

Women University Swabi
Invitation
for
Request for Proposal (RFP)



**ACQUISITION & IMPLEMENTATION OF
ENTERPRISE RESOURCE PLANNING (ERP) AND
CAMPUS MANAGEMENT SYSTEM (CMS)**

Procurement Reference No.	WUS/PD/RFP/2022/4
Date of RFP	27/06/2022
Pre-Proposal Meeting	Thursday 21/07/2022 at 11:00 am
Deadline for submission of RFP	Tuesday 26/07/2022 at 11:00 am
Date of Opening	Same day 26/07/2022 at 11: 30 am
Venue	Women University Swabi (WUS) Topi Road, Guloo Dheri, District Swabi, Khyber Pakhtunkhwa

**Request for Proposal (RFP)
for Acquisition and Implementation of Enterprise
Resource Planning (ERP) and Campus Management
System (CMS) for Women University Swabi.**

Women University Swabi invites sealed bids under national Competitive bidding from highly reputed national and international firms/Consultants who are registered with Tax departments and who are also on active tax payer list (ATL) to carry out services for installation, Implementation, training and support of integrated ERP and CMS System for Women University Swabi, through single stage two envelop bidding procedure of the KPPRA Regulations.

Method of procurement:

Method of Selection will be as per Quality and cost base selection (QCBS) process and the terms prescribed in the request for proposal (RFP documents).

A complete set of RFP documents may be downloaded by the interested bidders from university website www.wus.edu.pk or may be collected by the bidders from 08:00 am to 04:00 pm on the submission of a written application to the address below.

Store Section Women University Swabi, Topi Road, Guloo Dheri District Swabi, KPK.

All bidders must submit Proposal security equal to 2% of the total proposal price and non-refundable fee PKR. 3,000/- as tender processing fee in shap of call deposit receipt (CDR) in favour of Women University Swabi.

Pre-proposal meeting will be held on 21/07/2022 at 11:00 am in the Committee room of Women University Swabi.

Technical and Financial proposals should be submitted in two separate envelopes placed and sealed in one big envelope on or before 11:00 am on 26/07/2022 to Procurement Office Women University Swabi, Topi Road, Guloo Dheri District Swabi, KPK.

Technical proposal will be opened by the authorized committee on 26/07/2022 at 11:30 am. in the Committee Room of Women University Swabi in the presence of bidders/ their representatives, who would care to be present at the time of opening of bids. Financial proposals will be opened later on, after the completion of technical evaluation procedures. All proposals must be submitted inclusive of all prevailing taxes as per government rules. Proposal received after the due date and time, deviation from the ITB in the RFP documents or incomplete deficient proposal will be rejected.

Women University Swabi reserves the right to reject any/all bids as per KPPRA rules.

Registrar/ Convener Central Purchase Committee
Women University Swabi.
Phone: 0938-221138

Data Sheet

1. The selection method is Quality and cost-based selection (QCBS)
2. 2% bid Security of the total quoted price must be submitted in shap of CDR.
3. Deliverables
 - Fortnightly Progress Reports
 - Inception Report
 - Gap Analysis Report, Data Migration Plan
 - Installation of ERP and CMS software at WUS
 - Training materials & Training Schedule
 - Project Charter, Project Schedule, Work Breakdown Structure (WBS)
 - Training and User Acceptance Testing UAT at WUS Swabi.
 - Data migration and customization & development of software Management Information System (MIS) reports.
 - Source code & related training and technical documentation
 - 3-months parallel run at WUS, other campuses and sites (affiliated colleges)
4. Contact Person:
 1. Procurement Officer, Women University Swabi.
Email: procurement@wus.edu.pk, it@wus.edu.pk
Phone: 0938- 221131
 2. Dr. Furqan, Incharge IT Section
Email, it@wus.edu.pk
Phone: 0938-224222,
5. Proposal must be submitted in English language.
6. All prices must be quoted.
7. The estimated number of professional staff-months required for the Assignment is 12 months (52 weeks) from the award of the contract.
8. Proposals must remain valid for 120 days after the submission date.
9. 01 Original technical and 02 Photocopies and 01 Original financial proposals. Technical and financial proposals should be submitted in separate envelopes should be marked clearly “**Acquisition & Implementation of ERP and CMS Software**”.
10. Proposal must remain valid for 120 days after the submission date.
11. Address for Proposal Submission
 - Procurement Department, Women University Swabi, Topi Road, Gullo Dheri, District Swabi KPK.
 - Phone: 0938-224222, 221131
12. Both Technical proposal & financial bid must be submitted in two different sealed envelopes on or before Tuesday, 26.07.2022 at 11:00 am.

Contents

1. Project Overview	8
1.1 ACRONYMS	8
2. Project Objectives and Background	8
2.1 Objective of this Proposal	8
3. Terms of Reference (TOR)	9
3.1 Urgency Metrics for Deployment	10
4. Function and other Requirements	10
4.1 Workflow and Archiving System	10
4.1.1 <i>Workflow and File System</i>	10
4.1.2 <i>Archiving System and Document Imaging</i>	11
4.2 Campus Management System	11
4.2.1 Campuses & Faculty Master file Data	11
4.2.2 <i>Entry Test Module</i>	12
4.2.3 <i>Admission Module</i>	12
4.2.4 <i>Enrollment Module</i>	13
4.2.5 <i>Timetable & Class Scheduler Module</i>	13
4.2.6 <i>Academic/ Event Calendar Module</i>	14
4.2.7 <i>Student Financial Module</i>	14
4.2.8 <i>Examination Module</i>	14
4.2.9 <i>Curriculum Module</i>	15
4.2.10 <i>Degree/ Transcript Module</i>	16
4.2.11 <i>Attendance Module</i>	16
4.2.12 <i>Teachers' Portal</i>	16
4.2.13 <i>Students' Portal / Learning Management System (LMS)</i>	17
4.2.14 <i>Research and FYP Module</i>	17
4.2.15 <i>Feedback/ Survey Module / QEC</i>	17
4.2.16 <i>Event Management Module</i>	18
4.2.17 <i>Scholarship Management Module</i>	18
4.2.18 <i>Student Affairs Module</i>	19
4.2.19 <i>Chief Proctor Module</i>	19
4.3 User Management System.....	20
4.4 Payroll System	20
4.4.1 <i>Basic Salary Module</i>	21
4.4.2 <i>Leave Management</i>	21
4.4.3 <i>Income Tax Module</i>	21

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

4.4.4 Final Settlement Module	22
4.5 Accounting and Finance	22
4.6 Inventory System	22
4.7 Transport Management System.....	23
4.8 Human Resource Management System	24
4.8.1 Employee Module	24
4.8.2 Job Profile	24
4.8.3 Recruitment and Selection	24
4.8.4 Training and Skills Development	25
4.8.6 Employee Self Service (ESS) Module	25
4.8.7 Correspondence Management.....	26
4.8.8 Housing and Accommodation Module	26
4.9 Budgeting Module	26
4.10 Works	26
4.10.1 Repair, Maintenance and Record of Buildings	26
Module B	26
4.11 Procurement Module.....	26
4.11.1 Tendering Procurement	27
4.11.2 Non-Tendering Procurement	27
4.12 Library Management System	27
4.12.1 Bibliographic Records & Cataloging Standards	28
4.13 Office of Research, Innovation & Commercialization (ORIC)	28
4.14 Affiliated Institutes Management System	28
4.15 Complaint Management System	28
4.16 Project Management System	29
4.17 Note Sheet for Advance Payment Management	30
4.18 Fixed Assets Module	30
4.18.1 Depreciation	31
4.18.2 Asset Maintenance	31
4.18.3 Preventive Maintenance	31
4.18.4 Corrective Maintenance:	31
Module C	31
4.19 Hostel Management System.....	31
4.20 Sports Management System	32
4.21 Alumni/Association Management System	32
5 General Requirements	32
5.1 Common Functional Requirements	32
5.2 Non-Functional Requirements	33

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

5.2.1 System Architecture	33
5.2.2 Security	33
5.2.3 Software Security	33
5.2.4 Hardware Security	33
5.2.4.1 Hardware	33
5.2.4.2 Data Migration	34
5.2.5 Source Code & Updates	34
5.2.6 Service Levels	34
5.2.7 Availability	34
5.2.8 Training Manuals	34
5.2.9 Staff Training	35
6 General Requirements:	35
6.1 Project Contact	35
6.2 Project Schedule & Deliverables	36
6.3 Eligibility Criteria for the Firm Applying	37
6.4 Proposal Requirements	37
6.4.1 Section One – Transmittal Letter	37
6.4.2 Section Two – Experience and Qualifications	37
6.4.2.1 Technical Stage-1 (A): Preliminary Examination	38
6.4.2.2 Technical Stage-1 (B): Technical Marking	38
6.4.2.3 Financial Stage-2: Financial/Final Evaluation	38
6.4.3 Section Three – Outline Strategies and Options	39
6.4.4 Section Four – References	39
6.4.5 Section Five – Estimated Project Timeline and Pricing	39
6.5 Available Budget/ Contract	40
6.6. Bid Security	40
6.7. Performance Guarantee	40
6.8. Selection Criteria	40
8.9 Final Evaluation	42
9. Contract Terms & Conditions	42
9.1 Inspections and Acceptance Tests	42
9.1.1 Implementation Acceptance:	42
9.1.2 User Acceptance Test:	42
9.1.3Final Acceptance:	42
9.2 Delivery	42
9.3 Warranty	42
9.4 Payment	43

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

9.5 Delays in the Supplier’s Performance.....43
9.6 Liquidated Damages43
9.7 Termination for Default.....43
9.8 Force Majeure44
9.9 Termination for Insolvency44
9.10 Termination for Convenience44
9.11 Settlement of Disputes44
PRICE BREAKDOWN SCHEDULE.....48

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

1. Project Overview

Women University Swabi is a public sector university of Khyber Pakhtunkhwa Pakistan, committed to providing quality educational services to the people of Pakistan without discrimination as to race, religious beliefs, class, or political opinion. The Women University Swabi (WUS) — within the framework of its operations in Pakistan, would like to request your best bid/proposals for the procurement of ERP & CMS Software as per general terms and conditions mentioned in the bidding document.

1.1 ACRONYMS

- WUS- College/ University of Women University Swabi
- ERP & CMS- ERP means Enterprise Resource Planning and CMS mean Campus Management System which cover overall business aspect of the university.
- The implementation or software implementation means full installation, customization of software according to the requirement of concern department/section.
- Purchaser means Women University Swabi (WUS)
- Vendor/ Proposer/ Supplier/ IT firm means to whom the contract is awarded after bidding process.
- FYP- Final year project.

