

**HIGHER EDUCATION ARCHIVES AND LIBRARIES DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**



Request for Proposal (RFP)

**DEVELOPMENT OF MANAGEMENT INFORMATION SYSTEM (MIS) FOR
GOVERNMENT AND COMMERCE COLLEGES AND INTEGRATED WEB PORTAL FOR
HIGHER EDUCATION ARCHIVES AND LIBRARIES DEPARTMENT
AND
UPDATION OF ONLINE ADMISSION SYSTEM FOR GOVERNMENT COLLEGES
(SOFTWARE ALREADY DEVELOPED AND IMPLEMENTED)**

Last Date for Submission:	18th September 2017 at 11:00 Noon
Tender Opening Date:	18th September 2017 at 11:30 Noon

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TENDER NOTICE

Higher Education Department Government of Khyber Pakhtunkhwa invites financial Proposal on Turnkey basis i.e Development of Management information system (MIS) Government colleges of Khyber Pakhtunkhwa, Web Portal for Higher Education Department and Updation of Online Admission System for Government Colleges (Software already developed and implemented) under the project strengthening of HEMIS Cell Higher Education department.

Terms and Conditions

1. The selection of firm shall be conducted in accordance with the Khyber Pakhtunkhwa procurement Rules 2014 on Single stage single envelope Procedure.
2. Financial Proposal for whole Package duly completed, signed, stamped and complete conformity with Bidding Document should be submitted to undersigned no later than 11:00 AM on 18th September 2017. The financial proposal will be opened at 11:30 AM on same day in the office of Project Director HEMIS CELL.
3. Bidder should have at least 5 year Relevant Experience of services of the above mention applications.
4. Income / Sale Tax Registration Certificate / NTN and other documents mentioned in Bidding Document must accompany the bids.
5. Bidder should not have been blacklisted by any of the Provincial / Federal Government or organizations of the state / Federal Government in Pakistan.
6. Detail of MIS and web portal are mentioned in Bidding Documents which can be obtained from the office of the undersigned for free of cost. The Tender Documents are also available on <http://www.hed.gkp.pk>
7. The competent authority reserves the right to cancel any or all tenders according to KPPRA Rules 2014 at any stage.

Project Director (HEMIS CELL)

Higher Education Department Government of Khyber Pakhtunkhwa

House#49 Street#7 Defense Colony Near Defense Park Khyber Road

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1. Description of Work

Development of Management Information System (MIS) and web portal for the department which meet the requirement of higher education archives and libraries department (HED).

1.1 About the project

Project Brief

The Higher Education Management Information system (HEMIS) CELL was established in 2013. The purpose of the Cell was to automate all the manual process and business of the Department for High information among sections/offices of the Department and hence for timely decision making by the Administration.

The aim of the Cell is to:

1. To bring excellence in education by incorporating state of the art technologies for automating functions of the Department at all levels.
2. Assembles, process, stores, Retrieves, evaluates and disseminates information of Higher Education for decision making and customize reports generation.
3. Enable administration to take timely decision by providing up to date information.
4. Minimizes information overload by changing larger amount of data into summarized form.
5. Bring Coordination by integrating specialized activities among offices/sections.
6. To enable Department to report information of HR and Colleges for day to day activities like Transfer, Posting, Promotion of teaching and nonteaching staff, admission, budgets, Planning etc.
7. To support technology and computer related activities in the Department.

In this regard HEMIS CELL initiates a project of development of management information system (MIS) and Web portal for higher education archives and libraries department and replaces the old version of Web Portal and MIS.

Project Objectives

The key objectives are to provide following facilities to the Colleges, Secretariat, Directorate and attached institutes / users.

1. Computerized the core functions like (HR, Transfer/Posting, Finance, Labs, Libraries, Facilities, Students, Lesson Plane, Attendances of Students and Staff etc.) of Secretariat, Directorate of Higher Education, Directorate of Commerce Colleges, and Colleges.
2. Facilitate Colleges to manage there HR, Student, Commodities and infrastructure.
3. Facilitate Directorate of Higher Education in creating Seniority list, transfer/ posting proposal, allotment of student seats and other related activates regarding colleges.
4. Similarly facilitate Secretariat officials in generation of different type of reports related to the department and statistical report of the colleges.
5. To provide customize reporting as per requirement of offices.
6. Increasing impact of information processing for organizational decision making.
7. Need for sustainable development and quality education.

