



# COMSATS University Islamabad

## Sahiwal Campus

No. CUI/SWL/Procurement/RFQ/FY 2021-22/26

Dated: 22-11-2021

**Request for Quotations-Software Required for Payroll Process for Accounts, HR and Administration Departments, CUI, Sahiwal Campus**  
**(Grand Total BASIS)**

COMSATS University Islamabad, **Sahiwal Campus**, a Public Sector University of Ministry of Science & Technology (MoST) intends to procure Software with following modules for CUI, Sahiwal Campus. The detail is as under: -

S #	Description	Required Qty	Quoted Brand	Unit Rate (Rs.)	Total Amount (Rs.)
1	<b><u>Software for Payroll Process for Accounts, HR and Administration Departments with following mandatory modules</u></b> <ul style="list-style-type: none"><li>❖ Employee Management</li><li>❖ Employee Self-Service (ESS)</li><li>❖ Employee Attendance Management</li><li>❖ Payroll Automation &amp; Pay slips</li><li>❖ PF &amp; Benefits</li><li>❖ Leave &amp; Absence Management</li><li>❖ Multiple Shifts Management</li><li>❖ Facial &amp; Voice Attendance</li><li>❖ Reporting &amp; Analytics</li><li>❖ Shifts Management</li><li>❖ Company Documents</li><li>❖ Reporting &amp; Analytics</li><li>❖ Standard Support</li><li>❖ Self Service Mobile App (Android &amp; iOS)</li><li>❖ Approval Workflows</li><li>❖ Task Management</li><li>❖ Event Management</li><li>❖ Google Calendar Integration</li><li>❖ Biometric devices Integrations</li></ul>	Complete			
	<b>Grand Total (Rs.)</b> <b>With all applicable taxes, delivery and warranty charges.</b>				

## **General Terms and Conditions (Request for Quotations Method)-Grand Total Basis**

1. Bidding is open to all firms and persons meeting the following requirements:
  - a) Registered with Income and Sales Tax Departments, Government of Pakistan
  - b) and who are on Active Taxpayers List (ATL) of Federal Board of Revenue (FBR), Government of Pakistan.
2. All prices should be valid for at least **30 days** from the last date of submission.
3. The Purchase/Work Order will be awarded on **Grand Total Basis**.
4. The Unit rate must be inclusive of all applicable taxes and we need delivery of items at our premises.
5. The exact completion/delivery time from the date of the purchase / work order will be **30 days**. The handing over / completion time for this contract is of critical importance.
6. Before quoting, the bidder in his own interest can visit to know the specifications of each item the Store Section of CUI Sahiwal Campus OR Concerned Office. This will help him in proper assessment of the work. Failure to do so will not absolve the vendor of his responsibility to carry out the work as specified in the tender documents. The cost of visiting the site shall be borne by the vendor and shall be at his own responsibility and risk.
7. Please submit your quotations before **December 03, 2021 (Friday) in sealed envelopes OR through official emails and quotations on their letterheads with sign and stamp**. All bids submitted after the time prescribed shall be rejected and returned.
8. In case, the opening date is declared as a public holiday by the Government, the next working day shall be deemed the date for submission and opening of the quotations at same time and venue.
9. After the opening of bids, bidders are not allowed to alter or modify his bid. However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.
10. The Quotations shall be checked for any arithmetic errors which shall be rectified. The Quotation Price as determined after arithmetic corrections shall be termed as the Corrected Total Quotation Price which shall be binding upon the vendor.
11. Bids will be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the quotation documents.
12. The Employer will inspect the supplied and provided items to verify their conformity to the Technical Specifications given in BoQ. The inspection will be conducted at the final destination.
13. It is the sole responsibility of the agent / supplier / manufacturer to comply with the applicable laws, be national or international.
14. Purchase order (s) will be awarded to the lowest or technically recommended bidder (s) on the basis of item wise / subtotal wise / grand total wise according to the nature of BoQs.
15. COMSATS University Islamabad, Sahiwal reserves all the rights to reject all bids or proposals at any time prior to the acceptance of a bid or proposals. CUI, Sahiwal Campus will communicate the grounds for rejection of bids upon request of any supplier or contractor but not liable to justify those grounds.

16. Deduction of Income Tax and any other tax will be deducted at source according to Government prevailing rules.
17. If the software is not according to the required quality standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in our BoQs, otherwise, the purchase / work order will be cancelled after the due date and the Purchase order will be awarded to the second lowest bidder.
18. Part / Advance payments are not allowed. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Sahiwal Campus” with a copy of delivery challan (s) after the complete installation and inspection, and COMSATS acceptance / inspection thereof.
19. A procuring agency can permanently or temporarily bar from participation in its respective procurement proceedings, the suppliers and contractors who either consistently failed to provide satisfactory performances or found to be indulging in corrupt or fraudulent practices.
20. In case of any grievances, the matter will be redressed as per PPRA Rules.
21. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of COMSATS University Islamabad, Sahiwal Campus.
22. The specifications mentioned here are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Bidder and verified by the Department/Concerned Office and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Employer may fix as per the Contract.
23. The CUI, Sahiwal Campus reserves the right to modify the services at any time before the award of purchase / work order.
24. COMSAT FTN Registration No. 9010416

**With profound regards,**

**For Technical queries please visit and contact with the following personnel from  
Monday to Friday during office hours**

**Dr. Syed Anees Haider Zaidi  
Deputy Treasurer  
Phone Number: 040-4305666 Extension 106**