2. Project Objectives and Background

2.1 Objective of this Proposal

The aim of this proposal is to identify and select a software developing/IT firm with having experience in the development of ERP and CMS. The proposer will provide an off-the-shelf solution that can be deployed and implemented in the shortest period. The vendor will perform an analysis of the WUS's current software environment, business process, and organizational strategy before the deployment of the software.

In Fig.1, the objectives of ERP and LMS are listed.

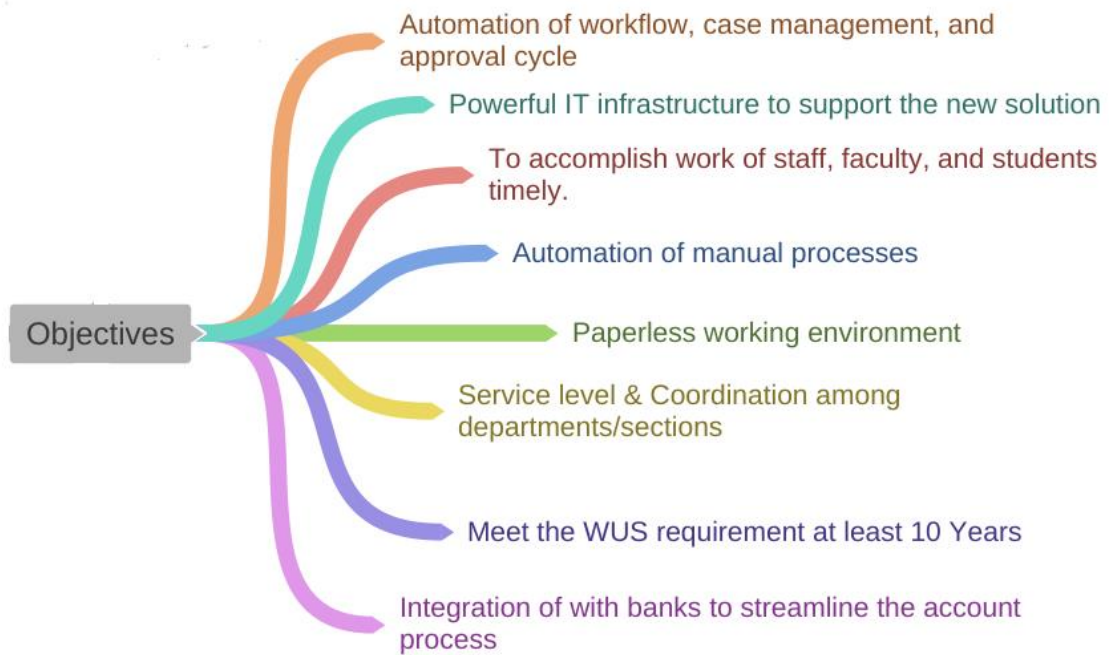
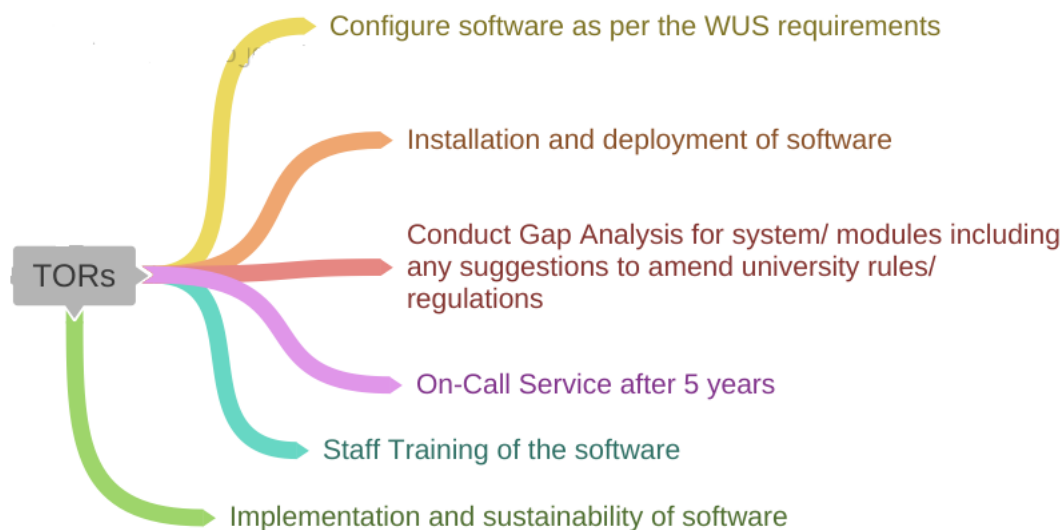


Figure 1 Objectives of ERP and CMS

3. Terms of Reference (TOR)

WUS intends to have an off-the-shelf, web-based, and scalable Enterprise Resource Planning (ERP) and Campus Management Solution (CMS) at the university data center. Users will access these centralized web-based services through local networks and the internet.

The main components and deliverables of the assignment are mentioned in Fig.2.



Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

Figure 2 TORs of ERP and CMS

3.1 Urgency Metrics for Deployment

This section categorizes the urgency metric discussed in the following section according to the critical need of the system. In table 1 the urgency metrics are given.

Table 1 Urgency Metrics of ERP and CMS

SNo.	Name of System	Priority Metric (High/Medium/Low)
Module A		
1.	Workflow and Archiving System	High
2.	Campus Management System	High
3.	User Management System	High
4.	Payroll System	High
5.	Accounting and Finance	High
6.	Inventory System	High
7.	Transport Management System	High
8.	Human Resource Management System	High
9.	Budgeting Module	High
10.	Works	High
Module B		
1.	Procurement System	Medium
2.	Library Management System	Medium
3.	Office of Research, Innovation & Commercialization (ORIC)	Medium
4.	Affiliated Institute Management System	Medium
5.	Complaint Management System	Medium
6.	Project Management System	Medium
7.	Note Sheet for Advance Payment Management	Medium
8.	Fixed Assets Module	Medium
9.	Quality Enhancement Cell (QEC)	Medium
Module C		
1.	Hostel Management System	Low
2.	Sports Management System	Low
3.	Alumni/Association Management System	Low

The requirements of table 1 is given in section 4.

4. Function and other Requirements

4.1 Workflow and Archiving System

The workflow and archiving system are to define overall flow transitions, filing, tracking, and creating transition with the core system. The subsection elaborates the workflow and archiving system.

4.1.1 Workflow and File System

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

- Facility to define the organizational structure, campuses, departments, sections, etc.
- Facility to assign users with their corresponding designations.
- Facility to define approval hierarchy for different types of transactions.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to define different stages for different types of transactions.
- Facility to map workflow stages with the transactions recorded in the core systems.
- Facility to define approval limits.
- Facility to define service level (time) for each role for the completion of each task assigned to him.
- Facility to raise demand to initiate a process where the user is allowed to enter data like date, file number, concerned person/organization, remarks, noting, processing stages, etc.
- Facility to attach scanned documents with each stage/ process and should be stored in the archiving system.
- Facility to send and receive any communication among the users engage in the process with read receipt.
- Facility to store document reference of transactions recorded in the core systems with the stages defined for each case/ demand. Alternatively, the user will select the demand reference while creating a transaction in the core system.
- Facility to define additional charges in case of the non-availability of the primary responsible person.
- Facility to see any action item marked to him for any further action. The user is also able to perform the following actions:
 - Add notes
 - Prepare Drafts
 - Recommendations, etc.
- Facility to generate alerts in case the tasks are not completed in the due course of time.
- Auto closure of case/ demand upon completion of the last stage.
- Facility to monitor the status of each case/ demand raised by the requesting person.
- Facility to integrate with the mobile application of the university.

4.1.2 Archiving System and Document Imaging

- Document Imaging and Archiving system will be integrated with the File Tracking and Workflow system to capture and store the documents about various stages of each case/ demand.
- Facility to scan images along with tags such as document case/ demand number, subject, date & time, keyword, etc.
- Facility to attach other documents such as PDF, Word, Excel Sheets, etc.
- The facility of auto-indexing to facilitate search.
- Facility to retrieve documents based on different search tags defined in the system.

4.2 Campus Management System

4.2.1 Campuses & Faculty Master file Data

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

- Facility to maintain multiple departments working under the umbrella of WUS, 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 other scenarios defined in the prospectus and university directives.
- Facility to define scholarship programs, donors, and criteria for awarding scholarships.
- Facility to set up faculties, their departments, and colleges for each campus.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to set up admin staff such as VC, Directors, Dy. Directors, Registrar, Dy.
- Registrar, lab in-charge, superintendents, etc.
- Facility to maintain bank accounts for fee collection.
- Facility to maintain multi-currency, multi-year, multi-location, etc.
- Facility to maintain Academic Programs and their details such as maximum credits hours, degree duration, batches with the following information: -
 - Batch Code and Name.
 - Maximum Credit Hours to Pass.
 - The number of Core Credit Hours to Pass.
 - The 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 is required for the processing of CMS-related transactions.

4.2.2 *Entry Test Module*

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

- The module starts at the stage when a student applies for the admission test and ends when the entry test results are notified to the student.
- Facility to prepare test schedule for Entry test to be conducted for different disciplines such as undergrad, postgrad, etc.
- Online facility for students to enter their basic information for the registration of entry test.
- Facility to create test schedule covering the test date, test center capacity, test center location, engagement of supervisory staff, student allocation, other resources, etc.
- Facility for the student to print and upload entry test fee challan in the system which has been deposited by the student in the bank.
- After clearance of dues, the student is allowed to select entry test venue, date, time, etc. to generate an exam admit card/ ticket based on the availability of seats in a different venue and time slots.
- Facility to conduct online exams at the designed test centers. Alternately, the university can take answers on a manual sheet and can enter the data in software.
- Auto calculation of results upon completion of the test using the workstation and alert generation to communicate the result of the test to the students through email

4.2.3 *Admission Module*

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

- The module starts at the stage when a student applies for admission and ends when the student is selected in a program.
- Facility to allow students to apply for online admission. In case of receiving a 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 a quota for gender, district, provinces, marks of previously attained qualifications such as Matric, Secondary, Bachelor, and other qualifications possessed by the candidate.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to publish merit list and send alert to successful candidates for interview and pay the admission fee and submit their credentials online.
- Facility to tag the students who qualify for the interview and document verification process.
- Facility to generate a 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 test records.
- Facility to re-admit a student whose admission has been canceled due to non-payment, absence, or any other administrative issues.

4.2.4 Enrollment Module

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

- 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 the new semester by the students.
- Facility to define and implement course selection rules as defined in the prospectus such as the number of credit hours, eligibility of re-selection of a repeat course, etc.
- Facility to review enrollment list/ course selection prepared by the students.
- Facility to assign CMS Registration number and maintain ETEA number of under graduates for record tracking.
- Facility to maintain study schemes in which students have been enrolled.
- The system should have the facility to allocate courses from multiple study schemes to students where a student can select a course from the new scheme though he/she has been enrolled in the old study scheme.
- Facility to freeze semester or course and generation of alerts to all the concerned departments.
- Facility to set up batch/ session to be attached with each student.
- Facility to close enrollment of a student after study programs.