Development of Web Portal

Project Brief

Portals wrap an organization's documents and applications in a single web interface that provides distributed access, cross-platform usability, personalization, management, and security features.

Objectives

To plan for and develop a Web portal including the following key objectives:

1. To undertake a business analysis of the Higher Education department requirements for a portal product and scope a detailed business case for a portal service.
2. To identify and consult key stakeholders on needs and undertake a user requirements analysis.
3. To identify and priorities the key areas for portal development.
4. To review existing systems and projects within Academic services and elsewhere, and identify potential for synergy, overlap and/or duplication of effort.
5. To consider how existing services could be integrated into the portal framework.
6. To work with Higher Education department staff to explore the role of content management systems in relation to a portal.
7. To make recommendations for staff requirements to establish and run a portal service.
8. Develop and implement a portal pilot.

1.2 Scope of the Work

Management information system (MIS) for Colleges: The MIS will facilitate Secretariat, Directorates of Higher Education, Directorate of Commerce, Directorate of Achieves, HEART, Colleges, PMU, HERA etc. The basic objective of the MIS is that to connect all offices to share information and get reports as per their needs.

1. HR Module

- MIS contain complete biography of all the staff posted in different colleges, Secretariat, Directorate and attached department.
- Biography contains information related to basic information, service history, education information, training information, leaves information and other related information, attachment, complete data of retired staff etc.
- Provision for all the staff should be provided login to the MIS view there profile. Similarly supporting documents are available for downloading and other activates.
- Online transfer / Posting application facility should provide to all the teaching staff on their dashboard. Application forwarded to the respective Deputy Director for further necessary action.
- Integration of MIS with Bio-metric attendance system and online admission system.
- Provide facility to all teaching staff to enter there listen plans of respective subject and update it any time as per requirement.

2. College Facilities Module

- MIS contain information regarding facilities provided to colleges. The module identify the missing facilities and also provide complete overview of facilities they avail i-e number of washrooms, number of bachelor suites and capacity of auditorium etc.

3. Student Module

- MIS contain complete student enrollment module in all the discipline thought in the colleges. Similarly subject / Level / Discipline / District/ Cluster wise student enrollment should be record
- Daily attendance of the student should be entered by the teacher in class.
- Student profile should be maintain and also viewed by the students. Similarly all student should login to their profile and view there profile. All supporting documents / videos / lectures / Assignments / Publications etc are available for download and other activates.

4. Commodities module

- MIS cover the detail information of commodities available in the colleges. Detail of stock and commodities in use should be monitored.

5. Vehicle Module

- MIS contain the all vehicle available in the college. Module contains condition of the vehicles, model, registration, detail of expenses on all vehicles etc.

6. Budget Module

- MIS Cover Budget provided to all the colleges' i-e developmental budget, non-developmental budget and pupil fund etc.
- MIS also cover Information regarding Utilization of budget in different head. All colleges enter the detail of utilization of developmental and non-developmental budget on daily basis in each session.
- BVM form computerization.

7. Reporting Module

- A comprehensive and meaning full report can be generate on a single click.
- All the report have contain graphical view of the data i-e in Pie chart, line chart etc.
- Similarly all these reporting should be compile in a single booklet named Statistical report, that should be generated at any stage i-e quarterly, six month and Annual.
- All section has their specific reporting section in which they can print there respective report any time i-e at College end, secretariat and directorate end.
- Seniority list must be generated from the MIS for different grade and gender as per requirement.

- All colleges have provision to print any type of report from there end to facilitate directorate and secretariat.

8. SMS Integration

- SMS service should be integrated in the system. Similarly at any stage of changing in staff profile, message must be propagate to respected official to inform them about the changes in their data.

9. Principal and teaching and non-teaching staff Causal Leave information

Complete list of causal leave must add to all the principals' records.

10. Private fund information of the colleges

Detail of private fund of college must be add in MIS.

11. Module related to litigation section

Complete module of litigation section must be added in MIS. All the pending and complete cases against department etc.

12. Complaint/ Feedback Module

- MIS also contain complaints and Feedback module in which all the stockholder complaint against specific issue. All the issue will be received by admin and they will propagate to respected section.

13. BS program / PMU Activates

- Complete information of those colleges where BS Program has been started. Information contain number of department, name of courses, number of student in all semesters etc

14. Information related to Audit of the colleges

- MIS contain audit report of all the college in Khyber Pakhtunkhwa.

