OVERSEAS
EMPLOYMENT CORPORATION
MINISTRY OF OVERSEAS PAKISTANIS
& HUMAN RESOURCE DEVELOPMENT
Government of Pakistan

RFP DOCUMENT

PROPOSED DEVELOPMENT & IMPLEMENTATION OF ENTERPRISE RESOURCE PLANNING (ERP)

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OVERSEAS EMPLOYMENT CORPORATION
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Table of Contents

1. INTRODUCTION

The Overseas Employment Corporation was established year 1976, as a Public Sector recruitment agency, registered as a private limited company, under Companies Act, 1913 (now Companies Act, 2017, Section-42). It is a Public Sector company governed under Public Sector Companies (Corporate Governance) Rules, 2013 of Securities & Exchange Commission of Pakistan (SECP). It's an Autonomous Body under administrative control of Ministry of Overseas Pakistanis and Human Resource Development.

Overseas Employment Corporation is a company limited by shares incorporated under the Companies Act 1913 as a private limited concern. The equity is owed entirely by the Government of Pakistan. Policy guidelines are provided by a Board of Directors, which are executed by the Managing Director as Chief Executive of the Corporation. In the discharge of his functions and duties, the Managing Director is assisted by a team of professionals.

The Head Office of the Corporation is located at PMI Auditorium Building, Zero Point, Islamabad. Its regional offices are located at Karachi & Lahore, Peshawar and Quetta. Administrative and financial control is exercised by the Ministry of Human Resource Development, Government of Pakistan. The Corporation is mandated to promote employment of highly skilled, skilled, semi-skilled and un-skilled manpower in foreign countries. The Corporation has so far provided more than 2,50,000 workers to foreign employers in the public and private sector from 55 different countries of the world.

As per needs and functions of Overseas Employment Corporation, it has become imperative for OEC to develop a centralized **Enterprise Resource Planning (ERP) System** to make the corporation business/day to day Finance, Admin & HR operations online, speedy and straightforward.

2. SCOPE OF WORK

Each business function in OEC is realized through a set of business processes and OEC intends to maximize its business function automation by Developing & Implementing customized **ERP** solution. The solution should include the following modules:

- Admin & HR Management Module
- Financial Management Module
- Planning, Marketing & Development (PMD) Module

There are following required features of above-mentioned modules:

2.1. Admin & HR Management Module

2.1.1. Organization Setups:

i. Company Information & Organogram

ii. Locations

iii. Departments

iv. Sub departments

v. Set Roles

vi. Announcements / Circulars

vii. Policies

2.1.2. Employees Management:

i. Officials Recruitment

ii. Official retirement management

iii. Job descriptions and required qualifications

iv. Employee Joining

v. Employee Profile / Master Record

vi. Employee Compensation & Benefits

vii. Promotion and Demotion of employees

viii. Leave Management

    a) Attendance Policy Management

    b) Date Wise Attendance

    c) Import Attendance from Attendance Machines

    d) Leaves management

    e) Office Shifts

    f) Holidays

ix. ACR / Appraisal Management

x. Asset Declaration Management

xi. Transfers

xii. NOC

xiii. Promotions

xiv. Warnings

xv. Training & Development

xvi. Disciplinary Letters

xvii.   Medical Reimbursements

xviii.   Travel Claims

xix.   Salary Increments

xx.   Bonus

xxi.   Advances / Loans Management

xxii.   Leave Encashment

xxiii.   Gratuity Fund

xxiv.   Provident Fund

xxv.   Miscellaneous Addition & Deductions

xxvi.   Other customized Reports

xxvii.   Dashboard

2.1.3. Assets, Stock & Inventory Management

i.   Asset Tagging

ii.   Handing Taking of Asset

iii.   Inventory demand planning & forecasting

iv.   Warehouse inventory control

v.   Inventory deprecation and appreciation configurations

vi.   Auto depreciation and appreciation calculations

vii.   Dashboard

2.1.4. Procurement & Purchase Management

i.   Requisition for procurement

ii.   Vendor enrolment

iii.   Call for quotations

iv.   Financial evaluation

v.   Procurement finalization

vi.   Work in Progress

a.   Release from Production / Batch

b.   Receipts from Production – (Unit Costing, Overhead & Transfer to Inventory)

vii.   Other customized reports

viii.   Dashboard

2.15. Recruitment Management for Employer

    i.   Complete track for requirement of candidates for job opportunities

    ii.   Candidate profiles and complete view for tracking the recruitment process (for candidates and OEC)

    iii.   Collection of applications (on premises / remote locations)

