



Quaid e Azam Solar Power (Pvt.) Ltd



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**Tender Document for
Acquisition of ERP Solution**

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Invitation for Proposal of ERP Solution

Quaid e Azam Solar Power (Pvt.) Ltd, a Private Limited Company wholly owned by the Government of Punjab, is looking forward to acquire services of an experienced Company/Firm to deploy, implement and maintain SQL based off the shelf ERP solution, such as SAP B1 or Equivalent for its various departments.

For this purpose QA Solar invites Proposals from firms which own strong portfolio of implementing the same.

Company/Firms fulfilling the following criteria are eligible to apply;

- Minimum experience of 4 years in Proposed ERP Solution Implementation
- Minimum 20 deployments of the Proposed ERP Solution
- Should have their setup in Lahore
- Should be an authorized dealer of Proposed ERP Solutions

Details of general & technical requirements and copy of this invitation can be downloaded from our official website www.qasolar.com and PPRA website www.ppra.punjab.gov.pk

Interested firms should apply with both technical and financial proposals in separate sealed envelopes.

The Proposals along with the required documents must be submitted on or before the 9th of January, 2015, to the undersigned in a sealed envelope marked "Proposal for ERP Solution".

The Technical Proposals will be opened at 01:00 p.m. on the same date in the presence of bidders and/or their authorized representatives.

QA Solar reserves the right to accept or reject any or all proposals.

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ERP Solution

General and Technical Requirements

A. General

1. The system must be desktop and web-enabled (For remote locations)
2. The software can be centrally maintained and administered.
3. Integrated Business Intelligence tools.

B. Financial/Technical Requirements

Following are the features that proposed ERP must have:

1. Complete set of financial statements (Balance Sheet, income & Expenditure Statement, Cash flow Statement, Statement of Changes in funds position).
2. Segments reporting with separate bookkeeping options for each segment for effectively managing affairs of each project.
3. Budget vs. actual variance analysis reports, including the option to incorporate annual budgeted amounts in system and option to incorporate revised budget amounts.
4. Fixed Assets Register and Depreciation Schedule, Asset Maintenance
5. Accounts Payable module.
6. Calculations of withholding tax deducted at source including vendor's income tax, vendor sales tax, employee's income tax against salary, including Punjab Revenue Authority sales tax on services and monthly tax statements (all).
7. Cheque printing facility.
8. Data Import and export facility.
9. Level Wise reporting (At least 4 level reporting).
10. Cheque wise detail of payments.
11. Head Wise expense reports.
12. Voucher printing (Separate for each project).
13. Monthly reporting.
14. Built-in Excel reporter.
15. Document Tracking.
16. Closing of financial year.
17. Bank Reconciliation statements.
18. Allocation of administrative expenditures, on different projects.
19. Payment and Delivery schedules along with Milestones mapped in the System.
20. Procurement.
21. Proposed software should have a mobile application (Android/iOS).

C. Security

1. Any updates from within the database (SQL Server/Oracle/etc.) must not be possible.
2. Must have an access control module built-in to control input screens individually/group wise.
3. Must have a complete audit trail system for each and every entry.
4. Must have a fool proof system to generate and restore backups.
5. Must have automated backup and recovery system.

Instructions to the Bidder for ERP Solution's Proposal

The bids prepared by the bidder should comprise of the following;

Technical Proposal should contain:

- Covering Letter on company letter head.
- Company Profile. (Including status, services offered, number of offices, credential & partnership status.)
- List of all successful Proposed ERP Solution implementations as an Organization.
- Details of Technical Staff of Proposed ERP Solution.
- Copy of authorized dealership certificate.
- Company registration document.
- National Tax Number (NTN) Copy.
- Company financial position (Previous 2 years audited accounts)
- Proposal for ERP Solution must also include:
 - Implementation detail.
 - Details of User licenses proposed.
 - Hardware requirement.
 - System maintenance service.
 - Customer support service.
 - Project Timelines.
 - Warranty of the product.

Financial Proposal should contain:

- Covering Letter on company letter head.
- Detailed cost summary with separate retail costs of product (software, modules and licenses etc.), cost of services to be provided (implementation, maintenance, development and post-sale services etc.) and taxation.
- Detailed cost for a total of Seven (7) Users of the system – Two (2) Super Users (Full System Access) and Five (5) Limited Users.
- Development/Implementation cost with breakup

- Any recurring costs (annual or otherwise whichever may be the case, of all Licenses etc.)
- Documentation cost
- Annual maintenance cost details
- Total cost of the proposed system with all taxes included
- Approximate cost for proposed hardware (and its specifications) and database needed for smooth operation of the proposed system. The approximate cost of hosting the System on external servers must also be included. These costs, however, will not be included in the total amount of the Financial Bid
- Cost of development of additional customized reports (not available by default in the system) if required by QA Solar and the cost of additional licenses (both Limited and Super) if needed by QA Solar for the expansion of the system in the future.

Training support

Selected company shall be responsible to train QA Solar staff to maintain and handle the software.

Timeline for the implementation of proposed solution

Proposed solution along with middleware is needed to be operational after training and testing, within 50 days after the award of contract.

Milestone	Recommended Time for each milestone
Submission of Scope Document after Initial analysis and delivery of User Manuals	10 days
Submission of Functional Specification and Detailed Analysis	10 days
Delivery, Deployment & Customization of Software Modules	20 days
Data Migration and Training	10 days

The bid is liable to be rejected if:

- The Bid is incomplete
- The Bid does not meet the Conditions/Specifications
- The Proposal is unsigned.
- It is received after the time and date fixed for its receipt.
- Offer is ambiguous or conditional.
- The offer is from a firm blacklisted by any Government Organization, has remained in litigation with any Government Organization or is defaulter in any previous order and/or contract.

