



TAKMEEL SQUARE (PRIVATE) LTD

REQUEST FOR PROPOSAL (RFP)

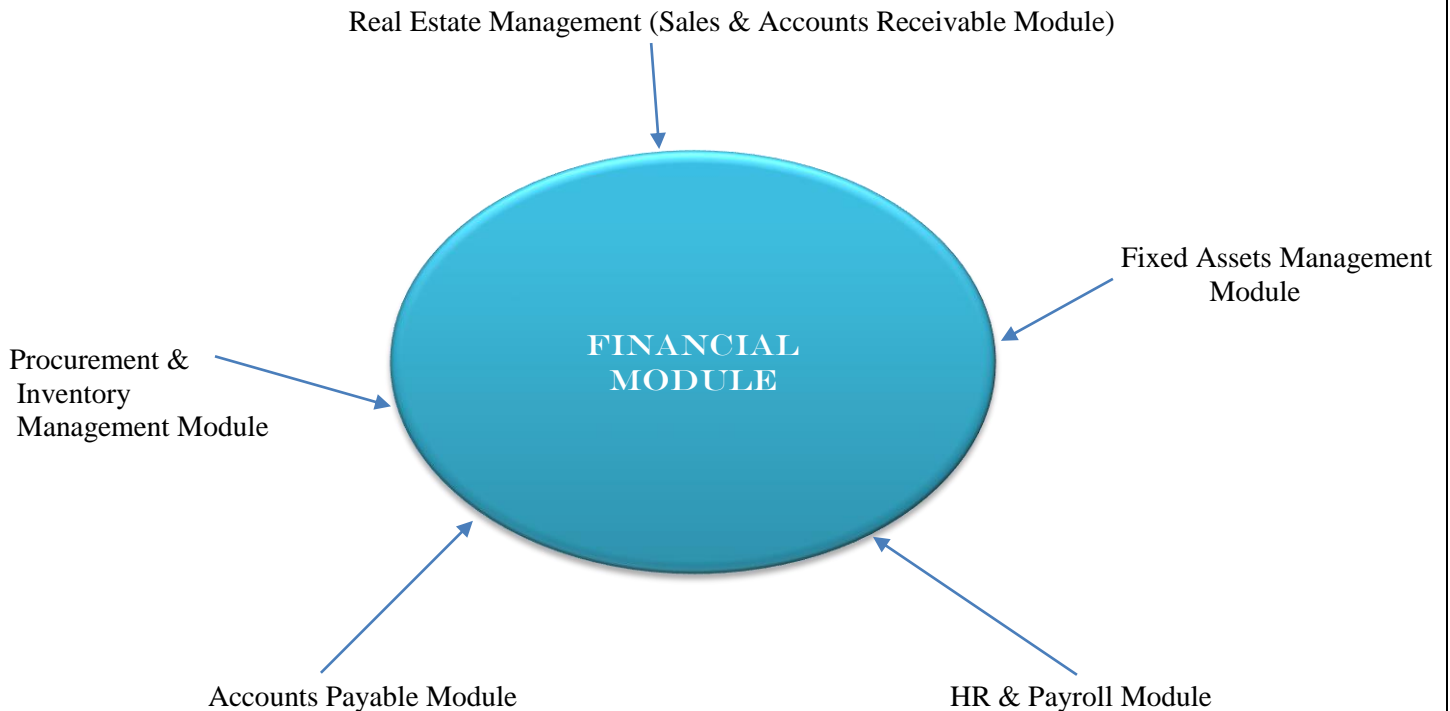
FOR

ERP FINANCIAL SOFTWARE PROCUREMENT

Office: Unit # CP 28, Main Boulevard , Fairway Commercial , Defense Raya ,

Phase VI DHA Lahore

TAKMEEL SQUARE
ERP IMPLEMENTATION - SNAPSHOT
ON LINE REAL TIME INTEGRATED FINANCIAL SOFTWARE
DIGITAL TRANSFORMATION & BUSINESS INTELLIGENCE
FOR
DECISION MAKING



MINIMUM REQUIRED SYSTEM CAPABILITIES

- Be specific for real estate & construction industry to cater installment based sales plan.
- Must be user friendly
- Must be tested & bug free
- Customization option must be available
- Facilitate multiple users at a time (Minimum 10 users)
- Cater at least 10 levels of Chart of Account with 20 digits digital coding facility.
- Cater Alpha Numeric Chart of Accounts
- Must be Cloud Platform based.
- Facilitate opening balances and electronic fiscal year closing
- Have Direct Module Based Generated Reports
- Generate complete set of Financial Statements with complete Notes to Accounts and not be limited to trial balance generation only.

