

# Request for Quotation

For

Implementation of Tally ERP Server  
at OCC Head Office and Project Offices

Odisha Construction Corporation Ltd.



(Government of Odisha Undertaking)

Regd. Office:

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Bhubaneswar-751 012

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## Disclaimer

The information contained in this Request for Quotation (RFQ) document or information provided subsequently to Bidder or applicants whether verbally or in documentary form by or on behalf of Odisha Construction Corporation Ltd. (OCCL), is provided to the Bidder on the terms and conditions set out in this RFQ document and all other terms and conditions subject to which such information is provided.

This RFQ document is not an agreement and is not an offer or invitation by OCCL to any party other than the applicants who are qualified to submit the bids ("Bidders"). The purpose of this RFQ document is to provide Bidder with information to assist the formulation of their proposals. This RFQ document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFQ document and where necessary obtain independent advice. OCCL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFQ document. OCCL may in its discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFQ document.

## Important Details about RFQ

Note: Bids will be opened in the presence of the Bidders' representatives who choose to attend Bid opening meeting.

## Submission Details

### Submission Deadlines

All submissions for responding to this request must be submitted on paper and delivered to our office, as stated below, no later than:

**Monday, 17.12.2018 5:00pm**

### Submission Delivery Address

The delivery address to be used for all submissions is:

**The Managing Director**

**Odisha Construction Corporation**

Gopabandhu Nagar, Bhubaneswar-751 012

Phone: 0674 - 2562020, 2562118, 2562068, 2562246

Email Id: theoccltd@odishaconstruction.com

## Submission of Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any related to tender process .

J. Das, Sr Systems Manager,

Phone:0674-2562020 (Ext-317)

Email Id:janardan5775@yahoo.com

For queries related to scope of work you may contact

Dharanidhar Swain , Manager Accounts,

Ph:9437174860

## Introduction

The Odisha Construction Corporation Ltd. (O.C.C Ltd) is a Government-owned Construction Company established in the year 1962 to undertake specialized civil and mechanical construction works. Later, the activities were extended to the field of Construction Consultancy and IT services. During 50 years of its existence, the company has developed expertise and know how in planning, designing and construction and has successfully executed a wide variety of construction jobs on turnkey basis.

The O.C.C Ltd has its corporate office at Bhubaneswar. It is headed by the Principal Secretary to Government, Department of Water Resources as ex-officio Chairman. The Managing Director of the Corporation functions as its Chief Executive who is a senior Chief Engineer (Civil) of the Department of Water Resources on deputation to the Organization. **It has at present six Zonal Offices, twenty seven Civil Project Offices, six Mechanical Project Offices & one System Business Unit.** The Zonal Offices and Project Offices are headed by General Managers and Senior Managers, respectively. Besides, the Corporation has a separate Construction Consultancy Division. To ensure high standards, OCC deploys well trained and highly qualified professionals of various disciplines related to Civil, Mechanical & IT to execute its projects.

## Objective

OCCL proposes to have a centralized environment for Tally software. The proposed server would be hosted at OCCL Head Office at Bhubaneswar. The objectives that OCC needs to achieve by this implementation are as follows:

- Work wise, ledger wise, party wise report including work wise profitability
- Real-time basis of accounting system
- Finalization of Accounts in time
- Eliminate the repetitive process in Finalization of Accounts and at other Sections
- Better compliance of Statutory Laws, AG Audits and Other Audit Compliance
- High quality customer, Vendor data and better interface with them
- Integration of database and to keep consistent and up-to-date data
- Better control over project accounts and activities
- Concurrent audit of Project and HO on real-time
- Better MIS i.e. more customizable report and address complex data request
- Support better management decisions with up to date financial data
- Improve the data accuracy, consistency and security etc.
- Better compliance of GST and all commercial taxes.

## Scope of Work

Presently, Tally is being used at all Project offices of OCCL as well as at Head Office for maintaining day today accounts. For each work one Tally company is created to maintain separate accounts of each work which is consolidated at the year end with Head Office accounts to prepare the financial statement of the corporation. In the process corporation is not able to use the other features of Tally like TDS Module, GST Module, and Audit Module etc.

Under the current system OCCL is unable to figure out the activity position of different projects on a real time basis as Tally is used in a standalone mode.

To overcome this handicap and improve the information system a decision has been taken to implement the Server based Tally ERP which will be accessed by all project office to maintain accounts seamlessly instead of in standalone mode of Tally as being done presently at around 25 project offices at different locations. To improve its information system the management requires **Work wise, ledger wise, party wise reports in time to improve its decision making. Instantaneous profit and loss statements and balance sheets of projects and the same at corporate level have to be generated from the new system..** The new environment of Tally to be implemented should be capable of handling any customized reports needed. The following Tally modules are required to be implemented along with customization to meet the requirement of the Corporation.

