

**PASCHIMANCHAL UNNAYAN PARSHAD**  
**under Department of Paschimanchal Unnayan Affairs, Government of West Bengal**  
Ailakundi (Behind S.B.S.T.C. Garage), Kenduadihi, Bankura, West Bengal - 722102  
e-mail: [pupbankura@gmail.com](mailto:pupbankura@gmail.com) / [contact@pupwb.org](mailto:contact@pupwb.org)  
[www.pupwb.org](http://www.pupwb.org)

Memo No.: 32/PUP/BNK/ACTT-05/14

Dated: 08/01/2015

**Invitation for Expression of Interest  
for providing software development services**

Paschimanchal Unnayan Parshad has undertaken a web based software development project (**Integrated Financial Management/ Monitoring and Accounting System alongwith Management Information System**) to be developed using open source technologies, which needs to be completed within a period of two months.

Reputed and experienced Software Development firms/ companies/ organizations/ institutions, Central/ State Government Organizations/ Undertakings/ Agencies/ Institutions with outstanding performance and proven track record willing to develop & deploy the above project within the specified duration are requested to submit their Expression of Interest (EoI) giving details as per the qualifying criteria & scope of the work given below.

Manpower costs in the prescribed format (Annexure - 3) should be provided in a separate sealed cover along with the EoI.

<b>Important Dates</b>	
Availability of EoI document from	09-01-2015 from <a href="http://www.pupwb.org">www.pupwb.org</a>
Pre Bid meeting	19-01-2015 at 1:30 PM at Paschimanchal Unnayan Parshad Office, Bankura. Presence of the vendor in the pre-bid meeting is compulsory failing which concerned vendor will not be eligible to submit Expression of Interest
Last date of submission of EoI	27-01-2015 upto 3 PM at Paschimanchal Unnayan Parshad Office, Bankura; EoI received by Speed Post/ Regd. Post/ Courier by 3 PM on 27-01-2015 will be accepted
Technical Bid opening	29-01-2015 at 1 PM
Financial Bid opening	30-01-2015 at 3 PM

**EoI documents may be had from [www.pupwb.org](http://www.pupwb.org)**

## Qualifying Criteria

The Firm should meet the following qualifying criteria.

- The firm/ company should be registered in India with at least 20 employees.
- Preference will be given to companies based in/ having Office in Kolkata.
- The firm/ company should have a pool of qualified and experienced (more than 5 years) professionals which include solutions Architects, Project Managers, Senior Developers, System analysts etc.
- The organization should have had an average annual financial turnover of at least Rs. 50 lac in the last two financial years from Software development services, certified by the Chartered Accountant.
- The organization should have successfully executed at least two software development projects, each with value not less than Rs. 10 lac within the last three years.
- Experience of developing Accounting Package software in Govt./ Semi-Govt./ Statutory/ Autonomous Body supported with Work Order, Payment Certificate.
- Companies should not have been declared ineligible/blacklisted by any State or Central Government.
- PAN, IT Return for 2012-13/ 2013-14.
- Documentary Support for all the above, with copies of documents & letter of completion from customers for projects completed shall be enclosed in the EoI.

## Scope of work

**Detailed SRS is attached as Annexure - 1.**

### **Tasks to be undertaken by the Firm/ Company**

- Planning and design of the total solution for the project.
- Development, testing, and deployment of the application software in association with Paschimanchal Unnayan Parshad employees and subsequent maintenance of the software.
- Deployment of qualified and experienced personnel for the above tasks.
- Training on related tools to Paschimanchal Unnayan Parshad personnel. Deploy of support team for this purpose.
- Implementation includes domain registration, web hosting, deployment, full proof Integration with Accounts ERP/ other systems and integration with Disaster Recovery sites.

### **Tasks to be undertaken by Paschimanchal Unnayan Parshad**

- Overall project co-ordination and interaction with client.
- Deployment of the software.

**The time frame for the completion of the project will be 2 months from the date of award of the assignment.**

## **Selection of Company/ Firm**

- The firms shall submit detailed Technical and Financial Proposal as per the prescribed format (Annexure - 2 & 3).
- The technical proposals submitted as per the format in Annexure - 2 and shall include all details as above and shall be evaluated by a Technical Evaluation Committee for short listing.
- The financial proposals shall be submitted as per the format in Annexure - 3 in a separate sealed cover.
- Financial proposals of such shortlisted firms only shall be considered for further contract discussions.
- Authority is not bound in any manner to select any of the bidders submitting bids or to select the bidder offering the lower price. Priority will be given to both Technical & Financial offer.
- PUP shall notify shortlisted firm/ company in the official website of the Office.

