



SAINDAK METALS LIMITED

Government of Pakistan
Ministry of Energy (Petroleum Division)

Request for Proposal

Enterprise Resource Planning (ERP) System



SAINDAK METALS LIMITED

MINISTRY OF ENERGY (PETROLEUM DIVISION), GOVERNMENT OF PAKISTAN GUL BAGH STREET

MAIN SMUNGLY ROAD, QUETTA

081-9201646, 081-9201084

www.saindak.com.pk



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A. INTRODUCTION

The Company was incorporated as a private limited company in April 15, 1974 under the Companies Act 1913 (now Companies Act 2017) with the name of Resource Development Corporation. The name of the Company was changed as Saindak Metals (Private) Limited on October 3, 1993 and it was converted into a public limited company on January 16, 1996 with equity owned by the Government of Pakistan (GOP). The Company has been formed for the exploration, mining and metallurgical processing of copper, gold and other minerals at Saindak in District Chagai, Balochistan. The registered office of the Company is situated at Gul Bagh, Samungli Road, Quetta.

The Company leased out its main plant to MCC Resources Development (Pvt.) Limited (MRDL) of China for a period of ten years (through 4th addendum, the lease term with MRDL has been further extended by 15 years till October 31, 2037) under the terms of lease contract dated November 30, 2001. The plant was handed over to MRDL along with all property, plant and equipments.

B. SCOPE OF WORK

Saindak Metals Limited (SML) is seeking proposals for the implementation of a comprehensive Enterprise Resource Planning (ERP) system. The ERP system is intended to streamline business processes and enhance efficiency across various departments within SML. The primary modules required in the ERP system include Accounting and Financial Reporting, Procurement, Inventory Management, Fixed Assets Management, Administration, Human Resources (HR), Payroll, Fleet Management System, General Document System, Weight Bridge monitoring system synchronized with ERP, Advance and adjustment synched with payroll, and Approval System. The selected vendor shall provide a fully functional ERP system that seamlessly integrates with SML's existing infrastructure. The details of ERP Product/Services Required are provided in Clause – 23.

C. Rules to be followed to Execute the Bidding Process:

Public Procurement Rules 2004 will be strictly followed. These may be obtained from PPRA website <https://www.ppra.org.pk/>. In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Public Procurement Rules 2004.

D. Mode of Advertisement(s) and Receiving of Tender Documents:

This tender is being placed online at PPRA's website, as well as being advertised in Daily Newspaper. The tender document is available in the office of SAINDAK METALS LIMITED (SML), GUL BAGH STREET MAIN SAMUNGLI ROAD, QUETTA & the same may be obtained subject to the payment of Tender Document Fees of Rs. 2,000/-. Tender Document is also made available at www.saindak.com.pk/tenders from the advertisements section and <https://www.ppra.org.pk/>. All prospective Bidders are required to collect a deposit slip from the Finance Section, at SML Head Quarter. The deposit slip must be attached to the respective bidding Document.

1. INSTRUCTION TO BIDDERS/GENERAL CONDITIONS:

➤ Bidding Evaluation and selection:

The SML Bid Evaluation Committee shall follow "SINGLE STAGE TWO ENVELOPE" method of bid submission and Evaluate bids on "QUALITY PLUS COST BASIS" as per PPRA Rules.



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➤ Initial Eligible Bidders/Suppliers

This Invitation for Bid is open to all Bidders /Suppliers meeting the Criteria Given:

- 1.1.1. Firm/Supplier must be Duly Registered with SECP, Federal Board of Revenue for Income Tax and BRA for Sales Tax. The Firm/Supplier must be Active Tax Payer for both income tax and Sales Tax till date of opening of Tenders.
- 1.1.2. The Minimum age of Bidders/Firms/Company must be 3 years (at-Least).

2. QUALIFICATIONS OF THE BIDDERS/SUPPLIERS

The Bidders/Firms/Company shall provide documentary evidence that;

- 2.1.1. The Bidders/supplier has financial, technical, supplying, demonstration, fixing etc. capability necessary to perform the contract and has successful performance history in accordance to the nature of Service/product in these bidding documents as described in the bidding document.
- 2.1.2. If the Bidders/Firms/Company is offering Service/product that they did not create/developed, they must have obtained authorization from the Company or developer of the product.
- 2.1.3. The Bidders/ Firm/Company meets the qualification Initial, Technical and Financial criteria to achieve responsive Status in the Bidding Process.