15. Co-curricular Activates information.

- Detail of co-curricular activates must be incorporate in the MIS. All the sports activate and facilities provide for the said activates. Similarly other co-curricular activates may be added in MIS.

16. Results of students in BISE Khyber Pakhtunkhwa.

MIS contain Results of all the students may be incorporated

17. Labs and library Detail

- MIS cover all the labs information available in colleges i-e relevant facilities and equipment available in the lab
- Similarly its cover all the libraries information available in colleges i-e all the relevant facilities and books available in the libraries.

18. Ranking and Performance

- On the specific KPI MIS automatically rank all the college of Khyber Pakhtunkhwa similarly MIS automatically set Performance of the college on the basis of specific KPIS.

19. Performance Grant

- On the basis of KPI's different staff are nominated by MIS for the Performance grant provided by department.

20. Public Libraries Information and Directorate of Archives & Libraries

- MIS must contain all the information related Public libraries under Directorate of Archives and Libraries. It also contains staff of Directorate of Archives and libraries there transfer posting information, number of books in libraries etc.

21. HEART Information

- MIS also contain training detail provided to teaching staff of Higher Education Department in HEART.

22. Stock Management

- MIS also contain separate module regarding Stock of Colleges and attached department (i-e Directorate of Higher Education, Directorate of Commerce, Directorate of Archives and Libraries, HERA, PMU, HEART etc)

23. All the Work related to planning Cell, will be finalized in the requirement analysis as per the need to CPO office and its attached offices. Computerization of Section B&A (Budget and Accounts).**24. Computerization of Universities Sections as per their requirement and its attached offices/section.****25. General and Account Section.****26. HERA****27. Other facilities**

- MIS must contain facility to give different role at different stages i-e at college level role should be divided in Principal, Lab Staff, Library staff, HR staff, college staff etc.
- Similarly all the different roles should be provided in secretariat and directorate level.
- MIS should be integrated to online admission system for student's acquiring admission in colleges. All the data of student need to be imported in the MIS after admission process has been completed.

Note: Firm may get information from already developed MIS for Government Colleges and MIS for commerce Colleges.

Web portal of the Department

1. Higher Education department need CMS base web portal.
2. It may include departmental information like About department, Colleges, Universities, Reform in department, Commerce colleges, all notification (transfer/ Posting, Promotion, Appointment etc), Rules and Regulation, Gallery and Contacts, News and Updates and Online Jobs and Tender.
3. All Sections have their own dashboard and updates there information at their dashboard.
4. All the statistics from MIS should be display on the web portal for user information.

Updation and Maintenance of Online Admission System

1. Updation of the system according to the new admission policy for intermediate admissions.
2. Incorporation of admission policy for BS Programs.
3. Incorporation of new payment methodology for example scratch card, banks or any other procedure available in market.
4. Inclusion of commerce colleges for both intermediate and BS admissions.
5. 24/7 support during admission session.
6. Reporting panels for different administrative staff of the department.
7. Implementation of SMS System.
8. Dynamic Merits generation, should be added, deleted edited from backend CMS side.
9. Editable user profile with proper session time out and other constraints.
10. Modifying student's application form to make it easy for students.
11. Provision to assign roll number when applicant is admitted in college.
12. Payment of admission fee will be included.
13. Meritorious admission should be open without quotas.
14. Maintenance/Updation of Android App as per system.
15. Applicants applied on jurisdiction quota may also be considered in district quota. District quota merit list will be published firsts and those students of jurisdiction considered will be skipped from jurisdiction.
16. Focal person of college may be given more provision to update the information of students.
17. Detail Admission report should be exported in PDF with print option (Detail report will be provided in hard form to the firm).
18. Verification of board data.
19. Reports to colleges, Directorates, Secretariat as per their needs.
20. All features must be dynamic in admin panel, editable, addition, deletion, etc from admin side.
21. Module to HEMIS admin to update information of students.
22. Seats can be shifted from jurisdiction quota to district and vice versa.
23. Any other changes required by the department.
24. Quota need to be dynamic, option for adding additional quota or deleting existing quota.
25. Database / Table may be adjusted (added, deleted) as required.

NOTE/INSTRUCTION FOR FIRMS:

The following are some the main points in the development of the software by the firm.

