

**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/2017-18

**EXPRESSION OF INTEREST (EOI) FOR SUPPLY, CUSTOMIZATION, ROLLOUT AND MAINTENANCE OF TALLY PRIME (GOLD MULTI USER LICENSE) PACKAGE CENTRALLY HOSTED ON CLOUD, BY CLOUD SERVICE PROVIDER (CSP) EMPANELLED WITH DEITY/MEITY, GOVT. OF INDIA FOR NIFT HEAD OFFICE AND ITS 19 CAMPUSES ACROSS INDIA FROM GOVERNMENT AGENCY/GOVERNMENT PUBLIC SECTOR UNDERTAKING/GOVERNMENT ORGANIZATION**

<b>Important Dates &amp; Information</b>		
<b>1.</b>	EOI Publish Date	<b>27/09/2024</b>
<b>2.</b>	Last date and time for Sending Pre-Proposal Queries in written	<b>03/10/2024 at 3:00 pm</b>
<b>3.</b>	Pre-Proposal Meeting	<b>04/10/2024 at 3:00 pm</b>
<b>4.</b>	Proposal Validity	<b>180 days</b>
<b>5.</b>	Last date of Submission of EOI	<b>18/10/2024 at 3:00 pm</b>
<b>6.</b>	Address for Submission of EOI	NIFT, Head Office, Hauz Khas, New Delhi
<b>7</b>	Contact details.	Director Finance NIFT, Head Office , New Delhi
<b>8.</b>	Institute website	<a href="http://www.nift.ac.in">www.nift.ac.in</a>

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**SUBJECT: NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR SUPPLY, CUSTOMIZATION, ROLLOUT AND MAINTENANCE OF TALLY PRIME (GOLD MULTI USER LICENSE) PACKAGE CENTRALLY HOSTED ON CLOUD, BY CLOUD SERVICE PROVIDER (CSP) EMPANELLED WITH DEITY/MEITY, GOVT. OF INDIA FOR NIFT HEAD OFFICE AND ITS 19 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 19 campuses PAN India basis. 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, Patna, Panchkula, Raebareli, Shillong, Srinagar, Daman and Varanasi.

**2. TERMS OF REFERENCE :**

- (i) Presently, NIFT is using 6.6.3 version of Tally ERP 9 with certain customizations which was installed in 2015 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 Head Office and its 19 locations with centralized and integrated enterprise-wide solution utilizing a robust Tally Prime package that shall be used by all the Accounting Units of NIFT for accounting purposes and customized report as per NIFT requirement. The Administrative control & console/dashboard should be at NIFT, HO.
- (iii) For this, the service provider shall be required to provide complete IT infrastructure on Data Centre (DC) & Disaster Recovery (DR) as a service hosted with Data Centre service provider/By Cloud Service Provider (CSP) empanelled with DEITY/MeitY, Govt. of India including the customization required as per the desired scope of work as mentioned in the Request For Proposal (RFP) document.
- (iv) Apart from this, the scope shall also intend to provide training to NIFT staff, one time after Go-live of the Tally software and Once in a Quarter thereafter till the completion of the contract, designing of a detailed process manual (with FAQs) and an annual maintenance contract for a period of one year from the date of award of contract which may be extendable for two more years on annual basis If the performance is found to be satisfactory.
- (v) For above, Expression of Interest is invited from Government Companies/Government Agency/Government Public Sector Undertakings (PSUs)/Government Department undertaking (Hereafter referred as "Agency") & handling Tally projects through DeitY/Meity, Govt. of India, empanelled cloud service providers. (CSPs)

- (vi) Services to be rendered at NIFT Head Office and its 19 Campuses Pan India for the Tally software (Tally Prime Gold) and cloud services including related add on software/applications, If required will have to be hosted on Data Centre (DC) of cloud service provider empanelled with DeitY/Meity, Govt. Of India. The Disaster Recovery (DR) needs to be offered as a Service (DRaaS).
- (vii) The intended service provider must be 5 star Tally partner and having updated authorization certificate from Tally Solution Private Limited (TSPL).

