

TENDER NOTICE FOR ERP

Pakistan Expo Centres Private Limited intends to invite sealed bids from the Authorized Distributors of foreign principle. Firms registered with sales tax and income tax departments, having sufficient managerial, technical and financial capabilities to deploy, implement and maintain off the ERP such as SAP B1 or Equivalent. The Operative Rule / Regulations for the instant procurement shall be PPRA Rules 2004.

Terms & Conditions

1. The bids submitted after the closing date and time shall be rejected and returned without being opened.
2. Single stage two envelope procedure will be adopted as per sub rule (b) of rule 36 of PPRA rules 2004.
3. Sealed tender documents must reach the office no later than **4:00 PM, June 17, 2022**, and submittals will be opened in the presence of bidders or their authorized representatives at **04:30 PM** on the same day.
4. Financial bids will be opened only of technically compliant bidders at the given date and time. The time and date of the announcement of technical evaluation shall be indicated and informed at the time of opening of the technical bid.
5. Information provided by the bidders, if found to be incomplete/false at any stage, may result in immediate disqualification.
6. The advertisement and TOR's can be downloaded from the website of PPRA (www.ppra.org.pk) and from the website of PECPL (www.pakexcel.com) or can be collected from below mentioned office address during the office hours.



For Information & Submission

Procurement Department

Pakistan Expo Centres Private Limited

1-A Johar Town, Expo Centre Lahore

Ph #: 042 3529 8005-7, Fax #: 042 3529 8004

Email: procurementcommittee@pakexcel.com, www.pakexcel.com

Pakistan Expo Centres Private Limited.



TERMS OF REFERENCE (TORs)

For

ERP

May, 2022

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INSTRUCTIONS TO BIDDERS

A. INTRODUCTION:

Pakistan Expo Centres Private Limited is a corporate entity with the shareholding of Federal Government and Provincial Governments of Pakistan. The mandate of the company is to develop and manage Expo Centres in major cities of Pakistan with the objective to promote various sectors of economy through trade exhibitions, consumer fairs and conferences. Expo Centre Lahore was the first project of the Company, which is successfully doing its operations since 2010 and now the company is engaged in the development of another Expo Centre at Peshawar whereas the working for Expo Centre for Quetta has also been started.

1. OPERATIVE LAW / REGULATION

- 1.1. Public Procurement Regulatory Authority rules 2004 shall be the operative rule / regulation for the instant procurement.

2. SCOPE OF PROCUREMENT

- 2.1 General and Technical Requirements
 - 2.1.1 The system must be desktop and web-enabled (For remote locations)
 - 2.1.2 The software can be centrally maintained and administered
 - 2.1.3 Built-in Excel reporter and Document Tracking.
 - 2.1.4 Data Import and export facility.
 - 2.1.5 Must have an access control module built-in to control input screens individually/group wise.
 - 2.1.6 Must have a complete audit trail system for each and every entry.
 - 2.1.7 Must have a foolproof system to generate and restore backups.
 - 2.1.8 Must have automated backup and recovery system.
 - 2.1.9 Must have a custom User Interface & Mobile Application.
 - 2.1.10 Must have built-in Dashboards & Business Intelligence.
- 2.2 ERP Requirements
 - 2.2.1 Considering the current operations and size of PECPL, it requires following modules and functions in proposed ERP solution such as SAP Business One HANA or equivalent:
- 2.3 Modules:
 - 2.3.1 Accounts & Finance
 - 2.3.2 Purchase
 - 2.3.3 Sales
 - 2.3.4 Project Management
 - 2.3.5 Building Maintenance
 - 2.3.6 Capital Working Progress/Process
 - 2.3.7 Inventory & Assets
 - 2.3.8 Human Resource & Payroll

