



## AUDIT OVERSIGHT BOARD

**T#3/22-23**

### **Request for Proposals**

The Audit Oversight Board invites sealed bids from service providers registered with the Federal Board of Revenue/Provincial Revenue Boards for Income Tax and Sales Tax, and who are on Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

### **ERP Software**

Interested vendors may obtain bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, terms of reference, evaluation criteria and clarification/rejection of bids etc. for the abovementioned request for proposal from the undersigned free of cost and can also download the same from [www.aob.gov.pk](http://www.aob.gov.pk)

The bids prepared in accordance with the instructions in the bidding documents, must reach the undersigned on or before **21 February 2023** by 1100 Hrs. Bids will be opened on the same day at 1130 Hrs.

In case of any queries relating to the aforementioned, the HR & Administration Department may be contacted on telephone No. +92 (51) 9100 381-2 or by sending an email at [info@aob.gov.pk](mailto:info@aob.gov.pk) during office hours (Monday to Friday excluding Public Holidays)

HR & Administration Manager  
Audit Oversight Board  
1407, 14th floor, ISE Towers, 55-B Jinnah Avenue, Blue Area, Islamabad

## Terms and Conditions for Bids and Service Providers

1. Tender Identification Number: **TENDER # 3/22-23**
2. The Procurement Agency is:

### **Audit Oversight Board**

1407, 14th floor, ISE Towers, 55-B Jinnah Avenue Islamabad

3. The Audit Oversight Board invites sealed bids from service providers registered with the Federal Board of Revenue/Respective Revenue Boards for Income Tax and Sales Tax and who are on the Active Taxpayers List (Income and Sales tax) of the Federal Board of Revenue/Relevant Tax Authority for:

### **ERP SOFTWARE SINGLE STAGE TWO ENVELOPE METHOD**

4. Bids shall comprise a single package containing TWO separate envelopes. Each envelope shall contain the Financial Bid and the Technical Bid separately. The two envelopes shall be clearly marked as “**FINANCIAL BID**” and “**TECHNICAL BID**” respectively in bold and legible letters.
5. Initially, only the envelope marked as “**TECHNICAL BID**” shall be opened publicly. The envelope marked as “**FINANCIAL BID**” shall be retained.
6. After the evaluation and approval of the technical bids, financial bids of the technically qualified service providers will be opened at a time, date and venue announced and communicated to the bidders in advance. Financial bids of technically unsuccessful bidders will be returned.
7. Only SECP registered service providers with minimum paid up capital of PKR 50 million and who are on the Active Taxpayers List (Income and Sales Tax) of FBR are eligible to provide services to the AOB.
8. Bids not accompanied by bid bond/security as required or with less amount of bid bond/security will be rejected.
9. Bidding firm must be registered with Pakistan Software Houses Association and Pakistan Software Export Board. Copies of valid certificates are to be provided.
10. Bidding firm must have its principal or branch office in Islamabad to provide support as required
11. Relevant details including terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the AOB website: [www.aob.gov.pk](http://www.aob.gov.pk)
12. The bid validity period shall be 150 days.
13. AOB reserves the right to reject all bids and cancel this invitation to bid at any stage of the bidding process.
14. It is of utmost importance that all bids should be submitted very carefully, and the instructions set forth above must be carefully complied with, failing which the offer will be ignored and/or rejected.
15. The language of the bid is English and alternative bids shall not be considered.
16. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
17. The amount of the bid and bid bond/security shall be in Pak rupees. The bids should be accompanied by bid bond/security (refundable) for an amount equal to 2% of the total quoted price (exclusive of Sales tax) in shape of either pay order or demand draft in favor of Audit Oversight Board.

18. In case any bidder submits more than one option against this invitation then bid bond/security shall be submitted against the highest quoted option.
19. Bid bond/security of the bidder who is unable to supply ordered items/provide services may be forfeited in favor of AOB.
20. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the service provider shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained at any stage of the process and may disqualify the original offer.
21. The rates must be quoted strictly in accordance with the bidding documents and Annexure(s).
22. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered to be inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as the lowest evaluated service provider. In case selected service provider is not willing to provide required services on quoted rates then its bid security submitted with the bid will be forfeited in favor of the AOB and the second lowest evaluated bid will be considered.
23. Bids shall be evaluated as per the evaluation criteria prescribed in the bidding documents.
24. The bidders do not have an option of submitting their bids electronically.
25. Telegraphic and conditional bids will not be accepted.
26. Unsealed bids will not be received, and all such bids shall be rejected.
27. AOB shall disqualify any service provider if it finds at any time that the information submitted by the vendor is false and materially inaccurate.
28. Selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bidder. In case selected bidder is not willing to supply/provide services on quoted amount then bid bond/security submitted with the bid will be forfeited in favor of the AOB.
29. The bid bond/security of successful bidder will be retained and returned after delivery, installation and commissioning of complete equipment/licenses/services/renewals of ordered items. However, bid bond/security of unsuccessful bidders will be returned after award of contract to the successful bidder.
30. During the retention period, no interest/markup will be provided by AOB to bidder on the bid bond/security at the time of refund/release of the bid bond/security.
31. Clarification if any on the requirement may be obtained from: [info@aob.gov.pk](mailto:info@aob.gov.pk).
32. The place of bid destination is: **Audit Oversight Board**, 1407, 14th floor, ISE Towers, Islamabad.
33. The envelopes shall bear the following additional identification marks:  
  

