



Request for Proposal For

Customization, Implementation, Third Party Software Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, to be centrally hosted on Cloud

Tender No. NSIC/HO/IT/100

CONTENTS

BACKGROUND	3
1. OBJECTIVE	8
2. Proposed Solution Landscape	8
3. SCOPE OF WORK	8
4. ELIGIBILITY CRITERIA	10
4.1. Essential Qualification	10
4.2. Technical Evaluation Criteria	11
4.3. Selection Methodology	11
5. Timelines	12
6. PAYMENT TERM	12
6.1. Implementation	12
6.2. Annual Maintenance Contract	13
7. Security Audit	13
8. Addition of New Features	13
9. Annual Maintenance Contract	13
10. SUBLETTING	14
11. Security Deposit	14
12. Liquidated Damages	14
13. Penalty	14
14. Termination	15
15. Blacklisting	15
16. All-inclusive Prices	15
17. Force Majeure	15
18. Arbitration	16
19. Confidentiality	16
Annexure – `A`	17
Annexure – `B`	23
Annexure – `C`	24
Annexure – `D`	25
Annexure – `E`	26

BACKGROUND

The National Small Industries Corporation Limited (NSIC) is a PSU established by the Government of India in 1955 to promote and develop micro, small and medium enterprises (MSMEs) in the country.

NSIC has proved its strength within the country and abroad by promoting MSMEs through modernization, upgradation of technology, quality consciousness, strengthening linkages with large medium enterprises and enhancing exports - projects and products of MSMEs.

NSIC operates through countrywide network of its 166 offices including 07 Technical Centres and 04 Training cum Incubation Centres in the Country which are well connected with the internet connection, most of them having leased lines. In addition, NSIC has set up Training cum Incubation Centres under PPP mode & with a large professional manpower, NSIC provides a package of services as per the needs of MSME sector.

NOTICE INVITING TENDER

Subject:- Customization, Implementation, Third Party Software Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, To Be Centrally Hosted on Cloud

Sealed quotations are invited in two bid systems (Technical & Financial bid in two separate sealed envelopes contained in one bigger envelope) for Customization, Implementation, Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package Centrally Hosted on Cloud as detailed below:

Requirement	Customization, Implementation, Third Party Software Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, to be centrally hosted on Cloud
Technical Bid	The details for submission of Technical Bid is placed at Annexure-`B`
Financial Bid	The details for submission of Financial Bid is placed at Annexure-`E`
Earnest Money Deposit along with Tender	Rs.1,00,000/- (Rupees One Lac only) or exempted as detailed available in "Instructions to the Tenderers" at Page no. 5
Last date for submission of pre-bid queries	March 30, 2019 by e-mail
Date & Time of Pre-Bid Meeting	11:00 AM on April 02, 2019
Venue for Pre-Bid Meeting	NSIC Bhawan The National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan, Okhla Industrial Estate Phase – III, New Delhi– 110 020
Last date of submission of tender	April 10, 2019 up to 14:30 hours
Date of opening of Technical Bid	April 10, 2019 at 15:00 hours
Address for Tender Inquiry and Delivery	Chief General Manager (IT) The National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan, Okhla Industrial Estate Phase – III, New Delhi– 110 020
Contact Person for Queries	Smt. Subarna Nag Singh Deputy Manager The National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan, Okhla Industrial Estate Phase – III, New Delhi– 110 020 Tel. – 011-26926275 Email: subarnanag@nsic.co.in

INSTRUCTIONS TO THE TENDERERS

1. Tender documents can be downloaded from our website www.nsic.co.in from 25th March, 2019 to 10th April, 2019.
2. The Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lac only) by way of demand draft only drawn in favor of "The National Small Industries Corporation Ltd." payable at New Delhi shall be submitted along with Technical Bid.

The offers without EMD will be rejected. However, there is exemption of EMD applicable to the units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005. Further exemption will also be provided as per the "Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012"

A copy of valid certificate/ proof of registration must be enclosed along with the Technical bid for availing exemption.

3. Tender shall be duly, properly and exhaustively filled in. All pages of the tender document should be signed with stamp by the Authorized Signatory of Tenderer with company stamp on all the pages of this tender.
4. A pre-bid meeting is scheduled, as per details provided in **Notice Inviting Tender.**
5. Any cutting/over writing etc. in the tender document must be signed by the person who is signing the tender. The rates and name of units shall not be overwritten. The financial figures in commercial bid (i.e. Technical and financial) shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.
6. The Tenderer shall submit the copy of PAN, & GST along with the Technical Bid of the tender document.