4.2.5 Timetable & Class Scheduler Module

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

- 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 the number of rooms and their usage (lecturing, tutorial, lab, etc.)
- Facility to assign lecturers to the subject/ course
- Facility to define calendars such as shifts (morning, afternoon, night, etc.), working days (Monday, Tuesday, etc.), and class duration (50 minutes, 1 hour, 2 hours, etc.)
- Facility to define common subject combinations 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 with clash checking for the classroom, lecturer, and student.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to generate various reports based on timetable.

4.2.6 Academic/ Event Calendar Module

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

- Facility to create semester creation with the 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 deadline 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 events, job fairs, drama & Debate competitions, Naat & Qirat competitions, or any other external event.
- Facility to define and generate alerts of the upcoming events.

4.2.7 Student Financial Module

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

- Facility to generate online fee challans for the following cases:
 - Entry test fee
 - Admission to the new program
 - Semester fee challan
 - Course fee, diploma, certificate fee, etc.
 - Other fees such as transcript fees, degree fees, semester freeze, etc.
- Each challan will have multiple heads of accounts i.e., security fee, admission fee, course fee, etc.
- Facility to handle the following scenarios:
 - Part payments and installments
 - Adjustment of advances
 - Scholarship
 - Waivers
 - Penalties on late payment
 - Refund of fee
- Facility to upload bank scroll in a 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 about any student.
- Facility to generate challan based on different categories such as batch, individual student, semester wise, program wise, etc.
- Facility to maintain the history of the 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 vouchers.

4.2.8 Examination Module

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

- Facility to propose tentative semester-wise date sheet by the head of departments.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to create examinations schedules.
- Facility to publish final date sheet on the university website as well as on the student portal after getting approvals.
- Facility to schedule exams and resources such as sitting capacity, supervisory staff, etc.
- Facility for the faculty to set up a scoring scheme for each course such as weightage of the mid-term exam, final-term exam, assignments, quizzes, class participation, etc. to compute GPA.
- Provision to adjust score based on relative marking where the highest score and lowest score is used as a scale for computing marks.
- Facility for the faculty to upload scores of mid-terms, final-term, quizzes, assignments, etc.
- Facility to verify and approve award list compiled by the different faculties. The award list contains the results of the mid and final terms exam and scores of assignments performed by the students.
- Online hosting of final results and transcript so that the student can view or print it result from the student web portal.
- Facility to constitute a committee of an external examiner, supervisor, and other members to examine the thesis submitted by students and to conduct viva.
- Facility to attach each batch of students with the committee, supervisors, etc.
- Provide online access to supervisor/ committee member to record the 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.

4.2.9 Curriculum Module

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

- Facility to add department-wise course code and name with the 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.
- Catalogs and Curriculum of each degree program as per the university-approved policy.
- Keep a record of various activities such as versions of approved curriculum, the equivalence of courses, transfer students' options, cross-coded courses, and maintaining the list of non-credit courses.
- Enrollment as per the university requirements (requirements will be given by the User that how students can be enrolled in the system).
- Grading schemes and linking them with OBE.
- Student portal to be linked with this module.
- Graduation Processing (registration for convocation, medals, other certificates, academic costume, fee, etc.)
- Planning for semesters as per the academic calendar
- Pre-registration by students
- Teacher and course information offered in various semesters
- Faculty and Facility to assign teachers with courses offered in the semester of the specific batch.
- Facilities and support for various functions required during a semester such as add & drop of courses, withdrawal of courses, System should support the replacement of an abolish course with an equivalent course (if any).

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Student Attendance System sub module as per the university rules and regulations.
- Student's Academic Advisory System
- Students' Counselling session by the Academic Advisors
- OBE concept shall be incorporated into the academic (curriculum of each degree program) - ELOs, PLOs, CLOs, and other principles of the OBE based shall be incorporated.
- All required functions of the OBE-based system such as Mapping of various remedial processes, grading, and others shall be incorporated.

4.2.10 Degree/ Transcript Module

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

- Maintain student application status for issuance of the 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 with their numbers of 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 the history of issuance of the certificate to the student i.e., original, duplicate, etc.

4.2.11 Attendance Module

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

- The attendance module should be integrated with the electronic machine such as the biometric or swipe card (CNIC) machine.
- The 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.).

4.2.12 Teachers' Portal

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

- The Teacher's Portal should be integrated with other core modules of CMS to perform the teacher's specific tasks.
- Facility to record attendance entries by classes.
- Facility to enter marks of each exam.
- Facility to auto-lock of lecturer exam screen once the marks entry has been posted and time-based lock/ duration-based locking of the result.
- Facility to view complete student profile.
- Facility to create e-learning courses.
- Facility to develop e-learning subjects, quiz, and online exam.
- Facility to upload multimedia e-learning content.
- Facility to upload e-learning content assignments by the students.
- Facility to monitor student upload of homework and assignment, track by time.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to send messages and chat with student and University administration.
- Facility to raise expense claims, demands, etc., and monitor its status.

4.2.13 Students' Portal / Learning Management System (LMS)

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

- Students should access the portal using their 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 requests such as a 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 content.
- Facility to submit homework and assignments to the lecturer.
- Facility to send messages and email to instructors.
- Facility to distribute class-related content through forums and message boards
- The 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 the portal through the mobile application of the university.

4.2.14 Research and FYP Module

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

- Facility to enroll students for final year projects and thesis.
- Facility to approve proposals and thesis by the evaluation committee.
- Facility to define the schedule for proposal, presentation, and final reports
- Facility to record FYP, thesis, research project, and publications by faculty members
- Facility to record a 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 and postgrad 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 the proposal and other requirements

4.2.15 Feedback/ Survey Module / QEC

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

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- 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 the audience to participate through email / SMS.
- Facility to produce an analysis of survey data through BI tools.
- Facility to specify the 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 the status of pending and completed feedback.
- Various forms and reports are to be submitted and generated by the QEC.
- Course evaluation through electronic questionnaire, which requires a written or selected response answer to a series of questions to evaluate the instruction of a given course.
- Teacher evaluation for improvement focuses on the provision of feedback useful for the improvement of teaching practices, namely through professional development. It involves helping teachers learn about, reflect on, and improve their practice.
- Course and teacher evaluation is a mandatory process for students at the end of a semester.
- Various reports as per the requirement of the Department

4.2.16 Event Management Module

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

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 departments/sections i.e. ORIC, Career Centre, Faculties, Sports, etc. The system will have the following salient features:

- Facility to define event calendar which should be displayed on the WUS Website.
- The system should be able to generate alerts (SMS and Email) to the staff and students regarding the upcoming event.
- Provision to define event schedule to plan various activities to organize an event. The user should be able to define the 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.
- Facility to integrate with social media applications to share events-related information.

4.2.17 Scholarship Management Module

The salient features of the module should include but are 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 defines criteria for shortlisting of applicants for each scholarship program.
- Facility to record and process requests 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 WUS website to collect applications from the applicants who wish to avail the 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 they achieved, and rules defined by the University.
- Provision to plan interview sessions with the applicants who qualify for the next round of interviews and send call letters to the student for interviews.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to enter the score of applicants achieved during the interview session.
- Provision to prepare the merit list and waiting list of shortlisted applicants.
- Provision to record award of scholarship for qualified applicants.
- Facility to record invoices in the system to release funds from the donor. The system should be integrated with the Receivable module to post the financial effect of the 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 Billing module of CMS.
- Facility to generate the scholarship grant utilization report from the accounting system.
- Facility to enter closing of scholarship award upon successful completion of the program by the student.

4.2.18 Student Affairs Module

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

- Online Application System for students where the student should be able to apply to academic and non-academic matters.
- Processing of student applications by the SSC staff.
- Making the decision on the application by the relevant officer or section.
- Communication of decision to the student
- Student's Appeal System: Students may launch an appeal against any decision as per the rules and regulations of the university.
- Financial Aid and Scholarship (an independent sub-module to be created for this purpose). The scholarship submodule should include all functions required from the announcement till the award of scholarship. Various reports as per the university requirements.

4.2.19 Chief Proctor Module

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

- Issuing of Students ID cards
- Student fines
- Notices to the individual students (General/ Specific)
- Student Discipline Committee proceedings
- Rules/ Regulations
- Catalogs and Curriculum of each degree program as per the university-approved policy.
- Keep a record of various activities such as versions of approved curriculum, the equivalence of courses, transfer students' options, cross-coded courses, and maintaining the list of non-credit courses.
- Enrollment as per the university requirements (requirements will be given by the User that how students can be enrolled in the system).
- Grading schemes and linking them with OBE.
- Student portal to be linked with this module.
- Graduation processing (registration for convocation, medals, other certificates, academic costume, fee, etc.)
- Planning for semesters as per the academic calendar
- Pre-registration by students
- Teacher and course information offered in various semesters
- Faculty and Facility to assign teachers with courses offered in the semester of the specific

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

batch.

- Facilities and support for various functions required during a semester such as add & drop of courses, withdrawal of courses, System should support the replacement of an abolish course with an equivalent course (if any).
- Student Attendance System sub module as per the university rules and regulations.
- Student's Academic Advisory System
- Students' Counselling session by the Academic Advisors
- OBE concept shall be incorporated into the academic (curriculum of each degree program) - ELOs, PLOs, CLOs, and other principles of the OBE based shall be incorporated.
- All required functions of the OBE-based system such as Mapping of various remedial processes, grading, and others shall be incorporated.

4.3 User Management System

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

- Facility to maintain user profiles.
- Facility to process requests for granting/ revoking access rights.
- Facility to manage access rights at the following levels:
 - Modules
 - Menu
 - Setups
 - Transactions
 - Reports
 - Data
 - Button
- Facility to maintain multi-role base access i.e., needs to know basis like edit, entry, view, entry & view, edit & view, and all.
- Facility to define user groups to define roles and access rights. Once a user is assigned to a particular group all the access rights given to the group can be assigned to the particular user.
- Facility to control access by campus wise, faculty wise, department wise, section wise, etc.
- Facility to log users along with their activities with date and time stamp.
- Facility to generate logins in batch mode, where multiple logins can be generated for multiple students at once.
- Facility to allow the user to change passwords
- Facility to define policies related to password strength, password change.
- Facility to grant/ revoke/ modify access rights.
- Facility to maintain an audit log of all activities performed by a user.

4.4 Payroll System

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

The payroll system should have a facility to set up employees' master files and the salary structure for each employee in terms of monthly allowances and deductions. The system should maintain the location-wise/department-wise employee cost thereby enabling the management to analyze the payroll cost contribution about each department/ business unit. The effect of these transactions should be transferred to the General Ledger system electronically.