1. GENERAL, TECHNICAL AND FUNCTIONAL REQUIREMENTS

1.1. GENERAL AND TECHNICAL REQUIREMENTS

1. Integrated financial system must be desktop and web-enabled (For remote locations)
2. The software can be centrally maintained and administered.
3. Built-in Excel reporter and Document Tracking.
4. Data Import and export facility.
5. Must have an access control module built-in to control input screens individually/group wise.
6. Must have a complete audit trail system for each and every entry.
7. Must have a fool proof system to generate and restore backups.
8. Must have automated backup and recovery system.
9. Must have a custom User Interface & Mobile Application
10. Must have built-in Dashboards & Business Intelligence
11. Software must have features to cater transactions of multi-currency, multi entity and multi users.
12. System must have capability in electronic generation of financial statements including group based consolidation.
13. System must have capability for withholding income tax and sales tax calculation.
14. System must have features to record periodic forecast of revenue and cost and its conversion into cash flow projection based upon defined basis and assumptions.
15. Maintenance services and any required customization should be conveniently available locally

1.2. FUNCTIONAL REQUIREMENTS

Considering the current & future operations and size of Takmeel Square real estate business, , Company requires following modules with their described brief features for not merely automation of its business and financial transactions in ERP Software of most suitable and having relevance with company's core real estate business but also for business intelligence and decision making.

1. Real Estate Management System (REMS) (Sales & Account Receivables Module)

- 1.1 Registration of customer and issuance of booking form from the REMS.
- 1.2 Cater installment based payment plan and it's time to time revision or updation.
- 1.3 Generate reminders against due installment
- 1.4 Record and generate customers receipts against token,down payment and installment receipt.
- 1.5 Cancellation , transfer or amalgamation of already booked property
- 1.6 Generation of updated inventory status (Sector ,Block and Number wise)
- 1.7 Maintain agent's record and commission
- 1.8 Generate customer complete ledger.
- 1.9 Generate actual payment receipt & due receivable report in all respects
- 1.10 Work out penalty against delayed payment.
- 1.11 Generate NOC letter for allotment/intimation upon complete receipt of down payment.

- 1.12 Cater rental transaction of plazas, apartments or homes.
- 1.13 Cater maintenance services charges
- 1.14 Payment alerts generation (SMS).

2. Financial Or General Ledger Module

- 2.1 Must be fully integrated with all other required modules
- 2.2 Generation of complete set of periodic financial statements (Statement of financial position, profit or loss and cash flow statement etc.) along with vertical and horizontal financial analysis.
- 2.3 Segments reporting with separate book keeping options for each segment for effectively managing affairs of each project.
- 2.4 Budget vs. actual variance analysis reports, including the option to incorporate annual budgeted amounts in system and option to incorporate revised budget amounts.
- 2.5 Built-in Project Management Module for project and budget set up and generation of drill-down budgetary comparison reports.
- 2.6 Head Wise expense reports.
- 2.7 Closing of period i.e. months, quarters & financial year.
- 2.8 Allocation of administrative & sales and marketing expenditures, on different projects.
- 2.9 Voucher printing & Monthly Reporting.

3. Fixed Asset Module

- 3.1 Fixed Assets Register and Depreciation Schedule
- 3.2 Addition, deletion and revaluation of assets.
- 3.3 Project wise deployment of construction equipment and other assets

4. Accounts Payable Module.

- 4.1 Calculations of withholding tax deducted at source including vendor's income tax, vendor sales tax, employee's income tax against salary, including Punjab Revenue Authority sales tax on services and monthly tax statements (all).

5. Procurement & Inventory Management Module

- 5.1 Electronic generation of purchase requisition, comparative statements, purchase order, goods receipt, issuance transfer and return note.
- 5.2 Generation of all procurement and inventory related reports.
- 5.3 Cater imported Purchase Orders including landed cost of material, tools or machinery.

- 5.4 Pro-alert feature for minimum and danger level stock levels status against daily required usage.
- 5.5 Multiple Stores, Stocks adjustment and Slow moving items report.
- 5.6 Project , Sector or Block ,Plaza or apartment wise consumption report

6. Payroll & HRM Module

- 6.1 Employees Profile maintenance.
- 6.2 Salary, allowances, wages ,overtime and arrears processing
- 6.3 Medical reimbursement record maintenance
- 6.4 Income tax computations, adjustments and exemptions
- 6.5 Salary slips generation
- 6.6 Incentives, Bonus Leave Encashment, Provident Fund & Gratuity computations.
- 6.7 EOBI & Social security management.
- 6.8 Employees next of kin information
- 6.9 Leaves & loan record up dation
- 6.10 Application for Appointment
- 6.11 Payroll compensation
- 6.12 Offer Letters and Employment Contracts
- 6.13 Joining reports
- 6.14 Employees Training and developments schedules.
- 6.15 Clearance and Exit Interview record.

2 INSTRUCTIONS TO THE BIDDER FOR ERP SOFTWARE'S PROPOSAL

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

2.1. Technical Proposal should contain:

- Cover Letter on company letter head.
- Company Profile (Including status, services offered, number of offices, credential status.
- List of all successful Proposed ERP Software implementations in existing organizations.
- Details of Technical Staff of Proposed ERP Software.
- Copy of authorized dealership certificate.
- Company registration document.
- National Tax Number (NTN) Certificate (Copy).
- Company financial position for the previous 2 years
- PRA Registration certificate
- Proposal for ERP Software must also include:
 - ❖ Implementation detail.

