plumbing, cleanliness, furniture, mess or other services

o. Maintain the record along with emergency contact information, guest list of students/faculty members/employees

p. Solution include the Hostel Inventory, stock details

q. Provides information of the hostel policies/rules and regulations, fee details, date of payments, Guests record, Hostel In/out record of residents (Daily Attendance)

r. Notice board for Hostel events and activities

s. Customized reports as for students list, student room allotment list, student mess dues, notifications, events circulars, faculty detail reports, inventory status reports.

1.12 Outcome Based Education:

Outcome-Based Education (OBE) is an educational evaluation system that bases each part of an educational system around goals (outcomes). By the end of the educational experience, each student should have achieved the goals/outcomes. The proposed system should support the following functions and features:

- Facility to define Program Educational Objectives (PEOs), Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for numerous batchesof

programs.	
• Facility to append and update PEOs, PLOs and CLOs for single and collectivecourses within threshold limits. ▪ Facility to submit the OBE results for single and multiple courses.	
• Facility to define KPIs for batches	
• Facility in Gradebook to show CLO and PLO Scores	
• Facility to generate numerous reports as per QAE and PEC requirements.	
1.13 Transport and Complaints Management **1.13.1 Transport Management System**	
A Transport management system module will solve the problems faced by students / faculty / Transport office in the university environment.	
• Member Request for transport service and view request status. • Fee Management • Route Schedule • Dashboard for Transport Office • Leasing contracts: Specify contract start and expiry dates, activation and recurring costs, and status of the contract. • Keep track of mileage: Report odometer readings to keep track of the vehicle's mileage and forecast service and repairs. • Monitor fuel consumption: Record every refill for each car to monitor fuel consumption or link each vehicle to a specific fuel card to automatically record transactions. • Vehicle maintenance: Have a day-by-day follow up of all vehicle's maintenance needs, to forecast services and keep track of repairs. • Overview by car: Get a clear view of all the costs for each vehicle. • Statuses: Create several statuses to get a clear view of vehicles ordered, vehicles in your park, vehicles you don't own anymore, etc. • TM system should manage leasing and all other contracts Supervise all contracts for your vehicles and receive a warning email when contracts reach their expiration date. • Route tracking • Expense tracking • Fleet analytics	
Integrations:	
• **Accounting** All movements in Fleet are automatically recorded within your accounting report and are taken into account in forecasts.	
• **Employees** Fuel logs and other costs can be recorded as employee expenses and considered when managing employees.	
1.13.2 Complaints Management System	
A complaint management system module will solve the problems facing by students / faculty in the university environment. The basic problems facing complaint management are:	
• Service Level Agreements (SLA)	
• Complaint Category / Type	
• Register Complaint	

• Assign Tickets	
• Prioritize tickets	
• View Ticket Status	
• Live Chat	68
• Reports	

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-CMS-ITB-22-23		

[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 Including Taxes [in Rs.] (b)	Total Price [in Rs.] c=a*b
1. HARDWARE REQUIREMENT (QUANTITY AND SPECS TO BE FILLED AND PROPOSED BY BIDDER)			
a. Hardware Cost (including all servers and other peripherals as per SOW)			
2. SOLUTION LICENSES (IF APPLICABLE) FOR FOLLOWING COMPONENTS (The bidder must mention the cost of all licensing here. No license must be hidden from PAFIAST. If so then the bidder is solely responsible for that).			
a. Campuses, Affiliated Colleges & Faculty	7		
b. Admission System	8		
c. Student Enrollment, Discipline, and ID Card	8		
d. Timetable, Enrollment and Event Management	10		
e. Student Financial and Scholarship System	7		
f. Examination Module	10		
g. Research and Final Year Project (FYP)	7		
h. QEC and ORIC	7		
i. RTTM and Alumni Module	6		
j. Transportation and Complaints Management	6		
k. Hostel Management System Module	8		
l. Outcome Based Education	8		
m. Learning Management System (LMS)	8		
3. IMPLEMENTATION COST (ONE-TIME)			
a. Campuses, Affiliated Colleges & Faculty	1		
b. Admission System	1		
c. Student Enrollment, Discipline, and ID Card	1		
d. Timetable, Enrollment and Event Management	1		
e. Student Financial and Scholarship System	1		
f. Examination Module	1		
g. Research and Final Year Project (FYP)	1		
h. QEC and ORIC	1		
i. RTTM and Alumni Module	1		
j. Transportation and Complaints Management	1		

k.	Hostel Management System Module	1			
l.	Outcome Based Education	1			
m.	Learning Management System (LMS)	1			
4. ADDITIONAL ANY THIRD PARTY INTEGRATIONS					
1	Any third-party integration or on demand basis (e.g. integration with local AD, Microsoft Azure, ERP, LBMS etc.)	**1**			
5. ANNUAL OPERATION & MAINTENANCE COST					
a.	O&M with agreed SLA along with Two Level-3 Resident Engineers for day-to-day operations, development, and management of the quoted solution / product.	1			

Extended Warranty Price (at discretion of PAF-IAST)

Annual Product Warranty/ Support in percentage of License(s) costs, applicable to individual License cost as well	2 nd Year (in PKR)	3 rd Year (in PKR)	4 th Year (in PKR)
6. PRODUCT WARRANTY OF SOLUTION LICENSES (IF APPLICABLE) FOR FOLLOWING COMPONENTS			
a) Campuses, Affiliated Colleges & Faculty			
b) Admission System			
c) Student Enrollment, Discipline, and ID Card			
d) Timetable, Enrollment and Event Management			
e) Student Financial and Scholarship System			
f) Examination Module			
g) Research and Final Year Project (FYP)			
h) QEC and ORIC			
i) RTTM and Alumni Module			
j) Transportation and Complaints Management			
k) Hostel Management System Module			
l) Outcome Based Education			
m) Learning Management System (LMS)			
8. POST-PRODUCTION SUPPORT			
a. Post-production support of Implemented solution with required SLA			

Total Bid Value in Figures (including all taxes and extended Warranty): _____

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