NATIONAL INSTITUTE OF FASHION TECHNOLOGY

(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

NIFT/HO/DD(F&A)-II/Appointment of Vendor for Tally Services/2019-20

TENDER NOTICE FOR SUPPLY, CUSTOMIZATION, ROLLOUT AND MAINTENANCE OF TALLY ERP -9 (GOLD MULTI USER LICENSE) PACKAGE CENTRALLY HOSTED ON CLOUD SERVICE PROVIDER EMPANELLED
WITH DIETY, GOVT. OF INDIA FOR NIFT HEAD OFFICE AND ITS CAMPUSES ACROSS INDIA

OPENING DATE FOR ONLINE SUBMISSION OF TENDER : 22.08.2019

CLOSING DATE FOR ONLINE SUBMISSION OF TENDER : 12.09.2019

Tender Issued by:
NIFT, HEAD OFFICE,
HAUZ KHAS, NEW DELHI

INDEX

SUBJECT: NOTICE INVITING TENDER FOR SUPPLY, CUSTOMIZATION, ROLLOUT AND MAINTENANCE OF TALLY ERP -9 (GOLD MULTI USER LICENSE) PACKAGE CENTRALLY HOSTED ON CLOUD SERVICE PROVIDERS EMPANELLED WITH DIETY, GOVT. OF INDIA FOR NIFT HEAD OFFICE AND ITS CAMPUSES ACROSS INDIA

1. ABOUT NIFT:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Delhi, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

2. PURPOSE OF THE TENDER:

(i)   Presently, NIFT is using 6.5.0 version of Tally ERP 9 with certain customizations which was installed in 2014 to fulfil the accounting requirements of NIFT.

(ii)   The application software presently in place at NIFT which is supporting core business functions is currently not integrated. NIFT intends to replace the current standalone Tally packages being used by 16 locations with centralized and integrated enterprise-wide solution utilizing a robust Tally ERP package that shall be used by all the Accounting Units of NIFT for accounting purposes.

(iii) For this, the vendor shall be required to provide complete IT infrastructure on Data Centre& Disaster Recovery as a service hosted with Data Center service provider empanelled with Deity, Govt. of India including the customization required as per the desired scope of work as mentioned in the tender document.

(iv)   Apart from this, the scope shall also intend to provide training to NIFT staff, designing of a detailed process manual (with FAQs) and an annual maintenance contract for a period of 01 year from the date of award of contractwhich may be extendable for two more years on annual basis if the performance is found to be satisfactory.

(v)   For above, bids are invited from the 5 Star GVLA Tally partners handling Tally projects.

(vi)   Services to be rendered at NIFT HQ, 16 Campuses of NIFT PAN India and 3-4 upcoming centres of NIFT. The Tally software including all related add on softwares, if required will have to be hosted on data center (DC) of cloud service provider empanelled with Deity, Govt. of India. There should be a disaster recovery (DR) site and both DC & DR are to be offered on a Service model.

3. HOW TO APPLY:

(i) Tenders are invited from Eligible bidders in a two bid system i.e. Technical Bid & Financial Bid for supply, customization, rollout and maintenance of Tally ERP -9 (gold multi user license) package centrally hosted on cloud service providers empanelled with DIETY, Govt. of India for NIFT Head Office and its campuses.

(ii) The interested bidder should apply online and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical &financial bids – all duly signed – on the **https://nifttenders.eproc.in** from **22nd August, 2019 by 10.00 A.M 12th September, 2019 upto 03.30 P.M**. Tender documents is also available for viewing on the "tenders" link of the NIFT website i.ehttps://nifttenders.eproc.in / http://www.nift.ac.in.

(iii) Applications to this tender will be accepted only through the online mode through https://nifttenders.eproc.in. No other mode of application will be considered & application will not be accepted.

(iv) For applying online, the interested bidder should get itself registered at https://nifttenders.eproc.in by paying
- Annual Registration Charges of Rs. 2000 + GST (non-refundable)
- Bid Processing Fee charges of Rs. 3200 + GST (non-refundable)

(v) The bidders need to compulsorily pay the above two fees online for approval of Registration and successful submission of Tender, failing which, the firm will not be able to participate in the e-tender.

