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Seamen's Provident Fund Organization

**An Autonomous Body under the Ministry of Ports, Shipping and
Waterways**

Invitation for REQUEST FOR PROPOSAL (RFP) for Customization, Implementation, Training & Maintenance of Tally ERP 9 Software

**Date of issue:
16th January, 2025**

**Deadline for submission of Proposal:
12th February, 2025 by 15.00 Hours**

Table of Contents

1. Disclaimer.....	4
2. Introduction.....	6
3. Terms of Reference	8
4. Scope of Work.....	9
5. Eligibility Criteria	10
Essential Qualification	10
Technical Evaluation Criteria	11
6. Selection Methodology	11
7. Timelines	11
8. Payment Terms.....	11
9. Annual Maintenance Contract.....	12
10. Security Audit	12
11. Addition of New Features	12
12. Annual Maintenance Contract.....	13
13. Subletting	13
14. Security Deposit	13
15. Penalty.....	14
16. Termination	14
17. Blacklisting	15
18. All-inclusive Prices	15
19. Force Majeure	15
20. Arbitration	15
21. Confidentiality	16
Annexure – `A`	17
Annexure – `B`	18
Annexure – `C`	19
Annexure – `D`	20
Annexure – `E`	21

Glossary

Holding Company: As defined under section 2, clause (46) of Companies Act 2013: “holding company”, in relation to one or more other companies, means a company of which such companies are subsidiary companies.

N.A.: Not Applicable

Related Party: as defined under section 2, clause (76) of Companies Act 2013: “related party” with reference to a company, means -

- (i) a director or his relative;
- (ii) a key managerial personnel or his relative;
- (iii) a firm, in which a director, manager or his relative is a partner;
- (iv) a private company in which a director or manager is a member or director;
- (v) a public company in which a director or manager is a director or holds along with his relatives, more than two per cent of its paid-up share capital;
- (vi) any body corporate whose Board of Directors, managing director or manager is accustomed to act in accordance with the advice, directions or instructions of a director or manager;
- (vii) any person on whose advice, directions or instructions a director or manager is accustomed to act: Provided that nothing in sub-clauses (vi) and (vii) shall apply to the advice, directions or instructions given in a professional capacity;
- (viii) any company which is—
 - (A) a holding, subsidiary or an associate company of such company; or
 - (B) a subsidiary of a holding company to which it is also a subsidiary;
- (ix) such other person as may be prescribed;

RFP: Request for Proposal

SPFO: Seamen’s Provident Fund Organization

Subsidiary Company: As defined under section 2, clause (87) of Companies Act 2013: “subsidiary company” or “subsidiary”, in relation to any other company (that is to say the holding company), means a company in which the holding company -

- (i) controls the composition of the Board of Directors; or
- (ii) exercises or controls more than one-half of the total share capital either at its own or together with one or more of its subsidiary companies:

Provided that such class or classes of holding companies as may be prescribed shall not have layers of subsidiaries beyond such numbers as may be prescribed.