1. Will provide proper plan for the software's development.
2. Definition of the business process and business requirements.
3. Will conduct proper survey of the functions of Colleges, Directorates and Secretariat for computerization. These requirements will be documented and will be approved from the concern offices/sections before forwarding to the HEMIS CELL for finalization. The Analysis will be supplemented with a prototype for the user for testing and requirement gathering and after the approval of the prototype, requirements will be finalized and other documentations will be done by the firm and subsequently the software will be designed.
4. The firm will also provide details of software/platform for designing and why these platform are selected. The HEMIS CELL will verify and approve the tools at the end. The system will be developed in same technologies so that HEMIS may maintain it very easily.
5. The Database Schema ERD must be discussed/verified from HEMIS CELL.
6. The firms will also keep the security, speed of the system in mind while designing the system and will brief the HEMIS CELL on this.
7. Code will be available to HEMIS any time.
8. The firm will also test the system for load, in case of heavy data transfer and multiple user access at a time. The report of such test will be presented to the HEMIS CELL.
9. After designing, the system will be again checked by the end users and HEMIS Cell accordingly and will be updated as per requirements if any.
10. The firm will do all necessary arrangement for the Operationalization, Server setups, etc to go the system live.
11. It is also noted that firm are responsible for all the initial data entry for all the Government and Commerce colleges in the system. They may migrate data from our existing systems.
12. The firm will arrange technical training for the staff of HEMIS CELL on tools/code in which the System has been developed so that the Cell may maintain the system by themselves.
13. The firm will also provide end user trainings as well to staff of Directorate, Secretariat, and Colleges for this manual will also be prepared by the firm.
14. System upgrades and routine software maintenance for at least three years in case of MIS and Web Portal and one year in case of Online Admissions and will be bound to update the software as per the requirements of the department. For example if BOG approved the same will be reflected in the system.
15. The total cost of both the software's is 80%, 20% for MIS/Web portal and Online Admission System respectively.
16. The firm will quote lump sum amount (100%) for complete project.

On the basis of requirement a Prototype may be prepared which will be presented to all sections and after their approval the rest of the work will be processed.

2. Format for Technical Proposals

The technical proposals should be concisely presented and structured in the **form of chapters** to include, but not necessarily be limited to, the following information / Chapters. Support material should not be part of the main proposal but should be placed at Appendixes.

2.1 General Chapter

The responding organization should provide the following.

1. Name of the participating organization or participating organizations (if more than one) in the responding consortium, including their scope of involvement.
2. Number of years of incorporation of the participating organization or participating organizations (if more than one).

2.2 Financial Capabilities Chapter

The responding organization shall describe the financial position of its organization. **Income Statement or Annual Report** should be included in the detailed Technical proposal. The **National Tax Numbers and Sales Tax Registration Numbers** of the company and/or partners should also be indicated (**Photo copies of concerned documents should be provided**).

2.3 Relevant Experience Chapter

Responding Organizations must demonstrate relevant experience of implementing nature of similar projects in public or private sector. **They should only provide the details of experience where the proposed system is implemented and running.** (Note: Experience with government organisations will be preferred)

Sr. No.	Nature of Project	Total Value PKR (m)	Name of the Project, Customer, Contact person & Contact Details

Note:

1. Those Projects should be preferred where responding organization can provide the successful completion certificate from the Client Organization (Photocopies of documents should be provided)
2. The detail of the projects in which the responding organization has provided the complete turnkey solution should be listed separately.

2.4 Technology Roadmap Chapter

The Responding Organizations to clearly mention the roadmap for the products and/or services that are quoted as part of the total solution. A detailed chapter covering at least the following:

1. Any other supporting documents, graphs or charts which describe the technology roadmap of software platform used for applications may also be provided.
 - a) Support of various IEEE standards.
 - b) Support of various Information Security standards.
 - c) Future products of same series, proposed by the Vendor.
 - d) Commitment on Research & Development by the Vendor towards solving IT Security Issues (Details of R & D Budget may be provided here).
 - e) Technology Refresh (strategy for the renewal and/or upgrade of technology employed at different times during the lifecycle of the project).
 - f) Investment Robustness (avenues to safeguard investment in technology, e.g., using industry standards, modularizing the system, upgradeability and scalability).

2.5 Staff assigned to the Project Chapter

Responding Organizations are required to name and provide resumes of at least the planned project manager, lead IT architect, implementation/ programming team lead, processes consultant, testing team lead, requirements management analyst and database analyst. Also, a list of the number of persons and their roles for the project is to be provided. Particular focus should be on core skills set required for implementation of project of this nature.