3. SUBMISSION OF BID:

Documents Constituting the Bid

- 3.1. The bids submitted by the Bidders, in two sealed envelopes, shall comprise the following:

(A) Envelop -1 (Qualification documents along with Technical Proposal);

To qualify the Bidders and ensure Technical Responsiveness of the bid, Envelop-1 containing Qualification documents along with Technical Proposal shall be opened first.

(B) Envelop -II (Financial Proposal)

Dully filled-in Form of Bid along with complete set of bidding documents, Original form of Bid Security in Shape of Call Deposit/Pay Order.

- 3.2. Bids sent through courier should be delivered at least half hour before the scheduled time of opening given in advertisement.
- 3.3. After the bids / quotations are opened, no Bidders shall be allowed to revise, propose or request any changes in bid, unless the committee decides to do so.
- 3.4. The Bidders or authorized representative shall sign on each page of the tender document. No corrections and overwriting are allowed.
- 3.5. Every page of the Technical and Financial Proposal must be duly signed and numbered.



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4. TECHNICAL AND FINANCIAL QUALIFICATION CRITERIA:

Technical Criteria:

A. Qualification Documents shall comprise;

- I. Company profile (showing Origin, Head Office, Branches, Vision, Mission, Management, Directors, Personnel, and other necessary information important for eligibility of the Firm);
- II. Registration Certificates of SECP (Renewed), FBR and BRA along with Online Active Taxpayer status till date must be duly attached with Proposal.
- III. Written power of attorney authorizing the signatory of the Bidders to act for and on behalf of the Bidders/Firms/Company;
- IV. Certificate as Bidders is Company or authorized representative of the Supplier/Company.
- V. Completion certificates (Work Order along with successful delivery of installation of ERP) , MoU's , Letter showing satisfactory provision of after sale services to respective client and any other important document that enhance firm/Company experience in the respective field.
- VI. Status of linkages/supplies with/to other Govt. Organizations/Private Sectors (If any). Written legal document (affidavit) between the parties must be provided to prove the linkages/supplies with/to other Govt. Organizations/Private Sectors.
- VII. Organization Chart and CV's of Personnel for completion of successful (supplies, fixing, demonstration, and after sales service etc.) execution of Contract as per requirement/desire of SML.
- VIII. Affidavit as the firm is eligible to participate in the bidding process and also stated that the Firm/Company/ Supplier never black listed.
- IX. If the Bidders/Firms/Company is applying for the bidding process with other Bidders/Firms/Company as a business collaboration, they must sign a Joint Venture Agreement on legally binding document (Affidavit of Rs. 250 duly attested from concerned departments). Furthermore, the agreement must clearly mention the joint responsibilities of each Bidders to execute the project successfully.
- X. In case of joint venture the assessment will be made of each party against the criteria mentioned.

B. Technical Proposal shall be furnished taking into account;

- I. To examine whether the supplies/system/product offered by the Bidders comply with the specifications (Technical Provisions) of the Bidding Documents. For this purpose, the Bidders shall provide Technical Proposals in shape of Brochures, Catalogues, Printed Literatures, and other Supporting Documents etc. for comparison with the data prescribed by the Employer in Technical Features/Criteria/Specification.
- II. Declaration Certificate for provision of after sales service for at least one year after the delivery of ERP on Firm/Company Letter head.



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C. Financial Capacity/Strength of Bidders to successful completion of the Contract Terms: (At-least 3 Years)

- i. Bank Maintenance Certificate for the required period showing amount Debited/Credited in the account for each required Period Separately.
- ii. Bank Statement for the required Period.
- iii. Audit reports for the required period, the accounts must be audited from QCR Rated Firms.
- iv. Average Minimum Turnover for previous three Years must be **25 Million per year**.
- v. In case of joint venture the assessment will be made of each party against the criteria mentioned.

D. Declaration on Bidders/Firms/Company letter head that Bid Security has been attached to the financial proposal without showing the amount of bid security.

Disclaimer:

The Bidders must fulfil the above mention Technical criteria shall be declare as “Responsive” and therefore “Qualify for further verifications/Evaluation.

5. BID VALIDITY

All offers shall remain valid for 90 days from the date of opening of bids, until any further extension required by the client.

