



**TransKarachi**

Operator of the Karachi Breeze System

**PROJECT: 47279-002, KARACHI BUS RAPID TRANSIT RED LINE PROJECT**

**Government of Sindh**

**REQUEST FOR QUOTATIONS**

***for***

**Provision of Services for the Software Solution/ERP**

**Contract Ref No: KBRT-Serv-ERP/FIN/2022/001**

**March 2022**

## REQUEST FOR QUOTATION - SERVICES (RFQS)

Project Title : Karachi Bus Rapid Transit Redline Project

Source of Funding: Asian Development Bank (ADB)

Title of Procurement: Provision of Services for the Software Solution/ERP

Contract Ref : KBRT-Serv-ERP/FIN/001/2022 Date of Issue of RFQ: 1<sup>st</sup> March 2022

To : **Concern**

Sir/Madam:

1. **TransKarachi** (Client) hereby requests you to submit price quotation/(s) for the performance of the services described in the **Scope of Services** attached as **Appendix A** in these documents. If you, however, have been associated with the preparation of this **Scope of Services** that is the subject of this request, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose, in addition to the **Scope of Services**, the **Form of Quotation** and form of **Contract** are also attached.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
  - (a) you/your firm are/is not a citizen/national of an ADB member country, or
  - (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
  - (c) you/your firm are/is owned by the Client, or
  - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date) or
  - (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a Service Provider of the services covered by this **Request for Quotation**. As evidence, you must attach a document of your experience as Service Provider in at least one contract in the last 3 years of a size and nature similar to the requirements of this contract.
4. Your quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the Contract.

### **Preparation of Quotations**

- (a) All the proposed companies/firms are required to furnish & submit their Quotations comprising of both Technical & Financial Proposals. Technical Proposals must contain all the information required for the technical evaluation of firms/companies as indicated category wise in the Evaluation Criteria attached with this RFQ document as Annexure-B. The Financial Proposals should comprise filled & signed Form of Quotation, signed Price & Delivery Schedules and Scope of Services along with their priced Quotation indicating overall Contract Price inclusive of all the taxes.

- (b) Your priced quotation/(s) shall be for all the items as described in the **Scope of Services** and submitted only in the attached **Form of Quotation**. The currency of quoted prices and payment shall be Pakistani Rupees.
- (c) You shall submit only one set of quotations for the above services. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (d) You shall submit **one original** of the **Form of Quotation**, and clearly marked "Original". In addition, you shall also submit **one copy** marked as "COPY". In case of any discrepancy between the Original and Copy, the Original shall prevail.
- (e) Your quotation(s) should be **valid for a period of 30 days** from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Service Providers for the project for two years.

#### **Submission and Opening:**

- (f) The Complete Quotations (One-Original & One-Copy) as described from (a) to (e) above should be submitted by **7<sup>th</sup> March 2022 till 2.30 pm** with the required documents that should be signed, sealed in an envelope, and addressed to and delivered to the following address:

Client's Address : TransKarachi, C-89, near Bilal masjid, Block 2, Clifton,  
Karachi, Pakistan

Telephone : 021-99332476-8

E-Mail: : procurement@transkarachi.pk

**Note:** The submission of Quotation/s in soft copy/format through electronic media/Email is not allowed

- (g) The submitted Quotations shall be opened publically by the Procurement Committee in the presence of participating Service Provider's representatives who choose to attend, on the same day i.e. **7<sup>th</sup> March 2022 @ 3.00 pm** at the address: Committee Room, TransKarachi Corporate Office addressed at C-89, near Bilal Masjid, Block 2, Clifton, Karachi. **Incomplete or late Bids shall not be considered.**

#### **Evaluation and Comparison of submitted Quotations:**

- (h) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offered prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation.
- (i) In evaluating the quotations, the Client will adjust for any arithmetical errors as follows:
  - (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
  - (ii) where there is a discrepancy between the unit rate (where applicable) and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
  - (iii) If you refuse to accept the correction/(s), your quotation will be rejected.