1.Disclaimer

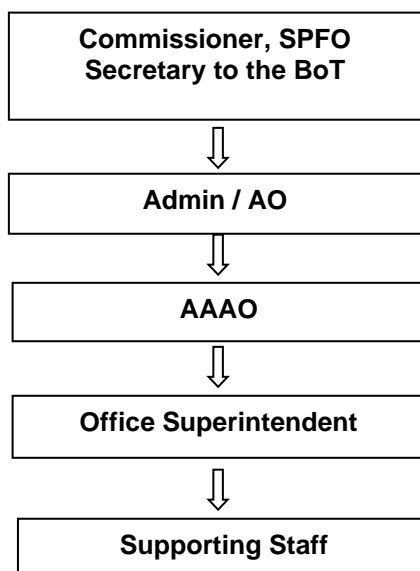
- 1.1 This document is being published in connection with the proposed Customization of Tally software.
- 1.2 This document does not constitute nor should it be interpreted as an offer or invitation Customization of Tally software described herein.
- 1.3 This document is meant to provide information only and upon the express understanding that recipients will use it only for the purpose of furnishing a Proposal for Customization of Tally software. It does not purport to be all inclusive or contain all the information regarding Customization of Tally software or be the basis of any contract. No representation or warranty, expressed or implied, will be made as to the reliability, accuracy or the completeness of any of the information contained herein.
- 1.4 While this document has been prepared in good faith, neither SPFO, nor any of its officers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by SPFO and any of its officers, even if any loss or damage is caused by any act or omission on the part of SPFO or any of its officers, or employee or consultant, whether negligent or otherwise.
- 1.5 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available on SPFO's website. The SPFO or any of its respective officers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent.
- 1.6 SPFO reserves the right, at any time and without advance notice, to change the procedure for Customization of Tally software or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
- 1.7 The SPFO reserves the right to reject any or all proposals or cancel/withdraw the Request for Proposal (RFP) without assigning any reason whatsoever and in such case no intending Bidder shall have any claim arising out of such action. At any time prior to the deadline for submission of proposals, SPFO may modify, for any reason deemed necessary, the RFP, by amendment notified on SPFO 's website and such amendment shall be binding on them.
- 1.8 If the selected Customizer is a holding/ subsidiary/ associate company of the Bidder intending to participate in this RFP process, or if the Bidder intending to participate in this RFP process is a holding/ subsidiary/ associate company of the selected Customizer, then SPFO will not consider the bid submitted by such Bidder.
- 1.9 The recipients of the RFP should carry out an independent assessment and analysis of the requirements for Customization of Tally software and of the information, facts and observations contained herein.
- 1.10 This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should keep themselves abreast of any applicable legal requirements and conform to the same.
- 1.11 This document constitutes no form of commitment on the part of SPFO. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Tally Customization process.

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- 1.12** This document confers neither a right nor an expectation on any party to offer for Customization of Tally software.
- 1.13** The SPFO reserves the right to, not consider for the purpose of qualification, a proposal which is found to be incomplete or inconsistent in content and/or attachments and/or authentication etc. or which is received after the specified date and time, or not delivered as per the specified procedure.
- 1.14** In case of misrepresentation by the bidder at any stage during the RFP process or during the tenure of Customization of Tally software, the contract will be terminated,
- 1.15** Without prejudice to any other rights or remedies available to SPFO, Customizer may be disqualified and their proposals rejected for any reason whatsoever including those listed below:
- 1.15.1 Material misrepresentation by the Bidder in the Proposal.
- 1.15.2 Failure by the Bidder to provide the information required to be provided in the proposal pursuant to relevant sections of this document.
- 1.15.3 If information becomes known, after the Bidder has been appointed, which would have entitled SPFO to reject or disqualify the relevant Customizer, the SPFO reserves the right to reject the Bidder at the time, or at any time after, such information becomes known to SPFO and no compensation, whatsoever, shall be payable to the Customizer so rejected.
- 1.16** When any proposal is submitted pursuant to this RFP, it shall be presumed by SPFO that the Bidder has fully ascertained and ensured about its eligibility to act as Customizer of Tally, in the event of it being selected ultimately to act as Customizer of Tally, under the respective governing laws and regulatory regimen, and that there is no statutory or regulatory prohibition or impediment on acting as Customizer of Tally Software and it has the necessary approvals and permission to act as Customizer of Tally Software and further suffers no disability in law or otherwise to act as such.
- 1.17** All proposals and accompanying documents submitted online in response to this RFP will be considered as the final submission by the Bidder.
- 1.18** Reference to any laws/regulations/guidelines in this RFP document is applicable to laws/regulations/guidelines in India.
- 1.19** Decision of the SPFO on evaluation of bids submitted by Bidders would be final and binding on all Bidders.