The system should also provide a loan module, which will maintain a track of various loans given to the employees by the WUS and will automatically make loan deductions according to the loan terms set in the system. All loans will be treated as interest-free loans.

The payroll system should maintain track of the leave record of each employee, in terms of leaves availed and leaves outstanding, and will automatically calculate the deductions for 'leave without pay'. The module wise features of the system are as described below:

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

4.4.1 *Basic Salary Module*

- Employees should be identified by unique numbers allotted to them and the system maintains the personal information of each employee, like employee's name, father's name, address, department, designation, location, date of joining and confirmation, date of leaving (for employees who have left), grade, National Tax Number and National Identity Card Number, eligibility for EOBI, Social Security, General Provident Fund, etc.
- Facility to define government basic pay scales for each grade to compute allowances, annual increases.
- Facility to revise basic pay scales as and when required.
- All allowances offered to the employees and deductions made from their salaries are user-defined in the system.
- Allowances and contributions should be computed automatically based on formulas defined by the users as per the WUS policy.
- The effect of any changes in the allowances is immediately passed on to the tax module and the system computes the tax automatically.
- Non-salary benefits offered to the employees should also be maintained by the system.
- The effect of the number of days not worked during the month is passed on the net amount of salary payable to that employee once these have been entered.
- Provision to split an employee's net salary for remittance to multiple banks.
- Printing of Pay-slips
- The Basic Salary module should be integrated with the Workload module to compute and make payments of the extra workload (academic and administrative)
- The following reports should be produced from the system:
 - Employee's details
 - List of employees: Department / location /designation wise
 - A list of employees joined and left during the month.
 - Department-wise and grade-wise strength
 - Monthly payroll sheet by employee/department/location
 - Departmental summary of the salary paid
 - Annual payroll sheet: detailed and summarized
 - List of employees paid by bank and cash
 - EOBI, ESSI, education CESS, and Group Insurance reports (monthly and annual) for the contributions made by the WUS on behalf of its eligible employees.

4.4.2 *Leave Management*

- Maintenance of employees' leaves in terms of leaves allowed, leaves availed, and leaves outstanding.
- The actual dates when the leaves were availed can also be maintained.
- The effect of days not worked in the month (leaves without pay etc.) is reflected on the salary of that employee.
- Monthly and annual leaves registers can also be produced.
- Leaves encashment is also calculated once the cashable leaves have been identified.

4.4.3 *Income Tax Module*

- Income Tax module to compute tax liabilities based on the latest tax rules and produce the following report:
- Income tax computation
- Monthly/ quarterly income tax return
- Salary certificate printing as per government requirement

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Income Tax Statement
- Income Tax Statement
- Facility to produce tax report in a format prescribed for e-filing by the FBR.

4.4.4 Final Settlement Module

- This module should compute the terminal benefits for the employee who leaves the organization based on the following parameters:
 - Computation of leaves encashment
 - Computation of notice pay (either side)
 - Deduction of balance loan amount recoverable
 - Deduction of tax recoverable from the employee
 - Computation of salary for the days worked during the leaving month.

4.5 Accounting and Finance

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

- Invoices of fund revenues with receipt follow-ups, refunds, and recurring options. Auto journal entries with invoices and payments. Inform the funder through single-click email. The system gives alerts and email notifications for due and overdue invoices. Different reports like details of outstanding invoices, Funder ledgers, Balances report, Ageing analysis of receivables, Tax reports.
- Invoices of purchase and expense as per allocated budget for the specific head. The system gives a warning if the amount is increasing from the allocated budget. Refund and recurring purchase or expense options. Auto journal entries with invoices and payments. Each invoice should be approved through an approval workflow process. Maintain history of foreign currency rates used for the purchase of imported items.
- Manage chart of accounts and manual journal entries.
- Cashbook, bank statements, reconciliation.
- Organizations can take the loan and can give loans to internal employees, regional offices, and external organizations with easy management of payments or receipts installments and interest rates. The system gives alerts and email notifications for due and overdue installments.
- All financial reports include:
 - Income statement
 - Balance sheet
 - Trial Balance
 - Cash flow statement
 - Executive summary
 - Budget Vs Actual
 - General Ledger, Stakeholder Ledger, Project Ledger, Account Ledger
 - Tax reports
 - Bank Reconciliation Statement
 - Loan and investments reports

4.6 Inventory System

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

The Inventory system is designed to manage movements of stock i.e., receipts of materials from a supplier, issuance of materials to the user departments, materials return, etc. The system will maintain built-in controls related to stock management like re-order level, lead-time, re-order

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

quantity, etc. The Inventory system will be integrated with the Purchase system, such that all the Goods Received Notes will be linked with Purchase Order to evaluate the quantity ordered, quantity received and partial status of purchase orders. Efficient management of stocks by maintaining stock monitoring parameters like minimum and maximum levels, re-order quantity, and lead time.

- The total cost of an item can be maintained as a breakup of various cost heads, for instance, purchase price, freight, customs duty, etc.
- Valuation of stock based on weighted average cost.
- Prevent shortfall by maintaining a minimum level for all items in stock.
- Multiple stock adjustments and reports on their quantitative and financial effect
- Producing financial/quantitative reports of the stocks procured, issued, and in hand
- Different characteristics can be defined for different groups of items. This is in addition to the levels of codes maintained in the system.
- Facility to maintain multiple warehouses. Each warehouse can have its Goods Receiving Notes, Material Issues, Sales Invoices, and other transactions.
- Facility to enter quantitative information separately by Stores staff and financial valuation separately by the Finance department for each GRN.
- Facility to define item types such as capital goods, consumable items, etc. Upon entering the GRN the system should update the acquisition in the Fixed Assets system.
- Materials valuation linked with the prices in PO/ supplier invoice/ payment voucher.
- QC inspection and facility to maintain stock as useable, damaged/ expired
- Providing the management with consumption pattern of stock items
- Provision to maintain separate buying units and issuing units and their conversion
- Material Issue and Material Return Note to manage stock movement between store and departments.
- Stock transfer note to move stock between various warehouses.
- Stock adjustments note for different types of errors like excess/short stock
- Facility to return damaged stock to the supplier and automatic generations of debit notes to supplier ledger balances.
- Cost center-wise storage and issuance of stock.
- Facility to generate MIS reports related to inventory transactions.

4.7 Transport Management System

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

- Facility to integrate with Fixed Assets module to retrieve details of vehicles and other assets.
- Facility to integrate with HRMS to retrieve the complete profile of Assistant Transport Officer, Drivers, Conductors, workshop employees, and other staff.
- Facility to maintain complete details of routes of different vehicles along with the pick and drop points.
- Facility to record student application to avail transport facility and registration.
- Facility to record student application to avail ambulance service and approval.
- Facility to assign route/ vehicles with driver and conductors.
- Facility to assign duty and rotation of drivers according to the workload with responsibility.
- Facility to enter trip logs (meter reading before and after a trip).
- Facility to perform the auto calculation of overtime duty by both drivers/conductors.
- Facility to suspend any trip/ route.
- Facility to maintain a log of different study tours to comply with university rules
- Facility to the record of fuel quantity consumed and cost for each vehicle/ other equipment.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to record oil change, filter change, tire change, service/washing history, and other parts of each vehicle/ other equipment about mileage and date
- Facility to maintain a record of vehicles repaired (minor/ major) and its approval process.
- Facility to record information related to vehicle health.
- Facility to maintain a detailed record of staff/ pool cars.
- Facility to maintain complete track of drivers/conductors' holidays/leaves and their replacements (should be handled through Attendance module discussed above).
- Facility to maintain history regarding misconducts of drivers/conductors & action taken against them (should be handled through GRC module discussed above).
- Facility to record monthly or quarterly feedback/ recommendations from students to improve services (should be handled through Survey module discussed above).
- Facility to maintain the history of outsourced vehicles and their expense.
- Facility to generate reports for an administrator and senior management such as the number of vehicles, drivers, maintenance, warehouse management, fueling, etc.

4.8 Human Resource Management System

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

4.8.1 Employee Module

- Facility to enter employee personal information
- Facility to enter the academic record
- Facility to enter the date of joining or leaving
- Facility to enter details of employee family
- Facility to record medical history
- Facility to enter multiple addresses
- Facility to enter the status of annual leaves
- ACR automation
- Leaves automation

4.8.2 Job Profile

- Facility to create areas of operations such as Academic, Administration, Accounts, Provost, HR
- Create uniform Job titles to be used in the whole organization such as VC, Chairman, Director, Superintendent, etc.,
- Facility to define the government-grade structure and pay scale to accommodate salary
- Create Job positions such as VC, Chairman, Director, Superintendent, etc.,
- Facility to define job description by attaching duties, responsibilities, skills, qualifications with the Job position
- Define Job Evaluation Factors (Age, Qualification, Experience)

4.8.3 Recruitment and Selection

- Resources planning to define all the sanctioned posts in each department
- Facility to view the status of sanctioned positions such as vacant positions, positions to be vacant, etc.
- Facility to generate a request for the hiring of a position.
- Facility to publish adverts of vacancies on the website
- Facility to define hiring criteria.
- Facility to create and upload CVs using candidates' login id, passwords.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to search the best candidate from the CV database based on the criteria defined in the system and custom filters. The search of suitable personnel from the database of resumes based on:
 - Skills requirements
 - Educational requirements
 - Experience requirements
 - CV text search for uploaded CVs
- Facility to shortlist the selected candidates and send them call letters for interviews from the system.
- Facility to define different stages for selection such as selection board, syndicate, registrar, etc.
- Facility to schedule interviews/ assessment of the candidates.
- Facility to conduct tests/ assessments/ interview sheets
- Facility to generate offer letter to the selected candidate

4.8.4 Training and Skills Development

- Facility to raise training requests based on training needs identified during the appraisals, recruitment, department's specific needs, etc.
- Facility to prepare course calendar
- Facility to enroll employees based on:
 - Courses already attended by the person
 - Prerequisites/ skills required for course
- Facility to mark course completion by:
 - Performing post-training evaluations
 - Entering training costs

4.8.5 Appraisals/ Performance Management

- Facility to configure performance evaluation form for different grades
- Facility to record details of performance evaluation of the concerned HOD.
- Facility to define various stages of review, recommendations, and approvals
- Schedule reviews and intimate stakeholders such as assesses, assessors
- Perform assessments based on the assessment workflow configured earlier.
- Recommend (review and amend system generated) compensations
- Review and finalize compensations
- Facility to generate promotion letters and update the grades and pay scales.

4.8.6 Employee Self Service (ESS) Module

This module should design to serve as an employee interface to the HR department. This module should have the following features:

Online access to:

- Pay slips
- Outstanding Loans
- Outstanding Leaves
- WUS procedures and policies
- GP Fund status
- Interfaces to file leave applications, loan applications and approvals should also be possible

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Provisions for notice board, employee feedback, newsletters and connecting other internal modules.