6. DISCLAIMER (ACCEPTANCE/REJECTION)

The Saindak Metals Limited reserves the right to reject all bids at any time prior to the acceptance of bids. The grounds of rejection will be communicated to the Bidders(s) upon request. However, SAINDAK METALS LIMITED shall not be liable to provide any justification of those grounds.

7. RATE ESCALATIONS

Quoted price shall remain valid, firm, and irrevocable and fixed till the fulfillment of obligations by the Bidders/Firms/Company and will not be subject to escalation on any account.

8. CONTRACT CURRENCY:

The contract shall be made in PKR Rupees Only. SML shall not be responsible for any exchange Rate Risk.

9. BID OPENING AND EVALUATION

9.1. Bid Opening

Opening of the bids shall take place in following two stages;

9.1.1. Envelop-I (Qualification Documents along with Technical Proposal)

- a. Prior to open the financial bid of the Bidders/Firm/Company, Envelop-1



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(i.e., Qualification Documents along with Technical Proposals) shall be opened by the Bid Evaluation Committee, at Saindak Metals Limited Head Office.

- b. The committee shall evaluate qualification Documents along with Technical Proposals in accordance to the specified criteria.

9.1.2. Envelop-II (Financial Proposal)

- a. Financial Proposals shall be evaluated in detail by the by the Committee, constituted by SML, for the purpose.
- b. Only the Bids (Financial Proposals) of the Qualified and Technically accepted/responsive bids (fulfillment of Technical criteria) will be opened by the Bid Evaluation Committee in the presence of Bidders/Firms/Companies representatives who choose to attend, at the time, date and location stipulated by the committee. The Bidders/Firms/Companies representatives who are present shall sign attendance sheet evidencing their attendance.
- c. The Bidders/Supplier's name, total Bid Price, any discounts, bid modifications, substitution and withdrawals, the presence or absence of Bid Security, and such other details as the Committee may consider appropriate, will be announced by the Committee at the financial opening of the bids.
- d. SML shall prepare minutes of the bid opening, including the information disclosed to those present in accordance with the Clause-3

9.2. Evaluation of Bids

Bid Evaluation committee of Saindak Metals Limited shall evaluate the bids, in following two stages, the Committee Shall exercise the "Quality and Cost Basis" for evaluation of the Bidding Proposals.

9.2.1. Envelop -I (Qualification Documents along with Technical Proposal)

- a. To determine the eligibility of the Bidders for participation in the bidding, the committee will verify the Bidders in accordance to the instructions specified under clause 4. The Qualification Documents along with Technical Proposals of only eligible Bidders shall be evaluated further.
- b. Qualification of the Bidders shall be determined in accordance with the criteria set herein below from the documents submitted by the Bidders, prescribed in section 4. Bidders scoring 60% and above marks shall be declared as responsive. In order for a bidder or company to qualify, they must meet the criteria specified in the table below. The table provides more specific criteria;



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Sr. #	Category	Weightage/Marks
1	The Technical and Operational competence (align with our requirements) of the ERP	35
2	Financial Capacity or Strength	10
3	ERP Demo	10
4	Personnel Capabilities	10
5	Experience	30
6	Documentation	05
	Total	100

- c. Technical Proposals of the qualified Bidders shall be placed for evaluation. For this purpose, the Brochures, Catalogues, Printed Literatures, and other Supporting Documents etc. submitted by the Bidders shall be compared with the data in Technical Features/Criteria/specifications as envisaged in the bidding documents. It is expected that no major deviation/stipulation shall be taken by the Bidders; otherwise the proposal shall be rejected.

9.2.2. Envelop -II (Financial Proposal);

- a. Financial proposal of only Eligible, Qualified and Technically Responsive Bidders duly opened by the bid opening committee shall be placed for evaluation before the committee accordingly.
- b. Preliminary Examination of Bids and Determination of Responsiveness.
- i. **The Employer/purchaser will examine the Bids to determine whether.**
- Required sureties have been furnished.
 - The documents have been properly signed.
 - The Bid is valid till required period.
 - Completion period offered is within specified limits.
 - The bids are in order.
- ii. **A Bid will not be considered, if;**
- Any page of bid is unsigned,
 - Its validity is less than specified, or correction for the same is not accepted by the Bidders.
 - It is not accompanied with bid security ,
 - It is received after the deadline for submission of bids,
 - It is submitted through fax, telex, telegram or email,
 - The Bidders refuses to accept arithmetic correction,
 - The submitted bid is conditional,
 - It limits the Bidder's obligation in any way under the contract.