**Award of Contract:**

- (j) The Client shall award the Contract to the Service Provider:
- (a) whose quotation has been determined to be substantially responsive to this **Request for Quotation**;
  - (b) who technically qualifies as per Evaluation Criteria given as **Annexure-B** to this RFQ document.
  - (c) who has offered the lowest price quotation.
- (k) The Service Provider whose quotation has been accepted will be notified by the Client within **Seven (07) days** from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Client.
- (l) The successful Service Provider shall sign the **Contract Agreement** governed by the annexed **Contract Terms and Conditions**. The overall Contract Price shall include all applicable taxes of Government of Sindh, Pakistan.
5. Further information can be obtained from:
- Name : Procurement Specialist  
Address : TransKarachi, C-89, near Bilal Masjid, Block 2, Clifton, Karachi, Sindh.  
Telephone : +92-21-9933476-8  
E-mail : procurement@transkarachi.pk
6. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under **ADB's Anticorruption Policy** (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the Service Provider recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):<sup>1</sup>

- (a) Name of Institution: \_\_\_\_\_
- (b) Period of debarment, ineligibility, or blacklisting (start and end date): \_\_\_\_\_
- (c) Reason for the debarment, ineligibility, or blacklisting: \_\_\_\_\_

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<sup>1</sup> Any such disclosure shall be forwarded by the Client to ADB.



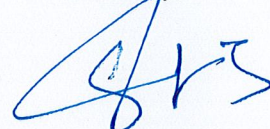
9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:<sup>2</sup>

- (a) Nature of the offense/violation: \_\_\_\_\_
- (b) Court/Area of jurisdiction: \_\_\_\_\_
- (c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): \_\_\_\_\_
- (d) Other relevant details: \_\_\_\_\_

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



**Senior Manager, Accounts & Finance  
TransKarachi**

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<sup>2</sup> Any such disclosure shall be forwarded by the Client to ADB.

*[This Form of Quotation must be furnished & submitted on Supplier's original Letter Head]*

## FORM OF QUOTATION (Services)

To: \_\_\_\_\_ [date]

The TransKarachi  
H # C-89, Block 2, Near Bilal Masjid, Clifton, Karachi, Sindh-Pakistan  
Telephone: +92-21-9933476-8. E-mail: [sfm@transkarachi.pk](mailto:sfm@transkarachi.pk)

We offer to execute the \_\_\_\_\_ [name and number of Contract] in accordance with the Contract Terms and Conditions and the Scope of Services accompanying this Quotation for the Contract Price not to exceed PKR \_\_\_\_\_ [amount in numbers] \_\_\_\_\_ [amount in words] in accordance with **Price Schedule** annexed to this **Form of Quotations**. [Fill the attached Price Schedule form to the Scope of Services.].

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the priced **Scope of Services**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider: \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_  
Name of Signatory : \_\_\_\_\_  
Title of Signatory : \_\_\_\_\_  
Address : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Fax Number, if any : \_\_\_\_\_  
Email address (optional) : \_\_\_\_\_

## ACCEPTANCE

The Client accepts the Service Provider's offer to provide the service.

Name of Client : \_\_\_\_\_  
Authorized Signature : \_\_\_\_\_  
Name of Signatory : \_\_\_\_\_  
Title of Signatory : \_\_\_\_\_  
Date : \_\_\_\_\_

## PRICE SCHEDULE

Payment Milestones

Project implementation milestones

No	Timeframe / Phase Completion	Deliverables	Amount
1	Advance payment	Within 14 days from signing of the contract	10%
2	Initial Assessment/ Completion of Functional and Technical Training to Project/ Software Deployment	Software Requirement Specification/System Analysis Report/Unit test cases, Pilot software, Registration, Licensing and Accreditation, Monitoring & Evaluation module resources, phase completion report /Training Plan, User documentation, Training completion report	20%
3	Completion of Functional and Technical Training to Project	Unit test cases, Upgraded Software, Accounts and Payroll Management, Fixed Assets, Identity and Access Management, phase	60%
4	Project Completion	Comprehensive Project Completion Report/ User Manuals/ Guidance material (Soft and Hard Copies)	10%