7. The tender documents shall be placed in a properly sealed bigger envelope addressed to:

**Chief General Manager (IT),
The National Small Industries Corporation Limited,
(A Government of India Enterprise),
NSIC Bhawan, Okhla Industrial Estate Phase – III,
New Delhi– 110020**

and the said bigger envelope shall contain two separate sealed envelopes containing Technical & Financial bids.

8. The bigger envelope shall be super-scribed as "RFP for Customization, Implementation, Third Party Software Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, to be centrally hosted on

Cloud". The two sealed envelopes inside the bigger envelope must be super-scribed as:

- A. *Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "RFP for Customization, Implementation, Third Party Software Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, to be centrally hosted on Cloud – TECHNICAL BID".*
- B. *Envelope No-2: The said envelope is for financial bid & shall be super scribed as "RFP for Customization, Implementation, Third Party Software Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, to be centrally hosted on Cloud – FINANCIAL BID".*

9. The Technical Proposal should be submitted in One Hard Copy and One Soft Copy (in CD/DVD/Pen Drive). In case of discrepancy, the hard copy submitted will be considered as final.
10. Technical bid will be opened on 10th April, 2019 at 15:00 hours in the office of Chief General Manager (IT). A representative of the Tenderer may be present at the time of opening of the tender. The date for opening of second envelope containing financial bid will be intimated to the qualified bidders separately.
- 11. NSIC reserves the right to accept or reject any or all of the quotations received in response to the above referred invitation, without assigning any reason.**
12. In the event of any dates mentioned in the tender document is declared as holiday for NSIC, the bids will be received / opened on the next working day at the appointed time.
13. This tender document is not transferrable.

We confirm with our acceptance to the Instruction to the tenderers at S.No-1 to 13 as stated above.

Signature of the Bidder with stamp

Terms of Reference

For

**Customization,
Implementation, Third Party
Software Integration,
Training and Maintenance of
Tally ERP-9 (Gold Multi User
License) Package, to be
centrally hosted on Cloud**

1. OBJECTIVE

The successful bidder will be responsible for RFP for Customization, Implementation, Third Party Software Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, to be centrally hosted on Cloud. NSIC requires to implement Tally ERP with customizations and is planning to implement Tally ERP 9 Gold Multi User license package hosted on DC and DR of CDAC / equivalent on IT infrastructure as a service model. The implementation of customized software should happen at 65/66 Accounting Units of NSIC with a user base of 250 (approx.).

For above, open bids are invited from the 5 Star Tally Authorized Partners.

2. Proposed Solution Landscape

The proposed integrated system is aimed at providing a real-time flow of information from RMA Software (Credit facilitation for Raw Material Assistance under Bank Guarantee) to Tally & vice-versa across all field offices of NSIC and generate customized report for the purpose of monitoring of performance for NSIC's top management.

The existing application is developed in .Net Platform using MS SQL as Database.

The selected bidder will be responsible for integrating Tally ERP 9 the existing application as mentioned above and any new application developed / procured / provided by NSIC during the course of engagement.

3. SCOPE OF WORK

1. To engage Five Star Tally Partner for handling Tally projects for Customization, Implementation, Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, to be centrally hosted on Cloud.
2. To Study existing installation of Tally in NSIC.
3. To Supply Tally Server 9 License to NSIC

4. To Study the customization & integration requirement of Tally ERP 9 viz-a-viz other applications of NSIC.
5. Undertake detailed gap analysis, making System Requirement Specifications (SRS).
6. Identifying / Developing mechanism to integrate various existing and new applications with Tally ERP 9 on cloud.
7. Providing consultancy to NSIC for procurement / hiring of Cloud (Infrastructure As A Service).
8. Configuration of central server, Installation of Tally ERP 9, Tally Server 9 and any other required software on Central Server.
9. Migrating data of Tally ERP 9 from all field offices to Central Server.
10. Providing access of Tally ERP 9 to all field offices of NSIC using a web-url, such as <http://tally.nsicnet.in>.
11. Uniformity of standard Chart of Accounts of NSIC across all locations of NSIC.
12. Thorough Testing of the Application.
13. Providing AMC of Tally ERP 9 and customizations / integrations done for a period of 1 year after completion of Test Run of 6 months.
14. Depute a fulltime manpower in NSIC Head Office Delhi from the date of start of work till expiry of AMC period, as per the following qualification:
 - Software Developer with 03 years of IT experience in software development and customization of Tally with knowledge of Accounting. Person should be proficient in use of Tally ERP 9.
15. Additional customization / integration in Tally ERP 9 during the AMC period based upon the requirements identified / communicated by NSIC. The charges for the same shall be worked out based upon the manhour estimate submitted by the selected agency after studying the requirement which will be evaluated and approved by the constituted committee for the said purpose.
16. The bidders also need to quote per man hour rates at S.No. 4 (Table 2) in the Financial Bid as per **Annexure 'E'**.
17. Providing the complete source code of all the applications developed to NSIC. The ownership rights of the source code will remain with NSIC. All software/ license to be procured for the project would be in the name of NSIC.
18. The detailed scope of work is mentioned at **Annexure 'A'**