1. Cost centre modules for Project/Work wise data recording
2. Outstanding Module for bill wise Bills Receivable and Payable data retrieving
3. GST Module
4. TDS Module
5. Bank Reconciliation Module
6. Audit Module for real time review of accounts
7. Schedule III Module for Financial Statement Schedule generation
8. Customized report for OCC
9. All other modules of Tally as required to achieve the MIS requirement

The following activities are required to be executed for smooth implementation of ERP

1. Preparation of Chart of Accounts
2. Creation of code and sub code for all Ledger Heads and Sub Heads
3. Redefining the Accounting entries and process in Tally ERP to get the desired output
4. Preparation of a Tally Accounting Manual
5. Conversion of data, collection of new data and migration of opening data (opening balance of previous year for new system, the exact format and scope will vary depending upon the customization done by the implementing agency)
6. Cleanup of data and validation of data
7. Verification of data migration by a third party (to be done by a CA firm using audit tools )
8. Parallel run of new system with old system of Tally at Head Office and Project
9. Documentation of the total implementation and migration process
10. Awareness and Change management Workshop of all stakeholders
11. Workshop of Store Accounting to all Store Keeper
12. Basic Computer & Basic Tally Training to all accounts and Store Staff
13. Advance Tally Training to all Accounts Staff as per the OCC Requirement
14. Procurement of Tally Server and others Tally tools for implementation
15. Customization of Tally ERP and Reports as per OCC Requirement
16. Formation of a dedicated implementation team from existing OCC officials

The proposed Tally ERP has been scheduled to be implemented at OCC in the Financial Year 2018-2019. The opening balance of all project accounts for migration is available at present in hard copy at Head Office which has to be migrated to the new system for implementation of

Tally ERP. The finalization of accounts of Financial Year 2018-19 is planned to be done in the new Tally ERP system.

### **Out of Scope**

The hardware like computers, Server, printer and networking equipments required including Tally user licenses for implementation of the project are out of scope of the selected implementing agency which will be provided by OCC. Similarly, the related OS and other Systems software are out of the scope of the implementing agency.

However, software like the Tally ERP server, A21 connect and other related tools fall within the scope of the Implementing agency.

### **Phasing and implementation plan**

The phasing plan will be finalized with the successful bidder. An indicative draft plan has been has been elucidated below.

#### **Phase-I:**

The implementing agency will submit a Project Plan, Configuration Plan, Resource Allocation, Test Plan and Traceability which will be comprises of the following but not limited to.

- BIDDER shall perform a detailed assessment of TALLY system requirements discussed in the TENDER, the number of locations, users, transaction volumes and assess the Infrastructure requirements for operationalization of the TALLY system and to provide the services in conformance with the SLA. While assessing requirement of the IT infrastructure at OCC HO for TALLY system, BIDDER shall ensure that the proposed infrastructure supports the necessary performance requirements.
- Detailed project plan should include the details of the project, indicating all activities with resources required, their roles and responsibilities and time schedule of deliverables which will be required to be prepared at the start of the project and submitted to OCC for approval.
- The project plan should also contain brief project description, approach and methodology, milestones, project organization, roles and responsibilities, project risks and mitigation plans, dependencies etc.
- The project plan should include a detailed program for installing, customizing and implementing the TALLY solution covered under this TENDER. The program shall be in the form of a bar chart/master network identifying key phases in various stages of the project.
- Bidder must also submit Configuration Plan with how to check-in and checkout the software items.
- Which resources are allocated to which work along with time period must be submitted in Resource Allocation Plan
- Proper Test Plan along with test cases must be submitted.
- Traceability matrix that includes requirements, design, development, testing, implementation to trace each requirement to its fulfillment.
- The bidder has to provide, configure, commission and maintain the required IT infrastructure at OCC HO.
- It is to be noted that the bidders are required to perform necessary sizing of IT infrastructure at OCC HO for implementation of Tally system and to maintain the

performance of the systems. However, the system proposed by bidders shall ensure scalability and performance requirements and OCC will provide or procure the required hardware.

### **Installation, configuration, integration, customization, deployment and testing of TALLY solution**

The bidder will be responsible for installation, configuration, integration, Customization, deployment, Testing and maintaining during entire project period which includes the following

- Customize the TALLY as per the scope of work.
- Provide additional software, database, tools, accessories etc to meet scope of work, SLA and documentation. Tools and accessories shall be part of the offered solution.
- TALLY application as per brief functional scope. Integration and interface as per scope of this TENDER.
- At every stage of the deployment process, the different components of the OCC-TALLY must get thoroughly tested to make it bug-free.
- BIDDER should create all necessary master files for the OCC-TALLY system.
- Provide, Install, configure and implement any other component like database and related software, tools etc. as IT infrastructure as a service at OCC HO platform.
- In case OCC plans to have a Tally software at new location (in addition to the above stated locations), the system should support receipt/migration of data to central server periodically.
- **The Tally will be hosted centrally in a Head Office data center with all the users logging in through internet. A proper disaster recovery plan will be planned and implemented.**
- **The TALLY should have appropriate servers in high availability mode. The servers with load balancer beside security features such as firewall, IPS, SSL, Anti malware, encryption etc. to meet the service levels defined in this TENDER will be provided by OCCL.**
- The BIDDER shall be responsible for installation, configuration, commissioning during the project period and subsequent maintaining of entire IT infrastructure provided at OCC HO for TALLY system at DC and DR site for one year of Go live.
- Backup of storage as per the defined policies.
- The implementation also includes the following
  - Define and creation of code and sub code for all Ledger Heads and Sub Heads
  - Redefining the Accounting entries and process in Tally ERP to get the desired output
  - Preparation of a Tally Accounting Manual
  - Preparation of Chart of Accounts
  - Conversion of data, collection of additional data and migration of opening data (closing balance of preceding year for new system, the exact format and scope will vary depending upon the customization suggested and done by the implementing agency)
  - Cleanup of and validation of data
  - Verification of data migration by a third party (to be done by a CA firm using audit tools)
  - Parallel run of new system with old system of Tally at Head Office and Project



