GPA Software Development

TENDER DOCUMENTS

Gwadar Port Authority
Pak – China Friendship Road Gwadar

Developing An Accounting Software For Gwadar Port Authority

1. **Letter of Invitation (LOI)**

2.   **General**

3.   Offers are invited from reputable software developing firms for submitting Technical and Financial Proposals for developing an accounting software for GPA. This document will form the basis of contract between the GPA and the selected software developing firm.

4.   **Profile:**

    Gwadar Port Authority is autonomous body working under Ministry of Ports and Shipping, Its head office and place of business is at Gwadar (Balochistan). The Gwadar Deep Sea Port Project was started during 2002 and was completed on 30th June 2010. The Gwadar Port is being managed by Gwadar Port Authority.

5.   **The Project**

    The GPA is currently using a small accounting software which was developed during 2008 in Visual Basic as front-end and Window 2003 is using as back –end to deal with the GPA accounts and prepare financial statements and other accounting reports. The software was mainly ahead at recording the GPA accounts and other related small types of projects which were being handled.

    The GPA and its small projects books of accounts have already been prepared by an accounting firm upto 30th June 2010 on double entry basis and all assets, liabilities, expenses and revenues have been balanced and presented in a standard form however, the accounts for the period of July 2010 to June 2016 is required to be balanced and presented on the same standard. A new chart of account (05 levels) is to be prepared to record the accounting entries of the future periods. The existing software is not considered capable to deal with the accounting and administration requirements of the operational stage as such it is fact necessary to develop a new integral and up graded software for the organization which can be capable to integrate all its departments together keeping in view its current and future operations and the expected volume of accounting and administration entries.

The software should be based on a 5 – level chart of account (already devised) and must be completed, robust user friendly, meeting the requirements of the client as well as complying with the reporting requirements of the AGPR, Treasury, Finance Division / Govt. of Pakistan etc.

6. **The Scope of Work**

The software system to be developed must cover the following modules.

a) <u>General Ledger</u>   which shall be capable to produce:

  i)   Cost / Revenue Centers.

  ii)   Accounting Vouchers of different Types.

  iii)   Books of accounts

  iv)   Ledger(s)

  v)   Trial Balance

  vi)   Financial Statements

  vii)   Notes to Financial Statement

  viii)   Cash Flow Statement

  ix)   Suppliers / Customers Settlements

  x)   Income Tax / General Sale Tax matter(s) etc

b) <u>Accounts Receivable</u>   which shall be capable to produce:

  i)   Outstanding Invoices.

  ii)   Ageing of Invoices

  iii)   Ageing Summary

c) <u>Accounts Payable</u>   which shall be capable to produce:

  i)   Outstanding Invoices

  ii)   Ageing of Invoices

  iii)   Ageing Summary

  iv)   Accrued Taxable System etc.

d) <u>Income Tax / Withholding Tax.</u>   Which shall be capable to produce:

    i)   Monthly / Quarterly / Yearly Returns

    ii)   Challan Printing

    iii)   Details reports of Income Tax with individuals as well as consolidated for monthly / Quarterly / Yearly basis.

e) <u>Inventory Management</u> which shall be capable to produce:

    i)   Three or Four level items chart.

    ii)   Purchase report with departments / Locations

    iii)   Consumption report with departments / Locations

    iv)   Purchase Orders Reports

    v)   Suppliers directory

    vi)   Stock Register

    vii)   Generation Item Code / No.

    viii)   Stock Ledger

    ix)   Dead Stock Register

    x)   Outstanding Purchase Order

    xi)   Purchase – cycle Reports

    xii)   Physical Inventory Report

    xiii)   Others

f)   <u>Service Management Module</u>

    1.   Service management life cycle etc (Inquiry, Quotation, Orders, Invoice Management payment procedure and accounting)

    2.   Contract management (process, renewal criteria and policies)

    3.   Consignment management (add in accounting too)

    4.   Vendor management (life cycle + evaluation criteria)

    5.   Clients management (life cycle)

    6.   Erp quality management module

g) <u>HR Including Payment</u>   which shall be capable to produce:
<u>According to GPA Requirements</u>

