

Tender # Proc/225



Tender Document

Human Capital Management Software
(Off the shelf solution only)

October 2020

Last Date for Submission	Oct 31, 2020 @ 1:00 pm
Tender Opening Date	Oct 31, 2020 @ 1:30 pm

Sukkur IBA University

Airport Road Sukkur
Email: hari@iba-suk.edu.pk
Web: www.iba-suk.edu.pk
Telephone No. 111-785-422

Human Capital Management Software (Off the shelf solution only)

Please see the attachment for technical specifications and quantity.

Technical Information of Software:

S. No	Name of Software	Version	Origin	Patents	Features	Relationship with principle
01						
02						
03						
04						
05						

Cost Estimation of the Software:

S. No	Items	Currency Unit	Unit Cost	GST	Total Amount			
01	Software Cost							
02	Implementation & Testing Cost							
03	Training Cost							
04	Any other cost							
05	Yearly Cost (if any)							
06	Warranty /Guarantee Period							

Note: You may use other comprehensive format for technical and cost estimation, above is just a sample

1. GENERAL TERMS AND CONDITIONS

The following General Terms and Conditions apply to all the equipment/works under this tender.

The last date of receipt of Bids is as mentioned on face sheet of this document.

Documents/Details Required.

- 1.1 Documents should be properly signed and stamped by competent authority.
- 1.2. Detail of repair & maintenance facilities
- 1.3. Structure/Organizational Chart.
- 1.4. Affidavit to the effect that the firm has not been blacklisted by any Government/Semi Government Organization.
- 1.5. The Bidder indemnify Sukkur IBA against all third-party claims of infringement of patent, trademark industrial design rights arising from use of the goods or any part thereof in Pakistan.
- 1.6. Sukkur IBA or its representative shall have the right to inspect and/or to test the equipment to confirm their conformity to the contract specifications.
The Technical Specifications shall specify what inspections and tests Sukkur IBA requires and where they are to be conducted. Sukkur IBA shall notify the contractor, in writing, of the identity of any representatives entrusted for this purpose.
- 1.7. It is mandatory that the Bidders provide the following documents and information with respect to its relationship with Principal.
 - 1.7.1. Name and contact details of Principal/Manufacturer representative who is authorized to verify Vendor's local partnership
 - 1.7.2. Duration and scope of association in the current capacity with the Principal
 - 1.7.3. Copy of the Principal's Certification (along with its validity period), authorizing the Vendor as local partner/representative in Pakistan to Offer/Bid Principal's equipment and services

1.8. The Bidder/Vendor shall provide the following information with respect to its set up in Pakistan.

1.8.1. Number of Vendors offices and addresses, thereof, phone and fax numbers and e-mail address as well as names and designations of responsible persons.

1.8.2. Number of engineers and technical staff in Vendor's office

1.8.3. Profile of technical staff with relevant experience, resume and number of Customers and sites looked after /supported by each.

1.8.4. Problem reporting procedure and fault response time in hours for fault rectification, escalation procedures with respect to response or turnaround time in hours.

1.9. The Bidder shall provide following information with respect to its Company Profile

1.9.1. Registered Name of the Organization.

1.9.2. National Tax Number, Sales Tax Number and GST number

1.9.3. Head Office address.

1.9.4. Management structure & Organization Chart

1.9.5. Name, Address with Telephone/Telex and Fax numbers of the contact Person

1.10. Financial status of the Vendor's/Bidder's Organization with supporting documents and last two years annual reports.

1.11. Provide a certificate from your bank certifying your sound financial position and credit limit from the bank.

1.12. List of clients and their Acceptance of deliverables, showing separately the items provided and value thereof

1.13. Sukkur IBA reserves the right to reject any or all Bids/Offer without assigning any reason or cancel the process at anytime.

1.14. Sukkur IBA reserves the right to increase/decrease the quantity of items/scope of the work. Bidder has no right to challenge the decision in Court.

1.15 Documentary evidence of claims made in proposal regarding experience, relationship with principal etc.

2. PROPOSAL SUBMISSION REQUIREMENTS

2.1. A bidder can submit bid for single, two or all equipment, however bid in each item will be treated and evaluated separately.

2.2. Sealed Bid clearly marked as **"ORIGINAL"** should consist of following two separate and independent parts i.e. **1) Technical Proposal 2) Financial Proposal** and should be clearly marked as Technical Proposal/Financial Proposal in bold and affixed to each envelope at a clearly visible location.

2.2.1. TECHNICAL PROPOSAL

2.2.1.1. Technical Proposal must include the complete solution proposed by the Vendor with filled-in specification sheets.