**Migration Of All Accounting Units To The New System And Implementation Of Tally**

This shall comprise of the following:

- Consolidation and Integration of accounts of all DOs, all project and registered office & any other accounting unit so that consolidated trial balance, Balance sheet, Profit & Loss account, schedules to Balance Sheet and Profit & Loss Account, Cash flow statement as per TALLY default format can be generated.
- Full implementation of default features of Tally software given by Tally Solutions.
- Customization of the software in such a manner where nobody can alter or delete the transactions irrespective of authorization.
- Build a complete audit trail of all transactions (add, update and delete) using transaction log reports, so that errors in data, intentional or otherwise, can be traced and reversed, throughout the project duration.
- The most appropriate level of security commensurate with the value to that function for which it is deployed must be chosen
- Access Controls must be provided to ensure that the databases are not tampered or modified by the system operators or database administrator.
- Implement data security to allow for changes in technology and business needs.
- The OCC-Tally design must be such as to require the minimal installation, if at all, at the user's end, besides the Internet Browser. The OCC-Tally system should be able to support all common browsers like Internet explorer, Mozilla, Chrome.
- Plans for various types of testing and audit, which include user acceptance tests, integration test, Information security audit on application software.
- The bidder would be responsible for making sure that all the above pre-requisites are adequately met. The bidder is expected to prepare a detailed project charter which should include the detailed project plan, indicating all activities with resources required, their roles and responsibilities and time schedule of deliverables at the start of the project and submitted to OCC for approval.

**Customization as per OCC requirements**

- Integration of accounts of all projects & registered office any other accounting unit so that consolidated trial balance, Balance sheet, Profit & Loss account, schedules to Balance Sheet and Profit & Loss Account, Cash flow statement and accounting information appearing in the notes forming part of accounts can be generated as per the Format followed by OCC
- Conversion of existing accounts and accounting entries for the F.Y. running to the accounting entries & Ledgers with uniform code of account. Data in this regard as available in the existing Tally shall be provided by OCC in the desired format for successful conversion.
- Adverse balances and account balances where there had been no transactions in the last year need to be flagged & generated separately along with other standard exception reports specifically defunct and closed projects.
- Facility to upload voluminous data in Tally software.
- Satisfying the requirement of accounting as per the GST Law so that data required for compliances under GST with respect to payment of periodic GST and filing of periodic GST returns. For this the vendor is required to closely co-ordinate and work with the GST Implementation consultant of OCC.
- Necessary checks to be placed to ensure that all the expense, income, assets & liabilities are done through a customer/vendor/party account as the OCC

- requirements.
- Generation of Invoice/Debit Note/ Credit Note/ Payment/ Receipt in compliance with the relevant GST law and OCC requirements for its customers/depositors with the facility to print, export, mail invoices directly from TALLY.
  - Generation on statutory compliance report on periodic basis with respect to TDS, service tax/GST etc.
  - Pre-defined TDS rates are to be fed in the accounting software for payments booked under a particular revenue head of account to facilitate Auto calculation of TDS while entering the voucher.
  - Creation of multiple approval levels for entering of any voucher type as per the limit prescribed by OCC.
  - Tracking a voucher right from creation to details of alterations and last alteration done like username, user employee id, reason for altering and alteration date and Generation of alteration report.
  - Auto Bank reconciliation from the Bank statement downloaded in excel format from Bank Portals.
  - Provision of putting and keying in Budgeted data of the OCC as a whole against the income and expenditure fields and flagging of the concerned income & expense head same once the expenditure exceeds the budgeting limits prescribed.
  - Calculation & Generation of Key Financial Performance Ratios as per OCC requirements.
  - Assisting in inter- unit transactions & Account reconciliation.
  - Devising a detailed User manual of customized TALLY ERP 9 with the frequent asked questions for the users after the completion of Customization.
  - Provision for maintaining & migrating accounts.
  - Work wise, ledger wise, party wise report including work wise profitability is required by OCCL for each work, and also profit and loss and balance sheet as a whole including all project wise details need to be generated from the customized Tally implemented. The following tally modules are planning to implement along with customization to achieve the above requirements
    - Cost centre modules for Project/Work wise data recording
    - Outstanding Module for bill wise Bills Receivable and Payable data retrieving
    - GST Module
    - TDS Module
    - Bank Reconciliation Module
    - Audit Module for real time review of accounts
    - Schedule III/VI Module for Financial Statement Schedule generation
    - Customized report for OCC
    - All other modules of Tally as required to achieve the MIS requirement

## **Phase-II**

### **Rollout including Onsite handholding support at each locations**

The roll out should be done by manpower at each locations to include configuration of the desktop, application with the locations specific information, providing application training to the location users and providing adequate hand holding support for one month to ensure going live and smooth transition to the new application system etc. Ensure the generation of all reports on-line through the implemented system after the go-live of each of the locations. The bidder has to undertake the following activities with respect to the pilot and rollout of the application at each of the location. Bidder has to ensure adequate manpower to support all locations till the end of the roll out duration:

- Stabilization of the application based on issues encountered and feedback obtained during pilot.
- Handholding of the application users.
- Functional Handholding – The bidder shall provide handholding support to OCC's staff of the TALLY solution at each of the location for 30 days. These staff will be identified by OCC exclusively for performing the functions.
- Rollout of the application to all locations based on fulfilling the agreed acceptance criteria for go-live at individual locations.
- Ensure the generation of reports on-line through the implemented system after the go-live of each of the locations.