4. ELIGIBILITY CRITERIA

4.1. Essential Qualification

1. The firm submitting the RFP should be Registered Company (Attach Proof) i.e. Certificate of Incorporation / Registration. RFP submitted as Joint Ventures, Consortiums and similar arrangement will not be considered as technically qualified.
2. The firm should have had an average annual financial turnover of at least Rs. 25 Crore in each of last three financial years, i.e. 2017-18, 2016-17, 2015-16
3. Bidders must be a Five Star Tally Partner for handling Tally projects.
4. The firm should be in existence in India for last five years,
5. The bidder should not have been blacklisted or otherwise debarred by any state Government, Central Government or any other Public Sector undertaking or a Corporation or any other Autonomous Organization of Central or State Government as on the last date of submission of bid. A self-declaration in this regard should be submitted by the bidder.
6. The firm should have complete understanding of Indian statutory laws, cyber law, IT Act, governance, taxes / duties, Government budget updates, import / export updates & implementation for Clients of similar stature. A self-declaration in this regard should be submitted by the firm.
7. The firm should have office situated /located within the Delhi & NCR.
8. The firm should have successfully executed at least three projects of similar nature in last year comprising of Customization, Implementation, Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package to be centrally hosted on Cloud with user base of at least 250 and access through URL.
9. Documentary Support for all the above, with copies of documents / purchase orders & letter of completion from customers for projects completed in the last five years.
10. Bids submitted as consortium / joint venture / partnership / similar arrangement will be disqualified.
11. NSIC is looking at single partner arrangement, any arrangement for splitting of work will lead to disqualification / termination as the case may be at any stage.
12. Firms meeting all the essential qualification criteria will only be considered for further evaluation as per clause 4.2.

4.2. Technical Evaluation Criteria

Sl. No	Criteria	Weightage	Total Marks
1	The firm should have had an average annual financial turnover of at least Rs. 25 Crore in each of last three financial years, i.e. 2017-18, 2016-17, 2015-16 audited and certified by the Chartered Accountant of the Organization.	10 x 3	30
2	The firm should have successfully executed at least three projects of similar nature in last year comprising of Customization, Implementation, Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package, to be centrally hosted on Cloud with user base of at least 250 and access through URL.	10 x 3	30
3	Should have technically qualified and well-experienced strong in-house resource base on company role. CVs of proposed manpower should be enclosed along with the response to RFP.	10	10
4	Presentation of Proof of Concept	30	30
	Total		100

4.3. Selection Methodology

1. The bidders shall submit a detailed Technical and Financial Proposal as per RFP document.
2. The technical proposals submitted by the bidder should include all details as per RFP and will be evaluated by a Technical Evaluation Committee of the Corporation.
3. NSIC will short list the bidders, based on evaluation of the Request for Proposal submitted by them and technical eligibility criteria mentioned above.
4. Bidders will be required to submit financial proposals as per the financial bid format provided in the RFP.
 - a. The final evaluation will be based on the Financial Bids. To qualify for the Financial evaluation, the Bidder needs to qualify in the Technical Bid by securing minimum of 80%.
5. Bidders submitting RFP will also be asked to give a detailed presentation of Proof of Concept to the evaluation committee.
6. The per hour manpower rates for Additional Work after Final Go-Live as mentioned in table 2 S. No. 1 of Financial Bid (Annexure E) will be

multiplied by 365 days (which is planned project period) and will be added to the price quoted at S. No. 1 of table 1 of Financial Bid (Annexure E) to decide the L-1 bidder. However, the work order will be released and the payment will be done on the basis of the price mentioned in table 1 S. No. 1 of Financial Bid plus taxes as applicable.