2.2.1.2. After review of the Technical Proposal, promising Vendors will be selected and will be asked to give a demonstration/presentation on their solution.

2.2.1.3. Based on the Technical Proposal and the presentations, Vendors will be selected in order of preference and their Technical Solution will be rated on a scale of 100. The criteria considered will be compliance with equipment specifications, capability of integration, references, after sales support etc.

2.2.1.4. Financial Proposal of only those Vendors will be considered whose Technical Proposal qualify.

2.2.2. FINANCIAL PROPOSAL

2.2.2.1. Financial Proposal will include the prices quoted on individual item/Equipment basis

2.2.2.2. For each category the quoted prices must include all taxes, customs and freight charges for delivery at the required locations at own risk and cost.

2.2.2.3. This Equipment is required for educational institution. Sukkur IBA, therefore, expects significant educational and volume discounts.

2.2.2.4 the Bidder/Vendor shall furnish **separate earnest money** equivalent to **2%** of the total value of Bid in the form of Bank Draft issued by a scheduled bank of Pakistan in favor of "**Sukkur IBA**", valid for **at-least one year** and enclosed along with financial proposal.

2.3. **No Bid shall be entertained without earnest money.** Earnest money of the successful bidder will be released at the time of submission of Ten percent (10%) Performance Guarantee of the total contract value

2.4. Bid security is required to compensate Sukkur IBA against the consequences of:

2.4.1. Subsequent unauthorized variations and/or modifications of the terms of bid.

2.4.2. Pre-mature withdrawal of the bid before the completion of the bid evaluation

2.4.3. Failure of the bidder to sign the resultant Contract, in the event of such Contract being awarded to it.

2.5. Successful bidder is required to deposit **Ten percent 10%** of total contract value as **Performance Guarantee** in the form of **Bank Draft** issued by a scheduled bank of Pakistan in favor of "**Sukkur IBA**" at the time of signing of contract agreement and will be released at the time of delivery of equipment at site.

2.6. Proposals sent to Sukkur IBA by fax or email will not be accepted.

2.7. An effort by a Bidder to influence Sukkur IBA, directly or indirectly THROUGH UNFAIR MEANS may result in the rejection of Bidder's Proposal and blacklisting for any future tender of Sukkur IBA.

2.8. Prices quoted will be firm for the entire period of Contract. All prices to be quoted in **Pak Rupees**, and must clearly state all applicable taxes which must be included in quoted price.

3. HARDWARE AND SERVICE REQUIREMENTS

Following are the minimum requirements which the bidder/vendor for the equipment:

3.1 The Vendor must install all equipment and components and must ensure that the proposed equipment is fully operational and function properly at all variables.

3.2 Vendor must furnish components, wires, connectors, materials and parts, equipment for the complete installation of the system, in accordance with recommendations of the equipment manufacturer. Installation shall follow standard broadcast wiring and installation practice and shall meet or exceed industry standards for such work.

3.3 Vendor must ensure that all systems are in first class working condition and free of short circuits, ground loops, video noise and excessive system noise or any fault affecting its efficiency/quality/life.

3.4 At time of installation, Vendor must provide owner's manuals, manufacturer's data sheets, and a complete equipment list.

3.5 At the time of installation, Vendor must provide comprehensive system schematics, labeling and showing detailed connections to all equipment.

1. SELECTION PROCEDURE

Sukkur IBA intent in issuing this RFP is to award a contract to the lowest and best responsive Vendor/Bidder who meets required standard of specifications and other factors. The Vendor's past performance, cooperation, and ability to provide service and training are general factors that will be weighed in the selection process.

All Vendors will provide demo (proof of concept) to verify the claims in the Technical Specifications of the Brochures. This would also determine the quality and specifications of the equipment.

Bids will be evaluated as per evaluation criteria mentioned below.

EVALUATION CRITERIA

S. No	Bidder Name	Max Score	Remarks
1	Meeting Specifications	40	
2	Similar Level Projects executed in last three years	10	
3	Successful Implementation of Software in Universities/Colleges/ Academic Institutions	10	
4	Relationship with Principal	10	
5	International Quality Certifications	5	
6	Complains Response Time/ After sale service	5	
7	Lead Time (Order to Delivery Time)	5	
8	Company Profile	10	
9	Cliental Served Profile	5	
	Total	100	

Note: Please attach documentary evidence in support of your claims in technical proposal.

(2) Financial Evaluation Criteria- Weight age 30 %

2. DELIVERY & INSTALLATION

Delivery and Installation should be at the Sites/Locations at the risk and cost of successful bidder.

