



**TENDER DOCUMENTS**

**Implementation of NUTECH Information Management NIMS Ph-2**

**NUTECH / SCM / NIMS Phase 2-2021/TD-204**

**NATIONAL UNIVERSITY OF TECHNOLOGY**

**TENDER NOTICE****National University of Technology (NUTECH)****NUTECH / SCM / NIMS Phase 2-2021/TD-204**

1. Sealed bids are invited from Government / FBR Registered Firms for the procurement/Implementation of NUTECH Information Management System on **FOR Basis**.
2. Tender documents containing terms, conditions and detailed specifications of items (including draft contract) can be downloaded from NUTECH website "<https://nutech.edu.pk/downloads/procurement/scm-tenders/> w.e.f **26 February 2021**.
3. Quotations shall be submitted as per requirement of the tender documents.
4. Bidders will be required to submit **Bank Draft / CDR** equal to **5%** of quoted value as Bid Bond in favor of National University of Technology (NUTECH).
5. Submit Rs 1500/- as Tender fee in favor of NUTECH HBL Account (NUTECH Tendering and Contracts, 5037-7000210755). Please attach bank receipt with technical offer. Offers will not be entertained without payment of processing fee..
6. Details for Submission & Opening of bids for tender are as under:-

Ser	Description	Submission	Tender Opening	Completion Days
a.	NUTECH / SCM / NIMS Phase 2- 2021/TD-204	1030 hrs on 16 Mar 2021	1100 hrs on 16 Mar 2021	365 Days

**Deputy Director (Supply Chain Management)****NATIONAL UNIVERSITY OF TECHNOLOGY, IJROAD,I-12,ISLAMABAD****Tel: 0092-51-5476768, Ext: 278**

**NATIONAL UNIVERSITY OF TECHNOLOGY**  
**SUPPLY CHAIN MANAGEMENT**  
**INVITATION TO TENDER**

**Tender submission time: 1030 hours, 16 March 2021**

1. NUTECH desires to procure the list of item(s) / Store(s) / **Software** on **F O R B a s i s** as per **Annexure-A**. Interested bidders are requested to send their bids through courier or deliver at NUTECH under "**Two Stage – Two Envelopes**" (two envelopes placed together in third envelope), marked clearly as "**Technical Offer**" and "**Commercial Offer**" respectively to the undersigned, latest by or before above mentioned due date.

2. **Conditions Governing Contracts.** The contract made as result of this IT will be in accordance with the draft contract published on NUTECH University website and other special conditions (Mentioned in this document) that may be added to given contract for the supply of Lab Equipment.

3. **Delivery of Tender.** The offer is to be submitted as under:-

i.e **Technical Offer.** Technical Offer should contain only Annexure-A, ~~Annexure-A-1~~ & Annexure B duly filled in (supported with relevant technical literature / details / catalogues etc) and receipt of tender processing fee. Copy of bid bond WITHOUT MENTIONING PRICE should be attached with technical offer. Only relevant technical details i.e literature/brochures) without mentioning the financial aspect of the offer should be enclosed in an envelope Following information will be clearly marked on the envelope:

- (1) Technical Offer
- ~~(2) Original Performa Invoice (without price)~~
- (3) Tender number
- (4) Date/ time of opening

a. **Commercial Offer.** Commercial Offer will contain Annexure-C and bid bond (Dully mentioned and placed in separate envelope. The offer indicating the quoted price FE/Local Currency (in Local Currency for FOR cases & in FE for FOB cases) in figures as well as in words would be enclosed in an envelope. Following information will be clearly marked on the envelope;

- (1) Commercial Offer
- ~~(2) Original Performa invoice with price~~
- (3) Tender number

- b. Both the envelopes i.e. commercial offer and technical offer would be enclosed in yet another properly sealed envelope that will be marked with address of this office only. There should be clear indication that this envelope contains tender documents.
- c. The tender duly sealed will be addressed to the following:-

Deputy Director (Supply Chain Management Office)  
NATIONAL UNIVERSITY OF TECHNOLOGY (NUTECH) IJ P  
ROAD, F-12, ISLAMABAD  
Tel: 0092-51-5476768, Ext: 278

4. **Date and Time for Receipt of Tender.** Sealed bids with detailed specifications should reach SCM office latest by **1030 hours on 16 March 2021**. Delay occurring in post shall not be accepted. Tenders received after the appointed / fixed time will NOT be entertained. The appointed time will, however, fall on next working day in case of closed / forced holiday.
5. **Tender opening.** The offers shall be opened **30 minutes** after submission time. Commercial offers will be opened at later stage if Technical Offer is found acceptable on examination by technical authorities. Date and time for opening of commercial offer shall intimate later. Only legitimate / registered representatives of firm will be allowed to attend tender opening.
6. **Validity of Offer.** The validity period of quotations must be indicated and should be **90 days** from the date of opening of financial offer.
7. **Withdrawal of offer** If the firm withdraws its offer within validity period the competent authority may place such firm under embargo for a period, which may be extended up to one year. Moreover, the Earnest Money of the firm will be confiscated.
8. **Documents.** Following information / copy of documents must be provided / attached with offer:-
  - a. A copy of letter showing firm's financial capability.
  - b. NTN/GST number be mentioned on the offer and copy of registration Certificate issued by Sales Tax Department, attached.

- c. Foreign supplier to provide its Registration Number issued by respective Department of Commerce authorizing export of subject stores **(in FOB cases)**.
  - d. Annexes A, A-4, B and C and special conditions must be signed and stamped. ATTACH ONLY RELEVANT DOCUMENTS.
  - e. Complete all Annexes as per given format. Do not use your format or letter head. Offer may be rejected if given format is not followed.
  - f. OEM/principal agency agreement must be provided.
9. **Disqualification.** Offers are liable to be rejected if:-
- a. Validity of offer is not quoted as required in IT documents.
  - b. Any deviation from the General/ Special / Technical Instructions.
  - c. Offers are found conditional or incomplete in any respect.
  - d. Copy of EM/Bid Bond & Tender processing fee (with tech offer) and original EM/Bid Bond (with fin offer) are NOT attached.
  - e. Manufacturer's relevant brochures and technical details on major equipment assemblies are not attached in support of specifications.
  - f. Offer received later than appointed / fixed date and time.
  - g. Subject to restriction of export license.
  - h. Offers (Commercial / technical) containing non-initialed / unauthenticated amendments / corrections / overwriting. If the validity of the agency agreement has expired. The commercial offer against FOB / CIF / C&F tender quoted in local currency.
  - i. If the offer is found to be based on cartel action in connivance with other sources/participants of the tender.
10. **Earnest Money / Bid Bond.** Commercial Offer must be accompanied with a Bid Bond (CDR/Pay Order/Bank Draft) in agreement of faithful compliance of the conditions of Contract. This amount will be equivalent to 5% of the total quoted value. The Bid Bond amount submitted by the successful bidder will however be refunded on effective termination of Contract. (The Bid Bond will be forfeited in case of default by the bidder from his commitments made through his offer). Submission of Bid Bond is mandatory; otherwise your offer will be rejected. Bid Bond will be used as performance guarantee till the delivery/ Implementation of stores, otherwise separate performance guarantee valued at 5 % of contract will be submitted by successful firm till stores are delivered and inspected.

