



RFQ: 25Apr2019

Society for Innovation & Development (SID) - ERP System

Broad Scope of work, Deliverables, and timelines

The accounting systems at SID require an enhancement by migrating to a newer and latest version of the Tally product or its equivalent to provide broadly the following functionalities:

Scope

- a. A comprehensive accounting system
- b. A comprehensive payroll system
- c. A comprehensive project costing and revenue system
- d. Suitable level of work flow for key functions (maker, checker, authorizer, etc.)
- e. A comprehensive MIS for various user groups – CEO, Business Leaders, Project Owners, operations people and other stakeholders
- f. Electronic filing capabilities for statutory reporting and/or filing
- g. Ability to provide data extracts for sharing with external requirements
- h. Configurability of various capabilities and functions
- i. Adequate security features to ensure robust security of the system
- j. Ability to set up the system with right parameters
- k. Migrate legacy data from existing applications (Tally and non-tally) to suitable modules
- l. Provide customization, if needed, to accommodate or meet the user requirements
- m. Proper training and handholding of regular operational users, leaders and project owners
- n. Preparation of user manual and operations manual (for backups, Reports, MIS, etc.)
- o. On-going onsite visits for trouble shooting and resolution of any user issues
- p. Comprehensive Annual Maintenance Services including bug fixes, version upgrade and access to newer modules including implementation of the same
- q. Telephonic and e-mail support for any queries or clarifications

Deliverables

- a. Perpetual License for a multi-user system for 10 users & 20 concurrent remote query users
- b. Installation and configuration of the new software system
- c. Customization, as needed, to meet functional requirements
- d. Configuration of regular, adhoc and MIS reports and queries as needed
- e. Migration of previous years' data to the new system appropriately
- f. Operational User training – both on base system and the customized system
- g. Training on routine back up and other housekeeping activities
- h. User and Operations manuals – 1 printed copy and 1 electronic copy in MS-WORD
- i. Comprehensive Annual Maintenance services



- j. Assistance and guidance for project implementation
- k. Specifications for hardware, software and database, (if any) required to run the system.
- l. Activities that need to be done by SID/ISICL and the efforts that may be needed
- m. A brief description of the reference site project giving details of the nature of customer business supported and what modules have been implemented and if any external interfaces have been provided for data exchange

Submission

- a. A quotation using a two-cover system – technical proposal and reference site details (with details of contact person) in one sealed cover and the commercial bid in another sealed cover. Technical proposal must address all the items under Scope and Deliverables except costing.
- b. Soft copy of the proposal to be mailed to office.sid@iisc.ac.in by **9th May, 2019**.

Cost to be quoted for by the vendors in INR only

- a. Perpetual License cost for specified users
- b. Cost of license for additional users
- c. Annual Maintenance charges (AMC)
- d. Fixed price for project as per scope above
- e. Any additional services – cost per person day
- f. Applicable taxes – for license and AMC
- g. Any other optional modules
- h. Any other third party modules
- i. Any other costs not quoted above

Broad Timelines

RFQ published	24 st April, 2019
Pre-bid meeting	2 nd May 2019
Proposals Due (Technical and Commercial in separate covers)	9 th May 2019
Technical Bid opening	11th May, 2019, EOD
Technical evaluation and shortlist	18 th May, 2019
Financial Bid opening	19 th May, 2019
Release of order	20 th May, 2019
System Live	12th August, 2019