(vi) The basic requirements for registration and applying for tender online are as under:
- Operating System should be windows 7 and above.
- Java version: Java 8 update 25.
- Use Internet Explorer 11.
- All java add-ons must be enable in the system.
- Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

(vii) The bidders should ensure that it complies with the above requirements before applying for tender. Also, the interested bidders should submit a hard copy of the application submitted online with all relevant supporting documents by **12th September, 2019 upto 03.30 P.M.** Non-submission of hardcopy as directed will lead to rejection of the tender application.

(viii) The sealed hard copy of the tender shall be submitted in one big envelope superscripting as "Tender Document for providing cloud server space, backup services, Troubleshooting services and Annual Maintenance Services for Tally Version used at National Institute of Fashion Technology Head Office and its Campuses" containing two separately sealed small envelopes, one for "Technical Bid" as per Annexure I and another for "Financial Bid" as per Annexure II superscripting as such and addressed to Director (Finance & Accounts), NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2nd Floor, Administrative Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New

Delhi – 110016. The sealed tender must be dropped in the tender box at 2nd Floor, Administrative Block, NIFT, New Delhi – 16, Head Office only, on or before **12th September, 2019 upto 03.30 P.M.**

(ix) The technical bid envelope must contain the technical bid in prescribed Performa as per Annexure – I along with Earnest Money Deposit (refundable but non-interest bearing) of Rs. 50,000/- (Rupees Twenty Thousand Only) favoring NATIONAL INSTITUTE OF FASHION TECHNOLOGY and payable at New Delhi with all relevant documents in support of eligibility and experience criteria.

(x) The financial bid envelope must contain only the financial bid as per Annexure – II and shall include all costs for items and services as per the scope of tender. NIFT will not accept any claim other than professional fee / charges etc. mentioned in financial bid.

(xi) MSME Companies are exempt from the submission of Earnest Monet Deposit Amount.

(xii) Bids not accompanied with EMD will summarily be rejected. Also, the EMD will be refunded to unsuccessful bidders after awarding Tender to L1. However, in the case of successful bidder, the EMD will be refunded after receipt of Performance Guarantee.

(xiii) Successful tenderer shall have to deposit Performance Guarantee of 5 % of the amount quoted in the form of Bank Guarantee/ Fixed Deposit from a Commercial Bank in favour of NIFT, Head Office, New Delhi valid for 60 days beyond the expiry of period of one year contract and further renewable. This will be for due performance of the agreement in all respects. The Director General, will be at liberty to adjust whole or part of this money to recover penalties or any other dues accruing to the NIFT. No appeal shall lie with any authority against the decision taken by him in pursuance of this clause.

(xiv) NIFT Shall not be liable to pay any interest on Earnest Money Deposit/Security Deposit, which would stand credited to the NIFT. The successful bidder will have to deposit the Performance Security Deposit and commence the work within 15 days of acceptance of tender otherwise the contract will be terminated and Earnest Money Deposit will be forfeited.

(xv) The technical bid will be opened at NIFT, Head Office, 2nd Floor, Accounts Department on **12th September at 04.00 p.m.** in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

(xvi) The interested Bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.

(xvii) All the documents attached with the bid must be legible and self-attested and in PDF format & free from virus. If document is not opened at NIFT's site due to virus/ corrupt file/not uploaded properly, it will amount to non-submission of documents.

(xviii) Any further clarifications can be sought from the office of Deputy Director (Finance & Accounts) on Telephone No. 011-26542015/ 011-26542059, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi - 110016.

(xix) A pre-bid meeting shall also be held on **30th August, 2019 at 03.00 p.m.** for all the bidders who wish to participate in the tender and have queries regarding the tender. The pre-bid meeting will be open to all the prospective bidders. However, it is not mandatory to attend the bid conference by the prospective bidders. Deputy Director (F&A - III) will provide clarifications on all issues raised. These will also be placed on NIFT website. Any change proposed based on discussion / suggestions of prospective bidders to which NIFT agrees will be notified by way of corrigendum to this tender on NIFT's website and E-tendering Portal. The notified corrigendum will be part of the tender document.