1. HR life cycle (from hiring to firing)
2. Appraisals management
3. Leaves management
4. Training and monitoring
5. Workflow management
6. Travel management
7. Payroll Register / Management
8. Pay Slips
9. Bank Advise
10. Changes in Pay & Allowances
11. Employees Perks and benefits (including old age benefit, GP fund, Pension, social Security benefits) etc.
12. Provident Fund Account (Individual / Employees Wise)
    a) GP Fund System
    b) Individual Account System
    c) Advance Loan System
13. Medical Treatment Record (Individual)
14. Automatic Tax Calculation
15. Loan and Advances and their recovers
16. E-recruitment (Optional)
17. Time management (attendance and overtime by biometric system)
18. Employee groups management (contractual, full time)
19. HR admin management (partially covers in employee and manager self service)
20. Self service are the user rights to mark attendance, apply for leaves, approval of leaves, stats and reports for employee.
21. Reports (salary sheet, appraisals report, performance reports, attendance reports) Benefits and deductions management.

h) Analytics and Historical Data Management

   Detailed reports for analysis (historical data)
   Executive reports, user reports, analysis reports (for Senior Officer)
   Stats with facts and figures

i) Budget   which shall be capable to produce:

i) Budgetary allocations, annual, re-appropriates, Surrender, and utilization reports.

ii) Budget Variances and Forecast.

iii) Budgeted Expenditure Report.

iv) Expenditure and Liability booking variances reports on monthly, quarterly and yearly wise.

j) <u>Fixed Assets</u>   which shall be capable to produce:

i) Fixed Assets Reports – categories and location wise.

ii) Additions and retirement of fixed assets

iv) Tugging / Tracking

v) Depreciation of fixed assets for provisioning of FBR.

vi) Other necessary Fixed Assets reports on monthly, quarterly and yearly.

vii) Fixed Asset Register.

viii) Fixed Assets Ledger

ix) Dead Stock Ledger related Fixed Assets etc.

k) <u>Audit Module</u>

i) <u>All Audit Reports</u>

7. All the above applications shall be integrated with each other and there will be no duplication of data entry in the system. Data entered in the base application shall be passed on automatically to other applications needing the data and Income Tax / GST data shall automatically created vouchers on actual basis.

8. The applications will use Oracle or SQL Server 2008/2012 as the back – end tool and any suitable user friendly / more comprehensive software shall be installed as front – end and shall be used for data base management in ERP environment. The applications shall be developed for distributed plat-form these by ensuring multi-user access to the applications and data simultaneously. The applications shall be delivered in compiled form and the company will need to provide to individual rights on client's duties basis and source codes for future up gradation etc.

The interested parties must have sufficient knowledge and experience for such works and should have sufficient knowledge of the area. It is suggested that before submitting proposals a visit of the area and the organization may be helpful in understanding the works the location and other aspects. GPA will however, take no responsibility for such visits.

9. **Methodology**

For the purpose of ease in training and installation, the software will be broken in small parts such as Financial Module, Administration Module and Store / Supply Chain Module, Audit Module etc, and each part will be installed separately so that it fits appropriately in the frame work of the system.

10. **Training**

Full –fledged training shall be given by the company to concerned employees for operations purpose and at least two employees of GPA I.T section for each part of the system for maintaining, upgrading and developing of software. The training shall include developer, system operator / administration and users.

11. **Period of Completion**

The system should be completed and made ready for data entry with two to three months. The total completion period shall be three months.

12. **Operation & Maintenance and Up-gradation**

The system shall be installed and tested by the developer and shall be operated for a period of one year; the cost of which should be included in the rates.

13. **Provision of Equipment**

One (1) Latest Server Computer with all accessories (latest)

One (1) Laptop Cori7 8 GB RAM One TB Hard Disk, (Latest 6 Generation)

14. **Bidding Procedure**

i. The "Single stage two envelopes" bidding procedure will be adopted for receipt, opening, and evaluation of the proposals, as given hereunder in the succeeding paragraphs. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible ink to avoid confusion. Both envelopes shall be sealed and the two envelopes shall be placed in a single package, also sealed.

ii.   The proposal shall be prepared in indelible ink, It shall contain no overwriting, except as necessary to correct errors made by the Firm itself. Any such corrections must be initialed by the authorized person (s) of the firm.

iii.   An authorized representative of the firm shall initial all pages of the financial proposal. The representative's authorization is to be confirmed by an "Authorization Letter" accompanying the proposal.

iv.   The completed proposals must be delivered at the submission date given in the Tender Notice. Any proposals received after the closing date and time for submission of proposals shall be returned unopened.

v.   After the deadline for submission of proposals, the technical proposals will be opened immediately by the "Tender Evaluation Committee".

vi.   The technical proposals will be evaluated in accordance with the specified evaluation criteria given in these documents by the "Tender Evaluation Committee" appointed by GPA.

vii.   The firms scoring 70% or above points will be declared technically acceptable qualified.

viii.   Financial proposals of only those firms who have been declared as technically qualified will be opened publicly at a time, date and venue which will be announced by GPA and notified to all successful bidders. The financial proposals of the Firms who were not technically qualified will be returned unopened to respective bidders.2% amount moncy should be attached with financial proposals.

ix.   The Firm giving lowest rates among technically qualified firms will be considered for award of contract and will be called for further discussion and necessary action.