4.8.7 Correspondence Management

- Reduce the burden of HR department by sending auto intimations from various processes such as job interview schedules, employee review schedule, compensation intimations, etc.
- Facility to define letter/ email templates such as warning letter, appreciation letter, offer letter, employment contract, etc.
- Facility to attach WUS's templates being used for the correspondence process
- Facility to add system bookmarks (such as employee name, designation, salary, etc.) in the template
- Facility to generate emails/ letters and send to recipients

4.8.8 Housing and Accommodation Module

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

- Facility to maintain record of all housing units owned by the AUST such as location, category, covered area, number of rooms, number of washrooms, other amenities, etc
- Facility to register a request for the allocation of house/ hostel rooms.
- Facility to create a waiting list of all those who applied, and the case has been approved for accommodations based on the rules defined in the system.
- Facility to allocate accommodation to the applicants containing applicant name, tenure, terms, and conditions, etc.
- Facility to deallocate accommodation upon the retirement or the will of the occupants.

4.9 Budgeting Module

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

- The facility of different types of budgets like Operation and development budgets.
- Budget can be defined for organizations, departments, regional offices, projects, etc.
- Create multiple budget lines and link them with the chart of accounts.
- Carry forwarding of budget to next budget year and current Budget revision functionality.
- The budget should be integrated with accounts and procurement modules.
- Different budget reports like budget vs actual etc.

4.10 Works

4.10.1 Repair, Maintenance and Record of Buildings

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

- Request and maintenance form
- Request for maintenance shall be traced through the auto system
- Complete Annual Maintenances record of each building
- Budget allocation based on the historical data

Module B

4.11 Procurement Module

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

The Procurement system will be used to maintain all activities related to purchase monitoring and execution, starting from the entry of the requisition, getting quotations from the market, and preparing purchase orders to communicate with suppliers. The proposed system will be integrated

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

with the Inventory Module as required to maintain the supply chain. The system will also be integrated with the Payable system to share purchase order data for the preparation of supplier invoices.

The main features of the system are as follows:

- Facility to maintain supplier database containing name, address, credit period, credit limit and their origin like foreign and local, etc.
- Facility to enter requisition by each concerned department.
- Requisition generated by various departments would be accessible to the Purchase Department for requesting a quotation or calling a tender for the procurement of goods and services depending upon the value of goods or services.
- Facility to generate multiple reports of purchase transactions.

4.11.1 Tendering Procurement

- Facility to enter various stages of tender such as the development of RFP, publishing, opening, awarding, etc.
- Facility to handle single stage and two stages tendering process as per Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) rules
- Selection of Tendering Method as per KPPRA rules
 - Three Quotations Method
 - Open Tendering Method (Consultancy)
 - Open Tendering Method (Goods)
 - Pre-Qualification of Bidders
 - Open Tendering Method (Work & Non-Consultancy)
 - Emergency Procurement
- Facility to record bidders applied for providing goods or services or works
- Facility to shortlist bidders based on their initial Expression of Interest (EOI) submission
- Facility to handle different selection methods such as Quality and Cost Based Selection (QCBS), least cost, etc.
- Facility to record tender fee for each bidder
- Facility to evaluate each bid and record scores of the bidders
- Facility to award the contract to the successful bidder

4.11.2 Non-Tendering Procurement

- Procurement of Low-Value Items (other than tendering)
- Provision to enter quotations received from suppliers.
- Facility to generate comparative statements based on the quotations received from the supplier.
- Facility to generate purchase/ supply orders against quotations received from suppliers.
- Integration with the Inventory system to maintain the status of goods received and outstanding quantities against each purchase order.

4.12 Library Management System

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

4.12.1 Bibliographic Records & Cataloging Standards

- Cataloging with authority control for bibliographic records
- The system can detect duplicate records, can make a separate file for duplicate or conflicted records
- Create, modify, or delete fields or subfields without re-keying the entire record or sub-record
- Cataloging and linking multimedia, including URL's, Documents (.doc, .docx, .pdf), slide shows (.ppt), images (.jpg, .tif), video (.dat, .mpg) etc.
- The system can accept, store, retrieve, and can download UNICODE data.
- Configuration of Koha with all functions (issue, return, circulations, etc.) at the university
- Integration of Koha with other systems/module
- Digital Library
- DDC set (Dewey Decimal Classification) Latest edition both hard and soft form
- Spine label Machine
- Scanner
- Online access to journal.
- Books return drop box
- Thesis and research Repository

4.13 Office of Research, Innovation & Commercialization (ORIC)

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

- Various forms and reports are to be submitted and generated by the ORIC.
- Recording all R&D matter at the University.
- Record of the research paper published each year.
- Record of Patents by the university staff and students
- Record of products development.
- Record of funded projects.
- Impact of projects and major outcome
- Various reports as per the requirement of the Department.

4.14 Affiliated Institutes Management System

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

- List of affiliated colleges with allowed academic programs
- Portal for the colleges to interact with the university.
- The required record of the students from affiliated colleges
- Payment details

4.15 Complaint Management System

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

Facility to register a complaint by the student/ faculty member/ employee giving the information such as applicant name, job title, department, contact numbers, addresses, cause of the grievance, solution requested, complaint type, etc.

- Facility to generate complaint numbers to track complaints.
- In case the complaint is related to services such as fixation of the fault then it is forwarded to the concerned section for resolution.
- In case the complaint is related to administrative issues then it is forwarded to the Grievances Redressal Committee for resolution.
- Facility to review each type of complaint by the relevant section and give their

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

recommendations.

- Facility to follow up the implementation of the recommendations.
- Facility to enter feedback of the complainant regarding its resolution.
- Facility to properly close the complaint in case of resolution.
- Facility to show the progress of the complaint to the complainant.

4.16 Project Management System

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

- Facility to maintain databases of project type, sectors, locations, activities, resources, objectives, benefits, etc. that will be used in various transactions such as defining the project, progress reports, performance monitoring, etc.
- Facility to develop work breakdown structure (WBS) template for various interventions at WUS in the form of activities/ sub-activities setup.
- Facility to enter the project details that will facilitate the user to monitor the progress of implementation of infrastructure/ capacity building interventions at WUS.
- Facility to view the summarized status of the project from project initiation till the closing of the project at any given time. The progress report gives the user a preview of the project where it stands now.
- Facility to measure the performance of the project and manage the project including risks and issues as well as recommendations & suggestions.
- Facility to measure the performance of a specific project based on predefined performance indicators.
- Facility to define base values as well as target values against each performance indicator.
- Facility to attach performance indicators with a particular project and its related sector.
- Facility to record the performance of an intervention on a given period.
- Facility to compare the actual performance of project activities against the planned activities.
- Facility to generate periodic performance monitoring reports.
- Facility to monitor and control the deliverables being produced by the project.
- Facility to close the project once all the deliverables have been completed and approved by the management.
- Facility to record the satisfaction level as well as the action plans against each of the project completion criteria such as project objectives, project benefits, project deliverables, etc. defined for the project.
- Facility to record any outstanding issues to be needed after the project implementation.
- Facility to record the actions required to release all project resources, including staff, contractors, equipment, materials, etc. at the time of project closure.
- Facility to mark the project as terminated in case the project must close before its completion time for any given reason.
- Facility to review the project in terms of the delivered benefits, objectives, scope, on-time delivery, within the allocated budget and resources as planned.
- Facility to assess the degree to which the project's key achievements, failures, and lessons learned for future projects.
- Facility to implement a change in the project through the change management process to monitor and control changes within the project.
- Facility to record the change, reasons for the required change, and benefits that can be reaped from that change.
- Facility to record the overall resources required for the change in terms of manpower, time, and cost.
- Facility to provide an analytical tool to the management executives to access and analyze the critical information that is required to monitor ongoing interventions. These include areas like:

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Progress of the projects
- Actual vs Planned Activities
- Budgeted vs Actual Cost Comparisons
- Performance Monitoring
- Facility to provide summarized information to the management on one screen, highlighting the areas where performance is below the defined threshold and requires some decisions and instant actions.

4.17 Note Sheet for Advance Payment Management

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

The departments/sections can request for advance payments to perform day to day activities.

- For department the Note sheet for advance payment approval hierarchy be Head of department, Academic office, Finance, Registrar, and finally Vice Chancellor.
- For Section the Note sheet for advance payment approval hierarchy be Head of Section, Finance, Registrar, and finally Vice Chancellor.
- Once, approval granted. The concern section/ department can purchase the required items mentioned in the Note sheet by providing invoice of each purchased item.
- Finance section will be responsible to settlement of advance Payment for the concern section/department.

4.18 Fixed Assets Module

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

This module maintains a complete record of all assets owned by the UoM and records the movement of these assets from one department to the other and from one location to other. The system also calculates year-end depreciation and determines the written down value (WDV), at the time of disposal to calculate the gain/ loss on disposal of assets. The salient features are given below:

- Maintain a comprehensive database of assets using multi-level asset codes for analyzing group and detail level information.
- Multi-location of assets
- Disposal of assets using various modes of asset disposal.
- Provision to write-off assets
- Provision for different types of adjustments i.e. revaluation, re-classification, etc.
- Transfer of assets to other locations/ departments/ regional offices.
- Breakup for assets costs either acquired locally or imported
- Maintains the history of each asset
- Fixed assets register for individual items

Reports

- Fixed assets register
- Depreciation schedule – financial and tax
- List of assets location-wise, department-wise
- List of transfers/ disposals/ additions
- List of revalued assets/ re-classified assets/ written-off assets

4.18.1 Depreciation

- Maintaining different methods of depreciation calculation like a straight line, reducing balance, etc.
- Depreciation methods set up at the group level as well as at the individual level
- Provision to define depreciation policies regarding acquisitions and disposals
- Prepares monthly and annual depreciation schedules.
- Initial and normal depreciation rate (if different). Initial depreciation values are for the first year of newly acquired assets

4.18.2 Asset Maintenance

There are 2 ways to manage Asset/Equipment maintenance.

4.18.3 Preventive Maintenance

Add maintenance schedule of each equipment/asset. Maintenance requests will be generated as per the schedule and will be highlighted to the technical team for action. The relevant maintenance checklist and spare parts of the asset will automatically appear to the maintenance team. They can add or remove things in the bill as per their needs. Spare parts inventory will automatically decrease when consume.

4.18.4 Corrective Maintenance:

An employee can request maintenance of assets when there is a need. The maintenance team can add a checklist and spare parts required for maintenance to the bill. Spare parts inventory will automatically decrease when consume.

