

Punjab Land Development Company

Invitation for Proposal of ERP Solution

Punjab Land Development Company (PLDC) is looking forward to acquire services of an experienced ERP Solutions Provider to deploy and implement ERP Solution's financial module in its Finance Department. For this purpose PLDC invites Proposal from firms who own strong portfolio of Implementing renowned ERP Solutions.

Firms fulfilling the following criteria will be given preference

- Minimum experience of 3-5 years in ERP Solutions Implementation.
- Proven track record of implementing ERP Solutions to minimum 20 clients.
- Should be Lahore based.
- Should be an authorized dealer of ERP Solutions Vendor.
- Not involved in any civil or criminal litigation.

Interested firms should apply with both technical and financial proposal as elaborated below in separate sealed envelopes:

Technical Proposal should contain:

- Company Profile.
- List of minimum 20 successful ERP Solutions implementations.
- Details of Technical Staff.
- Copy of authorized dealership certificate.
- Company registration document.
- National Tax Number (NTN) Copy.
- Hardware/Software requirements for implementation.

Financial Proposal should contain:

- Detailed cost summary including retail price of product and its modules, taxation, user licenses, post sale services and other essentials etc.

Technical and Financial proposals will be given 70% & 30% weightage respectively for overall evaluation. Details of criteria/evaluation and copy of this invitation can also be downloaded from our official website www.pldc.gop.pk.

The Proposal along with the required documents must be submitted on or before 11:00 AM, Friday, 14th September 2012 in a sealed envelope marked "Proposal for ERP Solution's Financial Module" to the below mentioned address.

Shahid Khurram

General Manager (Estate Management)
1-A, Off Club Road, GOR-I, Lahore.
Tel:- 04299205551-4

PLDC reserves the right to accept or reject any or all Proposals without assigning any reason.

PUNJAB LAND DEVELOPMENT COMPANY (PLDC)



Detailed Criteria of Evaluation

For

Acquisition of ERP Solution's Financial Module

1-A, Off Club Road, G.O.R-I, Lahore, Pakistan

1. Instructions to the Bidder for ERP Solution's Proposal

- 1.1. Bidders are invited to submit sealed Technical and Financial Bids separately containing their proposal for the work as described in **"Invitation for Proposal of ERP Solutions"**.
- 1.2. The proposal/bid shall contain no interlineations or overwriting except as necessary to correct errors made by the bidders themselves. The person signing the proposal shall initial any such correction.
- 1.3. Quotation envelope shall clearly be marked **"Bid for ERP Solution for implementation in PLDC's Finance Department by (Name of the BIDDER)"**
- 1.4. The proposals/bids will be received at **11:00 AM on Friday 14th September, 2012**. Technical bids will be opened immediately and financial bids for the technically responsive firms only thereafter, in the presence of bidders or their authorized representatives in the office of **PLDC, 1-A, Off Club Road, G.O.R-I, Lahore**. Any bid received after the bid/proposal submission deadline will be rejected and may be returned unopened to the bidder.
- 1.5. The PLDC reserves the right to accept or reject any bid or a part thereof without assigning any reason. The bid received incomplete or not in accordance with the conditions/specifications will not be entertained. Bid offered is likely to be ignored if;
 - The Proposal is unsigned.
 - It is received after the time and date fixed for its receipt.
 - Offer is ambiguous or conditional.
 - The offer is from a firm blacklisted by PLDC or any other Government Organization, has remained in litigation with any Government Organization or is defaulter in any previous order and/or contract.
- 1.6. The bids prepared by the bidder should comprise of the following
 - Covering Letter on company letter head.
 - Company profile as described in "Company Profile Layout" ahead.
 - Proposal for ERP Solution.
 - Project Cost Summary/Financial Proposal in separate Sealed Envelopes.

2. **Eligibility**

- 2.1. Only the Bidders meeting the following criteria will be eligible
 - a. Minimum experience of 3-5 years in ERP Solutions Implementation.
 - b. Proven track record of implementing ERP Solutions to minimum 20 clients.
 - c. Should be an authorized dealer of ERP Solutions Vendor.
 - d. Should be Lahore based.
 - e. Not involved in any civil or criminal litigation.
 - f. Firms should be registered with SECP or any other authorized body.
 - g. Firms should provide copy of NTN#

3. **Openings and Evaluation of Bid**

- 3.1. The bids shall comprise a single package, each containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical proposal.
- 3.2. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- 3.3. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
- 3.4. The envelope marked as: “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.
- 3.5. The procuring agency shall evaluate the technical proposal in a manner prescribed ahead in the document, without reference to the price and reject any proposal which do not conform to the specified requirements.
- 3.6. After Submission no amendments in the technical or financial proposal shall be permitted.
- 3.7. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of bids on a time, date and venue announced and communicated to the bidders in advance. The bids found technically non-responsive shall be returned un-opened to the respective bidders.

