

Minutes of Meeting

Held at: PIDC Head Office

Dated: 08th February 2022

Time: 11:00 am

Participants:

S. No.	Participants	Designation	Organization	Appearance
1	Asghar Husain	Head of HR & Admin	PIDC	Physical
2	Faisal Ahmed Malik	Manager (IT)	PIDC	Physical
3	Iqbal Mehdi	Manager (Finance)	PIDC	Physical
4	Vijay Kumar	Dy. Manager (Finance)	PIDC	Physical
5	Mehreen Munair	Enterprise Consultant	Telecard	Physical
6	Ayesha Bhatt	Key Account Manager	Telecard	Physical
7	Ali Abbas	Deputy General Manager	Telecard	Physical
8	Syed Jaffer	Key Account Manager	Telecard	Physical
9	M. Akif	Assistant Manager	Sidat Hyder	Physical
10	Kashif Alam	Business Development Manager	Software Channel	Physical
11	Omer Farooqi	Business Development Executive	Softronic System	Physical
12	Fateh Muhammed	Director	Visionsoft	Physical
13	Hamna Malik	Account Manager	Jaffer Business System	Physical

Meeting has been initiated with the introduction of Project, PIDC staff, and introduction of Bidder's representatives.

Following discussion took place in the meeting.

S. No.	Quires Raised by Consultants	PIDC Response
1	What shall be the timelines?	PIDC said it is mentioned in the scope.
2	Vendors asked for modules details	The minimum required modules are attached in the meeting minutes as Annexure A.
3	Local taxes capabilities	PIDC said all related taxes should be a part of the scope and the system must have the capability to add on any tax going forward.

The meeting ended with a vote of thanks to all participants.

Annexure A

Minimum Required Module Details		
ERP General Modules		
S.No	General Ledger	Remarks
1	How many levels of Chart of Accounts	
2	Multilevel chart of accounts (Yes/No)	
3	No of accounting titles and groups	
4	No of the accounting periods	
5	No of voucher types	
6	No of cost centers	
7	No of Users & groups	
8	No user-defined reports	
Reporting (Please fill the box with (YES/NO) and put remarks if any)		
1	Report writer P&L	
2	Statements Balance sheets	
3	Cash flow statements	
4	Ledger	
5	Trail Balance	
6	Aging Analysis & details	
7	Supplier based reporting	
8	Customer-based reporting	
9	Transaction listing	
10	Voucher printing	
Budget Module (Please fill the box with (YES/NO) and put remarks if any)		
1	Easy & intuitive budget module	
2	Define a budget for any period	
3	Allocate budget as a % of last year	
4	Budget or last year's actual acc levels	
Deployment Modules (Please fill the box with (YES/NO) and put remarks if any)		
1	Data transfer utility	
2	Distributed data processing and amalgamation option to manage multiple companies within one database or across multiple databases	
3	Option to use as a centralized Deployment with Thin client architecture	
Secure Audit Control (Please fill the box with (YES/NO) and put remarks if any)		
1	Password Control	
2	Button Level Security	
3	Unlimited Users	
4	Unlimited User Groups	
5	Complete Audit Trail	
6	Flexible Voucher Definition Entry	
7	Unlimited voucher types	
8	Default/recurring vouchers	
9	Custom voucher printing	
10	Automated numbering	
11	Automatic Balancing	
12	Cost Center Allocation	
Bank Payments (Please fill the box with (YES/NO) and put remarks if any)		
1	Maintain Bank checkbooks	
2	Maintain Multiple Banks	
3	Cheque printing	
4	Bank Reconciliation	
5	Deduct withholding tax	
6	Statutory statements	
Processing Flexibility & Control (Please fill the box with (YES/NO) and put remarks if any)		
1	Transaction posting	
2	Temporary Year-End process	
3	Options	
4	Flexible Opening balance entry	
5	Work in multiple accounting	
6	Years and Periods	
Others (Please fill the box with (YES/NO) and put remarks if any)		
1	Multi-User	
2	Multi-Currency	

3	Drill down facility	
4	Preview all reports	
5	Export to office products	
6	Import from other applications	
7	Import data from another system	
8	Online help	