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10. DETAILING OF TECHNICAL BID EVALUATION MARKS

10.1.1. The technical and operational competence (align with our requirements) of the ERP

Sr #	Description	Detailing	Weightage
1	Accounting & Financial Reporting	will verify against the required requirement Section 23	3
2	Procurement and Payables	will verify against the required requirement Section 23	3
3	Fixed Asset Management	will verify against the required requirement Section 23	3
4	Budget Management	will verify against the required requirement Section 23	3
5	Payroll Management	will verify against the required requirement Section 23	3
6	IT Module and Administration related	will verify against the required requirement Section 23	3
7	Inventorey Management	will verify against the required requirement Section 23	3
8	Project related Expenses and Accounting reports	will verify against the required requirement Section 23	3
9	Employee Biometric Attendance & Policies Configuration.	will verify against the required requirement Section 23	3
10	Sales related activities	will verify against the required requirement Section 23	3
11	MIS Dashboard, Work Flow (Approval Management) and , General Documentation system	will verify against the required requirement Section 23	3
12	Advances and adjustment synced with payroll.	will verify against the required requirement Section 23	2
Sub Total			35

10.1.2. ERP Demo

A demo is essential to evaluate the ERP's user interface, user experience, customization options, and reporting capabilities effectively. **(10 marks Based on the Assessment of Bid Evaluation Committee).**



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10.1.3. Financial Capabilities/Strength:

S.No	Activities	Marks
1	Bank Maintenance Certificate for the required period showing amount Debited/Credited in the account for required Period.	1
2	Bank Statement for the required Period.	3
3	Audit reports for the required period, the accounts must be audited from QCR Rated Firms	3
4	Minimum Turnover for the Year must be 25 million on Average per year for required period	3
Sub Total		10

10.1.4. Personnel Professional Qualifications

Credit Marks shall be awarded under this category using the following criteria:

Sr #	Description	Detailing	Weightage
1	Chartered Account (CA)	ACCA/ CA	2.5
2	Procurement Specialist	BSBA/MBA	2.5
3	HR Specialist	BSBA/MBA (HR)	2.5
4	IT Specialist	BSCS/MCS	2.5
Sub Total			10

10.1.5. Relevant Experience

Sr #	Description	Detailing	Weightage
1	Number of years of Experience	From Date of Incorporation till Date. I. 1 marks for each year of incorporation	10
2	Experience	I. 10 Marks for having more 10 clients II. 5 Marks for having Less than 10 and more than 5 clients III. 2 Marks for having less than 5 clients	10
Sub-Total			20



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10.1.6. Documentation

Sr #	Description	Detailing	Weightage
1	Training Schedule	Training Schedule and staffing	1
2	Support Manual	Detail Support Manual	1
3	Maintenance facilities	Details Maintained manual	1
4	Installation Plan & Schedule	Details Installation plan	1
5	Document Presentation	Document Presentation	1
	Sub Total		5

Note: Bidders are required to furnish documents clearly stating the above requirements to avoid delay in the evaluation of their company strengths.

11. Financial Proposal Evaluation Criteria

- Technically qualified/successful Bidders(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser accordingly. The technically Eligible/Successful Bidders(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- The formula for determining the financial scores is as follows:
FS = 100 x Fm / F
Where, FS is the Financial Score; Fm is the Lowest Price and F the Price of the Proposal under consideration.
The weights given to the Technical (T) and Financial Proposals (F) are:
T = 0.80 and F = 0.20
- The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the SML, the contractor shall be bound to adjust the same in the Financial Proposal.
- In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.
- In evaluation of the price of articles/goods/services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- The SML will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidders.
- All payments shall be subject to any and all taxes, duties and levies applicable under the relevant laws of Pakistan for the whole period starting from issuance of Letter of Intent (LOI) till termination of the contract in this regard.



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12. PURCHASE ORDER

Purchase order of quoted material shall be placed on fulfillment of conditions mentioned at above.