2. Introduction

- 2.1** The Seamen's Provident Fund Organisation is a statutory Body established under the SPF Act, 1966 (4 of 1966) and is functioning directly under control of Ministry of Shipping. Provident Fund contributions are deposited by various shipping companies / agents in terms of provisions of SPF Scheme, 1966. After making the obligatory payments to the members and their families, the accretions in the Fund including interest earned on various securities / bonds are invested as per pattern of investments notified by Ministry of Finance, Government of India from time to time for Non-Government Provident Funds.
- 2.2** The SPFO is an autonomous body under the Ministry of Shipping, Government of India. The main objective of the organization is to provide for the institution of a Provident Fund for seamen as old age retirement benefit and to their family members in the event of death of seamen members.
- 2.3** Seamen's Provident Fund Scheme, 1966, the first social security scheme for Indian Merchant Navy Seafarers, brought under statute by enactment of the Seaman's Provident Fund Act, 1966 (4 of 1966) was introduced retrospectively with effect from 1st July, 1964.
- 2.4** The Seamen's Provident Fund is vested in and administered by the Board of Trustees consisting of the Chairman and three representatives each of the Government, Employers and Employees. The Director General of Shipping is the ex-officio Chairman of the Board of Trustees and the Commissioner is the Chief Executive Officer and the Secretary to the Board.
- 2.5** This is a contributory provident fund and the employers are required to deposit the provident fund contributions recovered from the seamen employed by them along with their matching contributions to the SPFO within a month after the termination of each voyage. The prevailing rate of contribution is 12% of the basic wages; leave wages, fixed ship board allowance payable to the seamen. For delayed remittances of provident fund contributions, penal charges are levied. All monies belonging to the fund are invested in securities as per the pattern of Investment notified by the Ministry of Finance, Government of India, from time to time.
- 2.6** The organizational structure of the SPFO is as follows and is only a sketch:



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- 2.7 The organization functions under the overall superintendence of the Board of Trustees (BoT), a tripartite body of three persons each representing employer, employees and Government, headed by the Hon'ble Chairman. The DGS, Ex-Officio is the Chairman of Board of Trustees. The Commissioner, SPFO is the secretary to the Board besides a Finance Sub-Committee and Audit Committee setup.

3. Terms of Reference

- 3.1 This document is a Request for Proposal (RFP) for Customization of Tally Software. The Bidders who may wish to participate in the selection process must submit their proposals as per the process defined in the RFP.
- 3.2 SPFO is in the process of Customization of Tally Software and has floated an RFP for the same. Tally Customizer is required to customize the Tally software for SPFO so that all the reports like Income & Expenditure, Balance Sheet, Common Format, Receipt and payment, Working Schedules, MIS Reports and Interest Register will be generated from the Tally in the prescribed format.
- 3.3 For further information about the SPFO, one may visit the website www.spfo.gov.in.

4. Duties & Responsibilities of the Customizer of Tally Software

4.1 Scope of Work:

- a) To study existing installation of Tally in SPFO.
- b) Upgrading existing Multi user with latest version of Tally Accounting Software.
- c) To Study the customization & integration requirement of Tally ERP 9 viz-a-viz other applications of SPFO.
- d) Undertake detailed gap analysis, making System Requirement Specifications(SRS).
- e) Preparing Accounting setup compatible with SPFO accounts in Tally ERP Accounting software.
- f) Initial training to the identified staff members of the SPFO.
- g) Annual Maintenance Contract of Tally Accounting for one year after completion of customization & Accounting setup.
- h) Thorough Testing of the Application
- i) Additional customization / integration in Tally ERP 9 during the AMC period based upon the requirements identified / communicated by SPFO
- j) Providing the complete source code of all the applications developed to SPFO. The ownership rights of the source code will remain with SPFO. All software/ license to be procured for the project would be in the name of SPFO.
- k) Preparation of Income & Expenditure, Receipt & Payment and Balance sheet along with Common format Schedules 1-23 prescribed by the Government for Central Autonomous bodies (Non-profit Organisations and Similar Institutions) and working schedules of SPFO 1-32 etc.
- l) Updation to software during the period of AMC.

