Request for Proposal (RFP)

For

Inventory Management System (IMS)

For

Textbook Board Khyber Pukhtunkhwa

2015-2016

Pre Bid Meeting:	**15 / 09 / 2015 at 1400 Hours**
Last Date for Submission of Proposal:	**22 / 09 / 2015 up to 1200 Hours**

Khyber Pakhtunkhwa Textbook Board,
Phase V, Hayatabad, Peshawar.
Phone # 091-9217716
 www.kptbb.gov.pk

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for Khyber Pakhtunkhwa Textbook Board (KPTBB)
Data Sheet

1	Bid Inviting Authority, Designation and Address	Chairman, Khyber Pakhtunkhwa Textbook Board (KPTBB), Peshawar
2	a. Name of the Work	Inventory Management System
	b. Tender Reference	Advertisement
	c. Place of execution	Warehouse of Khyber Pakhtunkhwa Textbook Board (KPTBB), Industrial State, Peshawar
3	Earnest Money (EM)	2% of the Bid Price as CDR
4	Due Date, Time and Place of submission of Bid Documents.	Bid Documents shall be submitted till 22 / 09 / 2015 up to 1200 hours to Secretary, Khyber Pakhtunkhwa Textbooks Board (KPTBB), Phase-V, Hayatabad, Peshawar.
5	Date , Time and Place of Pre-Bid Meeting	15/09/2015 at 1400 hours in the Khyber Pakhtunkhwa Textbooks Board (KPTBB), Phase-V, Hayatabad, Peshawar.
6	Date , Time and Place of Technical Proposal opening	22/09/2015 at 1400 hours in the Khyber Pakhtunkhwa Textbooks Board (KPTBB), Phase-V, Hayatabad, Peshawar.
7	Date, Time and Place of opening of the Financial Proposals.	Shall be intimated subsequently to Technically Qualified Bidders
8	Validity of Bid	120 Days From the Date of Opening of Technical Proposal

Request for Proposal (RFP)

Khyber Pakhtunkhwa Textbook Board (KPTBB), Peshawar invites sealed Proposals (Technical & Financial) for developing and implementing an online Inventory Management System (IMS) for all types of transactions of the items in its office and warehouses. The Bidders must:

1. Be a registered body duly recognizable under the law of Pakistan.
2. Be registered with FBR for Income Tax and Sales Tax.
3. Not blacklisted and non-defaulter.
4. Any other eligibility restrictions under KPPPRA Rules/Act 2014.
5. Have sufficient experience, financial, technical and human resources to complete the project within prescribed time limit.

A complete set of RFP documents can be downloaded from the KPTTB website (www.kptbb.gov.pk) or Elementary & Secondary Education Department website (www.kpese.gov.pk) or Government of Khyber Pakhtunkhwa website (www.khyberpakhtunkhwa.gov.pk). Bid evaluation criteria are included in the RFP documents. The bidding process and the selection of the bidder will be under Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules, 2014.

Interested and eligible bidders wishing to participate in the bidding process are required to submit their technical and financial proposals in separate sealed envelopes accompanied by earnest money 2% of the total cost of the proposal only payable to the Secretary, Khyber Pakhtunkhwa Textbook Board Peshawar. The technical and financial proposals along with earnest money must be delivered to the undersigned within 20 days of the first publication of this notice.

A Pre-Bid meeting will be held one week before opening of the Bids in the presence of interested bidders who may like to attend. (Precise date and time for submission of Bids, Pre-Bid meeting and Bid Opening are provided in the RFP documents). The technical proposals will be opened on the date; time and venue provided in the data sheet of the RFP in presence of bidders or their authorized representative who chooses to attend the bid opening meeting. Incomplete, defective proposals and proposals not conforming to the RFP documents shall be liable to rejection. Proposals received after due time and date shall be summarily rejected. Purchase Committee reserves the right to cancel the process at any stage and reject any or all the proposals thereof having valid reasons and without being liable for any claim / compensation of any nature whatsoever.

Secretary,
Khyber Pakhtunkhwa Text Book Board,
Phase- V, Hayatabad, Peshawar.
Phone #: 091-9217716   www.kptbb.gov.pk

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SECTION-I

1. Introduction

The Khyber Pakhtunkhwa Textbook Board established in 1971 is responsible providing text books of the students of KG to 12th in the province. The warehouse of KPTBB has hosted 46 million books and provided to 25 districts in Khyber Pakhtunkhwa during the Year 2014-15 for Academic Year 2015-16. It receives papers in bulk quantity, which are forwarded to the printers/publishers. The printers/publishers in return print books from class KG to 12th Grade, of different subjects.

