



**GUIDELINES FOR
ACCOUNTING SOFTWARE &
SERVICES
FOR
KHYBER MEDICAL UNIVERSITY
PESHAWAR KPK PAKISTAN**

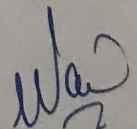
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**TERMS OF REFERENCE (TOR) FOR ACCOUNTING SOFTWARE SERVICE AT KHYBER MEDICAL
UNIVERSITY PESHAWAR**

1. The procurement method is **Two Stage Two Envelope**. In first stage, a company is bound to submit single envelope comprised of Technical Proposal & Financial Proposal separately and mentioned it clearly. In second stage, after agreement between qualified bidders and KMU procuring entity, the bidder will submit revised technical proposal along with supplementary financial proposal.
2. Technical Proposal weightage is 65% and Financial Proposal weightage is 35%.
3. Characteristics of the Task:
 - a. Latest updated computerized software shall be presenting in technical & financial bid along with presentation before technical committee and subject experts of KMU treasury wing.
 - b. Conversion of Single Entry Accounting system to Standardized Double Entry Accounting System. The conversion must be comprised of all financial statements that is Cash statement, Income Statement, Asset and Liability Statement.
 - c. Training shall be provided to the dealing section of KMU Treasury wing about every aspect of the task.
 - d. For future operations, the computerized software (with user rights) will be handed to Treasurer, KMU along with representative/focal person.
4. Call Deposit/Banker's Cheque /Pay Order equal to 2 % of the quoted value must accompany the EOI otherwise EOI will be considered as nonresponsive. The Call Deposit /Banker's cheque/pay order should be in favor of the Treasurer, Khyber Medical University, Peshawar. Cheques and insurance guarantees will not be accepted. The call deposits shall be verified before the preparation of comparative statements and if found fake, legal action will be taken against the firm as per rules.
5. Each page of the EOI must be signed and stamped before submission to Khyber Medical University.
6. Rate should be quoted inclusive of all taxes as payment will be made after deduction of all prevailing Provincial & Federal taxes.
7. No advance payment /security is allowed.
8. The KMU administration reserves every right to accept or reject any tender without assigning any reason thereof.
9. The firm is bound to work for a term of 30 days on probationary period; performance will be checked by the End-user and the administration.
10. Payment shall be made within 30 days after completion of desired tasks.

Signature of the Firm/Consultant with date

Treasurer



**APPLICATION FORM FOR ACCOUNTING SOFTWARE SERVICE AT KHYBER MEDICAL
UNIVERSITY PESHAWAR.**

Name of the Firm	
Address with Ph. No	
Contact person Address with Ph. No	
Status of the Firm	
(Attach supporting Documents)	
No. of employees on roll(Attach supporting Document) Such as EPF returns / Challan	
Working Experience in the related Field of Services)attach proof if any) specify only Govt. sector experience will be considered	
Implementation plan (details of plan should be submitted)	
Budget estimates for this proposal (in the desired format)	
Organizational Contribution if any	
Indicators of achievement <u>Received</u> <u>completed</u> (i) No of assignment	

Date:-

Place:-

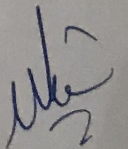
Signature of the Firm/Consultant with date

Treasurer
Medical University

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SUPPORTING DOCUMENTS TO BE ATTACHED

1. Supporting documents with regards to status of Firm.
2. Implementation Plan & Budget details.
3. Annual report of last year
4. Audit report of last 3 years.
5. Registration with FBR & KPRA having Active Taxpayer Status (Mandatory).
6. Court affidavit with regard to self declaration (i.e the agency has not been de-Recognized /Black listed by any state Govt. /Union Territory / Govt. of Pakistan / Govt. Organization / Govt. Health Institutions for outsourcing of Cleaning services and no criminal proceeding is pending against them.)
7. Separate Technical bid-" Cover-A"
8. Separate Financial bid-" Cover-B"



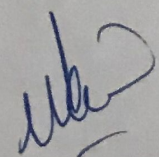
Signature of the Firm/Consultant with date

Treasurer
Khyber Medical University
Peshawar

**TECHNICAL BID FOR ACCOUNTING SOFTWARE SERVICE AT KHYBER
MEDICAL UNIVERSITY PESHAWAR.**

Name & Address of the Organization / Agency			
S #	Criteria	Particulars	Technical Weightage
1	Latest Customized Accounting Software	-Friendly User -Consist on Maximum Module - Applicable on Education Institute -Secure & Free loading - Accessible on remote areas	50
2	Years of Existence	Minimum three years 1 Mark per year	10
3	Prior Experience in Similar Assignment	5 marks per year (University Experience) 3 marks per Year (Other Educational Institution)	10
4	Software Developers	Minimum two (02) 4 Marks per 1	10
5	Accounting Experts Dedicated to Project	CA: 2 marks per expert Others: 1 Mark per expert	10
6	Running/Completed Project	2 marks per completed project	10
Total			100

Signature of the Firm/Consultant With date


Treasurer
Khyber Medical University
Peshawar

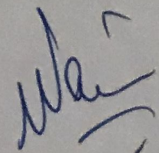
**FINANCIAL BID FOR ACCOUNTING SOFTWARE SERVICE AT KHYBER
MEDICAL UNIVERSITY PESHAWAR.**

Name & Address of the organization / Agency				
S#	Particulars	Per unit cost	Requirement in Nos	Total cost
1	Accounting Software including supportive IT Server			
2	02 Laptop HP/Dell (7 th Generation) with 01 Scanner			
3	Service Tax/Income Tax/Professional Tax/others			
4	Any other cost including Maintenance cost			

Total Cost Rs. _____

- Note:-**
1. The minimum daily wages fixed as per labour law should be maintained.
 2. The party is required to comply with all the statutory provisions applicable as per Pakistan law (as detailed above).
 3. One month is presumed as one Calendar month.
 4. Agency is free to attach any other supporting/connecting document.

Signature of the Firm/Consultant with date


Treasurer
Khyber Medical University
Peshawar