5. ELIGIBILITY CRITERIA

5.1 Essential Qualification:

- i. The CA firm submitting RFP should be Registered with ICAI
- ii. The CA firm should have an annual turnover of at least INR 1.5 crore for the last three consecutive financial years.
- iii. The firm should be in existence in India for last five years.
- iv. 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 Organisation of Central or State Government as on the last date of submission of bid. A self-declaration in this regard should be submitted by the bidder.
- v. The firm should have complete understanding of Indian statutory laws, cyber law, IT Act, governance, taxes / duties, Government budget updates. A self-declaration in this regard should be submitted by the firm.
- vi. The firm should have office situated / located within the Mumbai.
- vii. The CA firm must have a minimum of 8-10 years of professional experience. The firm should have handled assignments in specific industries such as Corporate, Banking or Government Sector.
- viii. Documentary Support for all the above, with copies of documents / purchase orders & letter of completion from customers for projects completed in the last five years.
- ix. Bids submitted as consortium / joint venture / partnership / similar arrangement will be disqualified.
- x. SPFO is looking at single partner arrangement, any arrangement for splitting of work will lead to disqualification / termination as the case may be at any stage.
- xi. Firms meeting all the essential qualification criteria will only be considered for further evaluation as per clause 5.2
- xii. Preference will be given to firms which have a registered Head office in Mumbai. The firm should have minimum of 8 qualified partners, with at least 5 being fellow members of the ICAI. The firm should have a total staff strength of at least 40, including a mix of CA's, semi-qualified staff, articles and other professionals.
- xiii. The firm should have expertise in specialized areas such as Tally Accounting and Tally customization, Accounts Finalization, Direct Taxation, GST. The firm must necessarily have a Tally technical expert in the team for conducting the assignment.
- xiv. The firm must provide methodology of execution of the assignments along with the number of team members (Out of which one should necessarily be a Tally technical expert).
- xv. The firm should be peer-reviewed and must provide a copy of the latest peer review report issued by the ICAI. The firm must demonstrate compliance with all relevant regulations.
- xvi. The firm should not have been subject to any disciplinary action from ICAI or any regulatory body in the last 5 years. A declaration for the same should be given on a stamp paper of Rs.100/-
- xvii. To be constituted as Head Office the registered office should be headed by minimum 5 partners. Also, the staff strength of the Head office should be minimum 40 persons.

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- xviii. The firm must submit extensive documentation including financial statements, details of partners and staff, other Experience letters.
- xix. Tender fees Rs.5,000/- and EMD Rs.50,000/-

5.2 Technical Evaluation Criteria:

Sl. No	Criteria	Weightage	Total Marks
1	The firm should have had an average annual financial turnover of at least Rs. 1.5 crore in each of last three financial years, i.e. 2021-22, 2022-23 and 2023-24 audited and certified by the Chartered Accountant of the Organization.	10 x 3	30
2	The firm should have successfully executed at least three projects of similar nature in last year comprising of Customization, Implementation, Integration, Training and Maintenance of Tally ERP-9 (Gold Multi User License) Package.	10 x 3	30
3	Should have technically qualified and well- experienced strong in-house resource base on company role. CVs of proposed manpower should be enclosed along with the response to RFP.	10	10
4	Presentation of Proof of Concept	30	30
	Total		100

6. Selection Methodology

- i. The bidders shall submit a detailed Technical and Financial Proposal as per RFP document.
- ii. The technical proposals submitted by the bidder should include all details as per RFP and will be evaluated by a Technical Evaluation Committee of the SPFO.
- iii. SPFO will short list the bidders, based on evaluation of the Request for Proposal submitted by them and technical eligibility criteria mentioned above.
- iv. Bidders will be required to submit financial proposals as per the financial bid format provided in the RFP.
- v. The final evaluation will be based on the Financial Bids. To qualify for the Financial evaluation, the Bidder needs to qualify in the Technical Bid by securing minimum of 70%.
- vi. Bidders submitting RFP will also be asked to give a detailed presentation of Proof of Concept to the evaluation committee.
- vii. The bidder quoting the lowest rates in Financial Bid will be considered as L1 Bidder.