11. **Return of Earnest Money/Bid Bond.**

- a. Bid Bond to the unsuccessful bidders will be returned on finalization of the lowest evaluated bidder.
- b. Bid Bond of the successful bidder/bidders will be returned on submission of Bank Guarantee/Bid bond against warranty period OR Bid bond retained for the warranty period as the case may be.

12. **Terms of Payment**

S #	Benchmark	Milestone/ Deliverable	Payment Schedule	Remarks
a.	Kick-off project	<ul style="list-style-type: none"> <li>• Project Charter, Inception Report</li> <li>• Project Schedule, WBS</li> <li>• Training plan for end user and IT team</li> </ul>	25 %	
b.	Configuration/ Customization, Deployment and training	<ul style="list-style-type: none"> <li>• Availability/configuration of system for all NUTECH users at on-premises servers.</li> <li>• Customization in all CMS, LMS and ERP modules as per SRS documents and user feedback/requirements.</li> <li>• Training of users and IT team</li> <li>• Training manuals</li> <li>• Customized source code</li> </ul>	50 %	On-going Fortnightly Progress Reports, training of IT team and end users
c.	User Acceptance Certificate	<ul style="list-style-type: none"> <li>• All modified manuals and visuals.</li> <li>• UAC from all stakeholders/end users.</li> <li>• Provisional acceptance of overall project by ICT Dept NUTECH.</li> </ul>	25 %	

13. **Taxes/ Duties/ Custom clearance** All taxes /duties /import Licenses Fee as applicable under government laws in Pakistan as well as country of supplier shall be on Seller **(in FOR Case)**. NUTECH will provide applicable exemption certificates and documents **(In FOB Cases only)**.

14. **Insurance:** - Insurance will be NUTECH's responsibility through NICTL **(in FOB Cases)**.

15. **Freight charges /Misc charges:** All charges such as packing, forwarding, local freight, loading and unloading, installation and commissioning, custom clearance, orientations, on job training or any other will be part of quoted price. Delivery till NUTECH will be seller's responsibility and all associated costs will be part of quotation as well.

16. **Delivery Schedule.** 365 Days from the award of contract
17. **Force Majeure.** If non-compliance with the period of delivery or services can be proved to be due to Force Majeure, such as but not limited to mobilization, war, riot, strike, lockout, pandemics/epidemics or the occurrence of unforeseen events, the period shall be reasonably extended.
18. **Subletting** Suppliers are not allowed to sublet wholly or part of the contract to any other firm /company without prior permission by NUTECH. Firm found in breach of the clause will be dealt with as per purchaser's right and discretion.
19. **Arbitration.** Will be as under:-  
 "All Claims ,disputes ,controversies, differences arising out of or in connection with this contract ,including any question regarding its existence, validity, interpretation performance, breach or termination ,shall be referred to and shall finally be solved by binding arbitration. An Arbitration Committee Shall be constituted comprising Rector NUTECH and two Arbitration to be nominated on mutual agreement by each party. The venue of the Arbitration shall be the place of issuance of this contract or as Rector NUTECH may determine. In case of any difference, the clauses of Arbitration Act 1940, Rules and Regulation made thereof for time being enforce shall prevail. The award shall be final and binding on both parties.
- a. Provided that written record of any such arbitration and its award shall be arranged properly. An award of such arbitration may be confirmed in a court of competent jurisdiction at Islamabad.
  - b. Provided further that incase of any other question /dispute not covered under this clause, the decision of Rector NUTECH shall be final."
20. **Redress Of Grievance.** In case of dispute, case shall be reviewed by 'NUTECH Redress of grievance committee and decision of NUTECH shall be final and binding on both parties.
21. **Export License/Permit /End User Cert.** It shall be the responsibility of the Supplier to obtain from the Government concerned all permits and export licenses, etc required to enable each consignment to be shipped immediately as per the delivery schedule. In case the supplier fails to arrange export license within 30 days of signing the contract the purchaser reserves the right to cancel the contract on the risk and expense of the supplier without prior notice. The purchaser will provide End User Certificate for acquisition of export license to the supplier (format to be provided by the supplier for

respective country within 10 day of signing of the contract).

22. **Technical Specification:** The supplier will provide OEM certificate, quality certificate /inspection document to the purchaser confirming the quality of the product being supplied under this contract .Store/Project must bear the manufacturer's identification marking /monogram.

23. **Inspection /Testing of Store/Project:** Inspection testing will be carried out at NUTECH by the concerned inspection team as detailed by the respective department in accordance with the laid down Acceptance Criteria. (Acceptance Test Procedure (ATPs)/Drawing /Test standard and specification). The supplier will provide ATPs with technical offer. Mutually agreed/approved ATPs will form part of contract to govern the inspection of store/Project subsequently.

24. **Change In Specification /Mfr /Model.** No alternation marked/brand and quality of store/Project will be entertained after the tender have been opened.

25. **General Instructions:** Following must be noted:-

- a. The firm should provide point to point acceptance of each clause of IT and special instructions attached with IT.
- b. Firm will render a certificate with technical offer that firm is neither defaulter nor blacklisted by any Government / semi Government organization directly or indirectly. (On Judicial Paper)
- c. Rates should be quoted on Free Delivery basis at NUTECH Islamabad.
- d. The stipulated delivery period should be strictly adhered to. Any anticipated delay that is beyond the control of Seller will be informed (in writing) well in advance of the expiry of the due date of the activity along with reasons thereof, requesting for the grant of extension in delivery period. If the Seller fails to do so, or the Buyer is not convinced with the rationale provided by the Seller, Liquidated Damages up to/at 2% per month or part thereof, will be imposed. However, the maximum limit of the Liquidated Damages will not exceed 10% of the delayed store/Project value.
- e. If even after applicability of 10% LD, the Seller fails to deliver the required stores/Project, the Buyer will be at liberty to Cancel the contract, and /or



procure the stores/Project from an alternate source, on the Seller's "Risk & Cost/Expense". In that case, the Seller will be bound to make payment to the new source through NUTECH. The purchaser's decision under this clause shall NOT be subjected to arbitration.

- f. NUTECH reserves the right to cancel the Contract without assigning any reason whatsoever during its currency / execution / after placement, if the firm is found to be involved in any dubious activity, litigation, lacking to meet contractual obligations with the purchaser or is blacklisted with any other Public procurement agency. No claims / loss /damage of whatsoever nature shall be entertained and NUTECH's decision in this regard will be final / binding on the Seller.
- g. An appropriate amount may be paid for mobilization against Bank Guarantee/CDR/Demand Draft/Pay Order.
- h. Firms with previous pending/outstanding projects/business and unsatisfactory performance with NUTECH may not be considered for award of any further business.