15. **Bills of Quantities**

The tendering firm may give their rates separately for following items of work; keeping in views that the GPA reserves the right to accept any offer or reject all offers on any ground.

Amount

a) Development of GPA's Software in ERP for each module and installation/ Networking/ (including hardware server work) and Maintenance, Monitoring/up-gradation (upto one year)   _____

Beside the contractual period.

Total   _____

16. **Payment Schedule**

a) The payment schedule of the project shall be as under

a) Collection of accounting data / balances and incorporation in the upgraded with previous data with existing chart of accounts, development of modules in each with complete reports   40%
b) Installation, Commissioning and Testing of Complete software system   35%
c) After two (2) months of installation, commissioning and testing   15%
d) After completion of one year operation and maintenance of System,   10%

b) Payment Invoices of two categories which are mentioned in S.No (a) and (b) shall be submitted by the firm upon completion of each, however, the invoices of payment regarding Maintenance and Up-gradation shall be submitted by the firm after completion of one year and payment shall be made within one week after receipt of the invoice.

17. **Special Terms & Conditions**

a) The cost for preparation of proposals including cost of visits, transport and accommodation and other expenses etc are not payable / reimbursable by GPA.

b) The rates must be inclusive of all overhead, fees, taxes, profits and other hidden charges. No amount over and above the quoted rates will be paid by GPA on any account.

c) The remunerations to be received for the subject work will be subject to tax deduction as per Govt. rates prevailing at the time of payment.

d) Earnest money equal to 2% of the quoted rates (excluding maintenance & up-gradation) must be submitted along with the financial proposal in the shape of Pay Order or Bank draft in the name of Gwadar Port Authority without which the offers will be considered as INVALID.

e) Only those firms will be eligible for quoting who have submitted sufficient proof of carrying out such works. The firms must submit along with their proposals details of professional to be deployed by them for the project. The C.V's of these personnel should be signed by the personnel themselves confirming their availability for the subject work. The Human Resources re MUST include at least the following professional staff.

		No.	Qualification	Experiences
a)	Project Manager	01	MS-IT, MBA	05Years (Min)
b)	Programmer	02	MS- IT, ERP, Software Expert in Computer Science	5 Years (Min)
c)	Networking Administrator	01	MS/BS- Networking and related filed	5 Years (Min)
d)	Junior Programmer	01	BS (IT) and software programing expert	5 Years (Min)

b) The firm will be require to give an undertaking that they have not been black listed by any Govt. agency in the past and should also indicate details of any disputes / legal case with any Govt. agency, if any.

c) The GPA reserves the right to accept any offer or reject all offers on grounds which will be intimated to any participating firm on request.

d) The complete proposals should be submitted to the office of Director-I (P&D) on or before 07 February,2017 upto 12 Noon. Any proposal received after this date and time shall not be accepted. The proposals will be opened on the same date at 12.30 p.m. in the presence of the representatives of the firms who may wish to be present.

e) The General Terms & Conditions of tendering procedure by PEC for such works shall be applicable.

f) If the completion of work was delayed, the L.D charges & 0.1% per day for each day over and above the stipulated completion period shall be charged subject to a total of 10% of contract value. The GPA has the prerogative to extend the completion period on genuine grounds without any change in rates.

DIRECTOR (M/C) works
Gwadar Port Authority

CONTRACT DATA

1.   Employer's Drawings,

2.   **The Employer** means   Gwadar Port Authority

3.   **The Contractor** means

       _____

4.   **Commencement Date** means the date of issue of Official's notice to Commence which shall be issued within fourteen (14) days of the signing of the Contract Agreement.

5.   **Time for Completion** 90 days.