A pre-bid meeting would be arranged with the designated representative of the procuring agency if so requested by the interested parties before the last date of submission.

Warranty, Support and Maintenance

- 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.
- The bidders shall also quote the rates for maintenance of the system for next two years after expiration of the initial warranty period i.e. one year.
- A dedicated professional from successful bidder will work inside QA Solar Office to rectify bugs and modify features as required by QA Solar.
- Three months dedicated support.

Submission of Bids

1. The bids shall comprise a single package, mailed as “ERP Solution” each containing two separate envelopes. Each envelope shall contain separately the Financial Proposal (2) and the Technical proposal (1).
2. The envelopes shall be marked as “FINANCIAL PROPOSAL (2)” and “TECHNICAL PROPOSAL (1)” in bold and legible letters to avoid confusion.

Terms of Payment

Phase-wise payment will be made to the Contractor according to the following schedule

Milestone	Percentage
Submission of Scope Document after Initial analysis and delivery of User Manuals	15%
Submission of Functional Specification and Detailed Analysis	15%
Delivery, Deployment & Customization of Software Modules	50%
Data Migration and Training	10%
After Completion of 3 Months Dedicated Support	5%
After Completion of 1 year Warranty Period	5%

Opening and Evaluation of Bid

1. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
2. The envelope marked as: “FINANCIAL PROPOSAL” shall be retained in the custody of QA Solar without being opened.
3. QA Solar shall evaluate the technical proposal in a manner prescribed ahead in the document, without reference to the price and reject any proposal which does not conform to the specified requirements.
4. After submission, no amendments in the technical or financial proposal shall be permitted.

5. After the evaluation and approval of the technical proposal QA Solar, shall at a time within the bid validity period, publicly open the financial proposals of bids on a time, date and venue announced and communicated to the bidders in advance in the presence of the bidders or their representatives. The bids found technically non-responsive shall be returned un-opened to the respective bidders.
6. Conditional discounts shall not be considered in evaluation.

Evaluation Criteria

The total amount of points allocated for the Technical and Organizational strength component of the Bid is 80. Please see the Detailed Evaluation criteria for details.

If the technical component achieves 65% (of 80 Points), the Bid will be considered Technically Responsive. Those Bids scoring less than 65% will not be considered for Financial Bid Opening.

The total amount of points allocated for the financial component is 20. The maximum number of points (20 points) will be allotted to the lowest Financial Bid that is opened and compared among those invited Firms which obtain the qualifying points in the evaluation of the technical component. All other price Bids will receive points in inverse proportion to the lowest price; e.g.

$$\text{Price score} = \frac{\text{Total Price Score i.e. } 20 \times \text{Lowest Bid Price}}{\text{Bid Price of the Bidder}}$$

Example:

1st Lowest Bid Price = Rs. 1,000

2nd Lowest Bid Price = Rs. 1,050

3rd Lowest Bid Price = Rs. 1,200

Price Score of 1st Lowest Bidder = $(20 * 1,000)/1000 = 20$

Price Score of 2nd Lowest Bidder = $(20 * 1000)/1050 = 19.04$

Price Score of 3rd Lowest Bidder = $(20 * 1000)/1200 = 16.67$

Total Points Scored = Technical Evaluation Points + Price Score

Higher the Total Points Scored, more competitive is the Bid.

QA Solar is not bound to select any/all of the Firms submitting Bids. Furthermore, since a contract will be awarded in respect of the Bid which is considered most responsive to the needs of the project concerned, due consideration will be given to principles, including economy and efficiency.

Detailed Evaluation Criteria

Sr.	Description	
A. Organizational & Technical Evaluation		
1. Organizational Strength and Technical Expertise – 50 points		
1.1	Number of years served in selling Proposed Solution (minimum 4) – 15 points	5 Points if Minimum Requirement met. 5 Points for each extra year for a maximum of 2 additional years. (Maximum 15)
1.2	No. of total deployments of Proposed Solution (minimum 20) – 15 points	5 Points if Minimum Requirement met. 5 Points if number of Deployments is between 20 and 50. 5 Points if more than 50. (Maximum 15)
1.3	Number of years of experience in running development department (dedicated for ERP integration) – 5 points	5 Points will only be awarded to the bidder with the highest number (Maximum 5)
1.4	No. of SAP B1/EQUIVALANT Certified Consultants (minimum 3) – 5 points	3 Points if Minimum Requirement met. 1 Point for each extra consultant for a maximum of 5. (Maximum 5)
1.5	No. of Proposed Solution Implementations last year (minimum 3) – 5 points	3 Points will be awarded if the number of proposed solution implementation in the last year is 3. 5 Points will be awarded for more than 3. (Maximum 5)
1.6	Last year's turnover based on Proposed Solution – 5 points will be awarded to the Bidder with the highest number.	5 Points will only be awarded to the Bidder with the highest number. (Maximum 5)
2. Technical Evaluation – 30 points		
2.1	The Technical component of the Bid will be awarded 30 Points if the proposed Solution meets all 21 parts of the Financial/Technical Requirements stated above. However, 15 Points will be awarded if the Proposed Solution meets partial requirements.	
Total Points for Technical Evaluation are 50 + 30 = 80		