- ❖ Details of user licenses and proposed Hardware requirement.
- ❖ System maintenance service and Customer support service.
- ❖ Project Timelines.
- ❖ Warranty of the product.

2.2. Financial Proposal should contain:

- Cover letter on company letter head.
- Detailed module wise cost summary with separate retail costs of product (software, modules and licenses etc.), cost of services to be provided (development, implementation, post implementation and maintenance services etc.) and taxation.
- Any recurring costs (annual or otherwise whichever may be the case, of all Licenses etc.)
- Documentation cost.
- Approximate cost for proposed hardware (and its specifications) and database needed for smooth operation of the proposed system. The approximate cost of hosting the System on external servers must also be included. These costs, however, will not be included in the total amount of the Financial Bid.

2.3. Training support

Selected company shall be responsible to train Takmeel Square staff to maintain and handle the software.

2.4. Timeline for the implementation of Proposed software

Proposed software along with middleware is needed to be operational after training and testing, within 30 days after the award of contract.

Milestone	Recommended Time for each milestone
Submission of Scope Document after Initial analysis	05 days
Submission of Functional Specification and Detailed Analysis	10 days

Delivery, Deployment, Commissioning & Customization of Software Modules onGo Live	10 days
Data Migration and Training and delivery of User Manuals	05 days

The bid is liable to be rejected if:

- The Bid is incomplete
- The Bid does not meet the Conditions/Specifications
- The Proposal is unsigned
- Bid is received after the time and date fixed for its receipt.
- Offer is ambiguous or conditional.
- The offer is from a blacklisted organization..
- A pre-bid meeting would be arranged with the designated representative of Takmeel Square as notified at last page of RFP if so requested by the interested parties before the last date of submission.

2.5. Warranty, Support and Maintenance

- The Contractor shall provide a warranty of one year from the date of acceptance against all defects/malfunctions/bugs in the system and shall, free of charge, make any corrections and modifications required to fix the problem during this period without any additional cost.
- The bidders shall also quote the rates for maintenance of the system for next two years after expiration of the initial warranty period i.e. one year.
- A dedicated professional from successful bidder will work inside Takmeel Square Offices located at Lahore and Bahawalpur to rectify bugs and modify features as required by Takmeel Square.
- Total one (1) year of warranty period will include 3 Months on-site support after deployment of Software and live data entry along with the nine (9) months off site support after the completion of on-site support.

2.6. Submission of Bids

1. The bids shall comprise a single package, mailed as “Proposal for ERP Software” containing two separate envelopes. Each envelope shall contain separately the (1) Technical and the (2) Financial Proposals.

2. The envelopes shall be marked as “TECHNICAL PROPOSAL” (1) and “FINANCIAL PROPOSAL (2)” in bold and legible letters to avoid confusion and both should be packed in a single envelope for dispatch or mail.

3. PAYMENT TERMS

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

Milestone	Percentage
Submission of Scope Document after Initial analysis	5%
Submission of Functional Specification and Detailed Analysis	5%
Delivery, Deployment & Customization of Software Modules on Go Live	50%
Data Migration and Training and delivery of User Manuals including customization if required	30%
After Completion of 3 Months On-Site Dedicated Support	5%
After Completion of 9 Months Off Site Support	5%

4. OPENING , EVALUATION & FINALIZATION OF BID

1. Both “TECHNICAL & FINANCIAL PROPOSALS “shall be opened at same time.
2. Takmeel Square shall evaluate the technical proposal as per their above described features and requirements.
3. After submission, no amendments in the technical or financial proposal shall be permitted, however in financial proposal offer of any voluntary discount by bidder shall be acceptable. Conditional discounts shall not be considered in evaluation.

4. After the evaluation and approval of the technical proposal in a week time , Takmeel Square shall invite the technically successful bidder(s) for presentation of their detail demo to senior management of the company to understand the end result of duly processed a sample transaction in respective module report and in trial balance of financial module.
5. Subject to finding of satisfactory fulfilment of requirements as per our dreamed ERP in the aforesaid demo presentation(s) and matching of quoted or discounted price of the respective financial proposal with Company's budgetary price , decision for onward award of contract to successful bidder shall be made not later than 15th October 2022 and accordingly bid shall stands closed.

5 PERFORMANCE SECURITY

Within (15) days of the receipt of notification of award from Takmeel Square , the successful Bidder shall furnish the Performance Security. The value of Performance Security shall be 10% of the bid value (Finally Negotiated Price) to be issued by any scheduled bank of Pakistan. The Performance Security will be valid after the six months of completion of the assignment or any such extended period as decided by Takmeel Square (Private) Ltd.

6. FOCAL PERSON

Mr. Khurram A Haidery (General Manager Systems & Processes) shall be the authorized focal person from Takmeel Square side to address and respond to all queries of bidders regarding this RFP. He shall also facilitate fully during installation and training process of ERP subsequent to its approval and award . He may be reached at following contact number.

Mobile Phone No. 0312 – 3969771, Email: khurram.haidery@takmeel.pk

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