7. The bidder quoting the lowest rates (calculated as mentioned at S.No 6 above) in Financial Bid will be considered as L1 Bidder

5. Timelines

Sl. No.	Activity	Time Line
1	Resource Mobilization by Selected Bidder	1 Week from the date of work order
2	Defining Software Requirement & Submission to NSIC	3 Weeks from date of work order
3	Supply of Tally Server 9 & Installation on server provided by NSIC	4 Weeks from date of work order
4	Integration with RMA Software - Development, Customization, Testing, Hosting & Training	6 Weeks from date of work order
5	Uniformity of Chart of Accounts across all field offices of NSIC	8 Weeks from date of work order
6	Final Go-Live	10 Weeks from date of work order
7	Test Run	6 Months from the date of Final Go-Live
8	AMC of 1 year after completion of Test Run	1 Year after Test Run

6. PAYMENT TERM

6.1. Implementation

The payment shall be released on successful completion of following tasks as under: -

S.No.	Deliverable	Payment
1	Submission of Software Requirement Specification & Approval of same by NSIC	25%
2	Supply, Installation, Development, Customization, Testing, Hosting & Training	20%
3	Security Audit	20%
4	Final Go-Live	20%
5	After Completion of Test Run (Six Months from the date of Final Go Live)	15%
	Total	100%

6.2. Annual Maintenance Contract

Payment for Annual Maintenance Contract will be paid quarterly on pro-rata basis.

7. Security Audit

Security Audit of the software will be facilitated by NSIC however the bidder will be responsible for fixing the vulnerabilities found in the security audit till the time safe-to-host certificate is obtained.

8. Addition of New Features

Any major additional features required in Tally ERP 9 during the AMC period will be mutually discussed between NSIC & the selected bidder. For this purpose, a committee consisting of 2 representatives from NSIC and 2 from the selected bidder will be formed to freeze the requirement and manhour required.

Based on this the effort estimate will be submitted by the selected bidder, the charges for the same will be paid as per the manhour rates quoted in the financial bid at the time of submission response to RFP.

9. Annual Maintenance Contract

The selected bidder will be required to provide AMC of Tally ERP 9 & customization / integration done for a period of 1 year from the date of Final Go-Live. The maintenance includes but is not limited to:

- Routine Backup (daily) of the application and database
- Monitoring of Server against any virus threat, crashes, etc.
- Restoring of the application in case of any server / application crash.
- Ensuring 99.5% uptime of the application. Providing regular reports in respect to the same.
- Any other activity required / necessary for smooth running of the solution.
- Tele-calling / Remote Desktop Support for field offices for troubleshooting / user guidance.
- Minor changes in the software

10. SUBLETTING

The successful Bidder shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Corporation. In the event of the Bidder contravening this condition, the Corporation shall be entitled to place the contract elsewhere on the bidders account and at their risk and cost and the said bidder shall be liable for any loss or damage which the Corporation may sustain in consequence or arising out of such replacing of the contract.

11. Security Deposit

For the Selected bidder, the EMD shall be converted into interest free security deposit. The total amount of security deposit shall be Rs. One lac to be payable by the shortlisted bidder at the time of awarding the work order for Study which will be adjusted in final payment.

In case of EMD exemption as mentioned above, the successful bidder must make a security deposit of Rs. 1,00,000/- within 07 days from the receipt of the work order. A service agreement will be duly signed by the selected bidder after submission of security deposit.

12. Liquidated Damages

Liquidated damage of (1/2) half percent per week of delay subject to a maximum of 5% of the order value will be levied for delay in execution of the contract. If the assignment is not completed in all respects or left in complete in between the study, the amount of the security deposit will be forfeited and no request for further extension shall be granted.

13. Penalty

During the AMC period issues reported to the selected bidder will be classified as **Major** or **Minor** based upon the severity and their effect on the overall functionality of the module(s) / application.

For **Major** issues, if the issue is not resolved within 15 working days of reporting, a penalty of Rs. 100/- (Rupees One Hundred Only) per day will be levied subject to maximum of 5% of the Quarterly AMC Value.

For **Minor** issues, if the issue is not resolved within 3 working days of reporting, a penalty of Rs. 100/- (Rupees One Hundred Only) per day will be levied subject to maximum of 5% of the Quarterly AMC Value.