**DRAFT**

## CONTRACT AGREEMENT

**Name of Country:** Islamic Republic of Pakistan  
**Project Title:** Karachi Bus Rapid Transit Redline Project  
**Title of Procurement:** Provision of Services for the Software Solution/ERP  
**Contract ReF:** KBRT-Serv-ERP/FIN/001/2022

This Contract is entered into on \_\_\_\_ [date]\_\_ day of \_\_ [month]\_\_, \_\_ [year]\_\_, between \_\_\_\_ [name of Client]\_\_\_\_ (hereinafter called "the Client") on the one part, and \_\_\_\_ [name of Service Provider]\_\_\_\_ (hereinafter called "the Service Provider") on the other part.

Whereas the Client has requested a quotation for \_\_\_\_ [description of services] to be performed by the Service Provider in accordance with the **Contract**, and has accepted the Quotation by the Service Provider in the amount of \_\_\_\_ [amount in words]\_\_\_\_ [amount in figures] hereinafter called "the Contract Price".

The Client and the Service Provider agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
  - a) **Form of Quotation**, with **Scope of Services** and **Appendix** [and **Price Schedule** under *Option B form of quotation*]; and
  - b) **Contract Terms and Conditions**;
2. Taking into account payments to be made by the Client to the Service Provider as hereinafter mentioned, the Service Provider hereby enters into this Agreement with the Client to execute and complete the performance of services under the Contract.
3. The Client hereby agrees to pay, in consideration of the successful performance of the services, the **Contract Price** as indicated and accepted in the **Form of Quotation**, under payment terms stipulated in the **Contract Terms and Conditions**.

IN WITNESS whereof the parties hereto have executed the **Contract** under the laws of \_\_\_\_ [country of Client] on the date indicated above.

**Signature and seal of the Client:**  
For and on behalf of

**Signature and seal of the Service Provider:**  
For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative



## **CONTRACT TERMS AND CONDITIONS**

Project Name: \_\_\_\_\_ Client: \_\_\_\_\_  
Contract No. \_\_\_\_\_

### **1. Definitions**

- (a) "Contract" means the agreement entered into between the Client and the Service Provider, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Service Provider as specified in the Contract, subject to such additions and adjustments thereto pursuant to the Contract.
- (d) "Completion" means the fulfilment of the committed services by the Service Provider in accordance with the terms and conditions set forth in the Contract.
- (e) "Client" means the entity purchasing the Services.
- (f) "Services" means the services the Service Provider will perform as specified in the Scope of Services in Appendix A.
- (g) "Service Provider" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract.
- (h) "ADB" is the Asian Development Bank.

### **2. Applicable Law**

The Contract shall be interpreted in accordance with the laws of the Client's country.

### **3. Language**

All communications and documents related to the Contract shall be in English.

### **4. Assignment**

Any assignment of this Contract or of any rights hereunder, in whole or in part without the prior written consent of the Client shall be void.

### **5. Fraud and Corruption**

This Contract shall be covered by the provisions of [ADB's Anticorruption Policy](#) (1998, as amended to date) and [Integrity Principles and Guidelines](#) (2015, as amended from time to time) that requires Borrowers (including beneficiaries of ADB-financed activity), as well as Service Providers and Contractors under ADB-financed contracts, to observe the highest standard of ethics during the procurement and execution of such contracts.

### **6. Performance of the Services**

The Service Provider shall carry out the Services with due diligence and efficiency and shall furnish to the Client such information related to the Services as the Client may from time to time reasonably request. The Service Provider shall at all times cooperate and coordinate with the Client with respect to the performance of the Services.