Minimum Required Module Details		
ERP Sales & Accounts Receivable Modules		
S.No	Sales & Account Receivable	YES or NO / Remarks
1	Sales Orders	
2	Income statement	
3	Customer Database	
4	Gate pass	
5	Knocking off	
6	Aging customer wise	
7	Flexible cycle	
8	Unlimited document types	
9	Integration with GL	
10	Cancellation of DC and Invoice	
11	Comprehensive Sales Tax	
12	Reporting	
13	Multiple Price Lists	
14	Customer-based	
15	Non Customer based	
16	Comprehensive discount policies	
	Sales Reports	
1	Pending order details	
2	Outstanding bills	
3	cash and cr sales analysis	
4	Customer history	
5	Product history	
6	Age analysis report	
7	Periodic sales comparisons & analysis	
	Segment-wise	
	Customer wise	
	Business category wise	
	Salesperson wise	
	Product-wise etc	
8	Sales book	
9	Sales register	
10	Daily sales report	
	Item wise	
	Segment-wise	
	Salesperson wise etc	
11	Product-wise sales report	
12	Customer wise sales report	
13	Person wise sales report	
14	Segment-wise sales report	
15	Customer ledger	

16	Total Sales report	
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Minimum Required Module Details		
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ERP Purchase & Accounts Payable Modules		
S.No	Purchase & Accounts Payable	YES or NO / Remarks
1	Purchase Requisition	
2	Request for Quotation	
3	Comparative cost analysis	
4	Purchase Order	
5	Quality Control	
6	Goods Receiving Note	
7	Purchase Return	
8	GL Integration	
9	Reports	
10	Supplier wise edging	
11	Supplier item wise	
12	Pending purchase request	
13	Supplier purchase requests	
	Purchasing Reports Available	
1	Purchase requisition location /item wise	
2	Purchase order supplier/ item wise	
3	Pending material requisition	
4	Pending purchase requisition	
5	Pending purchase orders	
6	Form of record purchase (Local)	
7	Form of record of suppliers (Import)	
8	Form of record supplies (Debit note)	
9	Purchase book(supplier wise)	
10	Purchase Book (item wise)	
11	Purchase tracking report	
12	Age analysis of creditors	

Minimum Required Module Details		
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ERP Payroll Modules		
S.No	Payroll	YES or NO / Remarks
1	Employee profile	
2	Salary processing	
3	Income Tax 149	
4	Leave management	
5	Loans Management	
6	Overtime calculation	
7	Bonus/Arrears calculation	
8	Contribution	
9	Provident Fund	
10	Gratuity	
11	Medical reimbursement	
12	Pension funds	

13	Final Settlement	
14	Social Security SESSI etc	
15	EOBI	
16	Payslip printing	
17	Payslip emailing	
18	Tax calculation sheet	
19	Tax cr management	
20	E-Filing	
21	Comprehensive salary register	
22	Integrate with any ERP	
23	Integrate with any time attendance	

Module Details

ERP HRMS Modules

S.No	HRM S	YES or NO / Remarks
1	Personnel	
2	Job profiling	
3	Recruitment Process	
4	performance management	
5	CV in Database	
6	Interview Schedules	
7	Training and development	
8	Correspondence	
9	Warnings Letters	
10	Appreciation letters	
11	JD's	
12	Correspondence	
13	Workflow	

Module Details

ERP Employee Self Services Modules (ESS)

S.No	Employee Self Service	YES or NO / Remarks
1	Employee self-service	
2	Manager self-services	
3	An employee can upgrade the database	
4	Each Employee log in with rights	
5	Leaves request with line approvals	
6	Int, Ext, Telephones Directories	
7	Company Policy	
8	Dashboard HR	

Minimum Required Module Details

ERP Fixed Assets Modules		
S.No	Fixed Assets	YES or NO / Remarks
1	A comprehensive database of assets (details, group, etc)	
2	Addition, Transfer, Adjustment, writeoff, and disposal	
3	Depreciation Schedules	
4	Financial and taxation	
	Asset Description	
1	Different values of an asset and its class (group)	
2	Breakup for assets costs (acquired locally or imported)	
3	Depreciation methods at the group and individual levels	
4	Voucher generation before posting of transaction	
5	Depreciation calculation for financial purpose	
6	Depreciation calculation for tax purpose	
	Facilities for Tax purposes	
1	Addition and deletion of year	
2	Getting opening book value	
3	Initial and normal depreciation rate (if any)	
4	Number of shift days (if any) at group level	
5	Provision for calculating shift and initial depreciation values	
6	Initial depreciation values are for the first year of the newly acquired asset	
	General Features	
1	Pre posted schedules before the actual year-end process	
2	Multi-level user definable system security implemented	
3	Multi-location assets maintenance	
4	Department wise assets maintenance	
5	Disposal of assets	
6	Various modes of asset disposal	
7	Various modes of asset disposal	
8	Provision of write off assets	
9	Transfer of asset to other location	
10	Provision for adjustment in asset values	
11	Provision for proportional depreciation	
12	Flexible cost breakups for assets, either local or imported	
13	History previous year's schedule	
14	online help available on each screen	
15	Separate financial and taxation year-end	
16	Edit lists for verifications	
17	MIS report for management	