## **General Terms & conditions**

- This document has been prepared on the basis of information that is presently available with Paschimanchal Unnayan Parshad. While this document has been prepared in good faith, no representation or warranty, expressed or implied, is or will be made, and no responsibility or liability will be accepted by Paschimanchal Unnayan Parshad or any of their employees or advisors appointed by Paschimanchal Unnayan Parshad as to or in relation to the accuracy or completeness of this document and any liability thereof is hereby expressly disclaimed. Interested parties may carry out their own study/ analysis/ investigation as required on their own cost before submitting the EoI. The technical/ implementation solution/ functional requirements information provided in this notice for Expression of Interest is only indicative in all respects. This document does not constitute an offer or solicitation of an offer, nor does this document or anything contained herein, shall form a basis of any contract or commitment whatsoever. This EoI document does not purport to contain all the information each Bidder may require. This EoI document may not be appropriate for all persons, and it is not possible for the Office, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this EoI document. Certain Bidders may have a better knowledge of the proposed Project than others. Each Bidder should conduct its own study and analysis and should check the accuracy, reliability and completeness of the information in this EoI document and obtain independent advice from appropriate sources. PUP may, at its discretion, but without being under any obligation to do so, update,

amend, add to any or all of the provisions or supplement the information of this EoI document or cancel the present Invitation and call for fresh Invitations.

- In case of any dispute, this EoI shall be governed by and construed in accordance with the applicable laws at Bankura, West Bengal. The Jurisdiction for such disputes will be Bankura, West Bengal.
- The decision taken by Paschimanchal Unnayan Parshad in the selection of the firm/ company will be final and binding on all the bidders.
- PUP reserves the right to modify and amend any of the stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.
- At any time prior to the last date for receipt of bids, the Authority, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EoI Document by an amendment. The amendment will be published in the official website of the Office.
- The authority may terminate the EoI process at any time and without assigning any reason.
- The authority makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- Paschimanchal Unnayan Parshad reserves the right to reject the EOI/ offer from any or all the firms, without assigning any reasons, whatsoever.

Sd/-

**Chief Executive Officer  
Paschimanchal Unnayan Parshad**

## **Annexure - 1: SRS**

### **Scope**

Proposed system should be a secure web based application hosted on cloud environment. System should automate the workflow, fund and information transfer. System should seamlessly integrate with Centralized Admin to enable the smooth flow of transactions and defined workflows. The application should have web service to listen and push information to various applications through a secure channel. System should be able to automate the tasks listed under Workflow.

### **Workflow**

At present, Paschimanchal Unnayan Parshad generally prepares types of Bills viz.

1. Work Contract Bill
2. Development Grant Bill
3. Establishment Bill
4. Contingency Bill etc.

Department of Paschimanchal Unnayan Affairs grants sanction for any developmental scheme such as construction of building, road, excavation of pond etc. On the basis of sanction, Paschimanchal Unnayan Parshad either releases the fund if the Executing Agency is other than C.E.O., Paschimanchal Unnayan Parshad or Block Development Officer of any Block. For C.E.O., Paschimanchal Unnayan Parshad or Block Development Officer of any Block, after following financial rule such as inviting tender, execution done and bills submitted for payment. Release or Payment may be done in single or more than one instalment. In case of release, Executing Agency submits Utilisation Certificate during or after execution of scheme. In case of bill payment, the gross bill amount accepted as amount utilised. There are miscellaneous Executing Agencies doing Parshad schemes.

However, since all above processes are done manually, it becomes difficult at Paschimanchal Unnayan Parshad as well as at the Department of Paschimanchal Unnayan Affairs to manage and monitor the pace and progress of all developmental activities. Thus the need for monitoring the pace and progress of such activities across the Paschimanchal Unnayan Parshad Area on real time basis calls for formulating suitable alternative mechanisms for efficient & effective Works management & monitoring. It is proposed to provide workflow based process automation system through web based software solution where multiple users can manage and monitor the life cycle of a construction activity from beginning to end along with provisions for integrating with e-tendering platform, Tally ERP accounting system, and other existing systems. The software should be very user friendly transaction based so as to enable the Staffs and Officers to use the Software. There shall be provisions for capturing project wise details of all civil works and provisions for uploading a softcopy of the estimate and bill of quantities, photographs as attachment to the project details along with scanned PDF file of the note sheet reflecting technical sanction and administrative

approval. The software should keep an electronic trail of the technical persons responsible for execution of the project over its life period.