4. ELIGIBILITY CRITERIA:

S.No	Eligibility Criteria	Documentary to be uploaded
1.	Bidder should be: • a Registered company/LLP inIndia under the CompaniesAct, 2013; or • a Registered Partnership Firm; or • a Sole Proprietorship; or • a Public Sector Undertaking / Statutory Body	**For Registered Company/PSU/Statutory body** • Copy of Certificate of Incorporation • Copy of Memorandum of Association • Copy of Articles of Association • Current list of Directors. **For Partnership Firm** • Copy of the partnership deed • List of partners • Copy of registration of Partnership deed. **For proprietorship** DeclarationofProprietorship/Sole Proprietorship **For LLP** • Copy of Limited Liability Partnership Agreement • Copy of certificate or registration • Current list of Partners
2.	Bidders must be a Five Star GVLA Tally partner for handling Tally projects.	Bidder has to produce a certificate issued by Tally Solutions Pvt. Ltd. certifying them to be a Five Star GVLA Tally partner.
3.	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.	Undertaking in this regard compulsory ink signed by the authorized signatory to be provided.

4.	The bidder should have an average profit of Rs. 5 lakhs for the last three years i.e 2015-16, 2016-17 & 2017-18.	The bidder is required to enclose the audited Balance Sheet and Statement of profit & Loss A/c. for the preceding three financial years with the bid. Where the tenderer is not under statutory obligation to get his Accounts audited, he can submit a certificate of practicing Chartered Accountant certifying his Annual Turnover and profit after Tax for preceding three financial years.
5.	Execution / roll-out experience of tenderer in last 3 years (from the date of publishing of NIT) for implementation of Tally on Diety Empaneled cloud Data Center, out of which at least one project of a Govt / PSU customer with an employee base of 3000 or above with at least 125+ tally users across min 17 locations across India, in a specific project with similar scope worth PO value Rs.1 Crore or above.	• Client letter/E-mail* (It should specify nature of work, contract period, contract value, location where Tally services were provided and current status of the project i.e. Go-Live or completed **OR** • Copy of Work Order/contract order/job order and Self Certificate which should specify nature of work, contract period, contract value, location where services were provided and current status of the project (i.e. Go-Live or completed) with the self-certificate. The Self certificate should be certified by the Statutory Auditor) *E-mail should be from the client"s official e-mail ID.
6.	Successful running and completion of 01 Govt order in last 02 years for a Software Application hosted on Govt/Diety empaneled cloud, covering more than 17 locations across India.	• Client letter/E-mail* (It should specify nature of work, contract period, contract value, location where Tally services were provided and current status of the project i.e. Go-Live or completed **OR** • Copy of Work Order/contract order/job order and Self Certificate which should specify nature of work, contract period, contract value, location where services were provided and current status of the project (i.e. Go-Live or completed) with the self-certificate. The Self certificate should be certified by the Statutory Auditor) *E-mail should be from the client"s official e-mail ID.

7.	The data centre on which the NIFT's Tally will be hosted shall be empanelled with the Deity, Government of India	A declaration needs to be given by the Bidder on the letter head. In case of any change in the data centre after the award of contract to the bidder, a new declaration needs to be submitted within 15 days of such a change.
8.	The Annual Turnover of the Bidder should be atleast Rs. 1 Crores for the last 03 years i.e 2015-16, 2016-17 & 2017-18.	Turnover certificate from auditor to be submitted for last three years or a copy of audited balance sheet and P&L account may also be submitted.
9.	The bidder must have its own office in NCR	Proof of Registered office or Branch office address in NCR along with GST certificate may be submitted.
10.	Bidder must be ISO 9001 certified.	Copy of ISO 9001 certificate
11.	Registration with Income Tax and GST Department	Copy of PAN card and Copy of GST registration should be submitted (Application for registration with Income Tax Department and /or with GSTN etc will not be considered as a valid document).
12.	Authorized signatory	• For Limited Company – Copy of Board Resolution in favor of authorized signatory or Copy of Board Resolution and Power of attorney in favor of authorized signatory. • For Partnership Firm / LLP- Power of Attorney by all partners.