    iv.   Generate Online QR Challan for each candidate

    v.   Application screening and shortlisting of candidates

    vi.   Candidates profile view for employer

    vii.   Job test configuration

    viii.   Conduct test of candidates

    ix.   Interview of candidates

    x.   Selection of candidates

    xi.   Travel Agents profiles

    xii.   Visa process and ticketing of selected candidates

    xiii.   Role Based Access Management

    xiv.   Third-Party Integration via APIs

    xv.   Other customized Reports

    xvi.   Dashboard

2.2. Financial Management Module

2.2.1 General Ledger Accounting

    i.   Budget and its re-appropriations

    ii.   Amortizing prepaid expenses.

    iii.   Depreciating assets according to accepted schedules.

    iv.   Keeping track of liabilities.

    v.   Planning and forecasting.

    vi.   Chart of Account

    vii.   Bank Account Information

    viii.   Payment Voucher, Receipt Voucher and Adjustment Voucher

    ix.   Ledger Report

    x.   Cash Book

    xi.   Bank Reconciliation

    xii.   Trial Balance

    xiii.   Head of Accounts Schedules

xiv. Employee Schedules

xv. Party Schedules

xvi. Fixed Asset Register

xvii. Income Statement

xviii. Online Payments of Applicants (Challan QR serial)

xix. Balance Sheet

xx. Cash Flow Statement

xxi. Other customized Reports

xxii. Dashboard

xxiii. Management of travel Wing Financial records/ data / information i.e. sales, receivables and payables etc.

xxiv. Integrations of Finance with Operations and Travel Wings & R. O's record for reconciliation

xxv. Imprest cash management system

xxvi. Trial balance and integration with Contributory Provident fund (CPF)

2.2.2. Tax Management

i. Tax Sections

ii. Tax Calendar for each year

iii. Auto Tax Calculation (at the time of voucher entry and pay fixation)

iv. Tax report for preparation of Payment Challan for the FBR payments

v. Import and entry of FBR CPR

vi. Tax report for monthly, quarterly and annual tax return as withholding agent

vii. Tax certificates of employees and other parties

viii. Other customized Reports

ix. Dashboard

2.2.3. Payroll

  i. Pay Allowances & Deductions

  ii. Pay Rules Recording

  iii. Pay Fixation

  iv. Employee Loans Management

  v. Monthly Transactions

  vi. Payroll Generation

  vii. Pay Register

  viii. Pay Fixation Report

  ix. Pay Slips

  x. Deduction Disbursement Reports

  xi. Hourly Wages

  xii. Manage Salary

  xiii. Advance Salary

  xiv. Advance Salary Report

  xv. Generate Pay slip

  xvi. Payment History

  xvii. Manage Payroll setting

  xviii. Salary Head Counts / Compensation Definition

  xix. Employee Profiling for Benefits

  xx. Income Tax / Salary Tax Calculation (Revised as Per Demand)

  xxi. Payroll Processing

  xxii. Proration in Salary & Taxes

  xxiii. Bank Transfer Letters

  xxiv. Salary Slips

  xxv. Full & Final Settlements

  xxvi. Salary / Tax Certificates

  xxvii. Other customized Reports

  xxviii. Dashboard

2.2.4. Financial Reports

    i.   Trial Balance

    ii.   General Ledger

    iii.   Cash /Bank Book

    iv.   Income Statement

    v.   Profit & Loss

    vi.   Balance Sheet

    vii.   Tax Input & Output

    viii.   Customer Ledgers

    ix.   Vendor Ledgers

    x.   Stock Ledgers

    xi.   Project wise detail of Income and Expenditure

    xii.   Project wise Applicant Challan submission

    xiii.   Account Statements

    xiv.   Expense Report

    xv.   Income report

    xvi.   Transfer Report

2.2.5. Banking and Deposits

    i.   House Banks

    ii.   Outgoing Payments

    iii.   Incoming payments

    iv.   Deposits

2.3. PLANNING, MARKETING & DEVELOPMENT WING MODULE

There are following features of above-mentioned modules:

i. Foreign client profiles

ii. Agreement details with foreign clients

iii. Job opportunity profiling (requirements, description)

iv. Archiving of publicity material

v. Training Institutions Profiles

vi. Tracking of agreements progress according to timelines

vii. Reports for information sharing with Ministries

viii. Other customized reports

3. DELIVERABLES

Deliverables of after completion of all required Modules are as follows:

- Complete Solution with All Source Code and Data base
- Well commented Source Code
- End User Manual
- User Trainings