

**SATYENDRA NATH BOSE NATIONAL CENTRE FOR BASIC SCIENCES**  
**Block-JD, Sector-III, Salt Lake, Kolkata-700098**  
**Ph. 2335 5705-08, 2335 3057/61, 2335 0312/1313.**

**Tender No. SNB/SOFTWARE/2010-11/1 Date: 11/01/2011**

Sealed Tenders are invited by the Registrar from reputed and resourceful Companies on behalf of Satyendra Nath Bose National Centre for Basic Sciences (SNBNCBS) for “**Development and Implementation of Integrated Multiuser Software for Financial Accounting and Payroll including Contributory Provident Fund Accounting under two Bids system: *Technical Bid* and *Price Bid***”.

**GENERAL INFORMATION AND ELIGIBILITY CRITERIA**

1. Submission of Bids: Technical Bid and Price Bid are to be placed in two separate sealed covers clearly written on the covers as Technical Bid and Price Bid respectively. Both covers should then be placed inside another envelope, which must be superscribed with name of the work, Tender No. and Date. The Technical Bids submitted by different vendors will be opened on the scheduled date in presence of the Bidders. The Price Bids of technically qualified Bidders will be opened for further consideration. The date and time of opening the Price Bids will be intimated to all technically qualified Bidders.

**Time and date of submission of Tender:**

Before 3 pm on 1<sup>st</sup> February, 2011.

**Time and date of opening of Technical Bids:**

At 4 pm on 1<sup>st</sup> February, 2011.

2. The Bidders should have at least 10(ten) years' of experience in developing and implementing similar software in the Research Institutes / Universities / PSUs / Organisations under Govt. of India. Supporting documents / certificates in this regard must be enclosed with the Technical Bid.
3. Average Annual Turn over during the last three years ending 31<sup>st</sup> March 2010 should be at least Rs. 1.00 crores.
4. The Director, Satyendra Nath Bose National Centre for Basic Sciences reserves the right not to issue tender documents to the applicants without assigning any reason whatsoever.
5. The Technical Bid should contain documentary proofs of commercial and general stipulations including eligibility criteria as stated above and a crossed Bankers Cheque / Bank Draft of Rs. 20,000/- (Rupees twenty thousand only), drawn in favour of “Satyendra Nath Bose National Centre for Basic Sciences”, payable at Kolkata as Earnest Money Deposit (EMD). The terms and conditions regarding payments, if any, must be mentioned in the Technical bid.

The Technical Bid should contain the following:

- a. Earnest Money Deposit
- b. Details of work in hand (if any)
- c. Copy of Registration Certificate
- d. Latest Income Tax Clearance Certificate
- e. Firm Profile
- f. Income Tax PAN
- g. Service Tax Registration Number
- h. Audited Accounts for last three (3) years duly signed by the Chartered Accountants

- i. A statement furnishing details of the similar works successfully carried out, containing the following information: Description of jobs, name, address and phone numbers of firm / organization, work order value, time taken for completion of work, status of the work. The copies of Work Orders and Work Completion Certificates of the respective assignments must be enclosed.
  - j. Brief details of technical and administrative personnel to be employed for the work.
  - k. A detailed step by step time schedule for implementation of the Software.
6. The Price Bid should contain the offered price with the tender documents duly filled in properly both in figure and in words. No term and condition should be stipulated in Price Bid.
7. The Authority of SNBNCBS is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders received without assigning any reason whatsoever. The notification of the work order will be made in writing to the successful Bidder by the Centre.
8. The successful bidder shall be required to execute the “Contract Agreement” on a non-judicial stamp paper of Rs. 100/- (Rupees One Hundred only) within three (3) working days of the issue of Work Order. In the event of failure on the part of the successful Bidder to sign the Contract Agreement within the period stipulated above, the EMD shall be forfeited and the acceptance of Bid may be considered as cancelled.
9. **The applicants are encouraged to visit the Centre’s Accounts Office to collect the information about the actual nature of job between 11 am and 3 pm during 17 – 21 January, 2011. Prior appointment is necessary for this visit which can be done by calling Mr. Suvodip Mukherjee (Purchase Section).**

#### **TECHNICAL SPECIFICATIONS**

- a) The Software will be Web based with adequate level of security, date and password encryption and should be driven by powerful and versatile workflow engine so as to provide online access to all the accounting and payroll transactions to the members of the Centre. The modules of software must be fully integrated and must have powerful searching facility with versatile querying and viewing option.
- b) The Vendor should mention the licensed version of the software and the operating system. The details of the hardware, software and network required should be mentioned clearly.
- c) The software must have the following features :
  - i. Provision for modifying workflow
  - ii. Provision to add report and queries
  - iii. User Manual with online help feature

## **SCOPE OF WORK**

**The Software should encompass complete integration of the broad areas of:**

- a. Finance , Accounting System
- b. Project Accounting System
- c. Payroll System
- d. Contributory Provident Fund Accounting System

**Deliverables shall include the following:**

- a. System study document with complete workflow of each function.
- b. Training both user level and administrative level.
- c. Software Manual
- d. Software implementation
- e. Integration with legacy data
- f. Backup and restoration plan for system and data
- g. Maintenance and upgradation of the system after successful installation and training

