

FINCA Microfinance Bank Limited (FMBL) is one of the fastest growing Microfinance banks with over 130 branches in Pakistan. FMBL is inviting EOI for Documents Management System as per following information:

Requirements:

1. Accessible by all branches
2. Attached with high speed scanners
3. Scan all account opening documents, index and prepare a file.
4. Automate workflow.
 - As soon as the file is saved it should automatically appear (pop-up) with CPU at HO or CPU should receive an email and should be able to access the file and review the documents. Printing option should also be available.
 - If CPU, points out discrepancies, same should be stated on the same file and the file should revert to sending the branch with a pop-up or email notification.
 - Branch should resolve the discrepancies and resubmit the file to CPU with pop-up or email notification to the CPU.
 - OK from CPU should also be conveyed to the sending branch.
5. Data Vault Facility. The Documents Management System should have the capacity to store all above files (+ other files which may not be related to CPU processing e.g. vouchers, loan files etc.). For all branches with proper indexing (account number wise/ branch wise) for easy retrieval. Period of retention of records is 10 years.
6. Subsequent amendments like change of address, addition/deletion of signatories should be stored be in the same file or linked with the same file.
7. Keeping in view the existing volume of account being opened in FINCA, we require about 25,000 pages to be scanned on a daily basis.

- Submission date is **12th October 2021** till 5:00 pm.
- Proposals should be sent in hardcopy in a sealed envelope clearly marked "**Documents Management System**".
- The Bank has the right to accept or reject any or all quotations without assigning any reason.
- In case of any technical queries and detailed scope of work please contact on stated email address not later than **11th October 2021** before 5:00 pm. (abdul.mohsin@finca.org.pk)
- The proposals should be sent to the below mentioned address.

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