Module C

4.19 Hostel Management System

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

The system will be used by the provost and supports activities that assist students in the seat allotment process specific to all applicants. The salient features of the module should include but are not limited to the following:

- Facility to create setups of male/ female hostel blocks, floors, rooms and their description with type, capacity, and detail of other items in a room, room charges, details of supervisory staff of hostel and mess such as Warden, Assist. Warden, Head Bearer, Bearer, etc.
- Facility for the students to apply online for hostel and other services.
- Facility to configure room allocation rules and automatically allot rooms to students based on room size, type, and capacity.
- Facility to maintain the room status whether it is occupied or vacant.
- Facility to manage the reallocation of room to the student with semester wise and also maintains attachment detail of the same.
- Facility to maintain the details of fees paid by the students.
- Facility to manage the student clearance for vacant date and submission of other related items of the room.
- Facility to maintain the information of visitors for students and room.
- Facility to manage and control hostel assets efficiently and track hostel consumables and durables by location, value, date, and lot codes using RFID or barcode scanners.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- Facility to maintain details of meals and accounts of each student.
- Facility to create a week-wise menu.
- Facility to automatically calculate mess charges, track mess expenditures, and other transactions.
- Facility to monitor monthly expense of mess, kitchen stock, etc.
- Facility to generate monthly mess bills of each student.
- Facility to record attendance through check-in and check-out times of students at entry and exit points of the hostel and mess by swipe cards and electronic barrier gates (i.e., tripod, flap, etc.)
- Facility to track missing students in the hostel and notify parents by email/ messaging.
- Facility to integrate with complaint management module to lodge any complaints.
- Facility to generate reports of hostel for hostel officials such as hostel wise, floor wise occupied and vacant rooms list, students list availing mess services, non-payers list, etc.

4.20 Sports Management System

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

- Existing sport facilities
- Events organized by the Sports Directorate.
- List of teams
- Selection of players for each team
- Budget
- Indoor and outdoor gymnasium
- A complete record of the students admitted based on sport

4.21 Alumni/Association Management System

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

- Online Registration for Alumni
- Auto registration system of the graduated students to Alumni
- Recording of success stories by alumni
- Donation by Alumni
- Alumni portal for the Alumni association to communicate Alumnus and university
- Alumni Registration
- Issuance of Alumni Card
- Notable Alumnus
- Major Achievements by the Alumni
- Reunion
- Contribution by Alumni to the University
- Details about elections
- Record of the Alumni Association President and other members of the cabinet

5 General Requirements

5.1 Common Functional Requirements

In addition to the aforementioned requirements related to individual modules, given below are the common functional requirements, which should include but are not limited to the following:

- Software should provide a detail audit trail of all the activities and should be equipped with the query analyzer to view any exceptions
- All reports must be exported in at least the following formats such as PDF, MS Excel Format, CSV
- Software should provide data import facility from MS Excel, CSV, and other

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

machine- readable formats.

- The Software should maintain the electronic signatures of all the users and record each transaction.

5.2 Non-Functional Requirements

5.2.1 System Architecture

- Software should be preferably developed in open-source technologies.
- Systems should be web-based and can be accessed from anywhere.
- All dashboards should be compatible with Android and IOS platforms.
- The system should have a single sign-on to access any system/ module.
- The system should have a unified architecture such that any setup students, employees, department, vendor, cost center, etc. created in one module should be accessible to other modules.
- All systems/ modules should be well integrated to share financial effects and transaction references.
- The software should have a capacity to handle server requests/ web traffic of around minimum active 20,000 students and around active 5,000 employees/ faculty members.
- Archiving facilities of the old students and employees.

5.2.2 Security

The vendor shall be responsible for developing and implementing state-of-art secure software. The software should have protection both on the software level and hardware level. The vendor shall be deemed responsible in case of any vulnerability, lack of security protocols or loophole, or financial damage, both intentional and unintentional.

5.2.3 Software Security

- All the sensitive information such as student grades, exam data, should be stored in encrypted form in the database.
- All data communications to client instances should be protected with state-of-the-art 256-bit SSL encryption (HTTPS).
- All internal data communications between our servers should also be protected with state-of-the-art encryption (SSH).
- All SSL certificates should use a robust 2048-bit modulus with full SHA-2 certificates chains.

5.2.4 Hardware Security

- The vendor shall propose hardware equipment required for providing state-of-art hardware-level security from both internal and external threats and attacks

5.2.4.1 Hardware

- The vendor shall propose state-of-art hardware for hosting and operating the software.
 - Servers
 - Load Balancer
 - Backup Servers/ DRS
 - Firewall

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

5.2.4.2 Data Migration

- The vendor should submit a data migration plan to move existing data from the legacy software
- The data mainly includes the students' life cycle and entry test, admission, enrollment, attendance, student billing, exam results, and any other information maintained in the legacy software.
- The vendor should execute the migration plan once approved by the WUS.
- The vendor should verify the migrated data with the assistance of the WUS staff.
- The vendor should provide human resources for data entry/ migration when and if required.

5.2.5 Source Code & Updates

- The vendor should hand over the source code of all the systems/modules developed exclusively for the WUS.
- The vendor should also provide the development tools, technologies, APIs, etc. for future enhancements by the WUS.
- The vendor should provide updates of any new release from time to time during
- The agreed maintenance periods.
- The vendor should impart training and transfer skills for onward *customization ad maintenance*.
- The source code and customization made by the vendor shall be the property of the WUS. The WUS shall have complete rights to modify any Modules at any time.

5.2.6 Service Levels

- The vendor should specify the service levels for:
- Fixation of critical and non-critical bugs and errors
- Response to any queries
- Time required for maintenance and upgrades
- Requirement adjustment
- The vendor should provide 5- years free technical support services after the successful implementation of the software.
- The vendor should also quote the technical support services charges after the expiration of free services.

5.2.7 Availability

- The software solution should be available for internal users 24 x 7 x 365 with minimal downtime.
- A minimum of two-tier backup services

5.2.8 Training Manuals

- The vendor should provide online help and user manuals covering every option for all the systems and modules discussed above.
- The vendor should provide an installation manual.
- The vendor should provide technical documents such as data dictionaries, schema, system architecture, DFDs, class diagrams, and other necessary documentation for the customization of software.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- All the manuals discussed above should be updated from time to time by the vendor.

5.2.9 Staff Training

- The vendor should impart training to the WUS's project team and the end-users by taking the following initiatives:
- Creation of test environment of the deployed software i.e., Conference Room Pilot (CRP) for software acceptance testing and ongoing training.
- Provision of hands-on training to the end-users to allow them to test key processes.
- Train the trainer of the WUS for their capacity building.
- Train and empower the technical team so that they can add new modules, enhance and customize the existing software according to their needs.

6 General Requirements:

For a PROPOSER to be considered, WUS must receive three (03) copies (one original and two photocopies) of the technical proposal and one copy of the financial proposal by 11:00 am **July 26, 2022** at the following address:

Address: Women University Swabi, Topi Road, Guloo Dheri, district Swabi, Khyber Pakhtunkhwa

Please also send one printable and a searchable PDF copy of the technical proposal in a flash drive. All proposals must be marked separately for both technical and financial proposals:

Technical / Financial Proposal

“Acquisition & Implementation of Enterprise Resource Planning (ERP) & Campus Management System (CMS) Software”

Sealed Technical and Financial proposals should be submitted in two separate envelopes placed and sealed in one big envelope (as per single stage – two envelopes bidding procedure).

There is no expressed or implied obligation for the WUS to reimburse the responding PROPOSER for any expenses incurred in preparing proposals in response to this request.

WUS reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the PROPOSER of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between WUS and the PROPOSER selected.

The WUS shall not bear any cost related to the preparation of the proposal as well as any subsequent cost such as pre-bid meeting visit cost, etc. incurred by the PROPOSER.

6.1 Project Contact

The WUS invites you to submit a proposal under the terms, conditions, and specifications contained in this document. Please submit the proposals by 26.07.2022, not later than 11:00 am. Questions about the project may be directed to:

Dr. Furqan

Designation: Incharge IT Section Phone: 0938-224222

Email: it@wus.edu.pk

The PROPOSER is responsible for ensuring that the email was successfully received. Questions and requests for clarification and/or additional information should be directed via email to the contact above. Any change in response to questions/clarifications will be re-advertised as an addendum to this RFP and communicated to the bidder through email.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

6.2 Project Schedule & Deliverables

The following is a tentative schedule and deliverables related to the requested ERP Needs Assessment project:

Date	Activity
Tender Process	RFP release – 27.06.2022
	Pre-bid meeting – Monday 21.07.2022 at 11:00 am
	Proposals Due date Tuesday (26.07.2022 11:00 am)
	Presentations by shortlisted firms - Within 14 days after the due date (tentative)
	Contract awarded; work begins; after due evaluation process
Analysis and design	Submits Inception Report, Project Charter, Project Schedule (WBS)
	Fortnightly Progress Reports giving target achieved against planned, targets slipped, causes and recommendations, and next targets. Fortnightly (before the close of business of each fortnight)
	Submits Gap Analysis Report, Data Migration Plan
Implementation and deployment	Installation of ERP and CMS software (Module A, B & C) at WUS and handing over of training material.
	Data migration, Customization, and development of MIS reports
	Handing over of source code & related technical documentation as discussed above
	Closeout and handing over and taking over of the project

6.3 Eligibility Criteria for the Firm Applying

This Invitation for Bids is open to reputed firms/suppliers registered with the Income Tax department and KPRA, who are on the Active Taxpayer List of FBR, Government of Pakistan for supply and provisioning of such services.

Government-owned enterprises in the Purchaser's country may participate only if they are legally and financially autonomous if they operate under commercial law, and if they are not a dependent agency of the Purchaser.

Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

02% bid security must be attached by the bidder along with their financial proposals, proposals will be considered invalid, in the absence of bid security.

The bidder should have a strong understanding of ERP packages and extensive experience with Govt/Private institutions of large size.

The bidder should have completed at least 3 successful implementations of ERP in any Government/ Private institutions.

6.4 Proposal Requirements

The Proposal should include the minimum information requested below in the order listed. Emphasis should be on completeness and clarity of content. Please do not include sales and marketing brochures. Additional information, if provided, should be separately identified in the proposal.

6.4.1 Section One – Transmittal Letter

A cover letter (Annex. - I and II to be furnished with technical proposal and Annex. - III, to be furnished with the financial proposal) signed by an official authorized to solicit business and enter contracts for the PROPOSING firm. The cover letter should introduce the firm and summarize general qualifications, including the firm's legal entity name, address, email address, phone number of contact person, and a short synopsis of the proposal and credentials to deliver the services sought under the RFP.