Higher Education Archives and Libraries Department KP requires the resumes of staff, assigned to this project.

1. **Total Staff** assigned to the project (Please specify **role of each person**, as per minimum requirements mentioned above)
2. Total Staff assigned for Project **Implementation**.
3. Total Staff assigned to the project for **Support** purposes
4. Total staff assigned to the project for **Training** purposes
5. Total staff assigned to the project for **Development/Customization** of the software, both for MIS and Online Admission System.

2.6 Project Implementation/Management Plan Chapter

The responding organization shall provide a detailed implementation plan and project management plan. Responding Organization should provide the **timeline**. Responding Organization should cover **tasks assigned to the employees and resource allocation** of responding organization during the course of the project. This should not be in generic terms but should be specific to the project. Project plans in tabular form, mentioning names of tasks, sub tasks, start date, finish date, resources and milestones will also be appreciated. In the training category, ROs to provide detailed training schedules along with the names of

resources. This Department may ask the Responding Organization to provide the presentation on the proposed solution.

2.7 Deliverables

The responding organization should clearly mention and list all the deliverables to be completed under the proposed project. All architectural deliverables must comply with industry standards.

Note:

All the software components customized/developed should be provided with its software source code and it will be the property of Higher Education Archives and Libraries Department Government of Khyber Pakhtunkhwa and it should not be HARD CODED. Also a set of Operational manual must also be prepared for better understanding & Future reference/guidelines.

2.8 Warranty Period

The supplier shall give (1) one year comprehensive after competition warranty for MIS, Web portal and Online Admission system under company strategy , certifying that the services supplied confirm exactly to the specifications laid down in the contract and are secured and that in the event any material being found defective or not conforming to specifications/particulars governing the supply for a period of one year from the date of supply the supplier will be held responsible for all losses and that the unacceptable items shall be substituted with the acceptable items at bidder expense and cost. An amount equivalent to 10% of total payment (inclusive of 2% earnest money) shall be deducted as security/warranty for development / Updation of Software. Higher Education Department deposit from each bill and retained by Higher Education Department for a period of Nine months of the actual date of delivery, inspection, acceptance, installation and operation.

2.9 Support Capabilities

ROs must provide support for the solution for the duration of the entire implementation process of the project, i.e., up to the time of exit of the RO from the project. The RO should indicate the support capabilities for Application and Licensed software. **The RO should provide onsite support for the project for which a dedicated resource needs to be present in Peshawar or remote offices where ever applicable at the client's site.** Number, qualifications and relevant certifications of support personnel must be indicated. The selected vendor will provide support for the following for the larger of the duration of the project or three years:

- **Software bugs and upgrades/enhancements warranty.** The software warranty will include providing on-site and Help Desk support for technical issues. The detailed support plan should also include the following information other than mentioned above:

Sr. No	Items	Software bugs / upgrades / Enhancements warranty	Response time (in hours)	Resolution time (in hours)	Contact person name, email & Mobile No.

The chapter on Support plan should cover following categories in detail:

1. Staff assigned to the project (Onsite Support).
2. Technical support staff location. (Office Locations)
3. Support experience of Government projects.

2.10 Training Capabilities Chapter

The Responding organization should indicate its training capabilities to provide training on software application, web portal they provided. Responding Organization should also provide a detailed training schedule. **Training premises (on-site) and necessary equipment will be arranged by the vendor.** Preference will be given to the Responding organizations with certified trainers.

The chapter on Training plan should cover following categories in detail:

1. Comprehensive system training plan
2. Staff assigned to the project
3. Training to programmer of HEMIS for Maintenance.

Note: Firm should provide clear information in the above chapters listed in criteria table.

3. TECHNICAL AND FINANCIAL EVALUATION

There will be a two-stage technical evaluation for Software development and development of Web Portal followed by a financial evaluation. Preliminary evaluation (Initial Screening) of technical bids will be done on the basis of following parameters:

1. Firm or Lead bidder should be a Company/firm having legal presence in Pakistan.
2. Minimum 5 year experience of Firm will be considered and proof of Firm operations in the industry for 5 year may be provided.
3. Firm must have successfully implemented the same kind of proposed application. **(Those Projects will be preferred where Firm can provide the successful completion certificate from the Client Organization.)**
4. The detail of the projects in which the Firm has provided the complete turnkey solution should be listed separately.
5. Firm should have valid National Tax Numbers and Sales Tax Registration Numbers.
6. Financial Capabilities.
7. Support for Software and Web Portal Developed
8. Understanding of the Project
9. Presentation on the proposed solution.