Work flow includes:

1. General Office Administration
2. HR Management
3. Payroll Management
4. File Management
5. Funding Management

## **Settings**

Admin should decide on control/ access level privilege management. System should be able to handle privilege level for different users from Back End using Admin login. Admin should be able to add/ remove any component/ option at any time. Admin should have the privilege to Add/Edit/Delete users at any point of time.

## **Reports**

System should be able to generate reports on performance, fund transactions and Analytics. These reports should be printer friendly and should able to generate as .xls and .pdf format. There shall be provisions for different kinds of MIS reports to suit user requirements. Monitoring of physical progresses as per defined set of data.

## **Technical Details**

All screens should be responsive and optimized to all the standard browsers.

The entire module should be developed using detailed SRS and test cases adhere to standard SDLC procedure.

Integration with Tally ERP system for pre & post payment related processes to make the web based software solution more useful and robust.

Provide Dashboard for different activities.

Provide Alert mechanism for action to be taken.

Sharing of information through email/ mobile.

Adherence to IT security and data backup best practices with inbuilt arrangements.

### **Point-wise provisional list of requirements:**

1. Double entry system of Golden Rules of Accounts will be applicable.
2. Generation of Sanction ID against a particular sanction order issued by Department of Paschimanchal Unnayan Affairs.
- 2.1 Generation of Sanction ID against a particular sanction order if fund **received from other Departments.**
3. Generation of Scheme ID against each sanction order. If more than one schemes against a particular sanction order, Scheme IDs need to be generated in respect of each scheme. Provision for recording Estimated amount of the each scheme, contingency of the scheme (i.e. breakup of Sanctioned amount) before generation of Scheme ID.
4. Provision of deleting Sanction ID if issued sanction order is cancelled by Department of Paschimanchal Unnayan Affairs.
5. Provision for change of Head of Account before payment if Head of Account is changed by Department of Paschimanchal Unnayan Affairs keeping Sanction ID & Scheme ID intact.
6. Provision of releasing Full fund/ Part fund for execution of developmental scheme against one scheme or more than one scheme.
7. Provision of insertion of financial and physical details against any scheme.
8. Provision for sanctioning new scheme against unspent balance lying after execution of original scheme of any particular Scheme ID and Sanction ID (compulsory from F.Y. 2015-16).
9. Provision of generation of bill (establishment bill, contingency bill and works contract bill) against allotment of fund (Allotment ID & FY).
10. Provision of passing bill by Accountant & Accounts Officer in reference to Bill No. & Date.
11. Modification of pay order after passing bill by Accountant/Accounts Officer.
12. All dates to be entered in DD-MM-YYYY format. In reports/ bills this format will be used. There shall be option of Rupees in Crore, Rupees in Lac, Rupees while generating reports. There shall be option of Query window with search functionality and exporting the result in pdf/excel format. There shall be option of generation of any report and exporting it in pdf/excel format.
13. Provision of round off all types of transaction in terms of whole rupee (1 paisa to 49 paisa to be ignored, 50 paisa to 99 paisa may be rounded off to 1 Rupee).
14. Passing of bill against head wise allotment of fund.
15. Provision of sanctioning any scheme from own income/ interest fund by Department of Paschimanchal Unnayan Affairs/ Paschimanchal Unnayan Parshad. In respect of own income, Head of Account - 00 and in respect of I Interest Fund, Head of Accounts are - 11 (S.B.I.), 12 (U.B.I.), 13 (P.N.B.).