**Customisation and development Strategy:**

**Finance, Accounting System:**

- Cash Book
- Bank Book
- General Ledger
- Sub Ledger
- BRS
- Cash Trial Balance( Bank / Cash Wise)
- Consolidated Cash Trial Balance
- Consolidated Trial Balance
- Adjusted Trial Balance
- Receipt and Payment Account( As per DST' S prescribed format )
- Income and Expenditure Account( As per DST' S prescribed format )
- Balance Sheet( As per DST' S prescribed format )
- Schedules ( As per DST' S prescribed format )
- Online Voucher Printing
- Online Cheque Printing
- Cheque Forwarding Letter
- Budget Concurrence Register
- Unspent Balance Register
- Form 16A ( TDS Certificate issued to Contractors )
- Quarterly Income Tax E – Return For Other than Salary

**Project Accounting:**

- Automatic creation of Project with unique no.
- Cash Book (Project wise)
- General Ledger (Project wise)
- Sub Ledger (Project wise)
- Asset Registrar (project wise)
- Project Sanction Register (Project wise)
- Budget Balance Register (project wise)
- Stipend/Fellowship Register
- Stipend/Fellowship Slip
- Annual Fellowship Register
- Receipts and Payments(project wise and consolidated)

- Income and Expenditure (project wise and consolidated)
- Balance Sheet (Project wise and consolidated)
- Trial Balance (Project wise and consolidated)

#### **Payroll System**

- Pay Bill Register
- Pay Slip
- Employee Annual Pay Register
- Pay Components Register (Month-wise and Year-Wise)
- Increment Register
- Provisional/ Final Income Tax Calculation
- Cumulative Pay Slip
- Stipend Bill Register
- Stipend Slip
- Student Annual Stipend Register
- Last Pay Certificate ( LPC)
- Provisional Income Tax Calculation Sheet
- Income Tax Declaration Sheet
- Form16 TDS ( Certificated issued to the employees)
- Quarterly Income Tax E- Return for salary

#### **Contributory Provident Fund Accounting System**

- P F Bank Book
- General Ledger
- Sub Ledger
- Members' Personal Ledger
- Provident Fund Investment Ledger
- Receipt and Payment Account
- Income and Expenditure Account
- Balance Sheet
- Schedules
- P F Passbook
- Annual Statement of Account
- Online Voucher Printing
- Online Cheque Printing
- Trial Balance (Cash, Consolidated and Adjusted)

#### **Data Back up and Restore facility**

The Software must provide Menu driven interface for full data backup and restoring facility.

#### **WARRANTY and AMC**

There must be a warranty of one year. The rate for AMC for the successive years must be mentioned.

#### **IMPLEMENTATION**

The project must be successfully implemented within four to six weeks of time. The Vendor is required to interact with the users and the sectional heads for incorporating changes / modifications in the software. Software must be completely customised as per Centre's requirement. A comprehensive manual for operating the software must be submitted with Work Completion Report. Under no circumstances, part implementation of the said software will be accepted by the Centre for payment.

## **TRAINING and TRIAL RUN**

The users of the system need to be trained in-house by competent personnel for a period of at least three months after installing the software in the Accounts Section.

## **PAYMENT TERMS**

The Centre being an autonomous organization under the Department of Science and Technology, New Delhi, as per Government of India rules, is not in a position to pay any advance with the Work Order. However, an advance for a reasonable amount may be sanctioned against the submission of bank guarantee.

## **CONVERSION OF PAST DATA**

Past data, since 1999, relating to Accounts, Projects, Payroll and Provident Fund are to be converted by the vendor for accessing the same through the interface of the proposed software without any additional charges other than what is mentioned the Schedule of Payment.

## **REPORT PRINTING**

The software must provide the facility to print the report in Laser jet as well as Dot Matrix Printers. The software must generate reports (outputs) in formats specified by Govt. of India. The software must be enough flexible to adopt the changes in the GOI specified formats time to time.

## **CANCELLATION OF WORK ORDER**

The Authority of SNBNCBS may cancel the Work Order without assigning any reason.

## **EXPORTING AND IMPORTING OF DATA**

The Software must provide the required facility to import / export data, in common nature, within the modules of the Software so that duplication of data entry may be avoided.

## **FULL AUTHENTICATION**

Authentication both at the Supervisor level and user level must be provided in the Software.

## **NUMBER OF USERS**

The software must be for unlimited users.

## **ONLINE, REAL TIME ENQUIRY AND BROWSING**

Browsing of accounting data should be straight forward. The software should be sufficiently equipped to provide the updated results against queries to be made by the staff members.

## **REPORT**

Reports must be as per the formats as would be prescribed by the Centre. The Report Menu should provide modern tools for making sophisticated analysis quickly and easily.

## **FLEXIBILITY**

The Software must be sufficiently flexible so that the necessary changes in future may be incorporated in software.

**ARBITRATION**

If any dispute, difference, question or disagreement or matter whatsoever, shall, before and after extended period, hereafter arises as to the meaning, operation or effect of the Work Order or breach of terms and conditions of the Work Order thereof, shall be referred to sole Arbitrator to be appointed by the Director of the Centre at the time of dispute.

The party, invoking arbitration, shall specify all disputes to be referred to arbitration at the time of invocation or arbitration under the clause.

The cost of arbitration will be borne by the parties themselves equally.

The venue of arbitration shall be Kolkata.

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