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7. Timelines

Sl. No.	Activity	Time Line
1	Test Run	6 Months from the date of work order
2	AMC of 1 year after completion of Test Run	1 Year after Test Run

8. Payment terms

- i. 50% Payment will be made on satisfactory completion of Tally Customisation work.
- ii. 50% payment will be made after completion of Test Run.
- iii. An amount equivalent 10% of running bill amount shall be deducted towards security deposit. The amount of security deposit shall be refunded after six months of completion of contract period on written request from the quotationer. No interest is payable on security deposit.
- iv. Updation to software during the period of AMC to be made available from time to time at no extra cost.

8.1 Performance bank guarantee

The successful Bidder must, at its own expense, deposit with the SPFO, within fifteen (15) working days of the date of notice of award of the contract or two (2) working days prior to signing of the contract, whichever is earlier, an unconditional and irrevocable performance bank guarantee (PBG) from a nationalised bank acceptable to the SPFO, payable on demand, for the due performance and fulfilment of the contract by the Bidder. The quantum of the PBG would be Rs 50 Thousand/- (Rs Fifty Thousand only).

- All incidental charges whatsoever such as premium, commission, etc. with respect to the PBG shall be borne by the Bidder. The PBG shall be valid till 180 days after the completion of the tenure of the appointment including extensions, if any.
- In the event, Bidder is in breach of any terms of the contract or conditions laid under this RFP or is unable to service the contract for whatever reason (including but not limited due to termination on account of clause 16), which in the opinion of the SPFO is due to circumstances within the Bidder's control, the SPFO may invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the SPFO under the contract in the matter, the proceeds of the PBG shall be payable to the SPFO as compensation for the Bidder's failure to perform/comply with its obligations under the contract

Before invoking the PBG, the SPFO will give a notice of 15 days to the Bidder indicating the contractual obligation(s) for which the Bidder is in default and give an opportunity to represent before the SPFO. The decision of the SPFO on the representation given by the Bidder will be final and binding

9. Annual Maintenance Contract

Payment for Annual Maintenance Contract will be paid quarterly on pro-rata basis.

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10. Security Audit

Security Audit of the software will be facilitated by SPFO however the bidder will be responsible for fixing the vulnerabilities found in the security audit till the time safe-to-host certificate is obtained.

11. Addition of New Features

Any major additional features required in Tally ERP 9 during the AMC period will be mutually discussed between SPFO & the selected bidder. For this purpose, a committee consisting of 2 representatives from SPFO and 2 from the selected bidder will be formed to freeze the requirement and manhour required.

Based on this the effort estimate will be submitted by the selected bidder, the charges for the same will be paid as per the manhour rates quoted in the financial bid at the time of submission response to RFP.

12. Annual Maintenance Contract

The selected bidder will be required to provide AMC of Tally ERP 9 & customization/ integration done for a period of 1 year from the date of Final Go-Live. The maintenance includes but is not limited to:

- Routine Backup (daily) of the application and database
- Monitoring of Server against any virus threat, crashes, etc.
- Restoring of the application in case of any server / application crash.
- Ensuring 99.5% uptime of the application. Providing regular reports in respect to the same.
- Any other activity required / necessary for smooth running of the solution.
- Tele-calling / Remote Desktop Support for field offices for troubleshooting / user guidance.
- Minor changes in the software

13. SUBLETTING

The successful Bidder shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the SPFO. In the event of the Bidder contravening this condition, the SPFO shall be entitled to place the contract elsewhere on the bidders account and at their risk and cost and the said bidder shall be liable for any loss or damage which the SPFO may sustain in consequence or arising out of such replacing of the contract.