14. Termination

1. Corporation may terminate the contract by giving thirty days (30) notice in writing to the Bidder without assigning any reason.
2. Corporation on giving notice in writing to the Bidder can terminate this contract in following circumstances:
 - a. In the event of the Bidder having been adjudged insolvent or going into liquidation or winding up their business or making arrangements with their creditors.
 - b. The CGM (IT), NSIC shall also have, without prejudice to other rights and remedies, the right in the event of breach by the Bidder of any of the terms and conditions of the contract to terminate the contract forthwith and to get the work done for the unexpired period of the contract at the risk and cost of the Bidder and forfeit the performance bank guarantee or any other part thereof for the sums due to any damages, losses, charges, expenses or costs that may be suffered or incurred by the Corporation due to the bidder's negligence or unworkman-like performance of any of the services under the contract.
 - c. Any defect malfunction or error in the software, which was rectified in a manner, which would render assigned work unsatisfactory.

15. Blacklisting

The non-performing and defaulting Bidder shall be blacklisted and shall be suspended / banned from participating in the Corporations' Bid inquiries for a period up to five years. The decision of the Chairman cum Managing Director of NSIC shall be final and binding in this regard.

16. All-inclusive Prices

The price quoted should be inclusive of all taxes, cost of software / tools required to implement the solution and smooth running thereafter.

17. Force Majeure

The Term "Force Majeure" shall include, without limitation, acts of nature, fire, explosion, storm, or other similar occurrence; order or acts of military or civil authority; national emergencies, insurrections, riots, wars, strikes, work stoppages, or other labour disputes, supplier failures, shortages, breach, delays or raw water

resource not being available/ getting defunct / altered/ non-usable and in the event of any unforeseen circumstances and beyond control.

18. Arbitration

If any disputes or differences relating to the interpretation, termination and meaning of the words, terms, specifications, operations and instructions, mentioned in tender document/contract and as to the quality of work or the performance of the bidder, any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to tender document/contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the tender/contract, thereof, shall be referred by either party to the Chairman cum Managing Director of the NSIC who shall refer the matter for adjudication of the Sole Arbitrator. The award of the Sole Arbitrator so appointed shall be final and binding on the parties.

In case, the Arbitrator so appointed dies, neglect or refuses to act as an arbitrator or is otherwise unable to act for any reason whatsoever, it shall be lawful for the Chairman Cum Managing Director of NSIC to appoint another Arbitrator in the manner as aforesaid, who shall be entitled to proceed with the reference from the stage where the earlier Arbitrator left the proceeding.

The Venue of Arbitration shall be at New Delhi and shall be governed by provisions of Arbitration Conciliation Act 1996 as amended by the Arbitration & Conciliation (Amendment) Act 2015 (3 of 2016) and amended from time to time.

19. Confidentiality

All the material sent to the bidder shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. The successful bidders are to furnish a Non-Disclosure Undertaking (NDU) as per attached format at Annexure "D".

It is reiterated that confidentiality in strict terms shall be maintained for all the existing and new data fed into software / server / including test data. The successful bidder shall not divulge in any manner or any form aforesaid data to any person or entity otherwise with express authorization of competent authority of NSIC.

Annexure – `A`

SCOPE OF WORK & SERVICES TO BE RENDERED

This project shall be divided into four (4) phases as hereunder: -

1. **Supply of Tally Server 9 Software & Installation of Tally Software & Tally Server Software on central server at Server provided by NSIC**
2. **Integration of Tally with NSIC's existing RMA Software: -**

i. Current Scenario:-

Raw Material Assistance Scheme – It is a scheme through which NSIC provides Raw Material Assistance to MSME units against the security of Bank Guarantee provided by the MSME unit. The RMA Software captures all the necessary information of a unit seeking credit assistance from NSIC and also calculates the interest charged on such assistance provided to the MSME unit. The RMA Software is already developed and operational in the Corporation. However, there is no transactional interface available between the RMA Software and Tally ERP 9. As such, there are double entries made in both the softwares.

ii. Requirement:-

Tally needs to integrate with the RMA software on the **Payments** (disbursements made to the MSME unit seeking assistance from NSIC), **Receipts** from the unit (repayment of interest + principal + processing fee etc.). All monetary transactions would be entered in Tally and the same would flow to the RMA Software (to and fro) on real time basis. The authorisation of payments made has to be in 2 fold basis in which the first step would be generation of a payment voucher printing of the same and in the second step the same needs to be confirmed after the payment is debited in the bank account. After completion of both the steps the data set would flow back to the RMA software and debit the unit ledger there with the date of payment as per the Bank Statement. The flow of data is explained in the diagram below:-

A - Information from RMA Software to be saved in Temporary File and to be pushed to Tally for making payments