6.4.2 Section Two – Experience and Qualifications

- a) The PROPOSER should describe the company's profile giving details of legal status, services and products offer, number of offices, overall staff strength, and other details highlighting the company's profile along with Annex – IV.
- b) A description summarizing the PROPOSER's experience over the past 3 years in performing similar services as listed in this RFP to large govt clients. Please include the year, key scope objective(s), and ERP solution (along with the list of modules) that your firm implemented, including the names of the project manager, team members, and their roles.
- c) A statement identifying the names of key personnel that will be assigned to this project, including their titles, length of relevant experience (name of projects executed in govt institutions and task performed), qualifications, and proof of certifications for the products and services being offered (attach resumes). Please include the PROPOSER's ability to staff the project adequately and consistently with the same team.
- d) The PROPOSER will depute at least 07 qualified staff in this project, mainly comprising of Project Manager, Functional Consultants, Developers, Business Analyst, QA Analyst, Database Administrators, Technical Writer, etc.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

- e) The firm has to demonstrate its ability to complete the work specified in this RFP and produce the required products in a timely fashion and the ability to present any necessary reports and recommendations to university staff. This section should contain the description of three (03) successfully completed projects in the last five (05) years, including the name of the public sector institution for which work was performed, a general description of the scope of work, name, and contact information of agency representative responsible for the project.
- f) Evaluation of the bids will be conducted in the following two stages: -

6.4.2.1 Technical Stage-1 (A): Preliminary Examination

S. No	Description of requirement	Eligible	Not Eligible
1	Proof of Registration (Certificate of Incorporation)		
2	Annual Audited reports of last 2 years		
3	Proof of being an active taxpayer		
4	At least 3 Client's References as mentioned in Annex. IV.		
5	At least 3 Completion Certificates of successful implementations		
6	CVs of key personnel		
7	Letter of the bid (Bid Form) as per Annex-I.		
8	Whether affidavit on stamp paper to the effect that " <i>the requisite Bid Security has been placed separately in the sealed envelope of financial bid</i> " has been provided.		
9	Bidder Qualification.		

The preliminary examination will be conducted based on the responses given above. Only bids which have been rated "responsive" in the preliminary examination of bids shall be considered for further evaluation.

6.4.2.2 Technical Stage-1 (B): Technical Marking

The second stage of technical marking will be done as per the concerned section of the RFP i.e., "**selection criteria**"

The Technical marking will be conducted on a pass or fail basis. Only bids which have been rated "pass" in the technical marking of bids shall be considered for further evaluation.

6.4.2.3 Financial Stage-2: Financial/Final Evaluation

- Letter of Bid (Bid Form) as per Annex-II
- Price Break down schedule as per Annex-III
- Bid Security as per Annex-VIII or in the form of the bank draft.

6.4.3 Section Three – Outline Strategies and Options

Outline methodology, planning, design and execute strategies that will result in the analysis, design, implementation, and training of ERP solutions that are practical to the University. Include a detailed plan for the services to be provided, along with deliverables to be provided at each step, with a corresponding timeline, including meetings with university staff. The work plan should be consistent with the scope of work presented above, however; the PROPOSER may suggest changes where appropriate.

6.4.4 Section Four – References

Provide a minimum of three (3) references from the public sector from within the past seven (7) years. Include the entity name and website URL, and title, email address, and telephone number for a contact person from each reference, as well as scope of work and project start/end dates (Annex – IV).

6.4.5 Section Five – Estimated Project Timeline and Pricing

The PROPOSER should provide a module-wise break-up of timelines and prices as mentioned in “Priority Matrix for Deployment”.

- Provide an estimated module-wise project timeline required to implement the ERP and CMS solution as discussed in the scope of work. Project budgets should include:
 - A project schedule for each activity, milestone, and deliverable, and
 - Project budget defined, at minimum, as follows:
 - The task with a collective total by milestone and deliverable.
 - Project responsibilities and estimated amount of time expected for each task expressed in person-hours.
 - Hourly rates for all project team members.
 - Costs for any other expenses such as printing, travel, and attendance at meetings, etc.
 - Provide pricing estimates that include:
 - Total Software Cost, with module wise cost break-up as per Annex - III
 - The study, implementation, and training cost
 - Annual maintenance cost
 - Charge-out rates of the project proposed staff

The PROPOSER shall present a specific “not to exceed” fixed fee, including associated administrative fees (i.e., printing costs, attendance at meetings, travel, boarding, and lodging). Each phase of work should have an itemized budget including labor costs and expenses for each piece of work.

The payments schedule commensurate with the deliverables and the work schedule are as follows:

Sr. No.	Components	% of Fee & OOP Cost
1.	Approval of Gap Analysis Report and Data Migration Plan after Purchaser Acceptance	05%
2.	Upon installation of ERP and CMS software (Modules A, B & C) at WUS, handing over of training material and configuration of master file setups	10%
3.	Upon completion of customization and development of software after successful Acceptance Testing	35%
4.	Upon handing over of source code & related technical documentation after Purchaser Acceptance	15%
5.	Upon completion of training after Purchaser Acceptance	15%
6.	Upon final deployment after Purchaser Acceptance	20%

6.5 Available Budget/ Contract

The WUS wishes to negotiate a fixed-price contract with a “not to exceed” total based on a clearly defined scope of work.

Selected prospective consultants shall be required to participate in negotiations with university staff and execute a contract for professional services.

The WUS reserves the right to accept the proposal either in full or part.

All proposal responses must be received by 11:00 am on **26.7.2022** for a PROPOSER to be considered. The WUS reserves the right to reject all proposals without assigning any reason.

6.6. Bid Security

- The Bidder shall furnish, as part of its bid, bid security of 02% of the total bid price as per Annex. – VIII or in form of the bank draft.
- The bid security is required to protect the Purchaser against the risk of Bidder’s conduct which would warrant the security’s forfeiture.
- Any bid not secured will be rejected by the Purchaser as nonresponsive.
- Unsuccessful bidders bid securities will be discharged or returned as promptly as possible
- The successful Bidder’s bid security will be discharged upon the Bidder signing the contract and furnishing the performance security or completion of the contract.
- The bid security may be forfeited if a Bidder:
 - withdraws its bid during the period of bid validity specified by the Bidder, or
 - does not accept the correction of errors; or
 - In the case of a successful Bidder if the Bidder fails:
 - to sign the contract; or
 - to furnish performance security or complete the job.

6.7. Performance Guarantee

The supplier whose quotation is accepted will be required to submit a performance bond in the form of a bank guarantee (Annex – VII) as a professional liability issued by the first-class recognized bank, the amount of which will be not less than ten percent (10%) of the total contract amount to guarantee faithful performance and completion of the Agreement. If the Contractor fails for any reason to execute the Agreement, the said bond will be forfeited to the University. The performance bond shall remain in effect for five (05) years from the date of issuance.

The Bid Security submitted by the bidder at the time of submitting its bid shall be returned to the Bidder upon submission of the Performance Guarantee.

Failure to provide a Performance Guarantee by the Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such an event the Procuring Agency may award the contract to the next lowest evaluated bidder or call for a new bid.

6.8. Selection Criteria

A Single-Stage two envelop bidding procedure shall be utilized in evaluating the proposals, with the evaluation of the technical proposal being completed before any price proposal is opened and compared. Only those financial proposals of the proposers will be considered for opening that scores 60% marks in Technical Documents Evaluation. Before the opening of financial proposals, the qualified vendors will be called for Presentations Session.

The technical proposal which comprises Technical Documents and Presentations shall be evaluated based on its responsiveness to the Term of Reference (TORs)/ Scope of Work.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

In the Final Stage, the price proposal of all the qualified contractors will be compared. The overall weight-age factor applied to Technical & Financial scoring will be as under:

Sr. No.	Criteria	Weightage
1	Technical Proposal	
1.1	Technical Documents	50%
1.2	Presentation (Proposed Work Plan, Approach and Live Demo)	20%
2	Financial Proposal	30%

The selection process shall be based on the received bids. The process may include discussion and clarification through any means as notified. Criteria for evaluation technical proposal shall include:

Factors	Max. Marks
Relevant ERP implementations experience. <ul style="list-style-type: none"> 5 Marks for each government/Private completed project (proof of completion certificate) minimum 4 completed projects. 	20
Proposed Work Plan and Approach	10
List of Personnel, their Qualification, and Experience Criteria:	10
Relevant Qualification (Max 5 Marks) Bachelors (0.5 Marks), Masters (0.75 Marks), Doctorate (1 Mark), ACCA (0.5), CA (1 Mark).	
Completeness of PROPOSAL REQUIREMENTS mentioned	10
Number of Years the firm has been in ERP consultancy practice in (ERP Software) Pakistan: 1 Mark for each year	5
Availability of local office in Peshawar/Islamabad	5

The contract will be awarded to the firm who got maximum marks jointly in the three categories i.e., technical, presentation and financial.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

8.9 Final Evaluation

The final evaluation will be based on the respective weightage assigned to Technical Criteria and Financial Criteria and the marks attained.

$TM \times 0.7 = TTM$ FM

$\times 0.3 = TFM$

$GTM = TTM + TFM$, where:

TM=Technical Marks

FM = Financial Marks

TTM= Total Technical Marks

TFM= Total Financial Marks

GTM= Grand Total Marks

9. Contract Terms & Conditions

9.1 Inspections and Acceptance Tests

The Purchaser or its representative shall have the right to inspect and/or to test the ERP Software to verify its conformity to the Contract specifications at no extra cost to the Purchaser. The inspections and tests shall be conducted on the university premises. Acceptance tests shall consist of, but are not limited, to the following categories.

9.1.1 Implementation Acceptance:

- Implementation acceptance means testing of the system m (which includes the software) successful installation and configuration as required for the application deployment at the department/ sections concerned.

9.1.2 User Acceptance Test:

- This test covers the user acceptability and the resolution/ fixing of the issues/ defects as identified by the users concerned.

9.1.3 Final Acceptance:

- This test will be conducted after successful UAT and integration. The minimum time to perform this test is after the Soak time of three months.

9.2 Delivery

Delivery of the Goods/Services shall be made by the Supplier according to project deliverables and set deadline made by WUS after awarding of the contract.

9.3 Warranty

The Supplier warrants that the Software developed/ deployed are developed are specifically for WUS using the most advanced technologies. The Supplier further warrants that Software supplied under this Contract shall have no flaws, security or otherwise loopholes, or bugs.

This warranty shall remain valid for sixty (60) months, as desired against it, in its specification, after the software, or any portion thereof as the case may be, has been deployed, installed, and

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

commissioned at the destination.

The Purchaser shall promptly notify the Supplier in writing, telephone/mobile, email, text message, or any other media of any claims arising under this warranty.

Upon receipt of such notice, the Supplier shall, per the schedule provided by the Supplier according to the *Service Levels* in section 5.2.6(Non-Functional Requirements) resolve the issue without costs to the Purchaser.

If the Supplier, having been notified, fails to remedy the defect(s) within the specified period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

9.4 Payment

The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted.

9.5 Delays in the Supplier's Performance

Delivery of the Software/ module(s) and implementation shall be made by the Supplier under the schedule prescribed by the Purchaser.