3. WARRANTY

Following Warranty clauses are applicable:

The successful Bidders shall warrant the equipment and its components to be free from any sort of defects in material and workmanship for a minimum period of 1 year from date of completed installation and shall repair or replace on a timely basis any defective component, assembly or portion free of cost. Technical support should be available on call basis. Competent staff of the bidder will attend each and every call within 3-4 hours of its notification either on phone or in writing during business hours (9am -5pm). Delay in attending the call and delay in rectification of fault will lead to consequential financial damages to the Vendor/Bidder.

4. SERVICES

8.1. Sukkur IBA shall promptly notify the supplier in writing of any claims arising under this warranty and the Vendor/Supplier will repair/replace the defective stores at reasonable speed but within the specified period and time & without any additional cost, specifications, and/or other Contract commitments

5. LIQUIDATED DAMAGES

Liquidated damages shall be applicable as under:

- a) Delay of one week to handover the Equipment
As per specifications = 0.5% of the total cost
- b) Delay of two weeks to handover the equipment
As per specifications = 1.0% of the total cost
- c) Delay of three weeks to handover the
Equipment as per specifications = 2.0% of the total cost
- d) Delay of four weeks to handover the equipment
As per specifications =4.0% of the total cost

Note: In case of delay beyond four weeks, Sukkur IBA reserves the right to cancel the order and impose penalty up to 10% of ordered value.

6. TERMS OF PAYMENT

Payment shall be made in the following manner:

Within 30 days after successful delivery, implementation, testing, and training of end users and submission of manuals, rights etc.

TECHNICAL SPECIFICATIONS & QUANTITY

Human Capital Management Software (Off the shelf solution only)

Important Note:

- After review of the Technical Proposal, promising Vendors will be selected and will be asked to give a demonstration & presentation of their quoted solution.
- Based on the Technical Proposal and the demo & presentation, Vendors will be selected and their Technical Solution will be rated on a scale of 100.

The proposed software must meet the following requirements.

Technology:

- **Angular js- front End**
- **Backend- My SQL**
- **Web API structure**

Mobile Application Should also be available.

1-Employee Administration

Employee Personal Information

Complete Employee Database Management System

2- Attendance Management

- Shift Management; Multiple Shifts required with flag policy
- Amend Shift Station wise department wise group wise employee wise with date range and excel uploader
- Schedule; Single Day/ Weekly/ Monthly
- Amend Attendance; HR has a rights to amend the employee attendance.

Request

- Attendance Request; Employee has a right to generate the attendance request and line manager has a rights to generate their own attendance requests and also can generate their sub-ordinates as well.
- Exemption Request; Employee has a right to generate the exemption request and line manager has a rights to generate their own leave requests and also can generate their sub-ordinates as well.

3-Leave Management

- Leaves type; Admin has a rights to create the unlimited leave types.
- Leave Assign; Employee status wise/ group wise/ gender wise/ pro-date base/ Paid leaves/ unpaid leaves/ leave encashment/ leave carryover option.
- Request; Employee has a rights to generate the leave request and line manager has a rights to generate their own leave requests and also can generate their sub-ordinates as well.
- Leave Request; Employee has a rights to generate the leave request and line manager has a rights to generate their own leave requests and also can generate their sub-ordinates as well.
- Compensation Leave; Employee has a rights to generate the compensation request and line manager has a rights to generate their own compensation requests and also can generate their sub-ordinates as well.

4-Payroll Management

- Breakdown of Gross salary into its components – Basic Salary, House Allowance, Utility Allowance, Medical and others as per the policy.
- Advance Salary component to be handled in the system according to policy.
- PF Employee Contribution and PF Employer Contribution handled in the system according to policy.
- Loan deduction to be handled in the system as well as part of payroll with loan adjustment.
- Disbursement of loan and advances salary.
- Facility for other deductions from staff salary should be available in the system.
- Facility for other allowances/employer contributions to be disbursed to staff should be available in the system
- Allowances on the basis group should be automatically allocated to the employee.
- Allowances and deductions should automatically be adjusted with a change of group.
- System should record any salary raise (increment) that has become effective and a historical record will be kept as well.
- Bulk data loaders template is required employee information/ leave quota/ salary.
- System should print salaries slips and associated documents for each employee and should be exported into different formats to keep electronically separately.
- System should maintain recoveries against different loans and advances disbursed.
- System should define the income tax rate as well as changes in the formulae/structure