- 7. Required Performance Standards** (with attachments as necessary to be prescribed by Client.)
- (a) General Description
  - (b) Specific Standards
  - (c) Performance Parameters

Service Provider confirms compliance with above standards and parameters.

**8. Service Completion Schedule**

The services should be completed as per schedule indicated in the **Scope of Services** but not exceeding **03 Months** from the date of signing of contract.

**9. Fixed Contract Price**

The prices indicated in the **Form of Quotation** are firm and fixed and not subject to any adjustment during contract performance, subject to Clause 11 [Payment] below.

**10. Taxes and Duties**

The Service Provider shall be entirely responsible for all taxes, duties, license fees, etc., incurred until completion of the services to the Client.

**11. Payment**

Upon submission by Service Provider of claim and subsequent verification of the claim by Client, payment of the contract price shall be made as per achieved **Payment Milestones** indicated in the **Price Schedule** attached with **Form of Quotation**.

**12. Resolution of Disputes**

The Client and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of an unresolved dispute, the dispute shall be settled in accordance with the provisions of the \_\_\_\_\_ [*arbitration law or rules of the Client's country*].

**13. Independent Service Provider**

Nothing contained in this Contract shall be construed as establishing or creating the relationship of master and servant, employer and employee or principal and agent between the Client and the Service Provider, or his employees or agents or other persons engaged by the Service Provider to perform any of the services.

**14. Intellectual Property Rights**

Intellectual Property Rights: (a) The Service Provider shall indemnify the Client from and against any and all claims, liabilities, obligations, losses, damages, penalties, actions, judgments, suits, proceedings, demands, costs, expenses and disbursements of whatsoever nature that may be imposed on, incurred by or asserted against, the Client during or in connection with the Services by reason of: (i) infringement or alleged infringement by the Service provider of any patent or other protected right, or (ii) plagiarism or alleged plagiarism by the Service provider.

**15. Failure to Perform**

The Client may terminate the Contract if the Service Provider fails to perform the services, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Client, without incurring any liability to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to equitable adjustment.

**16. Termination Due to Integrity Violation**

The Client may terminate this Contract, in whole or in part, if the Service Provider, in the judgment of the Client has engaged in integrity violations in accordance with Clause 5 [Fraud and Corruption], in competing for or in executing this Contract.

**17. Other Grounds for Termination**

The Client may also terminate this Contract, in whole or in part, if the Service Provider becomes insolvent, bankrupt or gives the Client reasonable evidence of its inability to complete the Services as specified, or fails to correct any non-conformity in the Services or performs in bad faith by willfully not observing the terms and conditions of this Contract.

**18. Force Majeure**

The Service Provider shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- (a) For purposes of this Clause, "Force Majeure" means an events beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- (b) If a Force Majeure situation arises, the Service Provider shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

**19. Accounts and Records**

- The Service Provider shall keep accurate and systematic accounts and records in respect of the Services in such form and detail as are customary in its profession and are sufficient to establish accurately that the costs have been duly incurred.
- Notwithstanding anything to the contrary stated herein, the Service Provider shall maintain accounts and records, including original receipts, invoices and other supporting documents evidencing payments made by the Service Provider under this Contract, for the period of the Services and for a period no less than 3 years after the expiration or termination of this Contract.
- The Service Provider shall permit ADB to inspect the accounts, records, and other documents relating to the submission of bids and contract performance of the Service Provider and to have them audited by auditors appointed by ADB.

**20. Suspension of ADB Loan or Credit.**

In the event that ADB suspends the Loan or Credit to the Client, from which part of the payments to the Service Provider are being made, the Client is obligated to notify the Service Provider, with copy to the Client's representative, of such suspension within 7 days of having received ADB's suspension notice.

**21. Termination Notice Due to Non-payment**

If the Service Provider has not received payments due within the 28 days as provided for in Clause 11 [Payment], the Service Provider may immediately issue a 14-day termination notice.