5. **SCOPE OF WORK & SERVICES TO BE RENDERED :** The project shall have 3phases which are as under:

Phase 1

The first phase of this project would comprise of supplying the latest version of Tally ERP9 multi user Gold license ,provision for hosting online package on DC&DR of cloud service provider empanelled with Deity,Govt.of India on service model, implementation onTally ERPfor Accounting units of 16 centers, 1 Head Office and 03-04 new upcoming centers, to the new system. Number of Accounting Units may further increase as per the GST Law when the state-wise accounting shall be done.

PHASE 1(A): HOSTING TALLY ERP ON DC & DR OF CLOUD SERVICE PROVIDER EMPANELED WITH DEITY,GOVT.OF INDIA ONSERVICE MODEL.

(A) Detailed Hosting requirement for TALLY ERP9 is as under:

• Total Number of indicative Tally Users shall be 8 0 - 100.The number of users and transactions shall grow10% year on year if the contract is renewed for additional

period of 02 years.

- The Tally will be hosted centrally in a secure cloud data center with all the users logging in through secure networks and provide Disaster as a Service. The IT infrastructure should be provided through Cloud Service Provider (CSP).The cloud data Centre and disaster recovery centre shall be setup in two different seismic zones of India.

- The bidder has to provide, configure, commission and maintain the required IT infrastructure hosted with cloud service provider empanelled by Deity,Govt.of India. As the IT infrastructure shall be provided through cloud service provider, BIDDER, in order to optimize cost and time, may provide the services through cloud service provider.

- The Tally solution should have appropriate servers in high availability mode with load balancer beside security features such as firewall, IPS,SSL, Antimalware, encryptionetc.The configuration of IT infrastructure should be commensurate with number of accounting locations and users.

- DR to be provided as a service (DRaaS) considering all the application services being accessed from the DC should be accessed from DR incase of non-availability of DC with only 20% processing capabilityand100 %storage.

- DC and the DR should be in a different seismic zone in India, and should comply with at least Tier-III standard.

(B) **Supply, installation,configuration,integration,customization, deployment andtestingof TALLYsolution**

- Supply TALLY s o f t w a r e & solution for NIFT locations with user's right as authorized by NIFT Finance Division for transaction.
- The bidder will be responsible for full range of services including installation, configuration integration, Customization, deployment, Testing and maintaining during entire project period of TALLY application as per brief functional scope. BIDDER should create all necessary master files for the NIFT-TALLY system
- The bidder needs to do a Gap Analysis Report for the same and a project Charter needs to be made covering major activities and milestones.

(C) **Remote hand holding support & Training for NIFT Centers :**The roll out should be done f o r each locations to include the following:
- Enabling the NIFT centers by giving access to Tally on-cloud application with the locations specific information.
- Providing application training at NIFT Head Office, New Delhi, to the s i x t e e n locations users on the new Tally system on cloud. Venue & training infrastructure to be provided by NIFT.

(D) **Backup and Restore Services :** The services to be provided by BIDDER shall include:
- Backup of storage as per the defined policies by NIFT.
- Backup of transactions and master to be provided to authorized official of NIFT as required by NIFT.

(E) **User Rights:**The user rights for 80-100 users to be assigned as authorized by NIFT from time to time.

(F) **Remote Helpdesk Support:**The bidder shall provide remote support facility for all support calls from all users across NIFT offices. The same may be available from 10 am to 6 pm (Monday to Friday, excluding National & Public holidays). 01 dedicated phone No. & 01 dedicated email id for helpdesk may be provided by the bidder as part of scope.

PHASE1(B): MIGRATION OF ALL ACCOUNTING UNITS TO THE NEW SYSTEM AND IMPLEMENTATION OF TALLYERP

This shall comprise of the following:

(i) Consolidation and Integration of accounts of all centers, and Head Office 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.

(ii) Full implementation subject to its applicability to NIFT of default features of Tally software.

(iii) Undertaking a system study of the present reports being generated from the default Tally and as per the scope desired by NIFT and submitting a gap analysis report of the same to facilitate use of default features.

(iv) Designing uniform code of accounts as per NIFT requirements for following:
- All Accounting Units, Profit Centers / Cost centers, Divisions, employees, customers, vendors & banks etc.
- Code lists shall be provided by NIFT.