2.4 Functions in proposed ERP solution:

- Complete set of financial statements (Balance Sheet, income & Expenditure Statement, Cash flow Statement etc.)
- Cheque printing facility.
- Bank Reconciliation statements.
- Cheque wise detail of payments.
- Segments reporting with separate book keeping options for each segment for effectively managing affairs of each project.
- Budget vs. actual variance analysis reports, including the option to incorporate annual budgeted amounts in system and option to incorporate revised budget amounts.
- Drill-down reports
- Streamline procurement processes, including requisition requests, purchase order and good receipts creation, and returns management.
- Improve audits by matching documents, viewing information trails, and handling multiple currencies.
- Centralize purchasing processes by managing detailed data in a user-friendly interface.
- View account balance and purchase analysis while maintaining detailed item purchasing information with price lists and tax information.
- Process accounts payable invoices, cancellations, and credit memos with a purchase order reference.
- Head Wise and vendor wise expense reports.
- Calculations of withholding taxes deducted at source including vendor's income tax, vendor sales tax, employee's income tax against salary, including Provincial Revenue Authority Sales Tax on services and monthly tax statements (all).
- Track sales opportunities and lead activities throughout the sales cycle, from the first contact to deal closing.
- Create, manage, and analyze marketing activities to turn prospects into customers and grow sales and profitability.
- Store critical data of customers.
- Generation of Sales Invoices from the system
- Closing of period i.e. months, quarters & financial year.
- The system prohibits transactions being posted to closed periods
- Allocation of administrative expenditures, on different projects.
- Voucher printing & Monthly Reporting.
- Fixed Assets Register and Depreciation Schedule
- Addition, deletion, transfer and revaluation of assets.
- Asset retirement in the form of sale, scrap, write off etc.
- System generated aging for all receivable, payable

- Design intuitive, interactive dashboards and reports that answer your most pressing questions.
- Accurately track revenues, costs, and cash flow to assess performance and take swift corrective action.
- Access information faster and evaluate it with powerful analytics in real-time.
- Simplify data searching

HR & Payroll

- Integration with Personnel administration, time management, wages and accounting.
- Call attendance from Time Management Devices
- Capability to handle different types of Incentive Wages component.
- Directly posting of Expenses and payable information from Payroll to Financial Accounting with respect to cost center and all the costs.
- Calculations of gross pay and the net pay.
- All payments and deductions should be included in the remuneration calculation using different wage types.

3. DURATION OF CONTRACT

- 3.1 Total one (1) year of Warranty period will include 2 Months on-site support after deployment of Solution and live data entry along with the ten (10) months off site support after the completion of on-site support.

4. ONE BIDDER ONE BID

- 4.1 Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will be disqualified.

5. COST OF BIDDING

- 5.1 The bidder shall bear all costs associated with the preparation and delivery of his bid, and PECPL will in no case be responsible or liable for those costs.

6. BIDDING DOCUMENTS

- 6.1 The bidders should examine the contents of all the above documents carefully. Failure to comply with the requirements of bid submission may lead to rejection of bid and disqualification of bidder

7. CLARIFICATION OF BIDDING DOCUMENTS

- 7.1 The prospective bidder requiring any further information or clarification of the bidding documents may request PECPL in writing or by e-mail or by visiting at the following address prior to seven (7) days of the submission of bid date:

Procurement Department
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre
Lahore.
Ph: 042-35298005-7, Fax # 042 3529 8004

8. AMENDMENT OF BIDDING DOCUMENTS

- 8.1 At any time prior to the deadline for submission of bid, PECPL may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment(s).
- 8.2 The amendment(s) shall be part of the bidding document and shall be notified in writing, e-mail, or fax or by posting on company's website to all the prospective bidders who have received the bidding documents, and will be binding on all.
- 8.3 In order to facilitate the prospective bidder reasonable time to consider the amendment in preparing its bid, PECPL may, at its discretion, extend the deadline for the submission of bid.

9. PECPL'S RIGHT TO ACCEPT THE BID OR REJECT THE BID (Federal PPRA clause. 33)

- 9.1 PECPL may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.
- 9.2 PECPL shall upon request communicate to any company/firm who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but it is not required to justify those grounds.
- 9.3 PECPL shall incur no liability, as per sub rule (2) of rule 33 of PPRA rules 2004.

10. TRAINING SUPPORT

- 10.1 Selected company shall be responsible to train PECPL staff to maintain and handle the software.

11. TIMELINE FOR THE IMPLEMENTATION OF PROPOSED SOLUTION

- 11.1 Proposed solution along with middleware is needed to be operational after training and testing, within 90 days after the award of contract and availability of Hardware

Milestone	Recommended Time for Each Milestone
Submission of Scope Document after Initial analysis	15 days
Submission of Functional Specification and Detailed Analysis	20 days
Delivery, Deployment & Customization of Software Modules	20 days
UAT and Training	15 days
Go Live	10 Days

12. Warranty, Support and Maintenance

- 12.1 The Contractor shall provide a warranty of one year from the date of acceptance against all defects/malfunctions/bugs in the system and shall, free of charge, make any corrections and modifications required to fix the problem during this period without any additional cost.
- 12.2 The bidders shall also quote the rates for maintenance of the system for next one year after expiration of the initial warranty period i.e. one year.
- 12.3 A dedicated professional from successful bidder will work for PECPL to rectify bugs and modify features as required by PECPL.
- 12.4 Total one (1) year of Warranty period will include 2 Months on-site support after deployment of Solution and live data entry along with the ten (10) months off site support after the completion of on-site support

B. PREPARATION OF BID

13. LANGUAGE OF BID

- 13.1 The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and PECPL shall be written in the English language.