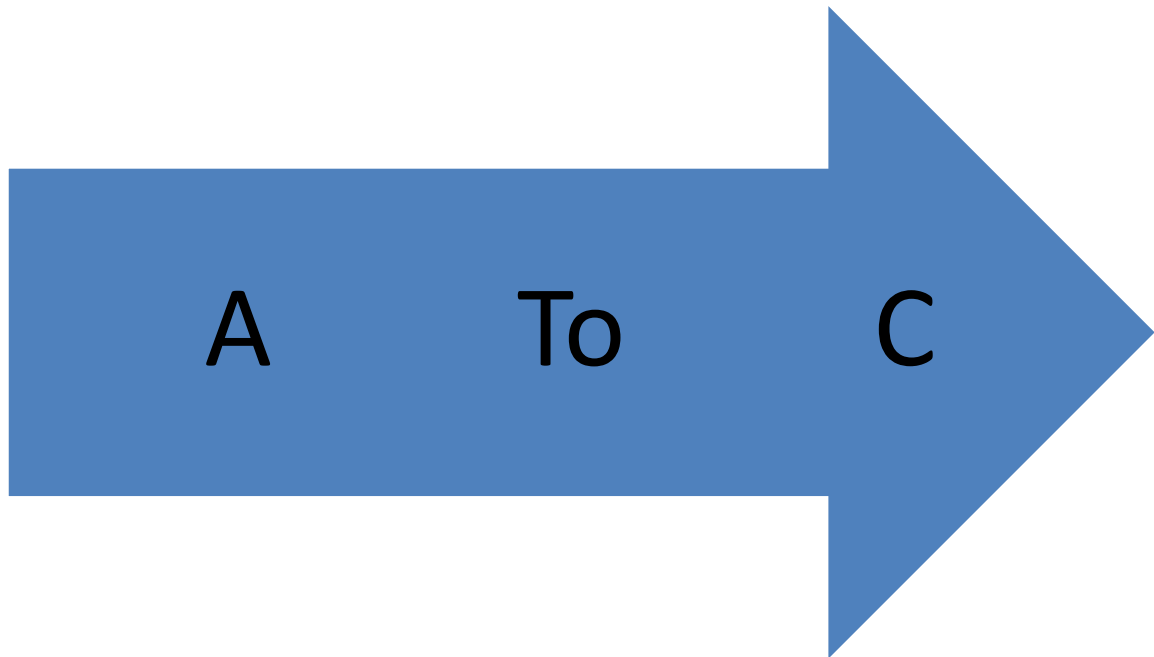
RMA Disbursement Unit

A - RMA Payment Sanction Note

Unit ID, Unit Name, Pan, GSTIN

- BG Value
- Vacant Limit
- Payment Approved
- Payment Actually Made (Null Value)
- Group Invoice No.
- Date of Release of Payment (Null Value)
- List of Raw Material
- List of Suppliers (From Agreement & Unit Indent)
- Scheme Type RMA
- Payment Voucher No (Null Value)

B – Export and Updation in Tally ERP



C – Create/Update File in Tally ERP

Unit ID, Name , PAN, GSTIN

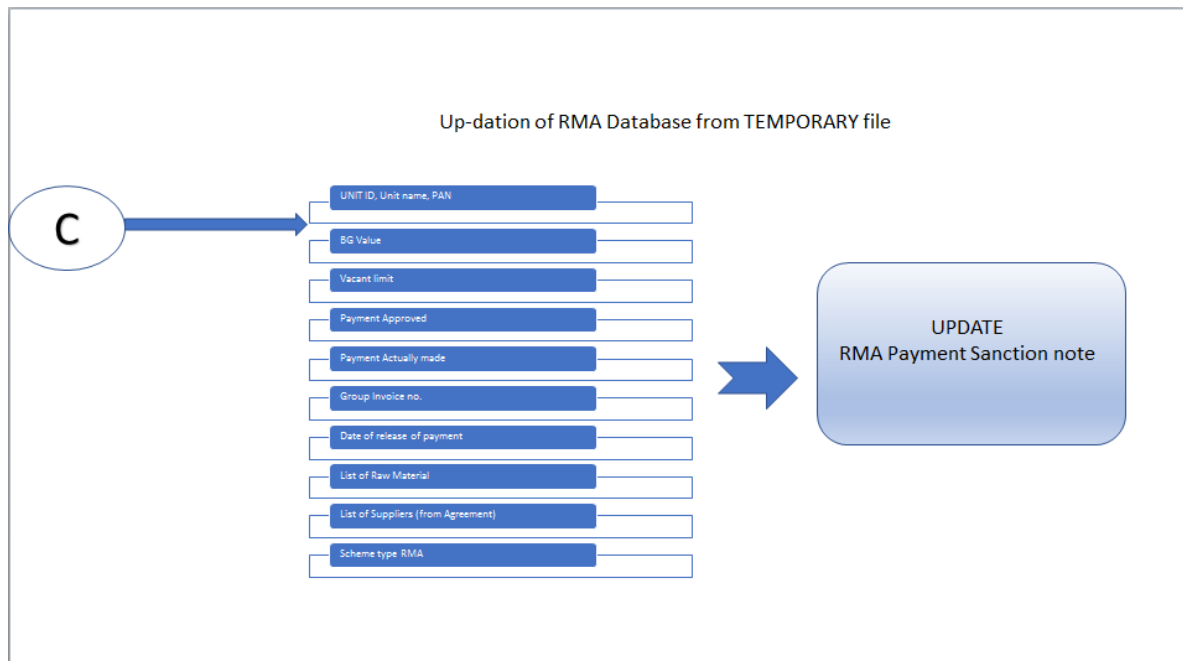
- BG Value
- Vacant Limit
- Payment Approved
- Payment Actually Made (value)
- Group Invoice No.
- Date of release of payment (as per bank statement)
- List of Raw Materials
- List of Suppliers (As per Agreement & Unit Indent)
- Scheme Type RMA
- Payment Voucher No. (As per Tally)