If at any time during the implementation of the Contract, the Supplier encounters conditions impeding timely delivery of the Software/ module(s) and implementation, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for implementation, with or without liquidated damages, in case of the extension, the contract shall be amended accordingly.

A delay by the Supplier in the implementation shall render the Supplier liable to the imposition of liquidated damages unless an extension of time is given by the Purchaser without the application of liquidated damages.

9.6 Liquidated Damages

If the Supplier fails to deliver any or all the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, 0.5% of the total amount of the Contract per week, up to a maximum of 10% of the total amount of contract. Once the maximum is reached, the Purchaser may consider termination of the Contract.

9.7 Termination for Default

The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all the Goods or Services within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

For the purpose of this clause:

“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

9.8 Force Majeure

The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failures to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include but are not restricted to, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier 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 the Force Majeure event.

9.9 Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, the termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

9.10 Termination for Convenience

The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

The Goods or Services that are complete and ready for shipment within fifteen (15) days after the Supplier’s receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

- a. to have any portion completed and delivered at the Contract terms and prices; and/or
- b. to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and materials and parts previously procured by the Supplier.

9.11 Settlement of Disputes

If any dispute or difference of any kind whatsoever shall arise between the Purchaser and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence an arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

Any dispute or difference in respect of which a notice of intention to commence arbitration has been given under this Clause shall be finally settled by arbitration. The arbitration may be commenced prior to or after delivery of the Goods or Services under the Contract.

The competent authority of Women University, Swabi shall be the arbitrator authority for such disputes or differences.

Notwithstanding any reference to arbitration herein,

- a. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b. The Purchaser shall pay the Supplier any payment due to the Supplier.

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

Annexure – I

LETTER OF BID (LETTER OF INTENTION)

Date: _____

Procurement Ref. No: _____

To:

The Convener,
Central Purchase Committee,
Women University, Swabi

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install, train and commission the ENTERPRISE RESOURCE PLANNING (ERP) AND CAMPUS MANAGEMENT SYSTEM (CMS) in conformity with the said bidding documents for the sum of _____ *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Price Break-down schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods within _____ days from date of award of contract.

We agree to abide by this Bid for the Bid Validity Period specified in the bidding documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per bidding documents.

Dated this _____ day of _____ 2022

[Signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

Annexure- II

**(LETTERHEAD OF SUPPLIER/ TENDERER/MANUFACTURER)
BIDDER QUALIFICATION STATEMENT**

Name and Address of Tenderer/Bidder

A. *Name of Supplier/Tenderer* _____

B. Address of Head Office _____

C. No. of Employees/Engineers _____

D. Date Established and/or Registered _____

E. Project In-charge _____

F. Section/Department/Division _____

G. Email Address _____

H. Telephone Number _____

I. Mobile
Number _____

(In the Capacity of)

J. National Income Tax No.

We hereby certify to the best of our knowledge that the foregoing statements are true and correct, and all available information and data have been supplied and that we agree to show documentary proof thereon upon your request.

Date _____

Name & Address of the Tenderer

(Signature)

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

Annexure - III

PRICE BREAKDOWN SCHEDULE

1	2	3
Module s No.	Module Description	Total price (PKR) (Inclusive of all charges, taxes, support cost till warranty period, demo, testing, training etc)
Modules	1	Workflow & Data Archiving System
	2	Campus Management System (CMS)
	3	User Management System
	4	Payroll System
	5	Accounting & Finance
	6	Inventory System
	7	Transport Management System
	8	Human Resource Management System
	9	Budgeting Module
	10	User Management Module
	11	Works
	12	Procurement System
	13	Library Management System
	14	Office of Research, Innovation & Commercialization (ORIC)
	15	Affiliated Institute Management System
	16	Complaint Management System
	17	Project Management System
	18	Note Sheet for Advance Payment Management
	19	Fixed Assets Module
	20	Quality Enhancement Cell (QEC)
	21	Hostel Management System
	22	Sports Management System
	23	Alumni/Association Management System
	Total Cost including all Taxes in PKR.	

We offer to supply, install, and commission the above-mentioned (Consultancy Services), under the

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

terms and conditions stated in your Request for Quotations referenced above.

The validity period of our quotation is 120 days from the time and date of the submission deadline. We confirm that the prices quoted above are fixed and firm for the duration of the validity period and will not be subject to revision or variation. The contract will be awarded to the firm who got maximum marks jointly in the three categories i.e., technical, presentation and financial.

Quotation Authorized By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Address: _____

OFFICE SEAL

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

Annexure -IV

REFERENCE LIST OF SIMILAR NATURE COMPLETED PROJECTS

Name of Purchaser /	Purchase order No. and date	Contact Person/ Contact No./ Email/ Website	Modules Implemented	Value of order	Date of completion

Note: Please attached the supporting documents such as PO/Agreements, Completion Certificates, etc with public sector organizations.

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

Annexure - V

CONTRACT FORM

HIS AGREEMENT made the _____ day of _____ 2022 between Women University, Swabi (hereinafter called “the Purchaser”) of the one part and [name of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., procurement of ENTERPRISE RESOURCE PLANNING (ERP) AND CAMPUS MANAGEMENT SYSTEM (CMS) and has accepted a bid by the Supplier for the supply, installation, commissioning, and training of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Price Schedule submitted by the Bidder.
 - (b) the Technical Specifications.
 - (c) the General Conditions of Contract.
 - (d) the Purchaser’s Notification of Award.
 - (e) Bidding Documents.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____
(for the Purchaser)

Signed, sealed, delivered by _____ the _____
(for the Supplier)

Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for Women University Swabi. RFP. No.WUS/PD/2022/4

Annexure - VI

PERFORMANCE BOND (FORM)

To

The Convener,
Central Purchase Committee,
Women University, Swabi.

WHEREAS **(Name of Supplier)** (hereinafter called “The Supplier”) has undertaken, in pursuance of Agreement dated _____ to supply, install, train, and Commission ENTERPRISE RESOURCE PLANNING (ERP) AND CAMPUS MANAGEMENT SYSTEM (CMS).

AND WHEREAS, it has been stipulated by you in the said Agreement that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier’s performance obligations under the Agreement.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the agreement without cavil or argument, any sum or sums within the limits of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the (Day) day of (Month), (Year).

Signature and Seal of the Guarantor

Date

Address

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

Annexure - VII

FORM OF BID SECURITY

Date: _____

[Name and address of guarantor]

Beneficiary: The Convener,
Central Purchase Committee,
Women University, Swabi.

BID GUARANTEE No.: _____

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for supply, installation, training and commissioning of CMS/ ERP Software at Women University, Swabi - Pakistan under Procurement Reference Number _____.

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we [*_____ name of guarantor*] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [*_____ amount in figures*] (*[_____ amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (ITB) or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the performance security, in accordance with the ITB.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

[Signature and Stamp]

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

ANNEXURE -VIII

**INSTALLATION/COMMISSIONING/TRAINING UNDERTAKING BY
ORIGINAL EQUIPMENT/SOFTWARE MANUFACTURER**

We (Name of Original Software Manufacturer or Authorized Dealer), a manufacturer/ authorized dealer duly organized under the law of (Name of Country) and having its principal place of business at (Address of Original Software Manufacturer or Authorized Dealer) hereby undertake that we are exclusively responsible for the successful Installation, Commissioning, Maintenance and Training for the equipment/software offered by us/ our local agent for your Invitation for Bids Reference Number _____ dated _____.

If for any reason, such as travel restrictions imposed by our government, etc., we are unable to send our engineers/supervisors to perform the installation, commissioning, maintenance, and training for our equipment/software at the Purchaser's designated premises, then we are exclusively responsible for all the costs inclusive of all associated expenses for seven (7) days detailed training of at least two (2) technical personnel of the Purchaser at our premises at (Original Software Manufacturer or Authorized Dealer premises Address) for each lot secured as per the Purchaser bidding documents.

Any and all costs associated with successful installation, commissioning, maintenance, training, and maintenance for 05 years have been included in our aforementioned quotation.

Date _____

Name & Address of the Original Software Manufacturer or Authorized Dealer

(Signature)

Note: This letter should be on the letterhead of the Original Software Manufacturer or Authorized Dealer and should be signed by a duly person.

**Acquisition & Implementation of ERP & CMS Software, Request for Proposal (RFP) for
Women University Swabi. RFP. No.WUS/PD/2022/4**

ANNEXURE - IX

ORIGINAL SOFTWARE MANUFACTURER'S AUTHORIZATION FORM

To:

**The Convener,
Central Purchase Committee,
Women University, Swabi**

WHEREAS [_____name of the Original Software Manufacturer or
Authorized Dealer] who are established and reputable Software development Entity of [__name
and/or description of the goods] having factories at [_____address of factory]
do hereby authorize [name and address of Agent] to submit a bid, and subsequently negotiate
with you against Invitation for Bids Reference N o . _____for the above
goods/Services manufactured/provided by us.

*We hereby extend our full guarantee and warranty as per General Conditions of Contract (5 years
warranty) for the goods offered for supply by the above firm against this Invitation for Bids.*

[Signature for and on behalf of Original Software Manufacturer or Authorized Dealer]

Note: This letter of authority should be on the letterhead of the Original Software Manufacturer or
Authorized Dealer and should be signed by a person competent and having the power of
attorney to bind the Original Software Manufacturer or Authorized Dealer.

Annexure - X

**INSTALLATION/COMMISSIONING/TRAINING UNDERTAKING BY ORIGINAL
EQUIPMENT/SOFTWARE MANUFACTURER**

We **(Name of Original Software Manufacturer or Authorized Dealer)**, a manufacturer/ authorized dealer duly organized under the law of **(Name of Country)** and having its principal place of business at **(Address of Original Software Manufacturer or Authorized Dealer)** hereby undertake that we are exclusively responsible for the successful Installation, Commissioning, Maintenance and Training for the equipment/software offered by us/ our local agent for your Invitation for Bids Reference Number _____ dated _____.

If for any reason, such as travel restrictions imposed by our government, etc., we are unable to send our engineers/supervisors to perform the installation, commissioning, maintenance, and training for our equipment/software at the Purchaser's designated premises, then we are exclusively responsible for all the costs inclusive of all associated expenses for seven (7) days detailed training of at least two (2) technical personnel of the Purchaser at our premises at (Original Software Manufacturer or Authorized Dealer premises Address) for each lot secured as per the Purchaser bidding documents.

Any and all costs associated with successful installation, commissioning, maintenance, training, and maintenance for 05 years have been included in our aforementioned quotation.

Date _____

Name & Address of the Original Software Manufacturer or Authorized Dealer

(Signature)

Note: This letter should be on the letterhead of the Original Software Manufacturer or Authorized Dealer and should be signed by a duly person.

End of Document