Deputy Director  
Supply Chain Management Office

**NATIONAL UNIVERSITY OF TECHNOLOGY, ISLAMABAD**



**Request for Proposal**

**Implementation of NUTECH Information Management System (NIMS) Phase 2**

## Data Sheet

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Deliverables	<ul style="list-style-type: none"><li>▪ <b>Implementation of customizations in CMS, LMS and ERP modules</b></li><li>▪ <b>Deployment of project at on-premises servers</b></li><li>▪ <b>Training plan and training material</b></li><li>▪ <b>Training of NUTECH users</b></li><li>▪ <b>Training of NUTECH IT team</b></li><li>▪ <b>Customized Source code, customization / configuration and other related technical documentation</b></li></ul>
Language	Proposals should be submitted in English language
Estimated Time	The estimated number of professional staff-months required for the Assignment is: <b>1 year</b> from the award of the contract

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## **1 Project Overview**

ICT Department, National University of Technology (NUTECH) is soliciting proposals from different firms to implement customizations in existing CMS, LMS and ERP modules. This solution is collectively called NUTECH Information Management System (NIMS) having various CMS (Odoo), LMS (Moodle) and ERP (Odoo) modules. This project will be a joint collaborative implementation effort by the team of NUTECH and vendor to setup a fully featured functional system at NUTECH as per the users' requirements (already gathered from end users). This project will include configuration, customization, integration, testing, training, etc. for the automation of ICT infrastructure of NUTECH and its own business processes.

## **2 Project Objectives and Background**

The objective of the assignment is to identify and select a software development/ IT firm with proven experience in configuration, customization, development and implementation in latest versions of Odoo and open-source technologies that can be integrated with Odoo. The high-level objectives of this project are as follows:

- Implementation of customizations in existing CMS, LMS and ERP modules built in Odoo V12 and upgradation of all modules to latest Version 14 of Odoo along with data migration. The list of modules is given below:
  - CMS including Admissions, Examination, Registration, faculty/student portal
  - LMS module including integration with Moodle
  - Library Management System including integration with KOHA
  - Skills education system
  - Hostel management module
  - Transport/fleet management
  - Accounting module
  - Payroll module
  - Supply Chain management module
  - Inventory management module
  - Project management module
  - Employees and leaves management module
  - Employee Portal
  - Recruitment module
  - Office automation (e-office) module
  - Misc. modules including coordination module
- Training of end users on all the modules.
- Training of ICT staff on configuration, customization, development and implementation of all modules.
- Feedback/requirements collection during implementation of customizations in all modules where required (in case of clarifications from end user) and then incorporation of user requirements in the implementation.
- On-site Technical/functional support services (full-time Resident Software Developer) during implementation of project and up to 2 years after closure of the project.

In-scope locations/ offices for which customized modules to be implemented as per user requirements will include but not limited to the following:

- a. Coordination and Pro-Rector office
- b. Dean Office
- c. Registrar Office
- d. Administration Office
- e. Admissions Office
- f. HR Office
- g. Treasurer Office
- h. Examinations Office

- i. ICT Office
- j. Supply Chain Management Office
- k. Planning and Development Office
- l. Project Management Office
- m. Quality Assurance Department
- n. ORRIC Department
- o. Library
- p. Skills Development Department
- q. Students
- r. Faculty
- s. Employees

In terms of scalability of application, please note that the implementation will be done for the application, which will be independent of the number of students/users, number of locations/campuses and number of degree programs/departments etc.

### **3 Vendor Qualification**

The vendor should have: -

- Proven experience of implementing/developing solutions of similar nature and magnitude.
- Experienced and Qualified staff in Odoo and other open source technologies (Python, PHP) who will also be available dedicatedly for this project.
- Number of 3 minimum business years in Pakistan.
- Partnership with Odoo.
- Proven experience of firm and dedicated staff in collection of business requirements from end users.
- Willingness to locate their dedicated staff at NUTECH during the project.

Only those vendors are eligible to apply who have local presence (Islamabad/Rawalpindi).

### **4 Terms of Reference (TOR)**

NUTECH intends to have customized CMS, LMS and ERP solutions based on Odoo that can be integrated with Moodle and Koha. The solution will be deployed at on-premises servers. NUTECH ICT team will accompany vendor's team from the first day of start of the project.

The main components and deliverables of the project are as follows:

- Implementation of customizations in CMS, LMS and ERP modules.
- Deployment of project at on-premises servers.
- Training plan and training material including manuals and visuals.
- Training of NUTECH users.
- Training of NUTECH ICT team.
- Customized Source code, customization / configuration and other related technical documentation.

It must be noted that the implementation will be based on Agile methodology. Any new requirements and change in process flows will be implemented during the project as per user requirements. The project duration is set to 1 year and will include all major/minor customizations during development of various modules until final closure and provision of UAC by end-users/stakeholders/offices being the custodian of related module. The functional and other requirements are the integral part of this TOR and discussed in detail in Section 5.

#### **4.1 Priority Metrics for Deployment**

This section prioritizes the implementation of the systems and modules discussed in the following section according to the criticality and need of the system. The priority metrics is as follows:

Sr. No.	System Name	Criticality Level (High/ Medium/ Low)
<b>Package A</b>		
1.	Admission Module	High
2.	Campus Management System (CMS), LMS and Registration module including Student and Faculty portals	High
3.	Examination module	High
4.	Accounting and Payroll module	High
5.	Supply Chain Management system	High
6.	Human Resource Management System (Employees, Attendance/Leaves and Recruitment modules)	High
7.	Office automation (E-office) module	High
8.	Coordination (scheduling and task management) module	High
9.	Surveys module	High
<b>Package B</b>		
1.	Skills Education System	Medium
2.	Library Management System	Medium
3.	Hostel Management System	Medium
4.	Fleet Management System	Medium
5.	Inventory Management System	Medium
6.	Project Management System	Medium

## 5 Functional and other requirements

### 5.1 **CMS, LMS and Registration Module including Student/Faculty portals:**

The system must be able to handle complete student life cycle as per NUTECH academics and related policies but not limited to customizations/features given below:-

- Facility to define study scheme independent of department, academic session and academic term.
- Facility in the student portal to select the subjects based on degree requirements.
- Facility for the administrator to undo/ redo related activities.
- Facility to categorize the subjects in the study scheme.
- Facility to send email automatically to the student(s) upon course registration/drop/withdrawal etc.
- Facility to define central course catalogue, course equivalencies, pre & co-requisites etc.
- Facility to define time slots for registration process.
- Facility in the student portal to search offered subjects based on timetable, faculty member, subject category, subject type etc.
- Facility to block course registration request automatically if prerequisites are not met.
- Facility to define class sections based on course registration requests.
- Facility to define course catalogue and recommended books for any class section.
- Facility for the students to submit registration request for any course being offered irrespective of the department and academic session.
- Facility to define study streams so that students can choose any subject from any stream.
- Facility to define multi-disciplinary learning community subjects.
- Facility to handle student projects.

- Facility to support academic load and degree completion policies.
- Facility to withdraw students from programs/ courses.
- Facility to generate relevant reports.

