

“Proposal for SAP Payroll, SAP Limited Users & Service Level Agreement”

1. General, Technical & Financial Requirements

QASP has already deployed SAP Business one which is already fully functional since June, 2015 with 7 licenses (2 Professional, 5 limited). Now QASP wants to deploy payroll module and also want following services along with existing solution of SAP B1

1.1 General

1. The system must be desktop and web-enabled (For remote locations).
2. The software can be centrally maintained and administered.
3. The system must be certified from SAP
4. The system must be integrated with SAP
5. Integration with the existing system and designed in SAP SDK of the proposed system.

1.2 Payroll Requirement

Considering the current operations and size of QA Solar, it requires following modules and functions to integrate with and enhance the functionality of Sap Business one (already Deployed) in proposed solution:

- ◀System Master Data Setup
- ◀Employee Master
- ◀Payroll GL Determination
- ◀Payroll Attendance
- ◀Payroll Transactions
- ◀Attendance Processing
- ◀Payroll Processing
- ◀Employee Exit
- ◀Report Manager

1.3 Service Level Agreement (AMC 2016 & 2017)

1.4 NEW Three Limited SAP USERS

2 Instructions to the Bidder for ERP Solution's Proposal

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

2.1 Technical Proposal should contain:

- Covering Letter on company letter head.
- Company Profile. (Including status, services offered, number of offices, credential & partnership status.)
- List of minimum 50 successful Proposed ERP Solution implementations as an Organization.
- Details of Technical Staff of Proposed ERP Solution.
- Copy of authorized dealership certificate.
- Company registration document.
- National Tax Number (NTN) Copy.
- Company financial position (Previous 2 years audited accounts)
- Proposal of Solution. Must also including:
 - Payroll Solution
 - Customer support service.
 - Project Timelines.
 - Customer Services

2.2 Financial Proposal should contain:

- Covering Letter on company letter head.
- Detailed cost summary with separate retail costs of product (software, modules and licenses etc.), cost of services to be provided (implementation, maintenance, and post implementation services etc.) and taxation.
- Payroll Module cost with License & Implementation breakup
- Detailed cost for a total of Three (3) Users of the system – Three (3) Basic Users.
- Any recurring costs (annual or otherwise whichever may be the case, of all Licenses etc.)
- Service Level Agreement with respect to Annual maintenance cost details
- Total cost of the proposed system with all taxes included
- Cost of development of additional customized reports (not available by default in the system) if required and the cost of additional licenses (both Limited and Super) if needed for the expansion of the system in the future.

X

Signature
Samer
Bust

2.3 Training support

Selected company shall be responsible to train QA Solar staff to maintain and handle the software.

2.4 Timeline for the implementation of proposed solution

Proposed solution is needed to be operational after training and testing, within 15 days after the award of contract.

Milestone	Recommended Time for each
As Is Analysis	03days
Configuration Document / System Process Submission	03days
Delivery, Deployment & Customization of Software Modules	04 days
Go Live	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.
- 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 any Government Organization, has remained in litigation with any Government Organization or is defaulter in any previous order and/or contract.
- A pre-bid meeting would be arranged with the designated representative of the procuring agency if so requested by the interested parties 5 days 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.

5 EVALUATION CRITERIA

5.1. Technical evaluation

The total amount of points allocated for the Technical and Organizational strength component of the Bid is 70. Please see the Detailed Evaluation criteria for details.

If the technical component achieves 65% (of 70 Points), the Bid will be considered Technically Responsive. Those Bids scoring less than 65% will not be considered for Financial Bid Opening.

TECHNICAL EVALUATION CRITERIA	
1. Organizational Strength and Technical Expertise – 60 points	
Number of years served in implementing Proposed Solution (minimum 5) – 15 points	5 years = 10 Points Additional 1 Point for each extra year.
No. of total deployments of Proposed Solution (minimum 60) – 15 points	Minimum 60 deployments = 5 Points Additional 1 Point for 10 extra deployments
No. of Certified Consultants for proposed ERP solution (minimum 3) – 10 points	Minimum 3 consultants = 5 Points Additional 1 Point for each extra
No. of operations Globally with Proper physical offices (Minimum 1) – 10 Points	Minimum 1 = 2.5 Points Additional more than two offices 7.5
No. of implementations for the proposed ERP solution during last year (minimum 20) – 5	Minimum 20 Implementations = 2 Points More than 20 = 3
No. of implementations of the proposed ERP solution for public sector clients – 5 points	Minimum 3 = 2 Points and more than 5 Implementations = 5 Points

TECHNICAL EVALUATION CRITERIA	
1. Organizational Strength and Technical Expertise – 60 points	
2. Technical Evaluation – 10 points	
<ul style="list-style-type: none"> The Technical component of the Bid will be awarded 5 Points if the proposed Solution meets all 5 General/Technical requirements stated in Section-1.1 above. However, 2.5 Points will be awarded if the Proposed Solution meets partial requirements. The Technical component of the Bid will further be awarded 5 Points if the proposed Solution meets all requirements stated in Section-1.2, Section-1.3, Section-1.4 above. However, 2.5 Points will be awarded if the Proposed Solution meets partial requirements. 	
Total Points for Technical Evaluation are 60 + 10 = 70	

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- A dedicated professional from successful bidder will work inside QA Solar Office to rectify bugs and modify features as required by QA Solar.

2.6 Submission of Bids

1. The bids shall comprise a single package, mailed as “**Proposal for SAP Payroll, SAP Limited Users & Service Level Agreement**” containing two separate envelopes. Each envelope shall contain separately the Technical proposal (1) and the Financial Proposal (2).
2. The proposals shall be marked as “**FINANCIAL PROPOSAL (2)**” and “**TECHNICAL PROPOSAL (1)**” in bold and legible letters with name of respective bidder to avoid confusion.

3 TERMS OF PAYMENT

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

Components	Percentage
New Three Licenses Payment	100% Upfront
Service Level Agreement	100% Upfront
Payroll Payment Milestone	Percentage
Team Mobilization	20%
Submission of Configuration Document	30%
Completion of Configuration	20%
Go Live	30%

4 OPENING AND EVALUATION OF BID

1. Both “**TECHNICAL PROPOSAL** “ and “**FINANCIAL PROPOSAL**” shall be opened on dated 16th January, 2017 at 02:30 p.m.
2. QA Solar shall evaluate the technical proposal in a manner prescribed ahead in the document, without reference to the price and reject any proposal which does not conform to the specified requirements.
3. After submission, no amendments in the technical or financial proposal shall be permitted.
4. Conditional discounts shall not be considered in evaluation.

5.2. Financial Evaluation

The total amount of points allocated for the financial component is 30. The maximum number of points (30 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. e.g.

Financial score =

Total Financial Score i.e. 30 x Lowest Bid Price

Bid Price of the Bidder under evaluation

1. Example:

1st Lowest Bid

Price = Rs. 1,000

2nd Lowest Bid

Price = Rs. 1,050

3rd Lowest Bid

Price = Rs. 1,200

Price Score of 1st Lowest Bidder = $(30 * 1,000)/1000 = 30$

Price Score of 2nd

Lowest Bidder = $(30 * 1000)/1050 =$

28.57

Price Score of 3rd Lowest Bidder =

$(30 * 1000)/1200 = 25$

Total Points Scored = Technical Evaluation

Points of the technically qualified bidder +

Financial Score

* Higher the Total Points Scored, more competitive is the Bid.

QA Solar is not bound to select any/all 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 will be given to principles, including economy and efficiency.