## **Annexure - A**

### **SCOPE OF SERVICES**

#### **1. Background**

The TransKarachi, intends to acquire services of well reputed organization/firm to design and developed a turnkey software solution, which provides effective control for managing following areas, works in integrated manner and implemented, in its head office in Karachi.

1. Accounts and Budget Module
2. Payroll Management
3. Fixed Asset Management System

#### **2. Implementation arrangements**

Prior to software development, the vendor will be required to compile Software Requirement Specification (SRS) to be examine by TransKarachi, prepare prototype and get endorsed functional working model giving time bound schedule for implementing the system.

The vendor shall adopt module approach to development. The following module shall be design, develop and implement:

1. Accounts and Budget Module
2. Payroll Management
3. Fixed Asset Management System

#### **3. Dates, completion schedule, venues and other relevant details**

##### **Implementation Schedule**

The successful implementation is to be completed within 3 months of the signing of the contract. A detailed project implementation schedule should be part of bidder's Technical Proposal.

##### **Project Implementation /Management Plan**

The Bidder shall provide a detailed and meaningful project management plan, timeline and staff scheduling in accordance to the milestones of the whole project/package, which should describe exactly what solution will be delivered / installed in what timeframe during the course of the project. This plan should cover the tasks assigned and the resource allocation during the course of the project.

The plan should be provided in tabular form and in detail, mentioning tasks, sub tasks with description, start date, finish date, resources and milestones along with the person responsible and contact details.

The bidder should also provide details and plan for "Training" and "Orientation" of TransKarachi designated staff. The proposed training component should encompass, but not limited to, the following;

- Training Need Assessment of designated TransKarachi Staff.
- Training of Staff including transaction processing and reporting.
- Development and sharing of user guides (soft as well hard copies) for the TransKarachi staff.
- Training cycle(s) to be arranged/organized by the bidder as a turn-key of standard training programs of such nature and should cover all components of software in sufficient.
- A training refresher to be organized before the completion of the project.

## **4. Expected outputs/ deliverables/ reports**

### **a. Accounts Module & Budget Module**

System designed for managing both “Budget Driven” and “Revenue Driven” funds such as:

- Grants and Sponsored Projects
- Contracts and Subcontracts
- State Funds
- Revolving, Overhead, and Institutional Funds
- Internal Receipt Funds
- Endowments and Trust Funds
- Cost Centre Facility
- Management of Withdrawal Applications
- Tax built-in WHT (Income Tax), SST (SRB Tax)

The Accounting Module stores individual transactions for each funding source, budget, encumbrance, income, and expense transactions, purchasing, and payroll systems.

Documents (such as vendor quotes or scanned .pdf files of receipts) can be attached to transactions for audit backup.

Accounting Module is also:

- Configurable to meet the needs of TransKarachi
- Replaces spread sheet-based accounting practices
- Improves administrative efficiency
- Sets quality assurance standards
- Provides better control of budgets and expenditures
- Provides easy to interpret reports to management including: Projects and encumber personnel costs from multiple funding sources:
  - a. Summary information by individual or groups of funds
  - b. Detailed transaction information
  - c. Projected salary & benefit costs
  - d. Consolidated information from multiple organizational entities
  - e. Receipts and Expenditure statements by organizational units
  - f. User-defined formats
  - g. Manages special commitments & information unique to organization with user-defined coding systems
- Interface to purchasing, payroll, petty cash, budgets, cash flows, subsidiary ledger, licensing fee/penalties register and general ledger financial systems
- Allows simultaneous data access to multiple users
- Comprehensive, multi-level security system
- Includes implementation, training, continuous user support, and software modifications to meet unique needs
- We need to implement tax system into the transactions includes WHT (Income Tax), SST (SRB) Sindh sales tax on services.

### **b. User Interface:**

The Finance Module allows users to track journal entries, requisitions, blank or standing purchase orders, soft encumbrances, travel advances and reimbursements, purchasing or transactions, payroll, and benefit charges, as well as projected personnel and indirect cost encumbrances and also Withdrawal Applications. User defined codes allow for the tracking of information unique to an organizational unit. Field labels can be modified to match local terminology and search procedures and filters provide quick access to data.