## 5.2 Admissions Module

The system must be able to handle admission process as per NUTECH admission policy but not limited to customizations/features given below:-

- Admission login page for candidates should have complete guideline for registration both in Urdu and in English.
- Separate login page for Admission module.
- Frequent Password reset (forgot password) option should be given to admission applicants.
- Academic information pertaining to O-Level and A-Level grading should be available in the applicant's portal as per the rule of IBCC equivalence so that the applicants fill information correctly.
- The system should show only relevant input fields based on selected academic qualification while uploading academic documents through applicant's portal.
- Facility to send SMS/Email to respective applicant on application submission (final step).
- Facility to send offer letter and fee vouchers to selected applicants through the system and facility to receive confirmation and uploading of submitted fee vouchers through the applicant's portal.
- Refund cases & offering admission to the next applicant based on aggregate/merit should be handled through the system.
- Facility to define rules for students.
- Facility to cancel, suspend student admission based on the rule defined in the system such as low GPA, misconduct, non-payment of dues etc.
- Applicants should have provision to apply for Scholarship, Transport and Hostel etc through its applicant portal.
- Applicants should have facility to apply for refund and fee installment cases.
- Any other customizations based on the NUTECH Admission policy.

## 5.3 Examination Module

The system must be able to handle examination process as per NUTECH examination policy but not limited to customizations/features given below:-

- Privilege to verify Credit Hours, Grades, Subject Codes, Subject Names step by step and send forward/backward to relevant user for correction/changes (if required).
- System should have facility to generate alert/notification if a student is not eligible for appearing in exams.
- System should have facility of following steps for result processing; each step should have validation option before moving to next step. At each step, user should be able to generate/download Excel/Pdf report of respective data of that step:
  - a. Generate list of subjects of particular semester, discipline-wise and batch-wise
  - b. Verification of Credit Hours
  - c. Verification of assigned grades to subjects
  - d. Assignment of Grade Points (GPs)
  - e. Computation of SGPA
  - f. Computation of CGPA
- End user should have facility to configure exam policy, which will be dynamically applicable throughout the system.
- System should have facility to view student previous exam history (Matric/O-Level, Intermediate/A-Level etc.)
- System should have facility to generate probation report, report/list of student on the basis of S/CGPA.
- System should have facility to generate and print admit card/exam slip for students.
- System should have facility to manage graded and non-graded subjects. Non-graded subjects have no impact over CGPA and SGPA.



- Additional subjects that are not part of degree requirements should not be counted towards CGPA calculation.
- Facility to generate a request through student portal to issue his/her transcript if all pre-requisites of degree completed.
- Facility to generate a request through student portal to review his/her grade in a subject if the actual grade is not reflecting on their portal.

#### 5.4 Library Management System

The implementation of Library management system must be able to handle library processes but not limited to features given below:-

- Integration of Odoo with KOHA in order to handle single sign-on facility
- Student should be able to view new arrivals on their student portal once updated in KOHA.
- User ids for logging to KOHA should be generated automatically whenever CMS user is created.
- Notifications generated by KOHA should be visible in CMS and vice versa.
- Student should have privilege to submit clearance request through their CMS portal.
- Automatic alerts should be configured to send email/SMS to students after due date of book return.
- Fine challan generation and verification of fine payment through the system.
- Provision should be there to deactivate KOHA login id of cleared student on completion of degree requirements.
- System should allow students to reserve group study room through their CMS portal. Status of reserved/available rooms should be displayed in the CMS/Student portal. History of each room's reservations should also be displayed and maintained in the system.
- System should have option for students/faculty/employees to ask any query about a book or any other library related issue through their respective portals. Following query options should be available through their portals:
  - a. **General Query:** Student/Faculty/Employee should be able to raise any query through portal which will appear in library module and can be replied with email.
  - b. **SDI and Current Awareness Service (CAS):** For this type of query, the user should be required to fill mandatory fields like Title, Author, ISBN, Subject Heading, Comments/Remarks.
  - c. **Plagiarism Checking Request:** User should be able to raise plagiarism-checking request through portal and that request will appear at librarian interface.
- System should have dashboard where tabs of General Queries, SDI & CAS and Plagiarism Request will be displayed. System should show details and status of each query within respective tabs.
- Provision to facilitate procurement of books through the system. System should be able to generate CST. Users should be able to manage multiple Email templates for RFQs and POs. RFQs should be made available in excel format.
- System should have vendor portal where vendors can access RFQ and enter prices against each item/book. Complete track of each book should be available in the system from recommendation to disposal.
- Facility to announce events/trainings and visibility of those to students/faculty/employees on their respective portals.
- Library user should have option to select target audience to broadcast training details.

#### 5.5 Survey Module

The system must be able to handle surveys/feedbacks, but not limited to customizations/features given below:-

- Survey should be available on student / teacher portal in addition to invitation link and email.
- System should have facility to export survey data in the form of PDF reports.
- System should have facility to generate consolidated summary of surveys (Batch, Department, Gender, GPA wise) with the option of different combination of different queries.
- System should have facility to compare results of various surveys based on previous and latest survey results and deficient/improvement areas should be highlighted. That option should be available to view subject/faculty wise survey results as well as student wise.

- Analysis on specific keywords from descriptive student responses is to be made available in the system. The system will have option to configure list of different keywords into the system and an algorithm should be developed to categorize the descriptive text into different configured options.
- System should have facility to auto categorize descriptive responses based on configured keywords as well as auto spell check option to be implemented for descriptive responses.
- Smart interactive icon based GUI should be designed for all type of surveys.
- System should have facility to generate end-result evaluation form that will have summary of score of each question as well as overall rating of that survey.
- System should have option to generate reminder emails for students against awaiting responses.
- System should have facility to generate the overall summary feedback in tabular form and has option to download summary in Word and Excel.

## 5.6 Hostel Management System

The system must be able to handle hostel processes as per Hostel policy, but not limited to customizations/features given below:-

- Facility to apply for hostel through the student portal throughout the year.
- Facility to display hostel related announcements in student portal including complete eligibility/selection criteria.
- Facility to maintain hostel categories like UG/PG and Boys/Girls separately in the system.
- System should be able to maintain the information including images of the visitors/parents against each student.
- Limited access/privilege of CMS module should be granted to Hostel users in order to view current status (Active, withdrawn, fee deficient etc.) of the student.
- System should generate the merit based on admission merit number for newly admitted students.
- Facility to prioritize hostel allocation for already enrolled students, after which newly admitted students will be accommodated.
- Facility to send email/SMS alerts on rooms/hostel allocation to the selected outstation students who already applied for the hostel accommodation.
- The hostel registration/allocation will continue throughout the year on availability of seats. The allocation will cease once all waiting students have been accommodated.
- System should be able to de-allocate bulk students after every semester and auto reallocation should be done based on CGPA.