- 3.8. The top three bids found to be securing highest marks in the evaluation according to evaluation criteria mentioned ahead shall be eligible for financial evaluation.
- 3.9. Conditional discounts shall not be considered in evaluation.

4. Project Timelines

- 4.1. The development and implementation task shall be completed and system should be fully operational within 90 days from award of contract or earlier according to the following schedule. The following days are maximum days allowed.

| Milestone | Time |
|--|-------------|
| Submission of Scope Document after Initial analysis | 15 days |
| Submission of Functional Specification and Detailed Analysis | 15 days |
| Delivery, Deployment & Customization of Software Modules | 50 days |
| Data Migration, Training and Delivery of User Manuals | 10 days |

5. Warranty, Support & Maintenance

- 5.1. 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.
- 5.2. 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.
- 5.3. A dedicated professional from successful bidder will work inside PLDC Office to rectify bugs and modify features as required by PLDC.
- 5.4. Three months dedicated support.

6. Terms of Payment

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

| Milestone | Percentage |
|--|-------------------|
| Submission of Scope Document after Initial analysis | 15% |
| Submission of Functional Specification and Detailed Analysis | 15% |
| Delivery, Deployment & Customization of Software Modules | 50% |
| Data Migration, Training and Delivery of User Manuals | 10% |
| After Completion of 3 Months Dedicated Support | 10% |

- 6.2. Payment for each milestone will be made upon production of following document.
- Invoice in triplicate having NTN.

Company Profile Layout

- **Organization**
Present setup, financial aspect etc.
- **Services**
Various kinds of services offered.
- **Location & Support Facilities**
Head office, branches, affiliates etc.
- **Experience of Software Development**
Projects, Clients, Integrated Solutions etc.
- **Tools and Technologies**
Software Genre, Platform etc.
- **Qualified Technical Staff**
No of persons, skill set, qualifications, experience etc.
- **Training Facility**
Experience of project based training etc.
- **Authenticity**

Credentials, dealership, authorization letter of vendor.

The bidder must also go through the document and must provide the information required in the clauses. Moreover besides above the bidder is free to provide additional information/advice to strengthen his proposal.

Evaluation Criteria and Mechanism

Two Stage Evaluation

A two-stage procedure will be utilized in evaluation of the Bids, with evaluation of the technical Bid being completed prior to any Financial Bid being opened and compared. The total points for Bids evaluation are 1000 points out of which the Technical Bid will carry 700 points and Financial Bids will be weighted on 300 points.

The Financial Bid of the Bids will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 700 points in the evaluation of the Technical Bids and presentation.

Calculation of Total Score

If the technical component achieves 70% points, the Bid will be taken into account in the following manner.

The total amount of points allocated for the financial component is 300. The maximum number of points (300 points) will be allotted to the lowest Financial Bid that is opened and compared among those invited Firms which obtain the qualifying points in the evaluation of the technical component. All other price Bids will receive points in inverse proportion to the lowest price; e.g.

$$\text{Price Score} = \frac{\text{Total Price Score i.e. } 300 \times \text{Lowest Bid Price}}{\text{Bid Price of the Bidder}}$$

Example:

1st Lowest Bid Price = Rs. 1,000

2nd Lowest Bid Price = Rs. 1,050

3rd Lowest Bid Price = Es. 1,200

Price Score of 1st Lowest Bidder = $(300 * 1,000)/1000 = 300$

Price Score of 2nd Lowest Bidder = $(300 * 1000)/1050 = 285.71$

Price Score of 3rd Lowest Bidder = $(300 * 1000)/1200 = 250$

Total Points Scored = Technical Evaluation Points + Price Score

Higher the Total Points Scored, more responsive is the Bid.

PLDC is not bound to select any of the Firms submitting Bids. Furthermore, since a contract will be awarded in respect of the Bid which is considered most responsive to the needs of the project concerned, due consideration being given to PLDC's general principles, including economy and efficiency, PLDC does not bind itself in any way to select the Firm only on the basis of the lowest price.

Detailed Evaluation Criteria

| Sr. | Description | Score |
|---|--|-------------|
| A. Technical Evaluation (Max. 700 Points) | | |
| 1. Organizational Strength and Technical Expertise (Max. 500 points) | | |
| 1.1 | Number of Years served in Domain | 90 |
| 1.2 | Software Services & Support Facility | 90 |
| 1.3 | Reputation of Organization and Staff i.e. Competence/Reliability/Litigation History etc. | 70 |
| 1.4 | Work Experience of Staff | 70 |
| 1.5 | Turnover and Financial Strength | 50 |
| 1.6 | No of deployments of intended Product | 130 |
| | Total | 500 |
| 2. Portfolio & Experience (Max. 200 points) | | |
| 2.1 | Number of Projects Executed | 80 |
| 2.2 | Experience of Software Services to Large Organizations | 80 |
| 2.3 | Number, Size and Relevance of Projects Executed in Government Sector | 40 |
| | Total | 200 |
| B | Financial Evaluation | 300 |
| | GRAND TOTAL | 1000 |