16. Provision of User ID and Password for each user.
17. Provision of super user.
18. Maintaining of Allotment Register, Security Register, Earnest Money Register and Lapsed Deposit Register, Income Tax Register, Sales Tax Register, Cess Register etc.
19. Interest fund ledger receipts & payments including adjustment of excess receipts, bank charges (Adjustment Entry)
20. All types of payment through computer.
21. Transfer of earnest money to SECURITY DEPOSIT after payment of final bill.
22. Recovery of shortfall amount of earnest money. If awarded cost exceeds tendered amount.
23. Daily Cash Book (Receipts & Payments).
24. Generation of reports for different types of users related to physical & financial progress/expenditure/ fund position etc. These include Financial Year wise/ District wise/ Block wise/ Sector wise/ Executing Agency wise/ Head of Account wise etc. and others if any.
25. Generation of different graphical, analytical MIS Reports for different level of users.
26. Facility for system administration to manage the system/ users.
27. Facility to add/ update any set of master data at times.
28. Comprehensive Management Information System and inbuilt Decision Support Systems with analytical & graphical reports.
29. Generation of detail report against each scheme including all financial and physical sets of data.
30. Provision for recoding earnest money against a particular NIT No. & Sl. No. Receipt entry
31. Provision for recording own income (01 - Duplicate formal agreement fees, 02 - Sale of fish, 03 - Sale of agricultural produce, 04 - Misc. Receipt - Receipt entry).
- 31.1 Provision of recording Bank Interest - 11 (S.B.I.), 12 (U.B.I.), 13(P.N.B.).
32. Generation of report regarding receipt of Duplicate Formal Agreement.
33. Generation of report regarding receipt of interest from different Banks.
34. Recording of Balance of unspent funds under different head of accounts mentioning respective F.Y.
35. Recording of entry of utilisation certificate of grants released. Bills paid for any scheme will be accepted as fund utilised.
36. Fund receipt from different Department - Capital grant, salary grant, contingency grants received from Government of West Bengal.
37. Provision of taking back-up of Data if necessary.



**Covering Letter with Correspondence Details**

Date:

To  
The Chief Executive Officer,  
Paschimanchal Unnayan Parshad,  
Ailakundi (Behind SBSTC Garage),  
P.O. - Kenduadihi, Dist. - Bankura,  
PIN - 722102.

Dear Sir,

I/ We, the undersigned, offer to undertake the software development work as per your requirement. We are submitting herewith the Expression of Interest (EoI) proposal in sealed envelope.

Our correspondence details with regard to this EoI are:

Sl. No.	Information	Details
1	Name of the Contact Person	
2	Address of the Contact Person	
3	Telephone number of the Contact Person	
4	Mobile number of the Contact Person	
5	Email ID of the Contact Person	
6	Corporate website URL if any	

I/ We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Name:

Title:

Signature with Seal:

## Annexure - 2

### FORMAT FOR TECHNICAL BID

#### **A. Details as per the qualification criteria**

(to be provided with proof)

**B. Description of proposed methodologies including work plan detailing the tasks involved with milestones specified.** (The broad outline of different activities as per the SRS (Annexure - 1).

#### **C. Details of related professional staff and their field of expertise (Core Team of the project)**

<b>Sr. No.</b>	<b>Name of Staff</b>	<b>Designation &amp; Role in this project</b>	<b>Qualification &amp; Expertise</b>	<b>Years of Experience</b>

Applicant's Name with seal

**Annexure - 3**

**FORMAT FOR FINANCIAL BID FOR DEVELOPING SOFTWARE AND 5 DAYS TRAINING AND FREE MAINTENANCE FOR 3 MONTHS**

A.

Sl. No.	Designation	Role & Activities	No. of man months required	Rate per man month	Total Amount
<b>TOTAL</b>					

B. Cost for depute an expert (Software personnel) for first 1 year at Paschimanchal Unnayan Parshad Office (including all charges) - for maintenance and up-gradation of Software, if necessary:

C. Annual Maintenance Contract beyond first 1 year (as and when necessary, on call basis) (including all charges):

D. Annual Hosting Charges:

E. Annual Domain Registration Charges:

Company/ firm shall have to quote rates for all above points however PUP may or may not avail the services mentioned in B and C.

**CHECKLIST OF DOCUMENTS (TO BE INCLUDED IN THE BID)**

No.	Particulars	Mark ✓ if provided		No. of pages
		Yes	No	
1	Covering letter			
2	Technical bid			
3	Financial Bid			
4	Any other relevant documents and supporting documents in respect of Qualifying Criteria as mentioned in this document			

Applicant's Name with seal

**END OF DOCUMENT**