### 3. INSTRUCTIONS TO AGENCIES:

- i. EOIs are invited from Government Companies/Government Agency/Government Public Sector undertakings/Government Department handling Tally projects with DeitY/Meity, Govt. of India, empanelled cloud service providers. (CSPs) for supply, customization, rollout and maintenance of Tally Prime (Gold Multi user license) package centrally hosted on cloud by DeitY/Meity, Govt. of India, empanelled cloud service providers. (CSPs) for NIFT Head Office and its 19 campuses.
- ii. The interested Agencies should apply and submit their Expression of interest along with scanned copies of all the relevant certificates, documents, etc. As prescribed in eligibility criteria– all duly signed on CPP from **27/09/2024 to 18/10/2024 up to 3:00 P.M.**
- iii. The interested Agencies are advised to read carefully the entire EOI document before submitting their EOI and the EOI documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.
- iv. All the documents attached with the proposal must be legible and self-attested and in PDF format & free from virus. If document is not opened at CPP Portal due to virus/ corrupt file/not uploaded properly, it will amount to non-submission of documents.
- v. Any further clarifications can be sought from the office of Deputy Director (Finance & Accounts) on Telephone No. 011-26542010/ 011-26542059, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi - 110016.
- vi. A pre-proposal meeting shall also be held **04/10/2024 at 3:00 p.m.** for all the Agencies who wish to participate in the EOI and have queries regarding the EOI. The pre-proposal meeting will be open to all the prospective Agencies. However, it is not mandatory to attend the proposal conference by the prospective Agencies. Director Finance/Director IT/Deputy Director (F&A - II) will provide clarifications on all issues raised. These will also be placed on CPP Portal. Any change proposed based on discussion / suggestions of prospective Agencies to which NIFT agrees will be notified by way of corrigendum to this EOI on CPP Portal. The notified corrigendum will be part of the EOI document. Further the representative of the agency must be having an authorization certificate from their concerned organization to attend the pre-proposal meeting.

#### 4. ELIGIBILITY CRITERIA:

Sl.No	Eligibility Criteria	Document to be uploaded
1.	Agency should be: <ul style="list-style-type: none"> <li>• A Registered Government Company in India under the Companies Act, 1956/2013or</li> <li>• A Government Agency</li> <li>• A Government Public Sector Undertaking / Statutory Body/ Government Organization</li> </ul>	<p><b><u>For Registered Government Company/PSU/Statutory body</u></b></p> <ul style="list-style-type: none"> <li>• Copy of Certificate of Incorporation</li> <li>• Copy of Memorandum of Association</li> <li>• Copy of Articles of Association</li> <li>• Current list of Directors.</li> </ul> <p><b><u>For other Government Agency/ government Organization</u></b></p> <ul style="list-style-type: none"> <li>• Any Document in support of Government holding/Undertaking/Ownership.</li> <li>• Copy of bylaws</li> <li>• List of Key management person</li> </ul>
2	The service provider must be a 5 star tally partner with Authorization certificate from Tally Solution Private Limited (TSPL)	Copy of authorization certificate
3.	The Agency 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 proposal.	Undertaking in ink signed by the Authorized Signatory in this regard to be submitted as per Annexure II
4.	The Average Annual Turnover of the Agency should be at least Rs. 2 Crore for the last three years i.e. 2020-21, 2021-22 and 2022-23.	<p>The Agency is required to enclose the audited Balance Sheet and Statement of Profit &amp; Loss for the preceding three financial years i.e. 2020-21, 2021-22 and 2022-23 with the proposal.</p> <p>Where the Agency 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 proceeding three financial years i.e. 2020-21, 2021-22 and 2022-23 with the proposal.</p>

5.	<p>The Agency shall have experience of providing :</p> <p>I. Three similar completed consultancy services related to Tally Software with cloud services to Central Govt./State Govt./PSUs/Govt. Bodies/Educational Institutes in India costing not less than Rs. 20 Lakh each or</p> <p>II. Two similar completed services costing not less than Rs. 25 Lakh each or</p> <p>III. One similar completed service costing not less than Rs. 40 Lakh</p>	Copy of work order / Contract
6.	The Cloud Service Provider (CSP) must be empanelled with DeitY/Meity Govt. Of India for cloud data services.	Certificate of authorization from DeitY/ Meity., Govt. Of India
7.	The Agency must have its own office in Delhi/NCR	Proof of Registered office or Branch office address in Delhi/NCR along with GST certificate needs to be submitted.
8.	Registration with Income Tax and GST Department	<p>Copy of PAN card and Copy of GST Registration should be submitted.</p> <p>(Application for registration with Income Tax Department and /or with GSTN etc will not be considered as a valid document).</p>
9.	Authorized Signatory	<ul style="list-style-type: none"> <li>• For Registered Government Company:- Copy of Board Resolution in favour of Authorized Signatory or Copy of Board Resolution and Power of Attorney in favour of Authorized Signatory.</li> <li>• For Government Public Sector Undertaking / Statutory Body/ Government Organization, Copy of Authorization letter signed by the head of the Organization.</li> </ul>