Check - Payment Actually Made should be less than or equal to the vacant limit

- Bank Reconciliation and Payment Confirmation
-

- Replace payment actually made by the bank statement value which has been debited
- Replace date of release of payment made from bank statement debit date
- Replace payment voucher no from the Payment Voucher No generated in Tally
- API integration with Bank (different commercial banks) and Tally for real time data flow

D – Updation of RMA Software from Tally ERP



3. Uniformity of Chart of Accounts across NSIC Field Offices as per requirement: -

- i. Uniformity of Chart of Accounts as per NSIC COA (to be provided by NSIC during Pre-Bidding process)
- ii. Consolidation & Integration of accounts at all field offices with Head Office so that consolidated Trial Balance, Profit & Loss Account including activity wise Profit and Loss (Commercial) Accounts, Income & Expenditure (Promotional) Accounts, Additional notes to Accounts, Provisioning statements & Trial Balance, Balance Sheet, Cash Flow Statements, Schedules to Final Accounts as per requirement of the Corporation and as per Schedule VI, Indian Companies Act, 2017 & Indian Accounting Standard (IAS) can be generated
- iii. Creation & Configuration of Accounting, Inventory, Tax Masters etc. according to COA provided by NSIC, with restrictive access and pushing down it to all Field Offices for uniformity of COA

- iv. Migration of legacy data from tata-EX / Tally Accounting software from 31.03.2017 onwards and mapping of migrated data with COA.
- v. Implementation of existing features of Tally Software along with Tally Solutions as per NSIC requirements to be available across all accounting units

4. MIS Report Generation:

- i. Customised report generation as per NSIC Management's Prescribed Formats have to be generated from Tally out of the data which is entered in Tally
- ii. Category wise purchase-sale from vendors eg. Medium/Small/Micro/General/ SCST/ Geographic region wise, Branch/ Zone wise etc.
- iii. Digital Transaction Report of all financial transactions of Corporation.
- iv. NTSC/ NTSEC training reports - category wise for different courses
- v. Statutory compliance reports – GST, Income Tax etc.
- vi. Routine functional changes that include creating new formats and configuration of reports. (Flexible reports)
- vii. Financial Reports as per NSIC prescribed formats

5. Testing, Implementation & AMC

- 5.1. Test run of entire scope of work would be on for 6 months during which the Vendor will provide unconditional support and fix all problems, to the satisfaction of NSIC.
- 5.2. For smooth operation of Integrated Software package, annual maintenance contract for 1 year from date of successful completion of six months test run shall be provided by the Vendor to NSIC. During this period there might be addition/deletion of field offices in Tally which needs to be integrated.
- 5.3. The AMC shall include the following components: -
 - i. Technological Support and Operational Training required by any NSIC staff regarding the Integrated Software package or integration related issues.
 - ii. After the implementation of the integrated software system any issue arising in any NSIC field office/Head Office needs to be resolved either through Team Viewer / any other RDC application or by onsite visit.

- iii. If due to any statutory changes any functional requirement arises, the same needs to be fixed in a timely manner so that the day to day functioning of NSIC is not hampered.