<b>Bid for:</b>	<b>ERP Software Bidder</b>
<b>Name:</b>	XYZ
<b>Attention:</b>	<b>HR &amp; Administration Manager</b>
	Audit Oversight Board
	<b>1407, 14th floor, ISE Towers, 55-B Jinnah Avenue, Islamabad</b>
34. The deadline for the submission of bids is:

**Date: 21 February 2023**

**Time: 1100 Hrs.**

35. The bid opening shall take place at:

**Audit Oversight Board**

1407, 14<sup>th</sup> floor, ISE Towers

55-B Jinnah Avenue, Islamabad

**Date: 21 February 2023**

**Time: 1130 Hrs.**

36. The bids received after the due date and time will not be entertained.

37. Rates quoted must be valid for three years.

38. Successful bidder will have to sign a legal agreement with AOB. All the services shall be in accordance with the agreement signed between the parties' i.e., AOB and the successful bidder.

**Note:**

a. **The attachment details are as under:**

1.	Terms of Reference	<b>Annex "A"</b>
2.	Evaluation Criteria	<b>Annex "B"</b>
3.	Form 'A'	<b>Annex "C"</b>

**Terms of Reference****A. The bids submitted must correspond to the following terms of reference.**

1. Modern easy to use ERP system with intuitive user interface
2. ERP system should be hosted on cloud with complete cloud managed services
3. Cloud manager services should include data backup/restoration and disaster recovery
4. Required modules: Financials; Invoicing with receivables; HR and Payroll; and Fixed Assets Register
5. Should support approval workflows based on financial authority matrix
6. Should include post implementation application managed services
7. Should include post implementation master data management services
8. The system should be implemented within 120 days of signing the contract
9. The data of the first two quarters would be entered and compared with the existing system.
10. The reconciliation between the two data to be made, checked and bugs, if any, to be removed before go live

**B. Interested firms may submit their bids with following details:**

1. Organization Profile
2. Sales tax/NTN Certificate
3. List of past clients
4. PASHA and PSEB certificates
5. Incorporation certificate
6. Proof of presence in Islamabad
7. Team profiles:
  - i) Project Manager
  - ii) ERP implementation lead
  - iii) techno-functional team members

**Evaluation Criteria**

Annex "B"

Evaluation of received bids will be carried out based on the following criteria:

<b>S. No.</b>	<b>Evaluation Grounds</b>	<b>Marks</b>	<b>Marks Obtained</b>
<b>Technical Evaluation (to be filled in form B1)</b>			
A	Requirement of ERP Software features (Form-A) <i>The features that are developed, implement and tested in the past</i>	<b>70</b>	
Sub-total		<b>70</b>	
B	Ability to cater any additional requirements. (The software needs to have the flexibility to cater for additional requirements in any of the modules presented in Form-A)	5	
C	Security: System should operate a multi-level access control system restricting access to certain information by presenting configurable subsets of the data appropriate for specific nominated roles.	5	
D	Deployment mode Containerized deployment on cloud with data backup and DR services	10	
E	Experience in the field, in number of years, since inception of business operations (1 Mark per Year, Max marks for 5 years plus experience)	5	
F	Clientele of the firm (number of the clients) (1 mark for each client in Pakistan)	5	
Sub-total		<b>30</b>	
<b>Total</b>		<b>100</b>	
<b>Financial Evaluation to be filled in Bid submission form</b>			
F	Only the bids securing 70% marks in the technical evaluation shall be considered for financial bid opening.		