6.   **Official**   **Director (M/C) Works**

7.   **Documents forming the Contract listed in the order of priority:**

a)   The Contract Agreement

b)   Letter of Acceptance

c)   The completed Form of Bid

d)   Contract Data

e)   Condition of Contract

f)   The Completed Schedules to Bid including Schedule of Prices

g)   The Drawings, if any

h)   The Specifications

8.   **Provision of Site:**   On the Commencement Date

9.   **Authorized person: Director (M/C) Works, GPA**

10.   **Name and address of Official's / Employer's representative Director-I (M/C) Works GPA.**

11.   **Requirements for Contractor's design (if any):** N/A

       Specification Clause No's _____

12. .   **Programme:**

       Time for submission: with in a week of the commencement Date

       Form of programme: _____ (Bar Chart / CPM / PERT or other)

<center>FORMAT OF CURRICULUM VITAE</center>

FOR MEMBERS OF THE TEAM.

Name:_____

Profession:_____ Years   with   Firm:_____

Nationality _____ Proposed Position of Team: _____

Key Qualification:

(Under this heading, give outline of staff members experience and training most pertinent to assigned work on proposed team. Describe degree of responsibility held by staff member on relevant   previous   assignment   and   give   dates   and   location.

Education:
Under this heading, summarize professional qualifications, college / University and other specialized education, of staff member giving names of school, dates attended and degrees obtained).

Experience Record:

Under this heading list all positions held by staff members since graduation, giving dates, names of employing organization, title of positions held and locations of assignments. Indicates experience in Accounting / Finance / Admin and Software related projects during last 10 years, also give types of activity performed and client reference, where appropriate.

Under this heading, summarize professional qualifications, College / University and other specialized education of staff member giving names of school, dates attended and degrees obtained.

Experience Record:

Under this heading list of all positions held by staff members since graduation, giving dates, names of employing organization, title of positions held and locations of assignments. Indicates experience in Accounting / Finance / Admin and Software related projects during last 10 years, also give types of activity performed and client reference, where appropriate.

TENDER NOTICE

Gwadar Port Authority (GPA) invites sealed bids from expert and qualified software developer firms registered with Pakistan Software House Associates (PASHA) for Purchase / Development an Accounting Software for GPA.

The tender documents including TOR and other details can be obtained from the office of the Deputy Director (I.T) at GPA Head Office, Pak – China Friendship Road, Gwadar after paying tender documents fee of Rs. 1000/- through Pay Order or Bank Draft in the name of **Gwadar Port Authority**. Tender documents are also available at GPA's official website. The intending firms may wish to visit Gwadar to get first hand information about the area and the organization; however, GPA will not bear any responsibility towards cost or other elements on this account.

The proposals may be submitted in sealed envelopes, so as to reach in the office of GPA on or before 07 February, 2017 up to 12.00 Noon. The proposals will be opened at 12:30 PM on the same day, in the presence of representatives of the firms who may wish to be present. A pre bid meeting will be held in the office of undersigned on 24th January, 2017 at 11:00 AM.

The tendering firms will have to attach earnest money @ 2% of their quoted rates in the shape of pay order or bank draft in the name of **Gwadar Port Authority** with their proposal without which the proposal will be considered as invalid and rejected.

The tender is also displayed on website of PPRA & GPA (www.gwadarport.gov.pk)

Deputy Director (I.T)
Cell #: 0321-8972772

TECHNICAL EVALUATIONS OF THE TENDERING FIRMS

1.   The Technical Evaluations of the Tendering Firms will be carried out on the basis of following factors:-

Factor	Marking Criteria	Total
a) Year of Establishment of the Firm	Two marks for each year of establishment	10
b) Status of Firm	• Pvt /Public/Joint Venture 3 Marks • Proprietorship 2 marks	5
c) Qualifications/Experience of Personnel • At least two qualified Programmer having Qualification of (MS-IT, ERP Computer Science) with minimum of five (5) years experience in software developing.	15 marks for each	30
• At least one qualified expert BS (Networking with minimum of (5) five years experience of networking / installation.	5 marks for each	10
• At least one qualified Project Manager having qualification of not less than MBA / (IT) with at least (5) five years experience of working in the field of software development.	10	10
d) **Work Experience** Five point for each completed project valuing Rs. 3 (Million) or more.	10 marks for each	30
e) **Registration With Income Tax / GST**	5 marks	5

2.   The Technical Evaluations of the Tendering Firms will be done by a Technical Evaluation Committee on the basis of Technical proposals submitted by the firm and firms securing 70% or more will be declared as qualified and financial proposals submitted by them will be opened. The firms securing less than 70% marks will not be eligible and their financial proposals will not be opened and returned to them.

(Note: The minimum requirements given at para c above must be met; otherwise the firm will not be technically qualified even if they have secured total marks of 70%).

3.   The firm among the technically qualified firms, submitting lowest rates will be considered for awarding the work.