Annexure – `B`

TECHNICAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No: **NSIC/HO/IT/100**
2. Name of Bidder:
3. Complete office address of Bidder
-
4. Contact details of authorized person of Bidder who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
6. EMD payment details (DD number & bank detail)
7. Documents to be enclosed with the Technical bid are as under :
 - a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
 - b. Copy of PAN & GST duly Signed & Stamp.
 - c. Bidder's Authorization Certificate as per **Annexure 'C'**
 - d. NDU on letter head as per **Annexure "D"**.

Signature of the Bidder with stamp

Name :.....

Designation :.....

Date :

Annexure – `C`

Bidder's Authorization Certificate
(To be submitted on the letter head of the bidder)

To:
Chief General Manager (IT),
The National Small Industries Corporation
Limited, NSIC Bhawan,
Okhla Industrial Estate,
New Delhi-110020

<Bidder's Name> _____
<Designation> _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference dated _____. He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Yours Sincerely,

Signature of the Bidder with stamp

Name :.....

Designation :.....

Date :

Annexure – `D`

Non-Disclosure Undertaking (NDU)

Third Party Non-Disclosure Undertaking

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with NSIC on contract is confidential and that the nature of the business of the NSIC is such that the following conditions are reasonable, and therefore:

I warrant and undertake as follows:

I, or any other personnel employed or engaged by our company, undertake not to disclose, directly or indirectly, any information related to the NSIC. Without restricting the generality of the foregoing, it is undertaken that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to NSIC all documents and property of NSIC, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to NSIC business, or in any way obtained by me during the course of contract. I further undertake that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also. I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the NSIC, and are reasonable given the nature of the business carried on by the NSIC. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this _____ day of, 20_____.

Signature of the Bidder with stamp

Name :.....

Designation :.....

Date :

Annexure – E`

FINANCIAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No.: **NSIC/HO/IT/100**
2. Name of the Bidder:
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

S.N	Description	Amount (in Rs.)
A. Supply, Installation, Customization & Integration		
1	Supply of Tally Server 9 (capable of serving minimum 250 concurrent users across 65+ locations) & Installation of Tally & Tally Server 9 Server provided by NSIC (Ref. S.No. 1 of Annexure 'A')	
2	Integration of Tally with RMA Software (Ref. S.No. 2 of Annexure 'A')	
3	Uniformity of NSIC Chart of Accounts (Ref. S.No. 3 of Annexure 'A')	
4	Customized MIS Report Generation (Ref. S.No. 4 of Annexure 'A')	
5	Testing & Implementation (Ref. S.No. 5.1 & 5.2 of Annexure 'A')	
A	Total (Including Taxes)	
B. Annual Maintenance Charges		
1	AMC for 1 Year after 6 months from the date of Final Go-Live (Ref. S.No. 5.3 of Annexure 'A')	
B	Total (Including Taxes)	
	Sum of A + B (Including Taxes)	

Table – 1

In words (Rs.....)

4. Charges for Additional Work after Final Go-Live (This will not be included in the total bid price)

S.N	Description	Charges / Man Hour (in Rs.)
1	Additional Development Charges	
2	Taxes	
3	Total Including Taxes	

Table – 2

I/we hereby confirm that to the best of our knowledge and belief:

1. The rate quoted will be reasonable and valid for the period of one year from the date of opening of financial bid. The period can be extended with mutual agreement.
2. Tendered rates are at par with the prevailing market rates and not more than the price usually charged for same nature/class or description from any other, either foreign or as well as Government purchaser.
3. In respect of indigenous items/services for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
4. Services/Products/Goods supplied, will be of requisite specification and quality.
5. The per hour manpower rates for Additional Work after Final Go-Live as mentioned in table 2 S. No. 1 of Financial Bid (Annexure E) will be multiplied by 365 days (which is project period) and will be added to the price quoted at S. No. 1 of table 1 of Financial Bid (Annexure E) to decide the L-1 bidder. However, the work order will be released and the payment will be done on the basis of the price mentioned in table 1 S. No. 1 of Financial Bid plus taxes as applicable.
6. Also, the manpower rates per hour for Additional Work after Final Go-Live will be considered as mentioned at the table 2 S. No. 1 and the payment shall be made on its basis.

Note:

1. The Bidder is advised to quote rate in absolute Indian Rupees.
2. The rate quoted will be reasonable and valid for period of contract from the date of opening of financial bid. The period can be extended with mutual agreement.

3. No condition will be entertained and conditional tender will be liable to be rejected.

Signature of the Bidder with stamp

Name :.....

Designation :.....

Date :

End of the Document