14. DOCUMENTS COMPRISING THE BID (CHECKLIST)

14.1 The bid prepared by the bidder shall be accompanied by the following documents:

- (i) Covering Letter
- (ii) Company Profile.
- (iii) Tender Documents duly signed & stamped on each page.
- (iv) Contact Detail of concerns.
- (v) List of all successful Proposed ERP Solution implementations as an Organization.
- (vi) Details of Technical Staff of Proposed ERP Solution.
- (vii) Copy of authorized dealership certificate.
- (viii) Company registration document.
- (ix) Proof of valid and active NTN registration.
- (x) Proof of valid and active Punjab Revenue Authority registration.
- (xi) Authority Letter, Company representative duly signed and stamped.
- (xii) A certificate, on a stamp paper of Rs. 100/- duly signed by the authorized signatory that any Government / Autonomous body never blacklists the firm/company.
- (xiii) Proposal for ERP Solution must also include:
 - o Implementation detail.
 - o Details of user licenses with cost.
 - o Functions and features of proposed ERP solution
 - o Hardware requirement along with specification (No. of Servers, UPS).
 - o System maintenance Service.
 - o Customer support service.
 - o Project Timelines.

15. BID PRICES

15.1 The bidder shall complete the Bid in accordance with the instructions contained in this document. The prices shall be considered to be on the basis of TORs quoted in the bid will be inclusive of Terms of References as mentioned.

15.2 The Prices quoted in the bid for “ERP Solution” should be in words / figure form and inclusive of all kind of applicable taxes and out of pocket expenses. In case of any clarification or doubt, the prices quoted in words shall be preferred.

15.3 In case of claiming Tax exemption, the requisite tax exemption certificate shall have to be provided along with the bid documents failing which the claim shall not be entertained. The tax exemption certificates shall be attached with the financial bid.

16. SUFFICIENCY OF BID

16.1 Each bidder shall be expected to ensure as to the correctness and inclusion of rates and prices along with applicable taxes in the bid no claim shall be entertained if the prices quoted are stated to be without taxes. The Procuring agency shall take it for granted that all prices quoted are inclusive of taxes.

16.2 The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the Work.

17. BID CURRENCIES

17.1 The unit rates and the prices shall be quoted by the bidder in Pak rupees

18. BID VALIDITY PERIOD

18.1 The bid shall remain valid for Ninety (90) days which shall commence from the last day of submission of bid.

19. BID SECURITY

19.1 Bid Security equal to Rs. 250,000/- (Rupees Two Hundred Fifty Thousand Only in terms of rule 25 of PPRA Rules 2004 shall be submitted along with the technical bid) in the form of CDR/Demand Draft/Pay Order in favor of “Pakistan Expo Centres Private Limited” must be attached with the Technical Bid, failing which the bid will be considered as non-responsive and shall be rejected

19.2 The Bid Security will be returned to the unsuccessful bidder after 15 days of award of agreement to successful bidder.

19.3 The bid security of the successful bidder will be returned upon submission of the performance security.

19.4 Any bid not accompanied by an acceptable bid security shall be rejected by the PECPL as non-responsive.

19.5 The bid security may be forfeited.

19.5.1 If the bidder withdraws his bid during the period of validity; or

19.5.2 In case, successful bidder refuse to execute work, bid security will be forfeited

19.5.3 In case of successful bidder, if he fails within the specified time limit to;

19.5.4 Sign the LOI/contract agreement with PECPL in accordance with bidding documents.

19.5.5 If the successful bidder fails to deposit the performance security within the stipulated time in terms of rule 19 of PPRA Rule 2004, may be debarred or cross debar in all procurement processes for a period of six (6) months.