14. Security Deposit

- i. A Bidder needs to submit non- refundable bid processing fee charges of **Rs. 1000/- (One thousand only)** in favour of “**Seamen’s Provident Fund Admin Ac.**” for participating in the Tender via NEFT / RTGS / IMPS online in the below mentioned Account:

Canara Bank,

Syndicate Bank Building, Fort, Mumbai.

Account No. **50772010043035,**

IFSC Code: CNRB0000108

- ii. The Bidders should fill up the online detail, complete in all respect, and submit the required documents as per the terms of this RFP on or before **DD MM, 2024**, 15.00 Hours Bids received after the scheduled date and time of submission will not be entertained.
- iii. **Earnest Money Deposit** - The bidders shall deposit Earnest Money Deposit (EMD) of Rs. 50,000 (Rupees Fifty Thousand only) through NEFT/ ECS/ RTGS/ CBS in **Canara, Fort, Mumbai-400 001, A/c No.- 50772010043035 , IFSC Code- CNRB0000108, MICR 400015024. Account Name- Seamen’s Provident Fund Admin AC.** The successful bidder must make a security deposit of Rs. 50,000/- within 15 days from the receipt of the work order.
- iv. After making the payment, Bidder needs to send an e-mail at spfo-commr@spfo.gov.in mentioning about the Payment Details such as UTR No., Company Name, User ID, Payment towards SPFO Bid Processing Fees, Tender ID and Tender Title for Approval. Failure to send remittance detail to the e-mail id may lead to non-consideration of tender.
- v. **Proposals not accompanied by EMD shall be rejected as non-responsive.**
- No interest shall be payable for the sum deposited as EMD.
 - The EMD of the unsuccessful Bidders will be returned within one month of signing of the contract with the successful Bidders.
 - EMD shall be forfeited in the following events:
 - If proposal is withdrawn during the validity period or any extension agreed by the Bidder thereof.
 - If the proposal is varied or modified in a manner not acceptable to the SPFO after opening of Proposal during the validity period or any extension thereof.
 - If the Bidder tries to influence the evaluation process.

15. Penalty

During the AMC period issues reported to the selected bidder will be classified as **Major** or **Minor** based upon the severity and their effect on the overall functionality of the module(s) / application.

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For **Major** issues, if the issue is not resolved within 15 working days of reporting, a penalty of Rs. 500/- (Rupees Five Hundred Only) per day will be levied subject to maximum of 5% of the Quarterly AMC Value.

For **Minor** issues, if the issue is not resolved within 3 working days of reporting, a penalty of Rs. 500/- (Rupees Five Hundred Only) per day will be levied subject to maximum of 5% of the Quarterly AMC Value.

16. Termination

1. SPFO may terminate the contract by giving thirty days (30) notice in writing to the Bidder without assigning any reason.
2. SPFO on giving notice in writing to the Bidder can terminate this contract in following circumstances:
 - a. In the event of the Bidder having been adjudged insolvent or going into liquidation or winding up their business or making arrangements with their creditors.
 - b. The SPFO shall also have, without prejudice to other rights and remedies, the right in the event of breach by the Bidder of any of the terms and conditions of the contract to terminate the contract forthwith and to get the work done for the unexpired period of the contract at the risk and cost of the Bidder and forfeit the performance bank guarantee or any other part thereof for the sums due to any damages, losses, charges, expenses or costs that may be suffered or incurred by the SPFO due to the bidder's negligence or unworkman-like performance of any of the services under the contract.
 - c. Any defect malfunction or error in the Tally software, which was rectified in a manner, which would render assigned work unsatisfactory.

17. Blacklisting

The non-performing and defaulting Bidder shall be blacklisted and shall be suspended / banned from participating in the SPFO s' Bid inquiries for a period upto five years. The decision of the Commissioner of SPFO shall be final and binding in this regard.

18. All-inclusive Prices

The price quoted should be inclusive of all taxes.

