

**Subject: Minutes of the Pre-Bid Meeting – Design, Supply and Installation of Enterprise Resource Planning (ERP) & Management Information System**

As scheduled in the Request for Bids (RFB) Notice, a Pre-Bid Meeting was held on 3<sup>rd</sup> November 2022 through virtual platform namely "Zoom". The Weblink, Meeting ID and Passcode were provided in RFB Notice. The meeting was attended by the officials/technical resource persons of Punjab Rural Municipal Services Company (PRMSC) & representatives of potential bidders who chose to attend. The list of participants, is attached at Annex – I.

**Proceedings of Meeting:**

2. The Chief Executive Officer with the assistance of Chief Operating Officer and technical resource persons, explained the scope of the assignment/user requirements which were duly made public in the Section: Schedule of Requirement of the Procurement Document. Besides, "Terms & Conditions" of bidding process were also appraised, concisely besides underscoring the relevance/adoption of Turnkey Procurement Process.

3. The representatives of the bidders sought clarifications which were addressed by PRMSC Team accordingly and are juxtaposed hereunder: -

S. No	Query	Remarks / Reply
(i)	What is the mechanism for a bidder to get himself registered with the Company for participating in the bidding process?	The bidding opportunity is open for all eligible bidders and there is no particular registration mechanism.  A PDF version of Procurement Document has been uploaded on the Company's Website and is freely downloadable for all.
(ii)	Will the application be based on GIS or MIS solution?	The solution is majorly defined under MIS category as custom development with the use of GIS technologies as well and expected to be built upon the <b>Teir-1 Solution(s)</b> available in market to primarily for the automation of inner working of PRMSC (Finance, Accounts, HR, Procurement, Warehouse, BI, Payroll, Project System etc.).

(iii)	GIS based MIS is mentioned in the RFP, but no specific GIS tool/technique is mentioned	<p>The solution should be able to perform GIS analysis to present actionable information in the dashboard. Para (c) in the Scope of Work has been modified.</p> <p>However the bidder is encouraged to propose the use of GIS technologies as a mean to effectively monitor and evaluate.</p>
(iv)	Will the mobile application have GIS capabilities?	<p>The mobile application should be able to provide better control over field activities and must have the capability of <b>Geo-fencing</b> to ensure presence of field worker in a specific geographic area. Para (d) in the Scope of Work has been slightly modified and a separate section regarding Field Force management has been added</p>
(v)	Is the technology COTS based?	<p>The core solution shall be built upon <b>Tier-1 Solution(s)</b> whereas MIS based customized modules shall be an additional prime function, to be automated.</p>
(vi)	Will the Source Code be required or not?	<p>All MIS based solutions' "Technology Transfer" is mandatory with all technical details and for <b>Tier-1 Solution</b>, respective licenses should be in the name of procuring agency.</p> <p>The related requirement is expressly given in Section IV viz. Bidding Forms, Requirement # 3.2: Supply &amp; Installation Cost Summary Table wherein a cost schedule titled; "ERP System's Source Code &amp; User Manuals of each Module", is mentioned.</p> <p>Moreover, the General Conditions of Contract are also comprehensive in which all such contractual requirements are explicitly defined.</p>
(vii)	Will the general and special conditions be negotiable?	<p>The Terms &amp; Conditions of the Procurement Document were neither negotiable nor open for any commentary/suggestions/discussions.</p> <p>The Company, being the Purchaser, may negotiate the final scope of work/requirement and the implementation</p>



**General Discussions:**

4. In addition to above, the following principles of the bidding process, duly mentioned in the Procurement Document, were reiterated: -

- i) The bidder should visit and examine the Procurement Document including selection criteria, scope of work/requirements and obtain all information that may be necessary for preparing the bid and entering into a contract for the design-customize-supply-install-deploy-commission of the Enterprise Resource Planning including PRMSC's MIS Requirements. The Bidders must examine and ensure the sufficiency of information related to all the instructions, forms, terms etc. in the Procurement Documents,
- ii) The bidders should familiarize and fully understand the qualification requirements defined at Section III viz. Evaluation & Qualification Criteria and must provide all the requirement documentary evidences, in support of their eligibility and qualification,
- iii) The Company has introduced certain changes/additions in the Procurement Document to further augment its requirements which are as follows, whereas an exclusive "Addendum" titled "**Addendum No. 1**", has also been uploaded on Company's website which should also be perused:

Sr #	Section & Clause	Changes/Additions
a)	Section II viz. Bid Data Sheet, ITB 35.4, Page 40	The opening sentence should be read as follows:  The Purchaser's evaluation of responsive Bids, offering <b>Tier-1 Solution</b> , "will take" into account scored technical factors, in addition to cost factors.
b)	Section III viz. Evaluation and Qualification Criteria, 5.4.2 Specific Experience, Page 52	The Requirement should be read as follows:  (i) Participation as a prime supplier, management contractor, JV member, subcontractor, in at least three (03) contracts within the last five (05) years, each with a value of at least Pak. Rs.

		<p>three hundred (300) Million, that have been successfully and substantially completed and that are similar to the proposed Information System.</p> <p>The successfully completed similar contracts shall be documented by a copy of an Operational acceptance certificate (or equivalent documentation satisfactory to the Purchaser) issued by the purchaser(s).</p> <p>(ii) Bidders shall have to demonstrate/ provide current/valid Original Gold Partnership Certificate issued by the OEM to the bidder. The Bidder must have maintained the partnership level in the last 3 years of the similar software demanded in this Procurement Document.</p>
--	--	--

- iv) The bidder shall also assist the Company in defining/identifying the hardware/ infrastructure requirements etc. for successful deployment, commissioning and efficient functioning of EPR & MIS Systems without extra cost to the Company,
- v) Failure to offer a solution, not substantially responsive to the user requirements in every respect, would be at the Bidder's risk and might result in the rejection of his bid,
- vi) Single stage single envelope (1S1E) bidding process has been employed, therefore, the bidders should efficiently prepare their bids mindful of all the documentary requirements,
- vii) The person who would be submitting the combined Technical & Financial Bid, should be properly authorized to do so and the power of attorney/authorizations in this regard, be provided in the respective Bids,
- viii) All the documents of Bids should be in properly binded form and Bidders should refrain to submit Bids in clip folders,
- ix) No separate document, which would not be properly binded (not spiral binding)



with the Bid, would be considered in review/evaluation,

- x) The Bid must offer "Turnkey Solution". An incomplete bid i.e. not providing "Turnkey Solution", complete in all respect, would stand non-responsive,
  - xi) All pages of the Bids should be numbered, signed/initialed and stamped.
5. The meeting ended with a vote of thanks from both sides.