### **Operation and Maintenance from the date of Go-Live**

Operation and Maintenance of the entire OCC-TALLY Solutions.

### **User Profiles and Account Management**

- Routine functional changes that include user and access management, creating new report formats, and configuration of reports.
- BIDDER shall provide user support in case of technical difficulties in use of the software, answering procedural questions, providing recovery and backup information, and any other requirement that may be incidental/ancillary to the complete usage of the application.
- The BIDDER shall perform user ID services. The user-id naming & protocol shall be designed and implemented for all the user ids. Such naming convention and protocol shall be signed-off with the OCC.
- The BIDDER shall maintain access controls to protect and limit access to the authorized end users of OCC.
- The services shall include administrative support for user registration, creating and maintaining user profiles, granting user access and authorization, providing ongoing user password support, announcing and providing networking services for users and providing administrative support related to TALLY solution.
- System administration tasks such as managing the access control system, creating and managing users etc.

### **Centralized helpdesk**

The bidder shall establish and provide central helpdesk facility from OCC, Head Office, Odisha alongwith the OCC resource.

- **The Bidder is expected to setup and operate the IT Helpdesk during phase II go-live for a period of one year maximum.**

- The following is the hours of operation of the Helpdesk :

Operating Hours	Days of the Week
10.00 am to 5:30 pm	Monday to Saturday (excluding national public holidays and all second Saturday) Any other date and time requested by OCC.

- The Helpdesk service will serve as a single point of contact for TALLY solution rated incidents and service requests. The Helpdesk shall provide Troubleshooting Services include maintenance for overall system stabilization, defect resolution, solution maintenance, system administration, availability & performance issues, security administration, database administration, Data archival administration, User administration and end-user problem resolution. The operational support will have to be provided, through a suitable Helpdesk system, to ensure that the solution is functioning as intended and that all problems associated with operation are resolved satisfactorily.
- The Helpdesk service is required in the two languages – English and Oriya.
- BIDDER is required to provide necessary channels for reporting issues to the help desk. The incident reporting channels could be the following:
  - Specific E-Mail account
  - Seating arrangement and electricity will be provided by OCC free of cost to BIDDER. BIDDER needs to provision for any other hardware / software required for the same.
  - Bidder may use excel sheet/any system to register and track the calls.
- OCC requires the BIDDER to provide Help Desk services to track and route requests for service and to assist end users in answering questions and resolving problems related TALLY.
- Creation of knowledge base on frequently asked questions to assist user in resolving basic issues themselves.

### Phase-III

#### Post Go- Live i.e. Satisfactory completion of Phase I & II (Recurring Costs-Tally Software, IT Infra at OCC HO & AMC)

- Parallel run will be done for one year, during which the bidder will provide complete unconditional support and fix the problems, if any.
- For smooth operation of package, annual maintenance contract **for one year** from the date of successful completion of one year parallel run, shall be provided by vendor to OCC.
- The AMC shall include the following components:
  - Bug Resolution - Provision of technological support for any issue/ query/problem faced by any of OCC staff as and when required
  - Any amendments required to be incorporated due to change in any statutory law/ functional requirement in the existing accounting software
  - Provision of technological support for any query/problem faced by any of OCC staff as and when required which need to be resolved on periodic basis (within 2 working days). In case the vendor does not resolve the query/defect to the satisfaction of OCC within 7 working days, OCC can get the work done from outside party at the cost of bidder. On repeated failure to resolve queries or repeated failure to remove software defects, OCC can terminate the contract and forfeit guarantee money.
  - OCC shall first try to resolve it through an online team viewer support/telephonic

- support
- If the problem does not get resolved through online / telephonical mode, vendor needs to resolve the issue onsite where the location is as per terms and conditions.

Note: Any additional work & training in case undertaken shall be on the basis of person-days rate as will be finalise and payment shall be made on satisfactory completion of work/ training. Time frame shall be mutually agreed upon for such activities

## Eligibility Criteria

### Pre-requisite

The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document. The Bidder should also possess the technical know-how and the financial wherewithal that would be required to complete the scope of work. The bid must be complete in all respects and should cover the entire scope of work as stipulated in the document. Bidders not meeting the Eligibility Criteria will not be considered for further evaluation.

The invitation to bid is open to all Bidders who qualify the Eligibility Criteria as given below. Failure to provide the desired information and documents may lead to disqualification of the Bidder.