### **c. Reports:**

System will be capable to produce all possible reports,

- daily,
- Weekly,
- Monthly and
- Yearly basis,

#### **i. Chart of Accounts**

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

#### **ii. Budget Management**

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

#### **iii. Payment Methods**

- Cheque
- Petty Cash
- Direct payments to vendor's/service providers through Withdrawal Application (Direct payment request submitted to Funds Provider)
- Payment mechanism also support automated cheque printing and Withdrawal Applications

#### **iv. Bank Management**

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



**v. Vouchers Management**

- Bank Payment Voucher
- Petty Cash Voucher
- Journal Voucher

**vi. Reports**

- More than one Currency Reporting as per different cost centers
- Ledgers
- Trial Balance
- Receipts and Payments
- Budget Variance Reports
- Other Financial Reports
- Cash Books - Cash Book with bank columns
- Bank books
- Ledger
- Bank Reconciliation
- Receipt & Payments
- Day Books
- Income & Expenditure
- Balance sheet & its schedules
- Cheque printing, covering letters & bank wise cheque printed reports
- Bill passing voucher,
- JV & Register
- Daily/Monthly / quarterly /periodic progress report,
- Annual salary reports
- Income Tax Form Withholding Income and Sale Taxes,
- SRB Taxes
- Vendor/Salary Tax Certificate,
- Fixed assets register,
- Store/Inventory Register,
- Real time financial reporting.
- Budget Variance Report

**vii. Customized Reports**

- Summary for a Single Grant: This report shows the amounts budgeted, encumbered, and expensed by major expense category (i.e. chart of accounts rollup). It includes encumbrances of projected salary and benefit costs. It also displays the percent of budget remaining and the names and salaries of employees currently paid on the grant. Other versions of this report breakout indirect costs, budget revisions, carry-over amounts, and historical personnel information.
- Detailed Transaction listing for a Single Grant: This report lists dates, vendor, reference and purchase order numbers, and descriptive information for individual purchasing transactions, payroll charges, journal entries, budget adjustments, etc. Transactions are grouped and sorted by expense category and includes amount budgeted, encumbered, expensed, as well as the balance.
- Summary of Expenditures by Month for a Single Grant: This report shows a table of total expenditures by month and expense category. It includes monthly totals of direct and indirect costs, the total expenditures, the monthly budget, and a comparison of budget to actuals on the bottom row of the table.

- **Example of Receipts and expenditures statement:** This report is used for managing revenue driven funds. It includes budget, encumbrances, and expenditures rolled up by major receipts and expenditure categories. Information is first grouped by revenue lines, then expenditures.
- **Combined Balances for a Group of Grants:** This report is an example of a user-defined group of grants. It shows the total amount budgeted, encumbered, and expensed as well as the balance for each grant. Combined totals are also presented.
- **All Funds Financial Summary:** This report combines multiple types of funding sources including both budget driven and revenue driven funds. Columns contain information for user-define funding groups and rows display totals by revenue or expenditure category. The top row of values displays the total budget for budget driven funds and the beginning balance for revenue driven funds. This format is often used in the analysis of the overall financial state of an organizational unit. It also supports the combination of information from disparate corporate entities that utilize different account structures or general ledger systems. In such as case, a user-controlled mapping system is used to organized equivalent revenue or expenditure categories.
- **Projected Salaries per Month by Employee for a Single Grant:** This report extracts information from the Personnel Module to calculate projected salaries and benefits for employees paid on a single grant. Columns display monthly totals. Row display amounts for each employee.

#### **d. Payroll Management**

Main aim of developing Employee Payroll Management is to provide an easy way not only to automate all functionalities involved managing leaves and Payroll for the employees of TransKarachi, but also to provide full functional reports to management of TransKarachi with the details about usage of leave facility.