(v) Purpose of (4) above is to generate Revenue, Costs & Profitability- Profit Center wise(i.e. Centers), Cost center wise (Divisions), Employee-wise & Supplier –wise & so on.

(vi) All the accounting units shall be users with Head Office being the administrator. Interlinking set up of all NIFT accounting units in Tally 9 ERP Companies via Sync would be required. Consolidation & Sync to be done on real time basis at the administrator level(i.e. Head Office)

(vii) Implementation of Uniform Accounting System through a uniform Chart of Accounts, Ledgers and Sub- Ledgers. Access control for modification to chart of accounts must be restricted to authorized people at Head office level.

(viii) Migration of opening balances only, as on 01/04/2019 to be migrated from old system for each center to new system on Cloud, with the support of NIFT Team.

(ix) Provision for authorization/approval of any transaction at any stage should be possible by way of designing administrative control specific to NIFT"s requirement.

(x) Customization of the software in such a manner where nobody can alter or delete the transactions irrespective of authorization.

(xi) 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.

(xii) Access Controls must be provided to ensure that the databases are not tampered or modified by the system operators or database administrator.

(xiii) The NIFT-Tally design must be such as to require the minimal installation, if at all, at the user's end, besides the Internet Browser. The NIFT-Tally system should be able to

support common browsers like Internet explorer, Mozilla and Chrome.

Phase2: Customization as per NIFT requirements

(i) Integration of accounts of all Centers, Cost centers and H.O. & 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 NIFT.

(ii) 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.

(iii) Generation of Invoice/Debit Note/ Credit Note/ Payment/ Receipt in compliance with the relevant GST law and NIFT requirements for its customers with the facility to print, export, mail invoices directly from TALLY.

(iv) Generation on statutory compliance report on periodic basis with respect to GST.

(v) 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.

(vi) Creation of multiple approval levels for entering of any voucher type as per the limit prescribed by NIFT.

(vii) 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.

(viii) Auto Bank reconciliation from the Bank statement downloaded in excel format from Bank Portals.

(ix) Provision of putting and keying in Budgeted data (BE/ RE) of NIFT 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.

(x) Calculation & Generation of Key Financial Performance Ratios as per NIFT requirements.

(xi) Assisting in inter- unit transactions & Account reconciliation.

(xii) Auto calculation of depreciation on Fixed Assets at the end of every month on pre-defined Depreciation rates fed in the customized accounting software.

(xiii) Generation of Consolidated financial reports at Head Office, as per reporting & MIS requirement of NIFT. This MIS should be made available to Senior Management.

(xiv) Customized Solution for archival of old Tally Data as-is, provided by NIFT, and access as authorized by NIFT.

(xv) Devising a detailed User manual of customized TALLY ERP 9 with the frequent asked questions for the users, with updates from time to time as per NIFT requirement.

(xvi) The vendor shall be required to provide necessary training at head office for 3 days on using the Tally ERP 9 on an outsourced data center and including addressing day-to-day issues. The venue and training infrastructure to be provided by NIFT.

(xvii) Integration of Tally Software with CMS (for the fee and receipt system at each center) for invoice printing and generation, receipts printing and accounting.

Phase3:Post Go-Live i.e satisfactory completion of Phase1&2 (Recurring Costs-Tally Software, IT Infra on Cloud &AMC)

(i) BIDDER shall provide comprehensive support during contract period that includes
  • Application Software maintenance and support
  • Annual Technical Support (ATS) for all the licensed software
  • Operations and maintenance services for the infrastructure provided and commissioned by the BIDDER for the TALLY solution at the Data Centre and Disaster Recovery Centre.
  • Remote Helpdesk for support calls
  • Periodic reporting

(ii) For smooth operation of package, annual maintenance contract for 01 years from the date of satisfactorily implementation shall be provided by the vendor to NIFT. The same is extendable for a maximum period of 03 years based on the satisfactory performance.

(iii) The AMC shall include the following components:

Bug Resolution - Provision of technological support for any issue/ query/problem faced by any of NIFT staff as and when required.

(iv) Any amendments required to be incorporated due to change in any statutory law/ functional requirement in the existing accounting software.

(v) Provision of technological support for any query/problem faced by any of NIFT staff as and when required which need to be resolved on periodic basis (within 2 working days).