- The Bidder must be either a firm registered under the Indian Partnership Act or a Company Registered under the Indian Companies Act, 1956. Copy of such certificate shall be enclosed as a proof.
- The bidder should be registered with GST authority. Copy of such certificate shall be enclosed as a proof. Firm has also to submit the copy of the GST Return ending with 31st March 2018.
- The Bidder must have been registered with EPF authorities. They must submit the EPF registration certificate with the tender.
- The bidder should furnish the Tender Paper cost Rs. 1000/- (Rupees one thousand only) in form of Bank Draft.
- The bidder should furnish the Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only)
- Consortium bidding is allowed. In case of consortium, the principal bidder must be defined along with the role of each partner. A deed in this regard must be attached with the bid. **(Clarification: For eligibility of the bidder, any partners profile of the consortium will be considered. But a deed must be enclosed clearly defining role of each partner. Merely adding one partner without any major role in the said assignment will not be considered for eligibility)**
- **The bidder or one of the partners of consortium must be authorized business and support partner for Tally. The bidder can submit a certificate from the Certified Tally partner confirming Technical/Procurement support related to this RFQ.**
- The Bidder should have average annual turnover of Rs.20 lakh during the last three financial years 2015-16, 2016-17, and 2017-18.
- **The bidder should have implemented at least one Tally ERPs of a value of at least Rs 5 Lakh or two Tally ERPs of value at least 3 Lakh each during last two Financial Years 2016-17 and 2017-18.**

- The Bidder should provide reference of 2 clients who have procured similar software services from them during the last 2 years.
- The Bidder should be a profit (profit after tax) making Company in the last Financial Year i.e. 2017-18
- The Bidder should not be currently blacklisted by any bank / institution in India or abroad. The bidder should provide declaration to this effect on their company's letterhead.

### **Instruction to Bidders**

#### **Cost of bidding**

- ❖ The Bidder shall bear all the costs associated with the preparation and submission of its bid, and OCC in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

#### **Clarification regarding the tender document**

- ❖ ***A prospective firm requiring any clarification about the tender document and scope of work may contact Senior Manager, SBD/ Deputy financial Advisor.***

#### **Earnest Money Deposit (EMD)**

- ❖ EMD of **Rs. 20, 000/- (Rupees Twenty Thousand Only)** to be furnished by the bidder.
- ❖ The EMD shall be only in the form of Demand Draft in favour of Odisha Construction Corporation, payable at Bhubaneswar drawn on any nationalized bank.
- ❖ The Vendor should mention the name of the organization at the back side of the DD.
- ❖ The demand draft shall be submitted along with the General bid. Bids without EMD shall be rejected.
- ❖ The EMD should be valid beyond 6 Months of the validity of bids.
- ❖ No interest shall be paid on EMD.
- ❖ The EMD shall be in Indian Rupees Only.
- ❖ The EMD of unsuccessful bidders will be returned to them after the finalization of the Tender.
- ❖ The EMD of the successful bidder will be returned to them after receiving the Performance Bank Guarantee.
- ❖ The EMD shall be forfeited if a bidder withdraws its bid during the period of bid validity.
- ❖ In case of a successful bidder, the EMD may be forfeited if the bidder fails to accept the Work Order

#### **Period of Validity of Bids**

- ❖ For the purpose of placing the order, the proposals shall remain valid for 6 months. A proposal valid for a shorter period will be rejected as being non-responsive. During the period of validity of Proposals, the rates quoted shall not change.
- ❖ In exceptional circumstances, OCC may ask for extension of the period of validity and such a request shall be binding on the Firms. OCC's request and the response to such a request by various firms shall be in writing. A firm agreeing to such an extension will not be permitted to increase its rates.

#### **Preparation & Submission of Bids**

##### **Language of the Bid**

The language of the Bid and related documents shall be in English language.

### Format and Signing of Bid

- (a) The Bidder shall provide all the information sought under this Tender. OCC will evaluate only those Bids that are received in the required formats and complete in all respects.
- (b) The Bid shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page.

### Sealing and Marking of the Bid

- (a) The bid shall be submitted in two (2) separate envelopes as under, placed in an Outer Envelope.

Envelope-1: General Bid-cum-Technical Bid

Envelope-2: Financial Bid

- (b) Bidders shall prepare and submit the one (1) original copy of the Pre-Qualification-cum-General Bid in Envelope-1, duly marking "ORIGINAL". This envelope shall be sealed, labelled as "**Envelope-1 (General-cum-Technical Bid)** for Implementation of Tally in OCC Head Office and Project Offices" and placed inside the Outer Envelope. Bidders shall prepare and submit the one (1) original copy of the Financial Bid in Envelope-2, duly marking "ORIGINAL". This envelope shall be sealed, labelled as "**Envelope-2 (Financial Bid)** for Implementation of Tally in OCC Head Office and Project Offices" and placed inside the Outer Envelope.
- (c) In addition, the outer cover of the envelope should indicate tender enquiry number and opening date. The tenders which are opened before the due date, for non indication of tender opening date on the outer envelope are liable for disqualification.
- (d) The tender documents should be submitted at Odisha Construction Corporation, Bhubaneswar on or before **17.12.2018, 5.00 PM.**
- (e) A non-refundable demand draft of **Rs. 1000/-** in favour of Odisha Construction Corporation from any nationalized bank payable at Bhubaneswar is to be submitted along with the general bid towards the cost of the tender document. **General-cum-Technical Bid document not accompanying by the requisite tender document fee and EMD amount will not be considered for further evaluation.**
- (f) The sealed tenders will be opened at Odisha Construction Corporation, Bhubaneswar as per the following schedule in presence of the bidders or their authorized representatives as may desire to be present. Authorised representatives shall be required to produce their authorisation before opening of the tender, failing which they will not be allowed to be present.
  - (i) General-cum-Technical Bid : **18.12.2018 at 11.00 AM**
  - (ii) \*Financial Bid : To be notified to the prequalified bidders only Subsequently.(\*For the bidders qualified in General bid-cum-Technical and Technical Presentation)