The main functionalities are as follows:

- Employee details
- Designation
- Department
- Search module
- Salary module
- Allowances
- Deductions
- Pay Slip
- Payroll

The System is also designed to manage and access all employee data from a centralized location. The main functionalities are as follows:

- Add user(s) directly
- Invite user(s)
- Import users
- Sync users from directory services

## **Leave and Time Management**

Leave management is a simple and user-friendly leave management module that helps to record, manage and keep track of employees' leave usage details effectively. Time management is a simple and efficient time management software that allows to record and keep track of the time spend working on various jobs. System can record daily and weekly time logs, generate timesheets, configure multi-level approval for timesheets and can get customized accurate reports for timesheets, payroll, and jobs. With this intuitive time tracking tool, it can track employees' time regularly and manage business productivity without any hassles.

The main functionalities are as follows:

- Multiple custom leave types
- Compensatory off logging
- Leave based on units - Hours and Days
- Leave types for each role/location and employee
- Custom leave reports for individual employee
- Import/Export leave data
- Allocate jobs to an employee
- Track hours of work for each job by logging time
- Weekly and monthly log reports
- Timesheet generation for employees
- Multi-level approval for timesheets
- Accurate reports for time logs, jobs, payroll and clients
- Import/export time logs
- Integration with Attendance module

## **Data view and Reports integration**

On the dashboard, there are some standard reports like Attrition report, new joiner report etc. Apart from this, there are extensive reports in each module like Leave, Attendance, Time Tracker etc. In addition to this, to create own custom reports with the help of the fields in forms using Analytics.

With the help of filters, to filter reports based on specific criteria. Create various types of charts including Bar, Line, Pie, Stacked, Scatter, Area, Combination, Funnel, Web and 3D charts using the drag and drop option. The required columns can be dragged and dropped to generate detailed reports.

## **Option required to manage**

- I. Employee Master Record
- II. Monthly Payroll and Salary Slips
- III. Income Tax
- IV. Loans & Salary Advances
- V. Posting to Account of Monthly Payroll
- VI. Reports
- VII. Pay slip Printing Options
- VIII. Pay slip Emailing Module
- IX. Tax Computation Sheet
- X. Tax Credit Management
- XI. E-Filing
- XII. Comprehensive Salary Register
- XIII. User Defined Reporting
- XIV. EOBI reporting
- XV. Bank Letter

## **e. Fixed Asset Management System**

### **Option required to manage**

- Comprehensive Database of Assets (Detail, Group, etc.)
- Additions, Transfer, Adjustment, Write off and Disposal
- Depreciation Schedules:
- Financial and Taxation
- Different Values of an Asset and its Class (Group)
- Break-up for Assets' Costs (Acquired Locally or Imported)
- Depreciation Methods at Group & Individual Levels
- Voucher Generation Before Posting of Transactions
- Depreciation Calculation for Financial Purpose
- Depreciation Calculation for Tax Purpose
- Addition and Deletion of Year
- Getting Opening Book Value
- Pre-posted Schedules Before Actual Year-end Process
- Multi-level, User Definable System Security Implemented
- Multi-location Assets Maintenance
- Department-wise Assets Management
- Disposal of Assets
- Provision to Write-off Assets
- Transfer of Asset to Other Locations
- Provision for Adjustment in Asset Values
- Separate Financial and Taxation Year-end

## **5. Non-Functional Requirements**

### **Training**

A user level training explaining the functionality and day to day usage of application must be carried out for the end users of all the modules. A technical level training of the IT staff and concerned department must be carried out for the smooth functioning of the applications after the implementation of the project.

### **User Manuals**

A detailed user level manual both soft and hard copies covering each module 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.

