

**CENTRE FOR INDUSTRIAL CONSULTANCY AND SPONSORED RESEARCH**

INDIAN INSTITUTE OF TECHNOLOGY MADRAS

CHENNAI – 600 036

<https://icandsr.iitm.ac.in/>

EOI No: IC&SR/PUR/2017 Dated: 09-02-2018

Invitation of Expressions of Interest (EoI)

From

Software Development Organizations

For Design, Development & Implementation of

Integrated Office & Accounts System

For

IC&SR, IIT Madras

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1. **Introduction:**

The Centre for Industrial Consultancy and Sponsored Research (IC&SR) is part of IIT Madras and responsible for promotion, facilitation, coordination and administration of all research oriented Sponsored and Consultancy projects handled by the faculty of IIT Madras.

IC&SR uses in-house software for office automation which was developed and maintained by IC&SR - IT team. The software includes functional modules of Office, Purchase, Recruitment and Accounts. All project administrations and accounting are driven thru the in-house software, the software was developed in VB and MS SQL as database.

1. **Scope of work:**

The scope of work includes design, software development, training, implementation with a total solution for Project Office and Project Accounts module using .Net MVC technology and Microsoft SQL as database. The scope also includes to provide Dashboard of Project information to Project Investigators in the existing IC&SR web site.

The Technology Partner should ensure maintenance, management and user support for both the modules for at least one financial year as warranty after successfully completion and user acceptance. The scope also extends to migration of existing database to the newly developed software and provide training for functional users and documentation.

Complete Software Development Life Cycle (SDLC) procedure should be followed for each module. After successful completion of the Software, complete source code will be handover to IC&SR along with compiled version and executable. IC&SR will own the ownership for the software.

**Key functionality of SRS is attached as Annexure-1**

* 1. **Technology Partner responsibility:**

1. Planning and design of the total solution for the Project
2. Development, testing, and deployment of the software in association with IC&SR team
3. Training to functional users and documentation
   1. **IC&SR responsibility:**
4. Project co-ordination and interaction with functional users
5. Conducting meeting with development team of Technology Partner and IC&SR functional users
6. Give inputs and participate in brainstorming functional features
7. **Qualification Criteria:**

The Technology partners should meet the following qualification criteria.

1. The Company should have been a National Level IT Organisation with Experience in the field of Application Software Conceptualization, design, development, Customization and maintenance in the Research and Education Industry for the last 15 years.
2. The Company should have at least an average annual turnover of last 3 Financial Years for not less than Rs.20 Crores. The Company should provide CA Certified Certificate .Also submit last 3 Years Income Tax Return Certificate of the Company.
3. The company should be registered in India and preferable should have an office at Chennai and the Company should have successful software implementations done at Chennai.
4. The Company should have provided Software Services to clients including Accounts domain.
5. The company should have at least 5 years’ experience in developing software using .NET technology and Microsoft SQL database.
6. The company should have successfully executed at least two software projects for government institutions in last five years with costing more than Rs. 50 lakhs each. In addition to that the company should have at least two projects with government sector relates to Accounting system.
7. The organization should have executed software development project to Government organization similar to IC&SR, preferably for Education or Research Institution and Government Research sectors.
8. The software implemented should address the requirements of Sponsored and Consultancy projects and should have modules for Office & Admin, Recruitment, Purchase and Accounting systems.
9. The Company must submit copy of PAN Card & GST Certificate
10. The Company should be ready to provide complete source code with documentation to the Institute for study and further use by the Institute
11. The Company must be ISO 9001 Certified Company
12. The Company should provide necessary client referrals in and out of Chennai, if required IC&SR team may visit the client for review and get necessary updates and feedback from the client.
13. In order to bring technical and domain expertise together, if more than one organization are collaborating and participating in this EOI as a consortium, the lead vendor in the consortium should satisfy the eligibility criteria set forth herein.
14. Documentary support for all the above, with the copies of documents and purchase order and letter of completion from customer for Project completed should be enclosed in the EoI.
15. **Selection of Technology Partner**
    1. **Stage 1: Expression of Interest (EoI)**

IC&SR invites Expression of Interest (EoI) from experienced Software Development Organizations with expertise in Software development, Customization, Maintenance, Management, Training and User support. IC&SR shall short-list not more than eight vendors who fulfil the qualification criteria and are ranked by an expect committee on the basis of the demonstrated capability and experience as mentioned in the section 3.0.