Demands from different districts are received and then orders are placed to the printers/publishers. The KPTBB provides papers to printers/publishers for the production of books according to the demand placed. These books are produced for different classes and are of different subjects. The printed books are supplied to all the 25 districts.

2. Objectives of the Project

Presently in the KPTBB all the inventory is maintained manually and there is no proper automated mechanism of record keeping and transactions which sometimes creates a lot of administrative and operational problems. The requested Inventory Management System (IMS) is proposed to be an online web portal system consists of a huge data base attached with an online application in which all the details of all the items in the offices and in the warehouses will be maintained. The KPTBB IMS will have the following general features:-

- The software should have proper dashboards for all level of administration up to end user level which will ease the operational job of the KPTBB and its future planning and management on time.
- The Software should have a proper backup and recovery mechanism.
- The Software Application should be able to map the data on GIS/Google Maps and should be visible to the Top Management
- All the Modules should be integrated in such a way that pending action in one module cannot be ignored by the user.

3.   Scope of the Project / Specifications

Selected bidder will develop an Inventory Management System (web-based) which is modular and has the capacity of upgradation to addition/linkage to other systems.

A full-scale modern inventory management system (IMS) containing the following processes but not limited to Receiving, Stocking, Picking, Adjustments, Forecasting, Asset Recovery, Damages,…etc

The web based application that will have the following elements:

- Dashboard for user management and overall view of the state of inventory in the warehouse
- Inventory section for detailed and grass root level information about each inventory item (Location ID, Process ID,…etc)
- Relationship section that would show from whom the demand for books has been received and to which district it will be/has been forwarded
- The application would also have intelligence section that would contain different visuals predicting any shortage or overflow of inventory
- Role-based access / different access privileges
- Is extendible and have the capability of integration of bar-code operations and general office management
- Tracking of the book, through which phase a book is going through and at what location is the process taking place
- A graphical representation of the warehouse indicating the location of books and display of analytical data upon clicking the graphics, and intelligent color scheming of the graphics
- Should be able to maintain the lost inventory and have a correct re-accountability
- Also a local DB file should be generated which could be accessed when there is no internet connection
- It should have the option of exporting/downloading the whole inventory report in different formats

General Features and Responsibilities:

- ➢ The bidder will develop an error-free and reliable web-based software.
- ➢ The software should be user friendly and attractive
- ➢ The software would be developed under this RFP will be initially implemented in the warehouses of KPTBB but could be extendable and the source code of the software will be the property of KPTBB.
- ➢ It should be capable of books/packets tracking via barcodes as barcode functionality would be implemented in later stages.
- ➢ The software will have a proper recovery and backup mechanism.
- ➢ The Software Application will also have an Offline Version which can be installed / configured in the warehouses on desktop machines and it should have a proper

mechanism of data synch/replication to the main server as and when internet connectivity is available.

➢ The software should be modular and can be linked with other systems.

4. List of Deliverables

The successful bidder is expected to deliver the following as a part of the fulfillment of obligations under the agreement.

a. Study the existing data inventory management systems and conduct need analysis for the development of IMS.

b. Study the existing infrastructure, capacity and connectivity facilities available.

c. Based on the above, design and develop an SRS (Software Requirement Specification) for the IMS. The SRS will cover the complete flow of data from the schools up to the KPTBB level, technical details as well as the implementation strategies with time lines of the IMS.

d. The SRS should also cover the strategy that how the Barcode reading would be integrated with IMS.

e. How the books / package of books can be traced according to a process and how geo-tracking can be performed.

f. Collect and populate data into the IMS for the first time.

g. Provide hands on training on the IMS to approximately 20 personnel.

h. Provide Technical Documentations i.e. User Manual, SOP's, SRS (System Requirement Specification), Functional Documentations, etc.

i. Perform the maintenance/enhancements and support services (if required) for one and half year after the implementation of the IMS. (A hotline that can be called in case of any issue)

j. Provide video user manuals / tutorials and 20 hard copy manuals.