### **Backup & Disaster Recovery Requirements**

Vendor should provide formal Business Continuity Strategy and Plans that describes the approach that will be taken to adhere to requirements and perform business disaster recovery activities, which shall include:

- Plan for a backup and recovery to create an automated backup of the server.
- Formulate a recovery strategy for a minimum turnaround time in case of disaster.
- The system will maintain data backup for 5 years from the date of go live.
- Create a disaster recovery site and a high availability environment using the available technology
- like virtualization, cluster farms, network accelerators, etc. to ensure business continuity.
- Contingency and backup recovery procedures with guaranteed Service Level Agreements (SLAs).
- The system provides for the unattended daily backup of all information and data to a media that can be stored offsite for disaster recovery purposes.
- Backups do not prevent the system from being available at all times and do not disrupt system operations.
- There is no performance degradation during data back-up.
- The calculation of time taken to backup data with respect to data size increase has been provided.
- 

### **Infrastructure Requirements**

The supply of hardware for the project is not a part of the tender. However, the bidder shall propose the detail requirements with tentative sizing of infrastructure and hardware i.e. server machines, storage, operating systems, database management systems (DBMS) etc. by keep in view of minimum ten years requirements.

### **Maintenance & Support**

The bidder will provide 12 months of Post Implementation Support. This will encompass second level support in software troubleshooting, upgrades, modifications/ changes and/or minor updates/ additions.

Please Note that the above mentioned are illustrative requirements and the detailed scope of the project shall be assessed by the selected vendor through comprehensive system study of TransKarachi in requirement gathering phase of the project, further reports and queries which are to be generated will be discussed, crystallized and agreed as per organizational requirements.

## **Annexure-B**

### **Technical Proposal Evaluation Criteria**

The technical proposal of eligible organizations will be evaluated using the scoring guide. Score will be awarded on the base of following details. Technical proposal should contain following information and any additional information along with copies of all required documents for evaluation.

S. No.	Criteria	Max. Marks	Marks Obtained
<b>A</b>	<b>COMPANY PROFILE</b>	<b>30</b>	
1	Firm is registered in Pakistan for at least: a. 15 years or more b. More than or equal to 10 years but less than 15 years c. More than 5 years but less than 10 years	30 20 10	
<b>B</b>	<b>EXPERIENCE</b>	<b>30</b>	
1	<u>SPECIFIC EXPERIENCE</u> a. Completed 16 or more similar government projects, b. Completed 11 or more than 15 similar Government Projects c. From 6 to 10 similar Government Projects d. Less than 5 or nil similar Government Projects	10 8 7 5	
2	<u>GENERAL EXPERIENCE</u> No of clients. (1 mark for each Project to the maximum of 20 marks). No marks for less than 5 projects.	20 20	
<b>C</b>	<b>TECHNICAL EXPERTISE</b>	<b>30</b>	
1	<u>PROJECT MANAGER</u> a. Project Management b. 5 years' experience or above c. No marks for below 5 years' experience	15 10 5 0	
2	<u>SYSTEM ANALYST</u> a. 4 or more employees b. More than 02 but less than 04 c. No marks for less than 02 employees	15 10 5 0	
<b>D</b>	<b>FINANCIAL CAPABILITY</b>	<b>10</b>	
1	Average turnover in relevant Software Business during last 3 years: a. Rs. 20 Million or above b. Rs. More than Rs. 10 Million but less than Rs. 20 Million	10 10 5	
	<b>Total:</b>	<b>100</b>	
	<b>Passing Marks:</b>	<b>60</b>	



**Note:** Following is the eligibility criteria for selection for evaluations:

- Technical qualification status shall be decided on the basis of Pass/Fail basis. The Software firm must score at least 60 marks out of 100 for passing.
- For eligibility of application of selection criteria Company must be registered in Income Tax and Provincial Sales Tax Authority,
- Never categorized as black listed. The firm must submit the affidavit stating that they are not being blacklisted by any Govt./Private Organization.
- The firm must provide evidence of proper License usage
- Must have relevant experience of at least 5 years. The firms having minimum experience less than 5 years shall not be considered.
- Average Turnover in relevant Software Business during last 3 years must be at least of Rs. 10 Million per annum.