(vi) Remote Helpdesk Team shall resolve all queries through remote support/telephonic support.

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

6. **TERMS & CONDITIONS:**

(a) Each page of the tender document is required to be signed by the bidder. The documents / certificates in support along with the tender shall also be signed by the bidder.

(b) Tenders without EMD shall be summarily rejected.

(c) Earnest Money Deposit (EMD) of successful bidder will be converted into performance

guarantee / security deposit (SD).

(d) Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.

(e) The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.

(f) If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

(g) NIFT reservethe right to accept/reject any/all offer(s) without assigning any reason.

(h) NIFT reserve the right to cancel this tender at any time without assigning any reason before the selection of software vendor and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.

(i) This tender is subject to the jurisdiction of the local courts at Delhi only. All disputes arising out of the tender shall have the jurisdiction of the local courts at Delhi only.

(j) Tenders received where the technical bid as well as financial bid is in same envelope shall be rejected.

(k) NIFT may extend the contract for additional maximum of 02 years on early basis subject to satisfactory performance. The rates quoted shall be valid for 3 years. An increment of 5% on charges would be given after the end of every year for the next year.

7. FINANCIAL BID GUIDELINES:

a. Unless explicitly indicated, the bidder must not include any technical information regarding the services in the Financial Bid.

b. As part of the financial bid, the bidders shall mandatorily quote for all the components as mentioned in the Annexed Financial Bid format of this tender.

c. The Bidders are advised not to indicate any separate discount. Discount, if any, must be merged with the quoted prices. Discount of any type, indicated separately, shall not be taken into account for evaluation purpose of this tender.

d. The bidder must quote the prices strictly in the manner as indicated in the tender, failing which bid is liable for rejection. The rate/cost shall be entered in words as well as in figures.

e. Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications. No upward adjustment of the financial bid price (to be mentioned in the letter of intent) shall be made on account of any variations except for service tax component. A bid submitted with an adjustable price quotation or conditional bid may be rejected as non-responsive.

f. The rates quoted by the tenderers/contractors should be exclusive of GST and the same will be payable by the Corporation over and above the schedule of rates.

g. Prices must be quoted entirely in Indian Rupees and must be inclusive of applicable rates, taxes & out of pocket expenses (including travel cost, boarding & lodging, DA, local conveyance etc) except for GST.

h. No adjustment of the price quoted in the Financial Bid shall be made on account of any variations in costs of labour and materials, currency exchange fluctuations with international

currency or any other cost component affecting the total cost in fulfilling the obligations under the agreement. No clauses for price fluctuations due to fluctuation of the Indian currency against any of foreign currency will be accepted during the period of the agreement.

i. The bid amount shall be inclusive of packing, forwarding, transportation, insurance till Go Live, delivery charges and any other charges as applicable.

j. All costs incurred due to delay of any sort, shall be borne by the Bidder.

k. NIFT reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated within specified time frames.

l. If the price for any of the services is not explicitly quoted in the Financial Bid or mentioned as zero, it is assumed that the price for that particular element is absorbed in some other service element for which a price has been quoted, and NIFT has the right to source services for which no price was quoted or quoted as zero, at no additional price.

m. If taxes or any other applicable charges are not indicated explicitly, they are assumed to be bundled within the prices quoted and unbundling of these charges will not be entertained either during evaluation or while signing the agreement.

n. Only those bidders whose technical bids have been found substantially responsive would be intimated by NIFT about their responsiveness. The Financial bids would then be opened in the presence of the bidders' representatives on a specified date and time to be intimated to the respective bidders.

o. The bidder names, the bid prices, the total amount of each bid and such other details as NIFT may consider appropriate, will be announced and recorded at the opening.

8. TIME FRAME & PAYMENT TERMS:

- The total time frame for successful implementation of Tally ERP-9 (Multi user license on line package) hosted on anDiety empaneled cloud service provider data centre and disaster recovery site along with complete customization as desired in Phase 1 & 2 is 10-12 weeks from the date of award of contract (including Test Run). Ph-3 to start within 02 weeks of award of contract. The contract period is 01 year from the date of contract which may be extended up to a maximum period of 03 years.