5. Schedule of Delivery

The successful bidder is expected to develop and implement the first version of IMS from the month of October 2015 and complete its implementation by March 2016. Other deliverables will be met within the mutually agreed time- frame to be incorporated in the service level agreement. Failure to ensure successful delivery shall invite penalties as per government rules.

6.   *Miscellaneous Instructions*

a. It would be deemed that by submitting a proposal, the bidder has:
- made a complete and careful examination of the RFP document and agrees to all conditions and implications that arise from it;
- sought, obtained and perused all relevant information for the submission of the proposal;

b. Any error or incomplete submission arising out of an interpretation of the RFP document, its annexures or any information passed on to the bidder by the KPTBB, Government of Khyber Pakhtunkhwa or any of its officials, the KPTBB shall not be liable and no request for redressal of grievance or reconsideration can be accommodated.

c. The KPTBB, Government of Khyber Pakhtunkhwa reserves the right to annul the entire or part of the bidding process or to reject any or all proposals if:
- at any time during the bidding process, any material misrepresentation is made or discovered;
- the bidder does not respond to queries or requests for clarifications or requests for additional information; or
- the bidder or their representatives or any person on their behalf attempts to influence the process of tender in any manner whatsoever

d. In case of rejection of one or more proposals after the opening of bids, and the bids belong to the highest evaluated bidder, the KPTBB, Government of Khyber Pakhtunkhwa reserves the right to continue with the bid and invite the next highest evaluated bidder as provided in the KPPPRA Rules 2014.

e. Any measure, taken to modify the bid process as mentioned above, will be at the sole discretion of the Government of Khyber Pakhtunkhwa Province represented by the KPTBB, Khyber Pakhtunkhwa and is not negotiable.

7.   *Eligibility criteria for bidders*

a. The bidder can be an Organization, Institute, Company, Corporation, Firm registered/incorporated in Pakistan.
b. The bidder should be registered with PSEB or any other body indicating its credential as Software Company.
c. The bidder should have credible and strong indications of their capability to participate in the Inventory Management System (IMS) implementation as evidenced by their products, work experiences, and participation in similar projects.

d. The bidder should be registered with Income Tax and Sales Tax Departments.

e. Documentary evidence of Income tax and Sales tax paid during the previous Financial Year.

f. The bidder should have a minimum of three (03) years' experience of similar assignments.

g. The bidder may not be black-listed by any of the Federal/Provincial Government in Pakistan.

h. The bidder may not be defaulter of the Government or any Scheduled Commercial Bank.

i. Reputed and experienced firms capable of developing error-free and reliable software

j. Decent employment base and multi-departmental firms as the project will involve a lot of interaction with warehouse staff ("Developers-only" firms are discouraged to apply)

k. Firms that have dedicated software testers

l. Who have already developed such software and are currently used in market (or is being used by a big or reputed organization), will be an added advantage

m. Those who have co-ordination staff

8.   The Bidding Process

A **single stage two envelop** bidding process shall be followed. Bidders should examine all Instructions, Terms and Conditions as given in the RFP. Failure to furnish information required in the RFP or submission of Bids not substantially responsive or viable in every respect will be at the Bidder's risk and may result in rejection of the Bids. Bidders should strictly submit the Bid as specified in the RFP failing which the Bids will be held as non-responsive and will be rejected.

Bid shall comprise a single package containing two separate sealed envelopes i.e. Envelope-A: Technical Proposal and Envelope-B: Financial Proposal. Both the Envelopes A and B should be put in a single outer cover and sealed. The outer cover should be super scripted with "Bid for Inventory Management System (IMS)". The "FROM" and "TO" address shall also be written on all the envelopes. The Bids (Technical Proposal & Financial Proposal) shall be addressed to "Secretary, KPK Textbook Board, Phase V, Hayatabad, Peshawar".