Note: Failing to qualify on any of the above criteria will not be considered for further evaluation

Detailed technical evaluation will be done for firms who qualify the preliminary evaluation mentioned above.

Detail technical evaluation will be done on the following criteria:

Total Marks = 100		Total Marks/ Maximum
Clause		
1. Company Profile		
a. Registration with Professional Bodies		
i. (PSEB 1 Marks, ISO 2 Marks, CMMI 3 Marks)		6
b. Financial Capability		
i. Annual Turn Over for the last 3 years (up to 25 Million = 2 Marks, up to 50 Million = 4 Marks, up to 75 Million = 6 Marks, up to 100 Million or above = 8 Marks)		8
ii. Audit Report for the last 3 Financial Years		3
2. Portfolio		
a. Project Experience		
i. Year of Experience after NTN Number (1 Mark for Each year up to 10 Marks after minimum qualification)		10
ii. No of Projects of same nature (2 Mark for Each Project up to 10)		10
iii. No of Projects in Public Sector (1 Mark for Each Project up to 5 Marks)		5
3. Proposed Solution		
a. Approach and Methodology		

i. Architecture/ Technology Road Map	10
ii. Presentation/ Demo	20
b. Staff Assigned to the Project	
Project Manager	
i. Academic (1 Mark for MBA, MIT, MCS or Higher)	1
ii. Experience (1 for Each Year)	5
iii. Certification (PMP, ITIL, Cobit, Prince II Scrum, ACP)	1
System Business Analyst	
i. Academic (1 Mark for MBA, MIT, MCS or Higher)	1
ii. Experience (1 for Each Year)	5
iii. Certification (in relevant area)	1
Software Engineer / Software Developer	
i. Academic (1 Mark for MIT, MCS or Higher)	1
ii. Experience (1 for Each Year)	2
iii. Certification (in relevant area)	1
Software Quality assurance Engineer	
i. Academic (1 Mark for MIT, MCS, B.E or Higher)	1
ii. Experience (1 for Each Year)	1
iii. Certification (in relevant area)	1
4. TIME SCHEDULE	2
5. LOCAL REGISTERED OFFICE	5
Total marks = 100	100

These firms will be asked to give presentations on their solution. Ratings for the technical evaluation will be as follows:

Sr. No.	Description	Evaluation Weight-age
1.	Technical Proposal	70%
2.	Financial Proposal	30%

Financial bids of firms who score at least 70% on the technical evaluation (as a whole) will be opened before the representatives who wish to attend the tender opening or as deemed necessary by the committee.. 30 % weight-age will be given to financial proposals of responding organizations. The formula for financial scoring is that the lowest bidder gets 30 points and the other bidders score 30 multiplied by the ratio of the lowest bid divided by the quoted price.

Example:

Value quoted by lowest bidder = A

Value quoted by second lowest bidder = B

Value quoted by third lowest bidder = C

Financial scoring of the lowest bidder will be = 30

Financial scoring of the second lowest bidder will be= $(A/B)*30$

Financial scoring of the third lowest bidder will be = $(A/C)*30$

Technical scoring out of 100 = A

Carried Forward & Prorated Technical scoring = $A \times 0.7$

Points obtained in the detailed technical evaluation will be carried forward & prorated. Tender will be awarded to the Responding Organization with maximum accumulative points (Technical Score + Financial Score). **The decision of this Committee will be binding on all concerned and will in no case be challengeable in any forum.**

4.1 Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

4.2 Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by government.

4.3 Governing Law

This RFP and any contract executed pursuant to this RFP shall be governed by and construed in accordance with the laws of Pakistan. The Government of Pakistan and all responding organizations responding to this RFP and parties to any contract executed pursuant to this RFP shall submit to the exclusive jurisdiction to Courts.

4.4 Acceptance of Proposals

The Higher Education Department KP reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

The acceptance criteria will be as follows:

- A. RO must be technically complaint to initial screening criteria mentioned.
- B. RO must score at least 70% in the technical evaluation.
- C. RO must be the highest evaluated bidder (i.e. Technical Score + Financial Score is maximum).