* 1. **Stage 2: Request for Proposal (RFP)**

1. The short-list vendors will be called for presentation. The committee shall circulate detailed RFP among the shortlisted vendors only.
2. The shortlisted vendors can carry out the required study of the requirements at their own costs based on RFP.
3. The shortlisted vendors should submit a detailed Technical and Financial proposal as per the RFP document.
4. The bidding stage shall be two-stage process.
5. **General Terms & conditions**
6. This document has been prepared based on the information that is presently available with IC&SR.
7. The decision taken by IC&SR in the selection of the Technology Partner will be final binding on all the bidders.
8. IC&SR reserves the right to reject or stop the EoI/offer from any or all the firms, without assigning any reasons, whatsoever.

**Annexure-1: SRS**

1. **Introduction:**

IC&SR wishes to develop in-house software application to administrate and manage of Project Office and Project Accounting system. The software extend to provide data dashboard in the existing website and data migration. Below are the modules with key functionalities.

1. **Project Office & Administration module: -**

This module would enable administration of Projects opening / creation / extension / enhancement of Sponsored and Consultancy project. The key functionalities include:

* Role based access control
* Sponsored Project
* Consultancy Project
* TA / DA
* Tapal management
* SRB management
* All Reports

1. **Project Accounts module:-**

This module would enable management of Project Accounts for Sponsored and Consultancy project. The key functionalities include:

* Project opening & allocation
* Claims / Invoice / Contingent bill
* Receipts
* Commitments
* Overheads & Distribution
* All Payments and Journal vouchers
* All Tax
* Cheque and Bank Transfer
* Fixed Deposits
* Cash Book
* All Payments
* PFMS enhancement
* Salary management
* Utilization Certificate
* All Reports

1. **External site integration and Data migration**

This would enable to provide data dashboard of Sponsored and Consultancy projects to Project investigators thru existing website.

The data migration include data assessment, migration and design. In addition to project data, the accounting master data migration should be done from the existing system. Required migration scripts and templates should be created and executed for achieving this. Respective push and pull request should be deployed between the internal and external site for data flow and dashboard. Migration testing should be performed after successful completion.

1. **Conclusion**

* Integrated testing and user acceptance testing in staging
* Documentation and Functional training should be given to respective sections.
* Pilot launch the developed software, review the performance and go live
* Setup and deployment of development server for test environment
* Handover with all source code and complete documentation in the form of system and user manuals

1. **Schedules and Important Information:**

|  |  |  |
| --- | --- | --- |
| Sr# | Activities | Details |
| 1 | Addressee and address at which the EOI is to be submitted in hardcopy and softcopy thru Email | Senior Manager Project Purchase  IC&SR Building, IIT Madras  Chennai 600 036  [cmit-icsr@iitm.ac.in](mailto:cmit-icsr@iitm.ac.in)  smpur-icsr@iitm.ac.in |
| 2 | Date of issue of the Expression of Interest (EOI) document | 12 Feb 2018 |
| 3 | Last date and time for receipt of EOI | 23 Feb 2018, 5:30 PM |
| 4 | Shortlisting of EOI by IC&SR and intimating to vendors by email | 12 Mar 2018 |

**FORM - A**

**EOI Letter Proforma**

To

Dean – IC&SR

IIT Madras

Chennai – 600 063

**Sub: Expression of Interest for Software Design, Development & Implementation of Integrated Office and Accounts System for IC&SR, IIT Madras.**

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

|  |  |  |
| --- | --- | --- |
| **Sr#** | **Description** | **Response** |
|  | Name of the Consultancy Organization |  |
|  | Address |  |
|  | Name, designation & address of the person to whom all references shall be made |  |
|  | Telephone (with STD code) |  |
|  | Mobile No. of the contact person |  |
|  | E‐mail of the contact person |  |
|  | Fax No. (with STD code) |  |

We have enclosed the following documents:

1. Letter of Authorization.
2. Form-A should be submitted on the company’s letter head duly seal and signed by the authorized person.
3. Response to Pre-qualification eligibility criteria of Section 3 with supporting documents.
4. Details of experience in Govt. project / Govt. Education / Govt. Research sector in Form-B along with the scope of the work carried
5. Self-Attested copies of Supporting Documents.

I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

|  |  |
| --- | --- |
| Name: | Witness by - Signature: |
| Designation: | Name : |
| Seal: | Address: |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place \_\_\_\_\_\_ | Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**FORM-B**

**DETAILS OF EXPERIENCE IN GOVERNMENT PROJECTS / EDUCATION / GOVT. RESEARCH SECTOR**

1. **Customer References related to Govt. project / Govt. Education / Govt. Research** **sector** **that the applicant has been engaged during the last Five years:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No. | Name &  Address of  The client | Date of start  Of the work | Date of  Completion | Website  Address | Value of the Project |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

**Note:**

Please note that the copies of above mentioned requirement should be furnished with relevant work orders and completion certificate from the customer end.