20. BID SUBMISSION PROTOCOLS

- 20.1 Pakistan Expo Centres Private Limited seeks bids for ERP Solution providers from authorized partners of foreign principal.
- 20.2 Single stage two envelop bidding process will be adopted as per sub rule (b) of the rule 36 PPRA Rules 2004.
- 20.3 Quality & Cost based selection will be adopted as per PPRA Regulation 3(B) of Consultancy Services Regulation 2010.
- 20.4 All bids shall consist of two parts i.e. Technical bid and financial bid. Technical and financial bid must be placed in single sealed envelope.
- 20.5 All bids shall be assessed at the ratio of 80/20 (Technical/Financial).
- 20.6 The Financial bids of all bids failed to secure the required qualifying score shall be returned to the unsuccessful bidder unopened. A bidder having any grievance pertaining to technical evaluation may let its financial bid remained with the procuring agency till the decision by the grievance committee. All such financial bids shall according to the decision of grievance redressal committee either shall be made part of the bidding process or shall be returned unopened to the bidder concerned.

C. SUBMISSION OF BID

21. SEALING AND MARKING OF BID

- 21.1 The bidder shall seal the bid, duly marking the envelope as “ERP Solution” and mailed to the following address:

Procurement Department
Pakistan Expo Centres Private Limited
1-A Johar Town, Expo Centre
Lahore.
Ph: 042-35298005-7, Fax # 042 3529 8004

22. DEADLINE FOR SUBMISSION OF BID

- 22.1 The bid must be received by the PECPL at the address specified, not later than June 17, 2022 till 04:00 pm. PECPL may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents and conveying to all bidders.
- 22.2 All prospective bidder shall be required to furnish undertaking on a stamp paper of Rs. 100/- duly signed by the authorized signatory, that neither they have been blacklisted by any of the public sector organization or have gone into the court against such orders.

D. OPENING AND EVALUATION OF BIDS

23. OPENING OF TECHNICAL BID

23.1 The bid shall be opened by the procurement committee of PECPL in the presence of bidder's or their authorized representatives who choose to be present attending the bid opening shall be required to mark their attendance in the attendance sheet.

23.2 In the first instance, the "Technical Bid" will be opened and the enveloped marked as "Financial Bid" will be remain in the safe custody of PECPL unopened.

24. EVALUATION OF TECHNICAL BID:

24.1 In first phase, the procurement committee will evaluate the technical documents as per evaluation criteria mentioned below on quality and cost based selection mode. In case of any document found incomplete/ambiguous shall be declared as non-responsive.

Overall Capabilities of the Firm				
Sr.	Description	Category Points	Total Points	Documents Required
1	Number of years served in implementing of Proposed solution	Minimum 5 Years = 10 Points Additional 1 point for each extra year	15	Partnership / Authorization Certificate
2	Number of years of experience in running a development department (dedicated to ERP integration)	Minimum 3 Years = 6 Points Additional 2 point for each extra year	10	Provide evidence
2	No. of total deployments of Proposed Solution	Minimum 25 deployments = 10 Points Additional 1 point for 2 extra deployments	20	Names of assignment conducted along with the dates of agreements, on the Firm's Letter and attach evidence.
3	No. of implementations for the proposed ERP solution during last Five (05) years (in Private Sector)	Minimum 5 deployments = 5 Points Additional 1 points for each extra deployment	10	Names of assignment conducted along with the dates of agreements, on the Firm's Letterhead and attach evidence.

4	No. of implementations for the proposed ERP solution (in Public Sector)	Minimum 3 deployments = 7.5 Points Additional 2.5 points for each extra deployment	15	Names of assignment conducted along with the dates of agreements, on the Firm's Letterhead and attach evidence.
5	No. of Certified Consultants for proposed ERP Solution	Minimum 2 consultants = 5 Points Additional 2.5 points for each extra consultant	10	Attached the list & CVs
Sub Total			80	

Firm having 60 or more marks in technical evaluation shall qualify for financial opening.

24.2 All bidders in addition to the evaluation criteria mentioned above must also possess the following. In second phase, Procurement committee will evaluate the following technical documents. Bidders who fail to provide the evidence will be considered technically non-responsive.

24.2.1 Must have correspondence office in Lahore Pakistan.

24.2.2 If the proposed Solution meets all requirements stated in Scope of Procurement.

24.3 Unopened financial bids will be returned to those bidders who will be declared as non-responsive in technical evaluation.