13. DELIVERIES AND TRAINING VENUES:

- i. Delivery and training of the ERP on the following location is required, unless specified otherwise:

Saindak Metals Limited , Quetta Pakistan

- ii. If any of the software/module is discovered unacceptable at the point of delivery, the supplier shall be responsible for replacement of the software free of any charges and costs to the buyer / client.
- iii. Time of Delivery of all equipment (ERP System) will be Maximum 90 days ,after the date of issuance of purchase order.

14. PAYMENT

The Bidders/Firms/Company will be paid:

- a. 20% amount as an initial mobilization cost
- b. 30% amount on deployment of the ERP.
- c. 30% amount on training of SML Staff.
- d. 20% amount on submission of the Report as approved by the competent authority.

15. TAXES

- a. Income tax as applicable under the prevailing Government rules will be deducted at source (except where the supplier provides an income tax exemption certificate).
- b. Quoted price shall be inclusive of all applicable Government (Federal/Provincial) taxes.

16. PERFORMANCE SECURITY.

Performance Security equivalent to 10% shall be provided as bank guarantee by supplier & the same should be released after the issuance of Satisfactory Completion Report. Furthermore, if Bidders/Firms/Companies fail to provide a desire ERP software Penalty may also be imposed later in Agreement.



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17. MAINTANANCE PERIOD

Maintenance period is one year from the date of successful installation.

18. INSTALLATION

The supplier will be responsible for installation, testing Commissioning and one year smooth running of the ERP. And also arrange free of cost training for the buyer/client.

19. CONDITIONAL BIDS

Conditional, incomplete bid will not be accepted.

20. WARRANTY

- a. The supplier shall furnish at least one year after sales service / warranty for successful operation of the ERP from the date of installation.
- b. In case of Malfunctioning / defect/bug in any / item, the supplier shall replace them free of cost within 7 days; otherwise the supplier will return the entire paid amount to Saindak Metals Limited Quetta immediately.

In addition to the ERP system implementation, the following services are also required:

21. TRAINING:

The vendor shall conduct a comprehensive training sessions to equip SML's staff with the knowledge and skills to effectively coporate and manage the ERP system. Training should cover all relevant modules, functionalities, and features to ensure optimal utilization.

22. AFTER SALES SERVICE:

The vendor should provide ongoing technical support to address any inquiries, concerns, or issues that may arise after the ERP system implementation. Timely assistance and issue resolution are critical to ensuring uninterrupted system operation.

23. DETAILS OF ERP PRODUCTS:

The ERP system should include, but not be limited to, the following modules:

A. Accounting & Financial Reporting:

The Following Accounting reports shall be generated by the ERP Software.

➤ General Ledger Account Summery

The GL Summery shall reflect Account wise all the transactions occurred during a selected period of time the summery shall reflect account code as per chart of account, Voucher number, Date, transaction description, class, debit amount, Credit amount and balance thereon.

➤ Trial Balance

This statement shall provide us Opening balances, Transaction occurred during the selected period and closing balance in respect of each GL Account. In Addition, the



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system shall provide us the option to drag to the individual GL Account summary sheet by clicking on any GL Account Balance available on trial Balance.

- Financial Statements (Statement of Financial Position, Statement of Profit or Loss, Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows) Generation for the specified period including all elements.
- Inclusion of all Accounting Standard Used for Recognition, Classification and Recording of all transaction to their respective heads specific to SML core Business Activity or Otherwise.
- Generation of Key Financial Reports that can be used for Decision making especially Financial Ratio Analysis (i-e. Working capital ratio or efficiency ratio, Gearing ratio, Profitability Ratio).
- Generation of Comparative reports and analytical procedures to assess or interpret the financial information for the decision making Process.
- Customization of the accounting part of the ERP can be done without any changes to the main ERP structure designed at initial stage.
- Banks Reconciliation ,Day Cash book for the selected period.
- Generation and Management of different types of Vouchers.
 - Journal Voucher
 - Bank Receipt Voucher
 - Bank Payment Voucher
 - Cash Receipt Voucher
 - Cash Payment Voucher