- (g) Only bidders who qualify in the General-cum-Technical bid and Technical Presentation will be informed for evaluation of their financial bid within stipulated time and this will be communicated to the firm through phone/mail/OCC Notice Board. Any clarification/alteration in specification found suitable by the committee will be informed to the successful bidders for financial inclusion.
- (h) Tenders shall be fully in accordance with the requirements of the General Terms and Conditions and the specifications attached hereto. Appropriate forms furnished with this specification shall be used in quoting tender prices. **Incomplete, illegible, unsealed and without signature** tenders will be rejected. **Postal** tenders will not be accepted.
- (i) All offers should be made in **English and clearly and legibly**. Offers if submitted in any other language must be accompanied by its English translation.

#### **Documents to be submitted with Pre-Qualification-cum-General Bid**

- (a) Copy of Registration Certificate of the firm with organization profile.
- (b) PAN Card Copy with GST registration Certificate
- (c) Balance Sheet and Profit & Loss Account for last three years ending on 31st March 2018.(2015-16, 2016-17 and 2017-18)
- (d) Tender Document fee as a non-refundable demand draft of **Rs. 1000.00** in favour of Odisha Construction Corporation, Bhubaneswar.
- (e) Prescribed EMD amount as stated
- (f) Organisation Profile. (Annexure-1)
- (g) Representative Authorisation. (Annexure-2)
- (h) Self-Declaration on eligibility against corrupt and fraudulent practices (Annexure-3)
- (i) Acceptance of Terms and Conditions. (Annexure-4)
- (j) Copy of work orders for similar work along with completion certificate from the user department as on 31st March 2018.
- (k) Copy of PF deposit as proof of no of employees
- (l) Any other documentary proof as described in Pre-Qualification criteria
- (m) Implementation plan, methodology, customisation requirement and timeline for implementation
- (n) Copy of the Technical Presentation (both hard and soft copy).

#### **Financial Bid**

- (a) The financial bid shall be submitted as per the format placed in Annexure-5 failing which the bid will be liable to be rejected.
- (b) Insertion of Price bid in General-cum-Technical Bid will result in cancellation of the bid.

#### **Deadline for Submission of Bids**

Proposals will be received by the OCC at the specified address not later than **5 PM on 17.12.2018.**

OCC may, at its discretion, extend this deadline. OCC may also extend this deadline for any other administrative reason.

#### **Change of Schedule of Tender**

OCC reserves the right to change the schedule of tender as per requirement.



**Jurisdiction of High Court of Odisha**

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

**Right to Reject/Accept the Tender**

The purchaser reserves the right either to reject or accept any or all tenders. Orders may also be split among different selected bidders. The purchaser has exclusive right to alter the number personnel at the time of placing the final purchase order. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

**Final Authority**

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Managing Director, Odisha Construction Corporation, Bhubaneswar whose decision on such matters shall be final and conclusive.

**Late Bids**

Any proposal received by OCC after the deadline for submission of proposals prescribed by OCC will not be accepted.

**Withdrawal of Bids**

Any bidder may withdraw his tender by written request to OCC at any time prior to the deadline for submission of bids with the consent of OCC.

No bidder shall be allowed to withdraw bid subsequent to the deadline for submission of bids.

**Evaluation of Proposal**

A Committee will evaluate the bids submitted by the bidders. A three-stage evaluation method will be adopted to evaluate the bids of the bidders. In the first stage, General-cum-Technical bid will be evaluated on the basis of the eligibility criteria. In the 2nd stage, evaluation of Technical Parameters & Presentation and in the third stage, financial bid will be evaluated.

**General-cum-Technical Bid**

General-cum-Technical Bids of the participating bidders will be evaluated on the basis of the eligibility criteria. The bidders who have submitted all the supporting documents/proofs those are asked for in support of the eligibility criteria will be declared eligible for next stage of evaluation. **Only those bidders who fulfil the prescribed eligibility criteria will be called for Technical Evaluation and presentation. The bids of the other bidders will not be considered for further evaluation.**

**Technical Evaluation**

The bidders who have qualified in the General-cum-Technical bid evaluation will be called for a Technical Presentation. The evaluation will be quantitative one based on marks for prescribed technical parameters and presentation. **The bidders who secure minimum 60% marks in the technical evaluation will qualify in this stage for next stage (financial) of evaluation. The bidders who do not qualify in the technical evaluation will not be considered for further evaluation.**