19. Force Majeure

The Term "Force Majeure" shall include, without limitation, acts of nature, fire, explosion, storm, or other similar occurrence; order or acts of military or civil authority; national emergencies, insurrections, riots, wars, strikes, work stoppages, or other labour disputes, supplier failures, shortages, breach, delays or raw water resource not being available/ getting defunct / altered/ non-usable and in the event of any unforeseen circumstances and beyond control.

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20. Arbitration

In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the SPFO. The provision of Arbitration and Conciliation Act 1996 (No. 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Mumbai or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the parties. The cost of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. Pending the submission of and/or decision on dispute, difference or claim or until the arbitral award is published; the parties shall continue to perform all their obligations under this RFP/Agreement with SPFO without prejudice to a final adjustment in accordance with such award. Dispute, if any, shall be subjected to jurisdiction of court in Mumbai only.

21. Confidentiality

All the material sent to the bidder shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. The successful bidders are to furnish a Non-Disclosure Undertaking (NDU) as per attached format at Annexure "D".

It is reiterated that confidentiality in strict terms shall be maintained for all the existing and new data fed into software / server / including test data. The successful bidder shall not divulge in any manner or any form aforesaid data to any person or entity otherwise with express authorization of competent authority of SPFO.

Annexure – `A`

1. MIS Report Generation:

Customised report generation as per SPFO Management's Prescribed Formats have to be generated from Tally out of the data which is entered in Tally.

Following reports need to be generated from Customized Tally-

- i. Receipt & Payment Statement
 - ii. Income & Expenditure as per Common format
 - iii. Balance Sheet as per Common format
 - iv. Common Format Schedules 1-23 prescribed by the Government for Central Autonomous bodies (Non-profit Organization's and Similar Institutions)
 - v. Income and Expenditure as per Working Schedule
 - vi. Balance Sheet as per Working Schedule
 - vii. Working Schedules 1-32
 - viii. MIS Interest Register
 - ix. Investment MIS
2. Statutory compliance reports – GST, Income Tax etc.
 3. Routine functional changes that include creating new formats and configuration of reports. (Flexible reports)
 4. Any other Financial Reports as per SPFO prescribed formats
 5. If due to any statutory changes any functional requirement arises, the same needs to be fixed in timely manner so that the day to day functioning of SPFO is not hampered.

TECHNICAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No: _____
2. Name of Bidder:
3. Complete office address of Bidder
.....
4. Contact details of authorized person of Bidder who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
6. EMD payment details (DD number & bank detail)
7. Documents to be enclosed with the Technical bid are as under:
 - a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
 - b. Copy of PAN & GST duly Signed & Stamp.
 - c. Bidder's Authorization Certificate as per **Annexure 'C'**
 - d. NDU on letter head as per **Annexure "D"**.

Signature of the Bidder with stamp

Name :.....

Designation :.....

Date :

Annexure – `C`

Bidder's Authorization Certificate
(To be submitted on the letter head of the bidder)

To:
Commissioner,
Seamen's Provident Fund Organization (SPFO)
"Krupanidhi" Bldg. 3rd Floor,
9, Walchand Hirachand Marg,
Ballard Estate, Mumbai – 400 001
Tel.: 022 – 226 162 02 (p) Commissioner
Tel.: Office: 226 169 25/ 226 746 34
Fax: 022 – 226 162 02
Email id- spfo-commr@spfo.gov.in

<Bidder's Name> _____

<Designation> _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of referencedated _____. He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said tender.

Yours Sincerely,

Signature of the Bidder with stamp

Name :

Designation :

Date :

Annexure – `D`

Non-Disclosure Undertaking (NDU) Third Party Non-Disclosure Undertaking

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with SPFO on contract is confidential and that the nature of the business of the SPFO is such that the following conditions are reasonable, and therefore:

I warrant and undertake as follows:

I, or any other personnel employed or engaged by our company, undertake not to disclose, directly or indirectly, any information related to the SPFO. Without restricting the generality of the foregoing, it is undertaken that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to SPFO all documents and property of SPFO, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to SPFO business, or in any way obtained by me during the course of contract. I further undertake that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also. I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the SPFO, and are reasonable given the nature of the business carried on by the SPFO. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this _____ day of, 20_____.