25. CLARIFICATION OF BID

25.1 To assist in the examination, evaluation and comparison of bid, PECPL may require the bidder to clarify any point of its bid. The clarification however shall not impact the scope and cost of the bid. While any discrepancy or arithmetical error noticed in the rates quoted by the bidder shall be referred to the rates quoted in words. And ask the bidder for a clarification of its bid and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

26. OPENING OF FINANCIAL BID:

26.1 The bids found technically responsive will be eligible for opening of the financial bid after announcement of technical evaluation report. PECPL shall open the sealed Financial Bid(s) of the qualified Bidder(s) on a pre-determined date and time which will be intimated in advance.

Note:

A misstatement/misrepresentation for any part of the RFP/bidding documents shall disqualify the firm.

27. ANNOUNCEMENT OF EVALUATION REPORTS

- 27.1 PECPL in terms of rule 35 of PPRA Rule 2004 will announce the results of bid evaluation in the form of a report for acceptance or rejection of bids at least fifteen (15) days prior to the award of procurement contract.

E. AWARD OF CONTRACT

28. POST-QUALIFICATION AND AWARD CRITERIA

- 28.1 PECPL will award the contract to the bidder if its bid has been determined to be substantially responsive to the requirements as envisaged in the bidding documents and has attained highest combined score as determined by the Procurement Committee.

29. PERFORMANCE SECURITY

- 29.1 The successful bidder, will be required to submit performance security equal to 10% of contract value/price in the form of CDR/Pay order / Demand Draft in favor of Pakistan Expo Centres Private Limited within ten (10) days of the issuance of LOI.
- 29.2 If the firms violates any of the terms and conditions of the contract performance security shall be forfeited.
- 29.3 Failures on the part of the successful bidder to comply with any of the clause of contract shall lead to proceedings under rule 19(b) of PPRA Rules 2004.
- 29.4 The Performance Security shall be returned to the Contractor after the successful execution of the contract with a certificate of satisfactory performance of the contractual obligations by the end user.

30. NOTIFICATION OF CONTRACT AWARD

- 30.1 PECPL will notify the successful bidder in writing by a registered post/in person that he has been declared as a successful bidder and shall be provided with the letter termed as "Letter of Intent" (LOI).
- 30.2 The issuance of LOI will lead to signing of a contract with the successful bidder after fulfilling all the pre requisites of contract award mentioned above (submission of performance guarantee if any) within the stipulated time. Any failure to comply with the requirement of LOI shall lead to proceeding as mentioned in clause 16.5.4.
- 30.3 RFP/bidding documents/TOR's shall be read as integral part of the Contract.
- 30.4 The PECPL prior to signing of the contract with the successful bidder in terms of section 21 of the General Clauses Act 1897 reserve the rights to add, amend, vary or rescind the LOI terms and conditions.
- 30.5 Contract may be terminated with prior notice of one month by PECPL upon event of default as mentioned in contract.

31. PAYMENT MODE

- (i) All applicable taxes will be deducted at the time of the payment as per government rules and regulations.
- (ii) The payment will be made on the following manner;

Milestone	Percentage
License Cost after the purchase and delivery	100%
Implementation Payment Schedule	
Submission of Scope Document	20%
Submission of Functional Specification and Detailed Analysis	20%
Delivery, Deployment & Customization of Software Modules	30%
Go Live	30%

The technical proposal should be submitted using following standard forms:

TECH-1 Technical Proposal Submission Form

TECH-2 Curriculum Vitae (CV) for Proposed Professional Staff.

The financial proposal should be submitted using Bid Performa in ensuing pages.

Form TECH-1 Technical Proposal Submission Form

Date_____

To:

Procurement Department

1-A, Johar Town, Expo Centre Lahore

Dear Sir,

We, the undersigned, offer to provide the ERP for PECPL in accordance with your Notice for hiring of ERP provider & TORs dated [Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Agreement negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Bid Performa

Covering Letter

Detailed cost summary with separate retail costs of product (software, modules etc.), cost of services to be provided (implementation, maintenance, development and post implementation services etc.) and taxation.

Per user License Cost of the system, (Minimum 10 users required):

- Professional User (Full System Access)
- Limited User
- HR & Payroll user
- Indirect user
- HANA Engine (1 No.)

Implementation cost.

Any recurring costs (annual or otherwise whichever may be the case, of all Licenses etc.)

Annual maintenance cost details

Total cost of the proposed system with all taxes included

Note:

* Any amendment/revision in applicable Government Taxes shall be imposed upon the Companies/Firms.

* A bidder who submits or participates in more than one bid will be disqualified.