**TECHNICAL EVALUATION PARAMETERS**

SL	Category	Distribution of Marks	Maximum Marks
1.	Experience in implementing similar Tally projects in <b>PSU/Govt/Pvt. Companies having turn over more than Rs 50Crore</b> (Projects order value more than 5 Lakh/ will be considered ; Two project orders of Rs 3lakh or more but less than 5 lakh shall qualify as one eligible project-15 marks)	2 or more – 30 Marks 1 Project – 15 Marks Others -0	30
2.	Expe project order rience in implementation of other software services at <b>PSU/Govt/Pvt. Companies having turn over more than Rs 50Crore</b> (Excluding the Tally project)  (order value more than 5 Lakh will be considered)	2 or more – 30 Marks 1 Project – 15 Marks Others -0	30
3.	Manpower strength of the company	more than 10 - 20 marks between 05-10 - 10 marks below 05 - 0 marks	20
4.	Approach & Methodology (Presentation & Documentation) <ul style="list-style-type: none"> <li>• Implementation plan&amp; process</li> <li>• Clarity on OCC Issues and requirement</li> <li>• Clarity on Tally</li> <li>• Timeline proposed with deliverables</li> <li>• Presentation skill</li> </ul>	10 marks 10 marks 5 Marks 5 marks 5 marks	30

**Clarification :**

For technical evaluation of the bid, any partners profile and experience of consortium will be considered. But a deed must be enclosed clearly defining role of each partner. Merely adding one partner without any major role in the said assignment will not be considered for evaluation.

**Evaluation of Financial Bid**

The financial bids of those bidders who qualify in the Technical Evaluation shall be opened. The bidders are required to quote the financial bid as per Annexure-5 and the evaluation will be done as below.

The award of marks in financial evaluation shall be carried out as per following rule. The lowest bidder shall be awarded 100% and subsequent higher bidders shall be awarded lesser marks in proportion to their value of bidding. If the lowest bidder has quoted X and the next bidder has quoted X1, then the score of the second bidder will be  $X/X1 * 100$ .

The final evaluation will be done as explained below.

- a. The technical and financial scores secured by each bidder will be added using weight age of **70% (T) and 30% (F)** respectively to compute a Composite bid Score.
- b. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- d. In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

## **TERMS & CONDITIONS**

### **Binding Clause**

All decisions taken by OCC regarding the processing of the Tender shall be final and binding on all parties concerned.

### **Performance Security**

Within 10 days of the receipt of Letter of Intent (LOI)/P.O by the vendor, the selected agency shall furnish a performance security for the amount of 10% of the P.O value.

The proceeds of the performance security shall be payable to the purchaser as the compensation for any loss resulting from the vendor's failure to complete its obligations under the contract.

The Performance Bond shall be in the form of Bank Guarantee issued by a Nationalized Bank situated in India.

The Performance Bond will be discharged by the Purchaser after completion of the vendor obligations including any warranty obligations mentioned in the bid.

### **Termination of Contract**

The Purchaser may, terminate this Contract by giving the Selected Agency a 1 (One) month's prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- Any misconduct on the part of Selected Agency or its personnel engaged in the project.
- Any breach of confidentiality related to the project.
- If work do not proceed as per the timeline proposed
- The Purchaser is of the opinion that there has been such event of default on the part of the Selected Agency which would make it proper and necessary to terminate this Contract and may include failure on the part of the Selected Agency to respect any of its commitments with regard to any part of its obligations under this Contract.
- The Selected Agency has failed to commence the provision of Services, or has without any lawful excuse under these conditions suspended the work for 7 consecutive days.

### **Forfeiture of Security Deposit/EMD**

The Security Deposit or EMD of the selected Agency will be forfeited under circumstances as mentioned below.

- Submission of any false statement/ information and / or forged document.
- Refusal to abide by terms and conditions
- Refusal to enter into a written agreement as per prescribed terms and conditions
- Non submission Performance Bank Guarantee (PBG) within 10 days of issue of LOI
- Withdrawal from bidding on or after opening of Financial Bid
- Unable to provide suitable resource personnel within prescribed time.

### **Cost and expenses for Personnel**

The Purchaser shall not be liable for or in respect of any damages or compensation or expenses payable to any personnel provided on Staffing to the Purchaser by Selected Agency. The Selected Agency undertakes to indemnify and keep indemnified the Purchaser against all such damages and compensation and against all such claims proceedings, damages, costs, charges and expenses (including reasonable legal costs) whatsoever in respect thereof or in relation thereto

### **Indemnity**

The Selected Agency shall indemnify the Purchaser from and against any costs, loss, damages, expense, claims including those from third parties or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

Any negligence or wrongful act or omission by the Selected Agency or any third party associated with Selected Agency in connection with or incidental to this Contract or;

Any breach of any of the terms of the Tender and this Contract by the Selected Agency, the Selected Agency's Team or any third party

Any infringement of patent, trademark/copyright arising from the use of the supplied goods and related services or any party thereof

The Selected Agency shall also indemnify the Purchaser against any privilege, claim or assertion made by a third party with respect to right or interest in, service provided as mentioned in any Intellectual Property Rights and licenses.