## 5.7 Fleet Management System

The system must be able to handle fleet/transport management, but not limited to customizations/features given below:-

- Users should be able to manage vehicle manufacturers.
- Users should be able to manage multiple Service Types for different vehicles.
- System should be able to manage vehicle allocation during the academic year with proper allotment of vehicles to students including the boarding points and destinations in particular routes.
- User should be able to create, edit or delete vehicle routes along with bus stops and pick/drop timings.
- Facility to assign multiple routes to students at different timings.
- Facility to generate alerts and email notifications for effective transportation management including student's entry/exit, vehicle movement, delays, and speed violations etc.
- Transport request should be available on student's portal.
- System should be able to generate bus card & fee challans.
- System should highlight list of reserved vehicles.
- Facility to initiate vehicle request through employee portal and sending of email notification to concerned employee containing details of assigned vehicle, driver details etc. after approval of vehicle request.

- System should be able to show all costs associated with a given vehicle or with a type of service.

## 5.8 Inventory Management System

The system must be able to handle inventory management, but not limited to customizations/features given below:-

- Users should be able to manage and maintain multiple warehouses.
- User should be able to manage nested multiple physical and virtual stock locations with Localization, Current Stock, and Current Products.
- Users should be able to maintain and manage multiple operation types with source and destination location i.e. Receipts, Internal Transfers etc.
- User should be able to manage nested product categories with Inventory Valuation, Costing Method and Force Removal Strategy etc.
- Users should be able to create, delete and modify different unit of measures like dozens, kg, liters etc.
- Transfer of products should be handled automatically, however users should have access to handle manual transfer of products from one location to another (Transfer from main store to department store) with complete trail of product procurement.
- System should be able to facilitate inventory adjustment at any time for one or multiple stock locations with inventory of all products, one product category, one product only OR Select products manually.
- Handling of scrap or unserviceable material/products.
- Users should be able to manage and maintain asset types.
- Configurable depreciation computation method like linear depreciation method, Digressive method with Digressive Factor, Depreciation Dates.

## 5.9 Accounting, Payroll and Student Fee Module

The system must be able to handle accounting processes, but not limited to customizations/features given below:-

- Facility to reconcile payments with bank statements.
- Facility to generate budget reports on different parameters like budget heads, month-wise, bank-wise and department-wise etc.
- Facility to generate tax reports.
- Facility to manage budget concurrence and funds allocation.
- Facility to edit transactions before approval.
- Facility to send and receive transaction notifications.
- Facility to handle multiple budgets.
- Facility to handle multiple chart of accounts.
- Replication of accounting system so as to handle multiple chart of accounts, budgetary positions etc. within same fiscal year.
- Facility to disburse salary of a single employee from multiple bank accounts.
- Facility to compute employee salaries based on attendance.
- Facility to email pay slips to employees as well as display their pay slips within Employee portal.
- Facility to define employee tax calculation criteria based on employee joining date, arrears, increments, adjustments, already paid tax, and other factors etc.
- Facility to handle employee allowances and deductions.
- Facility to generate payroll and payroll tax reports.
- Facility to generate student fee reports like month-wise, head-wise, student-wise, discipline-wise and batch-wise etc.

## 5.10 Supply Chain Management System (Purchase module)

The system must be able to handle procurement processes as per SCM policies, but not limited to customizations/features given below:-

- Facility to handle procurement process for RFQs, petty purchase and Tenders based on their defined process flows as per SCM policy.
- Facility to generate RFQ (MS format) and purchase order through the system.
- Facility to generate CRV/ CIV document through the system.
- Facility to generate inspection note and comparison sheet through the system.
- Facility for the approving authority to enter and save “Remarks/ Comments”.
- Facility for the authorized users to edit and send demands forward/ backward unless the grant of approval by the concerned user.
- Facility to handle dynamic approval process.
- Facility to handle bi-directional approvals so that the approving authority can approve / reject and send back (with comments/ remarks) purchase requisition.
- Facility to view last purchase rate of the specific product when selected for bill payment/ creation.
- Facility to create whole contracts through the system and provision of amendment to the designated user only.
- Facility to create bill and mark concerned user for processing the payment.
- Facility to edit the bills (payments) before marking/ sending to the concerned user.
- Facility to validate bills (payments) before sending to the concerned user.
- Facility to make full/ partial payments.
- Facility to create demand proforma, TSR, CST, contract, delivery challan and invoice etc through the system.
- Facility to incorporate minute sheets into the system.
- Facility to manage full/ partial delivery of the products and payments.
- Facility to link E-Office module for paperless correspondence and approvals involved during procurement process.
- Facility to maintain logs for changes and approvals in all purchase modes.
- Facility to tag/mark any user in all web forms.
- Facility to view last purchase rate and date while generating the purchase request.

### **5.11 Human Resource Management (Employees, Attendance/Leaves and Recruitment modules) System**

The system must be able to handle all HR related processes including employees portal, recruitment and attendance/leaves management, but not limited to customizations/features given below:-

- Facility for the admin department to handle posting of Naib Qasids, Runners and Class attendants etc.
- Facility to segregate employees as per their current status.
- Facility to upload academic and experience certificates.
- Implementation of online recruitment system including career’s portal.
- Facility to incorporate data of recruitment application into the system.
- Facility to segregate employees into administrative and academic departments.
- Facility to upload manual appraisal form.
- Facility to send quarterly appraisal forms to HODs/ Directors automatically.
- Facility to request missing appraisals (reminders) from HODs/ Directors.
- Facility for departmental focal persons to upload documents, mark attendance and put leave request.
- Facility to integrate biometric devices with employee attendance module.
- Facility to integrate payroll module to calculate wages of present days.
- Facility to manage employees who are exempted from marking attendance.
- Facility to generate daily, monthly, custom period attendance report.
- Facility to configure HR leave policy in the system.
- Facility to allocate leaves based on gender.
- Facility to configure approval chain as per leave type and employee designation.
- Facility to maintain complete track record of each job position and applications.
- Facility to generate various customized reports as per user requirements.

- Creation of an employee portal to handle various kind of requests linked with multiple modules like library module, fleet module, payroll module, leaves module etc.

### 5.12 Coordination (Scheduling and Task Management) Module

The system must be able to handle scheduling and tasks management, but not limited to customizations/features given below:-

- Provision to schedule Coordination management's daily commitments using the following parameters.
  - a. Time Slot
  - b. Agenda Points
  - c. Attendance (Officers of the concerned departments)
- System should be able to send SMS, WhatsApp message and Email to all the directors once the schedule is configured on daily-basis. System should also be able to send notifications to all directors/attendees on their respective dashboards.
- Implementation of Task management system where Coordination management can assign tasks to other users and then users can update the status/activities related to particular task through their portal/dashboard.
- Facility to send email/SMS notifications to the users once task is assigned by Coordination management.
- System should display status of all tasks on Coordination management's dashboard.
- All the approvals regarding procurement and payments initiated from SCM, Treasurer or any user office will be processed through the system.
- System should be able to handle dynamic approval process where Super Admin can add/remove approving authorities in an approval chain.
- System should be able to handle bi-directional approvals. Any approving authority should have options to Approve, Reject and Send Back minute sheets/documents to any stakeholder/user office within the system.
- Provision to enter "Remarks/Comments" by approving authority and recorded in the system for future reference along with other necessary details like date time, name of that department/user etc.