Sr. # 1	Features	Available marks	Feature Available
<p><b>Accounts Receivable Module</b></p>	Bulk invoicing capability.	2	
	Develop invoicing format as per AOB requirements.	1	
	Ability to categorize the customers.	1	
	Generate category-wise receivable report. (Ageing report etc.)	1	
	Receivable follow-up correspondence module, where we can input the correspondence made with each customer and develop a report for this purpose.	5	
	Record the income tax withheld by customers under the relevant section of the ITO, 2001 at the time of settlement of invoices. (Receipts from customers, banks etc.)	1	
	Customer wise balance summary report and ledger.	1	
	<b>Sub-total</b>	<b>12</b>	

Sr. # 2	Minimum required features	Available marks	Feature Available
Accounts payable	Auto selection the next in line cheque number for the bank selected for payment. (Payments for investments, advances to employees, suppliers etc.)	1	
	Withhold tax (Income tax and sales tax) as per class of vendor in accordance with the withholding tax deduction rates as defined in the latest Finance Act.	1	
	Allow to process payment if budget in the relevant head is available and budget approval is sought. In case budget not sufficient, flag the payment.	2	
	Vendor wise balance summary report and ledger.	1	
<b>Sub-total</b>		<b>5</b>	

Sr. # 3	Minimum required features	Available marks	Feature Available
Miscellaneous	Cheque printing capability. (Digital approval by relevant signatories)	1	
	Voucher printing capability. (Digital approval by relevant signatories)	1	
	2 different copies of the documents to be printed. (One for finance record and one for master file) (Alphabetical/ sequential analysis of cheques)		
	Preparation of bank reconciliations statements.	1	
	Assign rights to different users of the system. (i.e. authorization limit)	1	
	Ability to add multiple dimensions	1	
	Ability to handle cost centers	1	
	System should be able to produce cost center wise Trial Balance	1	
	System should be able to produce Opening/Period/Closing Trial Balance together	1	
	Ability to have monthly budget distribution	1	
	Feature to handle Payment Reconciliation	0.5	
	System should be able to allocate payments against invoices	0.5	
	Ability to handle user specific reporting	0.5	
	Ability to send newsletters to members through the system	0.5	
	System should be capable to export data into Excel and PDF formats	0.5	



	System should be capable to prepare User-specific dynamic Dashboards	0.5	
	System should offer multi-level transaction workflows	0.5	
	Users must be able to generate request for quotation (RFQ)/RFP to be sent to vendors, published.	0.5	
	The system must be able to track vendor response.	0.5	
	The system must be able to support vendor quotation maintenance and Comparative Statement.	0.5	
	The System should be able to support Goods Received Note (GRN) and Service Received Note (SRN)	0.5	
<b>Sub-total</b>		<b>14</b>	

<b>Sr. # 4</b>	<b>Minimum required features</b>	<b>Available marks</b>	<b>Feature Available</b>
<b>Fixed Assets Module</b>	Capitalization of fixed assets.	1	
	Monthly depreciation runs.	1	
	Ability to account for revaluation and impairment of assets. (Can be handled by allocating sub-account codes to individual assets)	1	
	Ability to record specific information for each asset i.e., asset tag number, location, category, depreciation percentage etc.	1	
	Asset disposal processing. Computation of accounting profit/ loss etc.	1	
	Maintain fixed asset register.	2	
<b>Sub-total</b>		<b>7</b>	

Sr. # 5	Minimum required features	Available marks	Feature Available
<b>Budget control</b>	Book the available budget in each accounting head at the start of the financial year.	1	
	If budget consumed, module should ask for reappropriations.	1	
	Budget approval be sought from relevant personnel as per defined approval limits for individuals	1	
	Print budget approval form.	1	
	Track the expenses against the budgeted government grant.	1	
<b>Sub-total</b>		<b>5</b>	

Sr. # 6	Minimum required features	Available marks	Feature Available
<b>General ledger</b>	Posting of all vouchers.	2	
<b>Sub-total</b>		<b>2</b>	

Sr. # 7	Minimum required features	Available marks	Feature Available
<b>Reporting Module</b>	Trial balance	2	
	Financial reports (Statement of Financial Position, Statement of Comprehensive Income, Statement of cashflow, Statement of changes in fund)	5	
	Ledgers (with ability to provide custom fields to generate range of outcomes)	2	
	Chart of Accounts	2	
<b>Sub-total</b>		<b>11</b>	

Sr. # 8	Minimum required features	Available marks	Feature Available
<b>Human Resource Module</b>	Complete profile of employees	2	
	Promotions	1	
	Attendance sync with Biometric device.	2	
	Apply leaves through the system	2	
	Advance Salary	1	
	House Rent Advance	1	
	Loans and Advances	1	
	Clearance (Final Settlement)	2	
	Payroll computation. Ability to process tax credits and tax adjustments under the different heads of ITO, 2001 to the salaried person.	2	
<b>Sub-total</b>		<b>14</b>	
<b>TOTAL</b>		<b>70</b>	