### **Force Majeure**

Any delay in or failure of the performance shall not constitute default hereunder or give rise to any claims for damage, if any, to the extent such delays or failure of performance is caused by occurrences such as acts of god or an enemy, expropriation or confiscation of facilities by Government authorities, acts of war, rebellion, sabotage or fires, floods, explosions, terrorist activities, military operations, riots, epidemics, civil commotions, strikes etc. The Selected Agency shall keep records of the circumstances referred to above and bring these to the notice of the Purchaser in writing immediately on such occurrences. The amount of time, if any, lost on any of these counts shall not be counted

for the Contract period. The decision of the Purchaser arrived at after consultation with the Selected Agency, shall be final and binding. Such a determined period of time will be extended by the Purchaser to enable the Selected Agency to complete the job within such extended period of time.

### **Resolution of Disputes between the Purchaser and Selected Agency**

The Purchaser and the Selected Agency shall make every effort to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the Contract.

If the dispute could not be resolved amicably between the Purchaser and the Selected Agency within ten (10) days, then it will be referred to the Principal Secretary , DoWR, Govt. of Odisha and Chairman,OCCL whose decision will be final and binding on both the parties.

### **Tender Prices and Taxes**

The Selected Agency will have full and exclusive liability for the payment of all taxes and other statutory payments payable under any or all of the statutes/laws/acts etc. now or hereafter imposed. Payment will be made to the Selected Agency after deduction of any applicable Tax / Taxes at source.

No extra payments will be made for working on extended hours / Holidays to meet the committed/required time schedules.

### **Commencement of Work**

**Within 3 weeks** of intimation by OCC, the Personnel will be deployed by Selected Agency and implementation of Tally should be started. OCC may test/verify the personnel proposed to be deployed / deployed by the Selected Agency for their suitability for the assignment. If found unsuitable, OCC will ask for replacement up to its satisfaction.

### **Provision of Computing Infrastructure**

The selected agency will arrange its own computing infrastructure like, computers and other accessories. OCC will provide space as well as other civil infrastructure along with electricity.

### **Payment Terms**

- ❖ All payments will be made in Indian Rupee.
- ❖ The payment will be made on the following basis

10% on submission of detailed project proposal and deployment of resources as proposed

20% on procurement of Tally Server and deployment

10% on migration of data and data validation

10% on complete implementation including manual, coding and other parts

10% on set up of help desk and commencement of training

10% on filing GST and TDS return from the system

20% on Finalization of Accounts through the system which will be treated as completion of implementation

10% after completion of **one year** from the data of completion of implementation i.e **Complection** of one year of maintenance.

- ❖ The payment to the Selected Agency will be made on delivery basis.
- ❖ The Selected Agency shall submit the invoice for payment, clearly indicating the payment that has been accrued.

**ANNEXURE – 1****BRIEF VENDOR PROFILE**

S No.	Particulars			
1	Name of the Firm/Company			
2	Year of Establishment			
3	Address of Office			
4	Telephone No.			
5	Fax No.			
6	Email Address			
7	Website			
8	Details of company/firm provided similar services of Tally implementation at Govt./PSU/Agencies in India			
9	Details of company/firm provided similar services of ERP implementation at Govt./PSU/Agencies in India			
10	No. of full time personnel currently under employment			
11	No. of years of Proven experience of providing similar Services.			
12	Annual turnover Audited Annual Turnover in last three years	Annual Turnover of the Company		
		FY	Turnover (In Rupees)	
			PBT	ATO
		2015-16		
		2016-17		
2017-18				

Signature of Witness

Signature of the Tenderer

Company Seal

**ANNEXURE – 2**

**REPRESENTATIVE AUTHORIZATION LETTER**

Date: \_\_\_\_\_

Ref: \_\_\_\_\_

To,

**ODISHA CONSTRUCTION CORPORATION**

BHUBANESWAR

Ms./Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference No. \_\_\_\_\_, Dt: \_\_\_\_\_. S/He is also authorised to attend meetings & submit required information as may be required by you in the course of processing above said application.

Thanking you,  
Authorised Signatory

\_\_\_\_\_

Representative Signature

\_\_\_\_\_

Signature attested

Company Seal



**ANNEXURE – 3**

**SELF DECLARATION**

Date: \_\_\_\_\_

Ref: \_\_\_\_\_

To,

**ODISHA CONSTRUCTION CORPORATION**

BHUBANESWAR

In response to the Tender No. \_\_\_\_\_, Dt: \_\_\_\_\_ of Ref. Ms./Mr. \_\_\_\_\_, as a \_\_\_\_\_, I / We hereby declare that our company \_\_\_\_\_ is having unblemished past record and was not declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

**ANNEXURE – 4**

**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENT**

To,

The Managing Director,  
Odisha Construction Corporation  
Bhubaneswar, Odisha  
Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No. \_\_\_\_\_] regarding implementation of Tally.

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of Witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

**ANNEXURE – 5****FINANCIAL BID SUBMISSION FORM**

Using the format below, the Bidder should provide the financial bid to the ones requested under this Tender.

<b>Sl#.</b>	<b>Particulars</b>	<b>Amount (Rs)in figures</b>	<b>Amount in Words**</b>
1	Total bid price (Excluding tax)		
2	<b>Total Cost *</b>		

\* Tax will be paid extra as applicable

\*\* In case of any discrepancy between the amounts in figure and words the figure in words shall be final.

Signature of Witness

Signature of the Tenderer

Date:

Date:

Place:

Place:

Company Seal