### 5.13 Project Management Module (PMO office)

The system must be able to handle Project management related processes, but not limited to customizations/features given below:-

- Facility to handle civil work/maintenance related processes including PMO tenders as per their policy.
- Provision of vendor portal in the system to allow uploading of designs, drawings, time/cost estimates etc. in response of published tenders.
- Facility to send emails/SMS alerts/notifications to evaluation committee for bid opening intimation.
- Facility to send auto-generated email to qualified/non-qualified bidders as per defined templates into the system.
- System should be able to segregate whole project into stages with automatic emails/alerts to concerned users/stakeholders.
- Facility to define timelines of the projects and generation of alerts when an activity not completed in a given timeline.
- Facility to forward contractors agreement (when it finalized) to Contract Cell, Monitoring Cell and Treasurer.
- System should be able to maintain complete trail of running payments based on work done.
- Facility to generate complaints by user offices through the system
- System should have dashboard for the user to monitor overall status of project and complaints related to maintenance etc.

### 5.14 Office automation (E-office) Module

The implementation of Office automation solution, but not limited to features given below:-

- Facility to maintain different categories of communication like routine official letters, semi official letters, letters to external organizations, minsheets, confidential/most immediate letters etc.

- Facility to maintain TO addresses information.
- Facility to select targeted audience/addresses while dispatching letters.
- Facility to generate unique letter ID based on the provided criteria.
- Facility for auto formatting, composing and editing (Text editor like MS word).
- Option to edit any part of the letter before dispatching.
- Facility to define approval chain.
- Facility of approval through chain of command through intra/inter departmental marking.
- Facility to approve/reject letters/minsheets etc. along with remarks/comments and option to send forward/backward to any user.
- Facility to maintain and track history of all communications.

### 5.15 Skills Education System

Skills Education System is the implementation of CMS replica for students of short courses and DAE etc. having complete set of features ranging from admissions till award of certificate/degree, but not limited to the following customizations/features:

- Teacher should have option to mark and lock attendance on his/her portal.
- Teacher should have privilege to define multiple assessments.
- User should have privilege to set assessment and marking criteria for programs/modules.
- System should allow registering any student for exams as student can appear in exam anytime provided the course/program is being offered.
- System should be able to generate Fee Voucher and handle fee verifications.
- Facility to waive off/give discount on fee with the approval of competent authority.
- System should display various alerts like if a student has attendance less than 80%, or if pervious dues are not clear or if a student is not eligible for appearing in exams etc.
- System should have option to promote students to next module automatically as well as manually, when the current module has been passed/cleared.
- System should allow issuance of certificate only to students who have passed all modules and submitted clearance form.
- Implementation of various reports as per user requirements.

### 5.16 General Requirements

#### Source Code & Updates

- The vendor should hand-over all the source code customized exclusively for the NUTECH.
- The vendor should also suggest the development tools, technologies, APIs, etc. during development for any enhancements of the modules.
- The vendor should provide updates of any new release of Odoo from time to time during the project.
- The customization made in the original source code or any new source code created for NUTECH by the vendor shall be the exclusive property of NUTECH. The vendor will not have rights to modify and resell/redistribute the customized product or part of it to other organizations

#### Service Levels

- The vendor should specify the service levels for:
  - Fixation of critical and non-critical bugs and errors that may be identified as a result of configuration/customization.
  - Response to any queries both from user and developer side.
  - Time required for maintenance and upgrades

#### Training Manuals

- Vendor should provide all technical and user manuals along with visuals covering all the process flows and features of each module.



- Vendor should provide all technical manuals and documents such as system architecture, DFDs, class diagrams and other necessary documentation etc.
- For ICT team, the vendor should provide detailed documents of all the customization and configuration done into the software by highlighting the needs, reasons and actual change.
- During implementation, the vendor should provide documentation of modifications and bug fixing.
- During implementation, all the manuals discussed above should be updated time to time by the vendor when required.

#### Trainings

- The vendor should impart training to the NUTECH ICT 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 on-going training.
  - Provision of hands-on training to the end-users to allow them to test the system.
  - Train the trainer of the NUTECH for their capacity building so that NUTECH in house development team can configure, customize and enhance the existing system according to user needs.
- The vendor should provide understanding of both front and back-end fields mapping of core tables that can potentially be used for reports development purpose.

## 6 Selection Criteria

Evaluation of Technical Proposals will not be a purely mathematical exercise but will be based on the professional judgment of competent evaluators and experienced IT professionals. However, judgment will not be exercised in an arbitrary manner but will be done through a rating system based upon five general criteria with points assigned to each. Proposals will be judged against following assigned criteria / sub-criteria: -

Serial	Criteria	Max Points
6.1	CMS implementations in Odoo (5 marks for one implementation, 10 marks for 2 implementations and 15 marks for more than two successful implementations)	15
6.2	ERP implementations in Odoo (5 marks for one implementation, 10 marks for 2 implementations and 15 marks for more than two successful implementations)	15
6.3	Odoo official partner (Ready = 3, Silver = 6, Gold = 10)	10
6.4	Proposed work plan and timelines	10
6.5	Experience and competence of proposed dedicated staff for the said assignment	10
6.6	Number of Years the firm has been in business in Pakistan (2.5 marks per year of Experience in related projects)	10
6.7	Relevant experience with public sector organization/Universities and feedback from the past clients	10
6.8	Previous working experience with NUTECH	5
6.9	Presentation/Demonstration	15

### 6.1 CMS implementations in Odoo (15 points)

- **5 points:** 1 successful implementation.
- **10 points:** 2 successful implementations.
- **15 points:** More than 2 successful implementations.

## 6.2 ERP implementations in Odoo (15 points)

- **5 points:** 1 successful implementation.
- **10 points:** 2 successful implementations.
- **15 points:** More than 2 successful implementations.

## 6.3 Odoo official partner (10 points)

- **3 points:** Ready partner.
- **6 points:** Silver partner.
- **10 points:** Gold partner.

## 6.4 Proposed work plan and timelines (10 points)

- **Poor (0%):** No workplan defined.
- **Fair (30%):** Workplan defined with minor details.
- **Good (60%):** Detailed workplan along with timelines for all activities.
- **Very Good (80%):** Work plan fits TOR, interrelation between activities realistic.
- **Outstanding (100%):** In addition, good optimization of resources.

## 6.5 Experience and competence of proposed dedicated staff for the said assignment (10 Points)

The assigned team will be judged based on experience of staff in Odoo, Moodle and any compatible open source technology which can be seamlessly integrated with Odoo: -

- **Poor (0%):** Basic academic qualification but no experience.
- **Fair (30%):** Occasionally worked in Odoo or any compatible full featured open source CMS and LMS which can be seamlessly integrated with Odoo.
- **Good (60%):** Completed at least one project in the domain which is desired for this project.
- **Very Good (80%):** In addition, experts of process reengineering specially for universities.
- **Outstanding (100%):** In addition, staff should have extensive experience in implementation of CMS and LMS on top of Odoo for universities and willingness to allocate dedicated staff at NUTECH.