Signature of the Bidder with stamp

Name :

Designation :

Date :

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Annexure – E**FINANCIAL BID****FORMAT & REQUIREMENTS**

1. Tender Ref. No.: _____
2. Name of the Bidder:
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

S.N	Description	Amount (in Rs.)
A. Customization		
1	Customized MIS Report Generation	
2	Testing & Implementation	
A	Total (Including Taxes)	
B. Annual Maintenance Charges		
1	AMC for 1 Year after 6 months from the date of Final Go-Live	
B	Total (Including Taxes)	
	Sum of A + B (Including Taxes)	

In words (Rs.)

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I/we hereby confirm that to the best of our knowledge and belief:

1. The rate quoted will be reasonable and valid for the period of one year from the date of opening of financial bid. The period can be extended with mutual agreement.
2. Tendered rates are at par with the prevailing market rates and not more than the price usually charged for same nature/class or description from any other, either foreign or as well as Government purchaser.
3. In respect of indigenous items/services for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
4. Services/Products/Goods supplied, will be of requisite specification and quality.

Note:

1. The Bidder is advised to quote rate in absolute Indian Rupees.
2. The rate quoted will be reasonable and valid for period of contract from the date of opening of financial bid. The period can be extended with mutual agreement.
3. No condition will be entertained and conditional tender will be liable to be rejected.

Signature of the Bidder with stamp

Name :

Designation :

Date :

5.3

The expected schedule of key activities for the purpose of this RFP is outlined below:

Sr.No.	Key Activities	Due Date*
1.	Issuance of RFP	16.01.2025
2.	Last date for submission of queries on RFP via e-mail (queries to be sent to on the email id spfo-commr@spfo.gov.in)	28.01.2025
3.	Pre – Bid Meeting at SPFO Conference Hall	31.01.2025
4.	Response to above queries to be uploaded on the SPFO's website	05.02.2025
5.	Last date for submitting Proposal (T+3 weeks)	12.02.2025 by 15.00 Hours
6.	Technical bid opening for the eligible Bidders (* + 1 Day)	13.02.2025 by 16.00 Hours
7.	Financial bid opening for the eligible Bidders	Dates will be notified to technically qualified Bidders
8.	Issuance of letters to selected Customizer of Tally	After the approval from SPFO
9.	Signing of Agreement	To be intimated to the selected Customizer of Tally
10	Selected Customizer of Tally to be ready in all respects	To be intimated to the selected Customizer of Tally

* The SPFO reserves the right to change any date/time mentioned in the schedule above

Contact Details:

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 Commissioner,
 Seamen's Provident Fund Organization (SPFO)
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 Ballard Estate, Mumbai – 400 001
 Tel.: 022 – 226 162 02 (p) Commissioner
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Table of Contents

1. Disclaimer.....	4
2. Introduction.....	6
3. Terms of Reference	8
4. SCOPE OF WORK	8
5. ELIGIBILITY CRITERIA	10
Essential Qualification	10
Technical Evaluation Criteria	11
6. Selection Methodology	11
22. Timelines.....	12
23. Payment Terms.....	12
24. Annual Maintenance Contract	13
25. Security Audit	13
26. Addition of New Features	13
27. Annual Maintenance Contract	13
28. SUBLETTING	14
29. Security Deposit	14
30. Penalty.....	14
31. Termination.....	15
32. Blacklisting	15
33. All-inclusive Prices	15
34. Force Majeure	15
35. Arbitration	16
36. Confidentiality	16
Annexure – `A`	17
Annexure – `B`	23
Annexure – `C`	24
Annexure – `D`	25
Annexure – `E`	9