- System should maintain and print year to date information pertaining to at least salary, deductions, taxes, allowances and other heads in the payslip.
- System should be calculating and deducting income tax from the salaries of the employees in bulk according to the formula prescribed by Income tax Ordinance
- System should calculate salary arrears and deal with the related and associated sections of payslip accordingly for the given periods
- System should be capable of calculating salaries partial and prorated salaries based on defined periods i.e. in the event of disbursement of half salaries before Eid.
- System should perform / facilitate data integrity check, and reconciliation after processing of monthly salary before its disbursement.
- System should be capable of recording and processing reversal of salaries
- System should be capable of postponing recovery of any advance/ loan for a specific period of time.
- System should ensure authorized and manual overriding of the defined policies, in order to deal with exceptional cases.
- System should be able to generate Bank Advice for salary disbursement

5- Reporting and Analytics:

- All reports to be generated based on advanced parameters“ criteria
- Provides user-friendly, graphical user interface for accessing and creating reports
- Access to reports is to be based on user’s role
- Basic to advanced employee information and its variants

- Provides flexibility for defining selection criteria, data ranges, sorting and grouping options, and report output enabling users to tailor information to their specific needs.
- Bi-Annually and Year End tax reports. In addition, on demand tax report for any tenure.
- All compliance reporting can be generated for current periods and historical periods (with ability to determine periods).
- compliance reporting
- Can view and reuse a previously stored report.
- Ability to export information into PDF & Excel.

6- Intimations:

- Birthday intimation
- Work anniversary intimations
- Absences intimation
- Continuously three days intimations
- Employee Confirmation Intimations
- Individual Salary will not be created intimations
- Request non approval intimations for line manager or sub-ordinates
- News and attachments

7-Dashboards

Employee self-service dashboard

- Identifications of missing attendance for current month
- Individual attendance report
- Monthly time KPI's analyzations for itself & for sub-ordinates
- Sub-ordinate's basic reports
- Leave balances
- Attendance mark option manually through system along with IP restrictions

8-Attendance Dashboards.

- Quick view about flags.
- Company attendance detailed report / Present report/ Late report.
- Real time / schedule access control transactions; in / out and available transactions.
- Company missing attendance with range wise and email reminder option.
- Current day head count in numbers (Present available and leave; department wise / station wise & designation wise.

9- Payroll Dashboards.

1. Total yearly analyzations
2. Monthly salary analyzations.
3. Salary allowances and deduction breakdown.
4. Station wise salaries
5. Designation wise salary
6. Department wise salary
7. Upper paid salary
8. Lower paid salary
9. Number of employees by salary range

10 Employee Matrix

1. Employee by station
2. Employee by gender
3. Employee by department
4. Employee by designation
5. Employee by group
6. Employee by turnover
7. Employee by retention

11 Performance Appraisal

1. Objective & KPI
2. Customize Rating policies
3. Self-review, Line manager review & multiple review option

7. CLARIFICATION AND AMENDMENT IN RFP DOCUMENT

A bidder requiring any clarification of the RFP Document may so notify to contacts given below in writing or via email.

Hari Lal Nathani

Manager Procurement

Sukkur IBA University

Airport Road Sukkur

Email : hari@iba-suk.edu.pk

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Sukkur IBA University
Airport Road, Sukkur.

TENDER NOTICE

Tender # PROC/225

Sealed bids are invited from relevant reputed firms on "Single stage two envelope basis" having vast experience in respective field for following software for Directorate of IBA Community Colleges & Schools.

S.#	Software Item
1	Human Capital Management Software (off the shelf solution only)

Details of requirements are mentioned in the tender documents, which can be obtained on provision of demand draft/pay order for **Rs. 500/=** (Non-refundable) in favor of Sukkur IBA University, from the office of the **Manager Procurement Sukkur IBA University** on any working day from **15th October 2020 to 30th October 2020**. The Last date for the submission of bids is **31st October, 2020 up to 1300 Hours**. The technical proposals will be opened on the same day at **1330 Hours** in the presence of bidders or their authorized representatives (who may choose to be present). The Financial proposals of only technically eligible firms will be accepted/Opened. Bid security i.e. **2%** of the tender amount (Refundable) in the shape of bank draft/pay order in the name of Sukkur IBA University must be attached with the bid documents. The Procuring Agency may reject any bid subject to relevant provisions of SPP Rules 2010 and may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(1) of said rules and as per PPRA rules.

Please send your queries: hari@iba-suk.edu.pk

REGISTRAR
SUKKUR IBA UNIVERSITY
Airport Road, Sukkur. Ph: 071-5644141, 5644140

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