B. Procurement & Payables Management

- Supplier Profile (Supplier detail & Payable integration, Deal In, Sales Tax registration, Terms & Conditions)
- Purchase Expenses Setup(Loading, Freight, Import charges & Taxes, Duties)
- Transporter setup
- Purchase Requisition (Demand Type: Local, Site purchase, Import Purchase), Available stock, required stock, minimum stock level.
- Purchase Inquiry/RFQ (Inquiry to Item deal in Parties, Send RFQ on email, delivery date & company terms & Conditions)
- Supplier Quotations & Comparative Statement
- Purchase Orders (PO Types: Local, Purchase Order direct, through Requisition & Approved Quotations, Purchase Expenses Payable to Supplier or Third Parties, discounts, Sales Tax)
- Inward Gate Pass Management (Partial Qty, Excess Qty receipts provision)
- Material Inspection/QC Note & Material Rejection Management
- Good Receipt Note (GRN) through Approved Inspection Note
- Purchase Return Management
- Purchase Invoicing (Local & Import Purchase Invoice, Sales Tax Input & ST WHT, Purchase Cost & Expenses/Charges Variance Management, Credit Days)
- Purchase Expenses Invoicing (Third Parties invoicing- Freight, loading/Unloading parties etc.)



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- Service Invoices Management (including: Provisional Sales tax on services)
- Creditors aging and payable reports
- Invoice wise Payments (Advance adjustment, Partial & Full invoice settlement, Income tax withheld on Services/supplies on payment, Payment variance management)
- Standard reporting and Dashboard

C. Fixed Assets Management (FAR)

This particular module shall include the following details;

1. Fixed Asset Register (FAR)

Fixed asset register shall reflect the following information regarding each asset category under the heading of main category;

1.1. Asset description

- Asset Serial number and Code as per physical Coding/Tagging.
- Asset Current Location and its custodian.
- Asset Working Condition whether it is operational or not.
- Date of purchase of asset and its Initial cost.
- Asset Supplier Name and Invoice details.
- Useful life of Asset.
- Additions made to date through procurement or up gradation.
- Asset sold or written off during the period with reason.
- Depreciation method Used and Accumulated Depreciation.
- Written down Value and Net Book Value of Assets at period end.

2. Fixed Asset Ledger (FAL)

FAL must be integrated with FAR any accounting entry in FAL must update the FAR accordingly.

D. Budget Management

- Annual organizational budget preparation in accordance with all heads of accounts.
- Budget monitor, which shall enable the SML management to ascertain the actual expenditure made up to a given date against each budget line item.
- Variance Report.
- Budget re-appropriation report.

E. HR/ Payroll Management:

➤ HRM

- Human resource data base pertaining to each employee, including but not limited to short profile etc. education, Nature of employment contract, designation, Length of service and any other information necessary.

➤ Payroll

- Basic Pay and allowances as per employment contract.
- Computation of applicable deductions Like Taxes, Advances, Late Coming or Absenteeism.
- Calculation of Net disburseable Salary.
- Employee attendance can be tracked by linking HRM's with biometric machine data system.



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- Monthly Fix & Adhoc/Variable Allowances & Deductions Setup
 - Salary Generation (For all staff or Type based (Employee, staff, department, Section based)
 - Salary Month duration change (end of the month or different duration(25th day of the previous to 25th of the current month)
 - Daily Wages Salary Management
 - Employee Resign/ Termination and Final Settlement
 - Salary Voucher generation in GL Module on Attendance Posting.
 - Standard Reports.
 - Pay slip email option, where all employees are sent their pay slips on their registered emails.
- **Recruitment**
- Inviting job applications.
 - Keeping track of applications submitted.
 - Arranging and managing Test and Interviews.
 - Results announcement and final Selection.
 - Generation of standard employment contract.
 - Any other responsibility till onboarding the desire application.
- **Onboarding**
- Electronic joining report, enabling appointees to join through HRM's.
 - HRM's shall generate specific reporting lines, JD, and other task to be performed.
 - Generation of employee profile and other joining information.
- **Performance Management**
- **HRM's** shall enable HoD's to conduct yearly or otherwise the performance appraisals through electronic means for all his sub-ordinates by occurring relevant section of HR data base.
 - Result and performance appraisals shall be communicated to each employees through self-generated emails and also to competent authority.