5. General Terms and Conditions

1. The proposal and price shall remain valid for a period of not less than 90 days from the closing date of the submission of the proposal.
2. The technical and financial proposals should be delivered in separate sealed envelopes. At the top left of the envelopes it should be clearly stated "Management information system and Web Portal for Higher Education Department", and it should be clearly stated on the envelope, whether it contains the technical or the financial proposal. The technical proposal will be opened on **18th September 2017** in the presence of the authorized representatives of the bidders who may wish to attend. The financial proposals of only the technically viable/ short listed bidders will be opened on a date to be specified later.
3. Tenders must be accompanied with bid security/earnest money (refundable) for an amount of 2% of bid value in shape of pay order/ bank draft in favour of Higher Education Archives and Libraries Department Government of Khyber Pakhtunkhwa. The earnest money should be included in the sealed financial proposal. Tenders without earnest money or less than 2% of the bid value will not be entertained and rejected straightaway.
4. Tenders which do not meet the stipulation in section 4 of the RFP will be rejected straightaway.
5. The Competent Authority reserves the right to accept or reject any or all tenders at any stage without assigning any reason thereof.
6. The quantities mentioned in the proposal may increase or decrease according to requirements.

7. At any time prior to the deadline for submission of bids, HED may, for any reason, amend this RFP, whether at its own initiative or in response to a clarification requested by a prospective bidder. Prospective bidders are required to check the KP web portal (www.khyberpakhtunkhwa.gov.pk, and www.hed.gkp.pk) website for any changes or amendments to this RFP. The HED will not be responsible for informing the prospective bidders in any other manner. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the HED may, at its discretion, extend the deadline for the submission of bids.
8. In case of delay in the execution of the contract, the Project Director, HED reserves the rights to impose penalty not exceeding 10 % of the total amount of the contract.
9. If the progress of work is not to the satisfaction of the Project Director, HED, the work will be awarded to another party at the risk and cost of the bidder. In such an eventuality, if any excess amount is to be paid by HED, it will be recovered from the bidder.
10. All government taxes will be deducted at source as per rules.
11. HED has the rights to add, enhance or remove any functionality not disturbing the major scope of work.
12. HED will not bear any expense incurred in the preparation of proposals in response to this RFP.
13. All responses to this RFP shall become the property of HED.
14. Proposals sent to HED by Fax or Email will not be accepted.
15. Proposals submitted after due date and time will be rejected.
16. An effort by any firm(s) to influence HED, “directly or indirectly through unfair means”, in HED proposal evaluation, proposal comparison or contract award decisions, to meet or discuss with any HED official unless desired by the HED may result in the rejection of bidder’s proposal.

6. Terms of Payment:

Payment will be made by HED on successful deployment/completion of the Project at Project site KP as per contract. Milestone payments can be considered based on deliverables which will be approved by the clients department. No milestone payments will be released without written intimation by clients department. No advance payment will however be made without 100% bank guarantee. HED will deduct 10% retention amount on each payments to be released after successful completion of warranty, provided the solution complies with the agreed specifications and working satisfactorily.

PROPOSAL SIGNATURE PAGE

TOR's NUMBER: HED – MIS-2017
ISSUE DATE: 28th August 2017
PROPOSALS SOLICITED FOR: Management information system (MIS) and Web Portal
PROPOSAL DUE DATE & TIME: 18th September 2017

PROPOSALS MUST BE RECEIVED ON OR BEFORE THE DUE DATE SHOWN ABOVE. LATE BIDS WILL NOT BE ACCEPTED.

SUBMIT PROPOSALS TO: IF FURTHER INFORMATION IS REQUIRED, PLEASE

Project Director(HEMIS)

Higher Education Archives and Libraries Department

House#49 Street#7 Defence Colony near Defence Park Khyber Road Peshawar

www.hed.gkp.pk

BIDDERS MUST SIGN WHERE INDICATED BELOW AND SUBMIT THIS SHEET AS THE COVER PAGE IN ORDER TO VALIDATE THEIR BID.

As a supplier of goods and services to the Higher Education Archives and Libraries department I/we certify that I/we fully read and understood the terms and conditions of this RFP and found no complication. We agree to provide the services according to the demand.	
Company Name and Address	
Signature of company representative	
Printed name of company representative	
Title	
Date	
Tel. No.	Fax No.
Email address	