



MOJAZ Support Program

Request for Expression of Interest (REOI)

MOJAZ Support Program is a not for profit organization registered under companies ordinance 1984 under section 42. For a complete profile, please visit our website at www.mojaz.org

Background:

MOJAZ Support Program is seeking proposals from qualified vendors classified as Technical Specialists or Solution Providers that can provide the Solution for server-based database applications, particularly we are inviting Expression of Interest (EOI) from QCR Chartered firms for the following services.

Attendance, Payroll, Financial & Fixed Asset Applications using the server-based environment at its Head Office Narowal. This document provides the deliverables required in the response to the call for proposal; responses to this request will be evaluated based on the quantitative and qualitative scoring of the proposal. Responses will also be evaluated for technical, functional, and procedural methods. Respondents should evaluate this request and identify all costs associated with including, software maintenance, third party software, third party software maintenance, implementation, conversion, documentation and training. The bidder is requested to provide an estimate of all costs associated with the project. All responses are at the bidder's cost. MOJAZ Support Program will evaluate the responses to determine which bidder's solution meets the organization's requirements. All proposals must provide complete end-to-end solutions, seamless integration and a description of the maintenance.

Terms of Reference

A. General Ledger Module (Financial)

1. Voucher Creation and Approvals at different levels to facilitate payments and receipts both in cash and cheque/ draft.
2. Cash book, Bank book, Journal, General Ledger, Sub-ledgers.
3. Cost center and dimensions (Option for multiple projects administration)
4. Multicurrency capability

5. Budgeting
6. Day Closing
7. User administration – log on, hierarchy of access count, Income & Expenditure Account and Balance Sheet under the prescribed format on real time basis.
8. Facility to print cheques for the payments through t
9. Preparation of Trial Balance, Final Accounts viz. Receipts & payment A he system Reports
 - I. Monthly Progress of expenditure and cumulative expenditure
 - II. Payment details, component/subcomponent-wise
 - III. Beneficiary payment details etc.
10. Report on payment effected on returned cases where BRV has been generated.
11. Review of chart of accounts
12. Withholding Tax Reports including
 - 12.1. Report on Tax Deduction on Salary, Rent, Professional Charges, and Payment to Contractors etc.
 - 12.2. Quarterly/ Annual Return of Tax Deduction on Salary, Rent, Professional Charges, Payment to Contractors etc.
13. Provision of flexible Report Writer allowing the user to design financial statements at their own e.g. Profit and Loss, Balance Sheet, etc
14. Providing a robust account and access management to the system administrator to create user accounts and access levels commensurate with the user roles and responsibilities
15. Automatic Bank reconciliation Process on a daily/monthly basis as per requirement.
16. Summary report to be generated on outstanding balances of advances.
17. Facility to access BPV, BRV, & JV from ledger itself
18. Provision to define budget against each head of account and analysis codes created in the system with a capability of revision of budget in a calendar year.
19. Variance analysis budget vs actual
20. Provision of flexible Report Writer allowing the user to design financial statements at their own e.g. Profit and Loss, Balance Sheet, etc
21. Ageing analysis – Receivables/ Payables

22. Generation of Tax Deduction challan based on monthly Tax Deduction report.
23. Integration with our MIS
24. Integration with our Fixed Assets Module
25. Integration with our Payroll Management

Information to Agency/Deadlines

- A. The service provider will be responsible for Installation/implementation of the software along with necessary training for the staff.
- B. The service provider will provide Handholding support for 2 years after implementation of the project and onsite maintenance Support after 2 years
- C. At any time before the submission of proposals, Authority may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the scope of work. Any amendment shall be issued in writing to the bidders and shall be binding on them.

B. Fixed Assets Module

1. Assets Register
2. Financial Depreciation Schedule
3. Taxation Depreciation Schedule
4. Addition
5. Transfers
6. Disposal
7. Revaluation
8. Reclassification
9. Write off

C. Payroll Management

1. Employee record like name, address, NTN, bank account, marital status, ID card, EOBI, social security, joining date, department, location, designation, photograph etc.
2. Salary details like allowances, deductions, non-salary payments

3. Pay slip, salary sheet, department and location wise salary breakup, employees paid by bank/cash/voucher/DD/cheque, bank letter for direct transfer of salaries.
4. Salary audit report to track changes in salary made each month
5. Income tax calculations, tax certificates and periodical statements to be sent to tax authorities. Monthly and annual tax details and tax computation sheet
6. Monthly and Annual leaves register, leave encashment and LWP
7. User defined loan types, annual & monthly loan registers
8. Provident fund management
- 9.

D. ATTENDANCE MANAGEMENT

- a. Configuration Setup
- b. Off Days Setup
- c. Sites Setup
- d. Departments Setup
- e. Leave Group
- f. Leave Title
- g. Leave Allocation
- h. Employees Setup
- i. Working schedule Setup

Interested firms may obtain further information through sending email on ahmad@mojaz.org or calling on 0542-412313 or 0303-3335616.

Procurement committee reserves the right to accept, reject or cancel any or all offers without assigning any reasons thereof.

Expression of Interest (EOI) must be delivered to the address below by **not later than 1600 Hrs. on Tuesday Thursday 09, 2017.**

MOJAZ Foundation, Head Office, Opposite DCO House -Narowal

Ph.# 0542-412313 email: ahmad@mojaz.org