**NOTE**

1. All the Intended agencies are requested to upload the required document as per above eligibility criteria and along with checklist given in **Annexure I**. Further all the documents uploaded must be signed and stamped by the intended agencies.
2. All the pages of EOI must be signed and stamped by intended agencies.
3. **Annexure II** and **III** given on Page no. 10 and 11. Must be attached with above eligibility criteria.

## **5.EVALUATION CRITERIA AND METHOD OF EVALUATION:**

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, financial strength of agencies and other related aspects as per the decision of the selection committee.
- c. Short listed agencies will be issued Bid Documents (technical and Financial Bid) in the form of Request for Proposal (RFP) and asked to submit their Bid, including price proposal in a sealed envelope.

## **6. OTHER CONDITIONS**

- i. The EOI is not an offer and is issued with no commitment. NIFT reserves the right to withdraw EOI and or vary any part thereof at any stage. NIFT further reserves the right to disqualify any bidder, should it be so necessary at any stage.
- ii. Agencies are requested to submit their EOI as per given timeline through online mode only at CPP portal and proposal submitted after the last date will not be accepted.

## ANNEXURE -I

### CHECKLIST FOR ELIGIBILITY CRITERIA

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

#### General Information

- 1 Name of the Agency :
- 2 Contact person :
- 3 Registered Office Address :
- 4 Contact No. :
- 5 Official Email Id :

Sr. No.	Eligibility Criteria	Agencies Particulars (Documents to be uploaded/attached as per Eligibility Criteria of the EOI document) (Yes/No)
1	Whether the Agency meets all the Eligibility Criteria(Yes/No)	
2	Agency should be: <ul style="list-style-type: none"><li>• A Registered Company in India under the Companies Act, 1956/2013or</li><li>• A Government Agency</li><li>• A Government Public Sector Undertaking / Statutory Body/Government Organization</li></ul>	
3	The Service provider must be a 5 star tally partner with Authorization certificate from Tally Solution Private Limited ( TSPL)	
4	Has the Agency been debarred or blacklisted by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any Other Autonomous Organization of Central or State Govt. (Format of Undertaking enclosed at <b>Annexure-II</b> )	
5	Whether the Agency has Average Annual Turnover of at least Rs 10 Cr for the last three years i.e. 2020-21, 2021-22 and 2022-23	
6	Whether the Agency has experience in implementing similar completed consultancy services related to Tally Software with customization on the cloud for 50 or more users for at least one organization for the period of more than 2 years.	
7	Whether the Cloud Service Provider (CSPs) is DeitY/Meity, Govt. of India, empanelled for offered cloud data services	
8	Does the Agency have a registered office in Delhi/NCR	
9.	Copy of PAN and GST Registration.	
10.	Copy of Document regarding Authorized Signatory	
11.	The Agency shall have experience of providing : IV. Three similar completed consultancy services related to Tally Software with cloud services to Central Govt./State Govt./PSUs/Govt. Bodies/ Educational Institutes in India	



	costing not less than Rs. 20 Lakh each or V. Two similar completed services costing not less than Rs. 25 Lakh each or VI. One similar completed service costing not less than Rs. 40 Lakh	
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Date:

**Sub: UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

**EOI Proposal No:**

I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking/Private Sector or any other agency for which we have executed/undertaken the works /Services.

Yours faithfully  
(Signature of the Agency, with Official Seal)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place:

**Declaration**

We here by confirm that we are interested in competing for the Consultancy Services to undertake the task related for supply, customization, rollout and maintenance of Tally Prime (Gold Multi User License) package centrally hosted on cloud, through the Cloud Service Provider (CSP) empanelled with DeitY/ MeitY, Govt. of India for NIFT head office and its 19 campuses across India.

All the information provided here with is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.