SECTION-II

Preparation of Proposal

9.   Technical Proposal

a.   Technical proposals shall contain Company profile, authorization & relationship with principal firm(s), location of branch offices, company experience in related field etc.

b.   The bidder must attach all technical documents in support of its proposal / solution.

c.   Letter of Intent and submission of proposal

d.   Certificate of being an IT/Education business/ Certificate of Experience (details of same/similar projects).

e.   Certificate of incorporation of bidder

f.   Copy of valid National Tax Number certificate

g..   Bank Certificate confirming the soundness to undertake such projects.

h.   Copy of the Income tax return for the last/previous financial year.

i.   Evidence of payment of professional tax to the Provincial government, if applicable.

j.   Affidavit of non-debarment

k.   Affidavit of not blacklisted

l.   An affidavit stating that Earnest Money 2% of the total cost of the proposal, only payable to the Secretary, Khyber Pakhtunkhwa Textbooks Board (KPTBB) has been submitted along with financial proposal. (Note:- In the affidavit amount of the project/earnest money should NOT be mentioned).

m.   If a bidder has quoted multiple options, in this case bidder should submit the earnest money equal to 2% of highest quoted option.

n.   Annual audited reports of the last/previous Financial Year.

o.   Details of project execution/implementation plan including time schedules, management of system and ensuring delivery of products and services.

p.   Details of support system for maintenance, repair, monitoring and supervision of project implementation

q.   Details of the HR as required in the technical evaluation criteria.

r.   Checklist of certificates/documents required for the technical proposal.

10. *Financial Proposal*

The following certificates with all supporting documents are to be submitted as part of the financial proposal in the bid formats prescribed:

a. Price proposal for the project

b. Detailed break up of prices for the Needs Analysis, design and development of SRS, development of IMS, Capacity Building, and Support Services etc.

c. Earnest Money 2% of the total cost of the proposal, only payable to the Chairman, KPTBB, Government of Khyber Pakhtunkhwa

The financial proposal should be submitted for the whole project with a component wise breakup. The total price quoted for the project will be considered for comparison of quotes. Price quoted will be firm for the entire contract. All prices to be quoted in Pak-rupee, and must clearly state all applicable taxes which must be included in the quoted price.

KPTBB, Government of Khyber Pakhtunkhwa will not allow any compensation to the approved bidders for variation in the rate of exchange of rupee against dollar or any other currency. All offers in this respect should be firm and final.

The quoted price must include all taxes, installation/integration services and for delivery/implementation in the required locations.

Evaluation of Proposals

11. Evaluation of Technical and Financial Proposals

The evaluation will be performed according to the Rule-23(b) "Quality based Selection (QBS)" of KPPPRA Rules 2014 and the contract will be awarded to the Highest Evaluated Bidder for the entire System.

The Purchaser's evaluation of responsive bids will take into account technical factors in addition to cost factors. The following weights will be used in the evaluation of bids:

The financial proposals of only the technically qualified bidders having 70% score will be opened and will be evaluated further.

Description Weights

Technical Evaluation 70%   (70 points are allocated for technical evaluation)

Financial Evaluation 30%   (30 points are allocated for financial evaluation)

Bidder Evaluation Formula

[(Technical Evaluation Score) / 100 x 70] + [(Lowest Cost) / (Cost Offered) x 30]

12.   *Technical Proposal Marking Criteria*

1.Experience of the Firm	40 marks
i. Year of Experience of Software Development (2 for each year upto Max 5)	5
ii. Total No. of Projects of Web Portal and DB Management (2 for each project upto Max 10)	10
ii. No. of Projects of Inventory/Warehouse Management System of same nature (2 for each project upto Max 15)	15
iv. No of successfully completed Projects in Public Sector (2 for each upto Max 10)	10
2. Financial Strength	20 marks
Balance sheet of the Bidder (1 point for each Rs. 2 million in positive consolidated net worth of the bidder)	20
3. HR Capacity of the Bidder	20 marks
i. Total number of employees (1 mark for every 10 employees up to Max 5)	5
ii. Total number of software testers (1 mark for every 3 software testers up to Max 5)	5
iii. Experience of Team Lead/Project Manager (1 mark for 2 years up to Max 3)	3
iv. Number of employees that will be assigned to this project (1 mark for 3 employees up to Max 5)	5
v. Number of Software testers that will be assigned to this project (1 mark for 2 tester)	2
4.Project Plan	10 marks
a. Over all implementation plan of the project including time lines for Need Analysis, design and development of SRS, development of SMIS etc.	5
b. Ongoing technical support services especially existing of offices/service centers in Peshawar/KP	5
5. Methodology	10 marks
a. Understanding of the Project	5
b. Proposal Presentation / Training Methodology	5
Total	100
Note:- Minimum Marks Required for Technical Qualification are 70.	