- The timeline for completion of various jobs is as under-

S.No	Milestones	Timeframe	Timeline
1	Phase 1 (a)	02 weeks	30% of charges as mentioned under A
2	Phase 1 (b)	03 weeks	30% of charges as mentioned under A
3	Phase 2	6-7 weeks	40% of charges as mentioned under A
4	Recurring Charges for Cloud DC & DR	From the date of activation as approved by NIFT	On Quarterly Basis
5.	Recurring Charges for Remote Helpdesk & Technical support	From the date of activation as approved by NIFT	On Quarterly Basis

The payment to the bidder will be made as per the above mentioned timelines subject to the production of completion certificate from NIFT for each job completed.

TECHNICAL BID

(The details to be provided as on the closing date of this tender.)

General Information

1	Name of the Bidder	:
2.	Contact person	:
3.	Registered Office Address	:
4.	Contact nos.	:
5.	Official Email Ids	:

Eligibility Criteria

1. Whether the bidder meets all the   :
   Eligibility Criteria(Yes/No)

2. No of Years of Experience   :

3. Date of registration of bidder   :

4. Ownership of Bidder (Yes/ No)   :
   - a Registered company/LLP inIndia under the
   CompaniesAct, 2013; or
   - a Registered Partnership Firm; or
   - a Sole Proprietorship; or
   - a Public Sector Undertaking / Statutory Body

5. Whether the Bidder is a five star GVLA Tally Partner   :
   for handling Tally Projects

6. Has the bidder been debarred or blacklisted by any   :
   State Governement, Central Government or any other
   Public Sector Undertaking or a Corporation or any
   OtherAutonomous Organization of Central or State Govt.

7. Whether the bidder has an average profit of Rs. 5 lakhs
   for the last three years i.e 2015-16, 2016-17 & 2017-18.   :

8. Whether the bidder has experience in Execution / roll-out   :
   in last 3 years for implementation of Tally on Diety Empaneled
   cloud Data Center, out of which at least one project of a Govt /
   PSU customer with an employee base of 3000 or above with
   at least 125+ tally users across min 17 locations across India,
   in a specific project with similar scope worth PO value
   Rs.1 Crore or above.

9. Whether the bidder has experience in successful running   :
   and completion of 01 Govt order in last 02 years for a Software
   Application hosted on Govt/Diety empaneled cloud, covering
   more than 17 locations across India.

10. Is the data centre on which the NIFT's Tally will be hosted empanelled with the Deity, Government of India :

11. Is the Annual Turnover of the bidder more than Rs. 1 Crores for the last three yearsi.e 2015-16, 2016-17 & 2017-18 :

12. Does the bidder have a registered office in Delhi :

13. Is the Bidder ISO 9001 certified :

14. Has the Bidder submitted all the necessary documents asasked per the Eligibility Criteria at PARA 4 :

FINANCIAL BID

Sr No	Description	Rate per unit	Quantity	Cost	Rate of Tax (%)	Name of Tax	Taxes	Total Cost
1	2	3	4	3*4= 5	6	7	8	5+8=9
	PHASE 1 (a), 1(b) & 2							
	One time cost							
1	Software license of TALLY.ERP 9 GOLD MULTI USER LICENSE for unlimited users		1					
2	Tally Server 9		1	-				
3	Configuring Tally as per Ph-1 & 2 deliverables		Lumpsum					
4	Initial IT infrastructure Set Up Cost		Lumpsum					
5	Remote Handholding for 16 Locations & NIFT HQ		Lumpsum					
6	Trainings at NIFT Head Office for officials from 16 Niftcenters		Lumpsum					
	Total One Time Cost (A)						-	-
	Recurring Cost							
1	**Recurring Costs- IT Infra on Cloud & Managed Services**							
	Monthly Charges		12					
2	**Remote helpdesk and Technical Support**							
	Monthly Charges		12					
	Total Recurring Cost (B)						-	
	Total = A + B							
Note :-								

1. Commercial Bids that are less than 30% of the average bid price including all applicable taxes will be disqualified. The average bid price is computed by adding Total Commercial bid including all applicable taxes of ALL the qualified bidders and dividing the same by the number of bidders.

2. All Types & Names of Taxes to be clearly indicated in Financial Bid