F. IT Module & Authentications

- Administration Manual.
- Admin privileges.
- New User Registration
- User change Password
- User biometric based login (Both site and Head Office)
- User's access rights/ Authentications/Controls
- System Configuration
- Store Setup
- Database Backup (Schedule & Manual backups)
- Log Reports (users add/modify) and reports print logs
- Users Main Menu Shortcuts
- Reporting and Dashboard



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G. Administration related:

- Requisitions from Sections.
- Electronic DAR Routing System.
- Monitoring Performance Metrics.
- Reviewing the proposed changes to existing program to compliance with company policies.
- Tracking and Visibility of Documents.
- Financial year Setup, HR Year Setup
- Documents Search
- Scanned Documents Attachments
- Company Locations setup

H. Inventory Management

- Inventory Management related activities as per core business of SML requirements.

I. Project Expense Accounting & Reports.

- Project stores setup & Project stores position
- Project material Consumption Expense & Consumption voucher
- Project Expenses Recording and Expense ledgers
- All project related financial matters other than those mentioned above.

J. Employee Biometric Attendance & Payroll Management

Setups & Policies configuration

- Departments & Sub-departments/ Sections setup
- Designations setup
- Banks & Banks Branches Setup
- Districts & Cities setup
- Leave policy setup & Approval
- Over Time Policy (Minimum time, maximum time, Calculation based on Basic pay/Gross pay, Shift hours or custom hours)
- Compensatory leave (CPL) Policy
- Shift Rotation Policy (Shifts Time In and Time out, Time in and Time Out relaxation)
- Late comers & early Out Penalty Policy
- EOBI Policy and related accounting.
- Gratuity Setup (Attendance & leave Management)
- Leave Application Form and Approval
- Advance leave management
- Biometric Attendance Machine Integration (Thumb & Face Recognition Devices only)
- Overtime Calculation and Approval, Overtime calculation both head office and Site.
- Late Comers/ Early out penalty generation and approval
- Change Shift Employees Approval & Attendance generation
- Leave Opening balance update



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- Attendance Reports of Both Head Office and Site. (Daily/Monthly attendance reports, Leave Ledgers, absent, late comers).
- Site employees related Home fare, Project allowances, Mess subsidy of official (Engineers) at site.

K. Sales and Receivables

- Sale Orders
- Delivery Orders
- Dispatch Note
- Trip List
- Sale Invoices
- Accounts receivables

L. Workflow (Approvals Management)

- Document Approval Policy
 - User Interface w.r.t designation.
 - ✓ Recording of transaction.
 - ✓ Posting to GL Account.
 - ✓ Approvals

All the above shall out electronically with MIS.

- General Documents Setup and Approval Policy, approval through the system
- Document approval shall include entering comments along with option of enclosing any supporting documents with comments, approval, rejection or review of the documents and posting as approval from the final authority in the system. Furthermore, the competent authority should have access to the status of the file/case and know in which department the file is currently located.
- Approved documents history for Audit Purpose and reports

M. General Document System Between departments

- Pre and Post Transaction approval for different activity shall be automated.
- Centralize repository for flow of documentation.
- Version Control and document record.
- Customize complete initiation and approval Process.
- Real time status tracking.
- Audit trail and reporting.

N. MIS DASHBOARDS & REPORTING

- MIS Dashboards and Reporting of All modules major data including
 - Bank balances detail
 - Payments drill-down detail
 - Expenses detail
 - Stock/Asset Dashboards
 - Payroll related and time office details
 - Customized reports of Purchase, Inventory, HR, Accounts, Fixed Assets Module
 - Budget vs actual position.



SAINDAK METALS LIMITED

Government of Pakistan
Ministry of Energy (Petroleum Division)

O. Advances & Adjustments

- Advances of all types (HBA, CAR, Motorcycle, Salary Advance, etc)
- Synchronization with payroll.
- Reflection of outstanding balances against each employee.

24. Proposal Submission

Interested vendors are invited to submit comprehensive proposals outlining their approach to implementing the ERP system, training methodology, and after-sales support. Proposals should include project timelines, cost estimates, technical specifications, implementation methodology, details of training programs, and vendor qualifications.

25. Submission Deadline

All proposals must be submitted no later than **[Insert Submission Deadline Date]** to **[Insert Submission Address/Email]**.

Disclaimer: It is highly appreciated and recommended that the Bidders/Firms/Companies shall provide customized (Wherever changes require can be incorporated easily) ERP as per SML Business activity and information System. Therefore, Bidders/Firms/Companies are requested to get thorough KYC of SML).