## 6.6 Number of Years the firm has been in business in Pakistan (10 points)

2.5 points per year of Experience in related projects

## 6.7 Relevant experience with public sector organization/Universities and feedback from the past clients (10 points)

Experience of firms in the specific areas of CMS and ERP implementations in Odoo for academic institutions.

- **Poor (0%):** No implementation/customization experience in Odoo.
- **Fair (30%):** Irrelevant, incomplete, partial implementations and customizations in Odoo.
- **Good (60%):** Moderate experience in CMS or ERP implementation in Odoo.
- **Very Good (80%):** Extensive experience both in CMS and ERP implementations in Odoo for universities.



- **Outstanding (100%):** In addition, positive feedbacks from past clients for successful completion of university projects.

### 6.8 Previous working experience with NUTECH (5 points)

5 points will be awarded to those who have previously worked with NUTECH.

### 6.9 Presentation / Demonstration (15 points)

- Presentation/Demonstration will be conducted within 5 working days after technical opening.
- Marking to be done by the panel present during the demo/presentation after evaluation by users/stakeholders.

### 6.10 Marking Methods

- Marking of the firms shall be based on information provided in Proposals.
- Proposals will be marked on the basis of 70 – 30 i.e. 70% of the proposal strength will be measured in Technical marking and 30% of the proposal strength will be measured in Financial marking.
- Score strength of the technical proposal will be evaluated/calculated through the below mentioned formula

$$\frac{\text{Bidder A technical score}}{100} \times 70$$

- **Minimum score of 50 specified in “TECHNICAL EVALUATION CRITERIA” will be required to qualify for Financial Score Evaluation.** Bidders acquiring less than 50 marks in the technical evaluation will not be considered for participation/ calculation towards accumulative marking of the bid.
- Score strength of the financial proposal will be evaluated/calculated through the below mentioned formula

$$\frac{\text{Price of lowest bidders}}{\text{Bidder A price}} \times 30$$

- Marks obtained in both technical and financial evaluation will be added to arrive at the combined evaluated score. Bidder acquiring overall highest marks in the combined evaluation will be considered the lowest evaluated bidder.

## 7 General requirements and information for proposal submission

1. Emphasis of proposal 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. A description summarizing the BIDDER's experience in performing similar services as listed in this RFP to large academic clients should be attached.
2. 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 education institutions and task performed), qualifications (attach resumes). The BIDDER will depute qualified staff in this project, mainly comprising of Project Manager, Business Analyst, functional and technical experts of Odoo, Solution Architect etc. Please also send PDF copies of resumes in USB/DVD along with soft copy of technical proposal.
3. NUTECH reserves the right to retain all proposals submitted, and to use any ideas in a proposal regardless of whether that proposal is selected.
4. On the basis of technical evaluation, the financial proposal of only those bidders who have acquired minimum score of 50 in technical evaluation, will be opened in the presence of their representatives who choose to attend.
5. The BIDDER will provide breakup of the prices in financial offer for the following:
  - Configuration/customization (Implementation)
  - Training

**8 Schedule to the tender will be as under: -**

<b>Ser</b>	<b>Benchmark</b>	<b>Milestones/Deliverables</b>	<b>Payment Schedule</b>	<b>Remarks</b>
1.	Kick-off project	<ul style="list-style-type: none"> <li>• Project Charter, Inception Report</li> <li>• Project Schedule, WBS</li> <li>• Training plan for end user and IT team</li> </ul>	25 %	
2.	Configuration/ Customization , Deployment and training	<ul style="list-style-type: none"> <li>• Availability/configuration of system for all NUTECH users at on-premises servers.</li> <li>• Customization in all CMS, LMS and ERP modules as per SRS documents and user feedback/requirements.</li> <li>• Training of users and IT team</li> <li>• Training manuals</li> <li>• Customized source code</li> </ul>	50 %	On-going Fortnightly Progress Reports, training of IT team and end users
3.	User Acceptance Certificate	<ul style="list-style-type: none"> <li>• All modified manuals and visuals.</li> <li>• UAC from all stakeholders/end users.</li> <li>• Provisional acceptance of overall project by ICT Dept NUTECH.</li> </ul>	25 %	

**TECHNICAL OFFER**  
**NUTECH / SCM / NIMS Phase 2-2021/TD-204**

**Fill in following essential Parameters:-**

1. Validity of Offer: \_\_\_\_\_ Days (Should not be less than **90 days**)
2. Delivery period: \_\_\_\_\_ Days (After placement of order)
3. Warranty/Support Period: \_\_\_\_\_

**9 General**

1. GST Number: \_\_\_\_\_(Enclose Copy)
2. NTN / CNIC: \_\_\_\_\_(if exempted, provide valid exemption certificate)

**10 Payment Terms**

S #	Benchmark	Payment Schedule
a.	Kick-off project	25 %
b.	Configuration/Customization, Deployment and training	50 %
c.	User Acceptance Certificate	25 %

**11 Details of Foreign Principal Information with account details)**

1. Name / Title: \_\_\_\_\_
2. Address: \_\_\_\_\_

OEM Name:	Firm Name:	Signature:
OEM Focal Person:	Firm Focal Person:	Official Seal:
OEM Phone Number:	Firm Phone Number:	Name & CNIC:
OEM Email Id:	Firm Email Id:	Designation:

**Annex C****FINANCIAL OFFER**  
**NUTECH / SCM / NIMS Phase 2-2021/TD-204**

<b>Ser</b>	<b>Description</b>	<b>Total Price PKR (Including Tax)</b>
1.	Configuration/customization (Implementation)	
2.	Training	
<b>Total</b>		

<b>Firm Name:</b>	_____
<b>Signature:</b>	_____
<b>Name:</b>	_____
<b>Designation:</b>	_____

Tender No \_\_\_\_\_  
Name of the Firm \_\_\_\_\_  
Firm Address \_\_\_\_\_  
Date \_\_\_\_\_  
Telephone No \_\_\_\_\_  
E-Mail \_\_\_\_\_

To,  
DD SCM Office  
NUTECH University  
I-12, Main IJP Road,  
Islamabad.

Dear Sir

1. I / We hereby offer to supply to the NUTECH University the stores detailed in schedule to the tender inquiry or such portion thereof as you may specify in the acceptance of tender at the price offered against the said schedule and further agree that this offer will remain valid up to 90 days after opening of Financial offer and will not be withdrawn or altered in terms of rates quoted and the conditions already stated therein or on before this date. I / we shall be bound by a communication of acceptance to be dispatched within the prescribed time.

2. I / we have understood the instructions to Tenders and General Conditions Governing Contract available at NUTECH website and have thoroughly examined the specifications / drawing and / or patterns quoted in the schedule here to and am/are fully aware of the nature of the stores required and my/ our offer is to supply stores strictly in accordance with the requirements.

Yours Faithfully.

(Signature of Tenderer)

Designation

Date:

Individual signing tender and / or other documents connected with a contract must be signed by principal authorized rep/ OEM rep/ Authorized partner firm rep.

**SPECIMEN FOR "ADVANCE PAYMENT BANK GUARANTEE"**

Guarantee No: \_\_\_\_\_ Date \_\_\_\_\_ Amount: \_\_\_\_\_ Valid upto: \_\_\_\_\_

In Favour of:

National University of Technology (NUTECH), IJP Road, I-12, Islamabad

Subject: **Advance Payment Bank Guarantee**

Contract No: \_\_\_\_\_ DATED. \_\_\_\_\_

Dear Sir,

1. We [Name of Guarantor] understand that you have entered into contract with M/S [Name of Firm] (hereinafter called Our Client), for provision of [Name of Stores]. And as per the above mentioned Contract, you are liable to pay to Our Client an amount of [Amount of Guarantee] in advance, which shall be released against a Bank Guarantee. 2. Bank & seller firm shall inform your office regarding termination of the validity of this bank Guarantee one clear month before the actual expiry date of this Bank Guarantee.

3. Now, we hereby irrevocably undertake to immediately make payment on to your orders, merely upon receipt of your first written notice, an amount not exceeding [Amount of Guarantee] that may be claimed by you at your own discretion without it being necessary for you to prove or even assert to the Bank any default whatsoever of Our Client under the Contract.

4. Claims against this Guarantee shall be lodged on us through written request/s on your proper Letter Head. Unless claims are not presented on or before the Validity Date, all rights and benefits under this guarantee shall be forfeited and we shall be released from all claims, demands or liabilities of any kind whatsoever.

5. This Guarantee shall remain in force up to the above mentioned Validity Date which can however, be extended upon request of Our Client.

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Bank Stamp:

**12 "SPECIMEN FOR BANK GUARANTEE AGAINST PERFORMANCE/WARRANTY GUARANTEE"**

Guarantee No: \_\_\_\_\_ Date \_\_\_\_\_ Amount: \_\_\_\_\_ Valid upto: \_\_\_\_\_

In Favour of: National University of Technology (NUTECH), IJP Road, I-12, Islamabad

**13 Subject: In compliance with terms of Performance/Warranty Guarantee Bank Guarantee**

Contract No: \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir,

1. Whereas your good-self have entered into Contract No\_\_ dated\_ with M/s [Firm Name] Located at [Firm Address], Herein after referred to as our customer and that one of the conditions of the Contract is submission of Bank Guarantee by our customer to your good-self for a sum of [Amount].
2. Incompliance with this stipulation of subj contract, we hereby agree and undertake as under:-
  - a. To pay to you unconditionally on demand and / or without any reference to our Customer an amount not exceeding the sum of [Amount] as would be mentioned in your written Demand Notice.
  - b. To keep this Guarantee in force till [Validity Date].
  - c. That the validity of this Bank guarantee shall be kept two clear year ahead of the original / extended delivery period or the warrantee of the stores which so ever is later in duration on receipt of information from your office. Our liability under this Bank Guarantee shall cease on the closing of banking hours on the last date of validity of this Bank Guarantee. Claim received there after shall not been entertained by us whether you suffer a loss or not. On receipt of payment under this Guarantee, this documents i.e., Bank Guarantee must be clearly cancelled, discharged and returned to us.
  - d. That we shall inform your office regarding termination of the validity of this bank Guarantee on clear month before the actual expiry date of this Bank Guarantee.
  - e. That with the consent of our customer you may amend / alter any term / cause of the contractor add / delete any term / clause to / from this contract without making any reference to us. We do not reserve any right to receive any such amendment / alternation or addition / deletion

provided such like actions do not increase our monetary liability under this Bank Guarantee which shall be limited only [Amount ].

- f. That the bank guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer / Supplier or Vendor.
- g. That this is an unconditional Bank guarantee, which shall be cashed on sight on presentation without any reference to our Customer / Supplier or Vendor.

Signature\_\_\_\_\_

Name\_\_\_\_\_

Desig\_\_\_\_\_

Bank Stamp\_\_\_\_\_

Note: No changes in the above given BG format shall be accepted.



**14     "SELLER'S WARRANTY CERTIFICATE"****(To be provided on stamp paper)**

Contract No: \_\_\_\_\_

Dated: \_\_\_\_\_

Validity \_\_\_\_\_ years from the date of final acceptance of the Stores.

We hereby guarantee that we are the genuine and original Source of provisioning the Stores to our Buyer. We also undertake that nothing in the manufacturing of these Stores has been obtained through unauthorized means.

1. We hereby warrant and undertake that the Stores and all the associated spares/ accessories supplied under the terms and conditions of the above Contract, are:

- a. brand new, complete in all respects, possessing good quality and standard workmanship; and
- b. liable for replacement/rectification free of charge, if during the Warranty period the same are found defective before or under normal use or these do not remain within the limits and tolerances stated under the specifications or in any way not in accordance with the terms of this Contract. All expenses incurred in removal, re-provisioning and reinstallation of such defective Stores or their parts shall also be borne by us.

2. The Warranty shall remain valid for a period of \_\_\_\_\_ years from the date of final acceptance of the Stores.

Signature &amp; Stamp \_\_\_\_\_

Name &amp; CNIC \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Sellers warranty must be provided by the Seller (firm) on Rs 100 stamp paper along with bank guarantee/CDR/Pay Order without changing a word. BG with additional clauses will be rejected.**

15 **CHECK LIST**

**(This checked list must be attached with your technical offer, duly filled and Signed by authorized signatory)**

Tender No \_\_\_\_\_

Date \_\_\_\_\_

1	Tender Processing Fee	a. Tender processing fee ref no _____ b. Bank _____ c. Amount _____		
2	EM/ Bid Bond	a. EM/ Bid Bond ref no _____ b. Bank _____		
3	Form Annex A, A-1, B and C signed by Authorized Signatory		<b>Yes</b>	<b>No</b>
4	Offering specification of items as per IT		<b>Yes</b>	<b>No</b>
5	Quoted Currency as per IT		<b>Yes</b>	<b>No</b>
6	Accounting unit/Qty as per IT		<b>Yes</b>	<b>No</b>
7	Delivery Schedule as per IT		<b>Yes</b>	<b>No</b>
8	Country of origin of store _____			
9	Name of OEM:- _____			
10	Original Performa invoice (Mandatory)		<b>Yes</b>	<b>No</b>
11	Certified that there is no Deviation from IT conditions/ there is deviation from IT condition as per fol details		<b>Yes</b>	<b>No</b>
12	Blacklisting certificate.		<b>Yes</b>	<b>No</b>
13	Verifiable OEM Certificate		<b>Yes</b>	<b>No</b>
14	Warranty Period as per IT		<b>Yes</b>	<b>No</b>
15	ATPs provided		<b>Yes</b>	<b>No</b>

Note: Fill and/or mark Yes/No where required

\_\_\_\_\_  
Signature of Firm Auth Signatory