



REQUEST FOR PROPOSAL (RFP) DEVELOPMENT OF SOFTWARE FOR ACCOUNTING MODULES

No. HM/RPF/2024-25/001

Date: 16th July, 2024

HIMACHAL CONSULTANCY ORGANISATION LIMITED (HIMCON)

**1ST FLOOR, SHREE NIKETAN,
MELHLI SHOGI ROAD,
LOWER PANTHAGHTI,
DISTRICT SHIMLA,
HP-171013**

Request for Proposal (RFP)

HIMACHAL CONSULTANCY ORGANISATION LTD. (HIMCON)

1st Floor, Shree Niketan, Mehli Shoghi Road,
Lower Panthaghati, Shimla, HP-171013

Phone : 0177-2627537

E-Mail : md@himcon.org

Website: www.himcon.org

Himachal Consultancy organization Ltd (hereafter referred to as HIMCON) invites RFPs in sealed covers from reputed firms, for development of Software for Multiple Accounting Modules. The details are as under:

1.	Downloading of RFP Documents from HIMCON website	17-07-2024
2.	No. of Copies to be submitted	2
3.	Earnest Money Deposit	15,000/-
4.	RFPs Fees Including GST	2,360/-
5	Last Date of Submission	31st July, 2024
6	Address for Submission of documents	HIMACHAL CONSULTANCY ORGANISATION LTD. 1 st Floor, Shree Niketan, Mehli Shoghi Road, Lower Panthaghati, Shimla, HP-171013

All queries, if any, in connection with this RFP shall be sent to following officials (in word format) and hard copy by post to HIMCON, 1st Floor, Shree Niketan, Mehli Shoghi Road, Lower Panthaghati, Shimla, HP-171013 on and before 31st July, 2024 by 5 PM. Prospective bidder is required to direct all communication related to this RFP, through the nominated Point of Contact persons:

Contact : Brijesh Sharma
Position : Deputy Manager (Accounts)
E-mail : amaccounts@himcon.org
Mobile No : 9816692881

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1. SUMMARY AND BACKGROUND

a) **Himachal Consultancy Organisation Limited** was established in the year 1977 as a joint venture by Public Sector Financial Institutions (IFCI Ltd, SIDBI, ICICI), Public Sector Banks (SBI, PNB, CBI, BOI, Uco Bank) and Himachal Pradesh State Govt institutions (HPFC, HPSIDC etc). *HIMCON is a deemed Govt Company under Section 2 (45) of the Companies Act, 2013. Its accounts are audited by Comptroller and Auditor General of India (CAG).*

2. Introduction of software development for accounting modules:

A. Software requirements describe the services a software system must provide and the constraints under which it must operate. They can range from high-level statements to detailed mathematical specifications. Here are some things to consider when developing software requirements:

- Functional requirements

These describe what the software should do, including its features, capabilities, and usability. For example, a user authentication requirement might state that users should be able to log in with a username and password. When defining functional requirements, use clear language, include examples and use cases, and prioritize requirements.

- Performance requirements

These measure how well the software runs and performs its tasks.

- Stakeholders

Identify stakeholders early on in the process, as they will be the main source of requirements. You can involve stakeholders through interviews, brainstorming sessions, or email questionnaires.

- Validation

Validate the documented requirements to ensure they accurately represent stakeholders' needs and expectations. This can help identify and fix errors or misunderstandings before development begins.

- Communication

Establish effective communication between stakeholders, developers, and users.

B. "Sourcing of accounting software" simply means the process of finding and obtaining accounting software for a business or organization. It involves researching available software options, evaluating their features and suitability for the business's needs, and ultimately selecting and acquiring the most appropriate software solution. This process may include considerations such as functionality, cost, ease of use, compatibility with existing systems, and support services provided by the software vendor. The goal of sourcing accounting software is to find a solution that helps streamline financial processes, improve accuracy, and support the business's accounting and reporting requirements.

3. PROPOSAL GUIDELINES

HIMCON has to develop multiple accounting modules for efficiently managing internal accounting audits. There is 50+ accounting reports which needs to automate along with additional features.

4. PROJECT PURPOSE AND DESCRIPTION

The purpose of this RFP is to shortlist a vendor for developing a web and desktop application that will automate all the reports and to provide yearly review, upgradation (whenever required) and system support for the automated modules. Below are the features required in the software

- Profile Creation of Directors/Shareholder and Firms
- Multiple Document uploads for both Directors/Shareholder and Firms
- Profile creations of Debtors, Vendors, and other entities
- Analyze Bank Files and create multiple transaction-based reports
- Integrate Data Syncing process with Tally
- Create Firm specific reports
- Create Director/Shareholder specific reports
- User Management Module
- Secure Data Migration Module

5. PROJECT SCOPE

- Review of existing reports and understand the overall development scope.
- Design of UI screens, Backend Architecture and Database.
- Designing of Input data process to the existing data format.

- Develop automated reports wherein data will be kept in database (RDBMS preferably in SQL Server).
- The application should have seamless integration with our existing accounting software Tally Prime.
- The bidder will provide server requirements for online web application and system configuration for the offline Desktop application.
- The application should have the flexibility to generate MIS Reports as per requirements.
- Installation of new application in live environment.
- The bidder shall provide complete documentation of the application.
- The developed application will be released and deployed in UAT environment. HIMCON will do the acceptance testing for the system and the bidder will resolve any non-conformity for each sprint. The application will be made go-live after UAT sign off from HIMCON.

The bidder shall provide AMC for the application which would involve maintenance of the application, bug fixing, generation of MIS reports and closure of audit observations including any necessary modifications if required in the application.

6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

a) Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5PM July 31, 2024.

Evaluation of proposals will be conducted on or before 10th August, 2024. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than 15th August, 2024.

b) Project Timeline:

Project initiation phase must be completed by 31st August, 2024

Project must be completed by 15th September, 2024.

7. BIDDER'S QUALIFICATION:

A) Eligibility Criteria

The applicant will be evaluated for vendor, inter-alia, based on the prequalification criteria mentioned below:

S. No.	Pre-Qualification Criteria	Reference Details/ Documentary Evidence
1.	The applicant should be a legal entity registered in India.	Certificate of Incorporation / Any other relevant document
2.	The applicant should be having GST registration.	GST Registration certificate/ copies
3.	The applicant should not have been blacklisted by any of the PSUs.	Self-Declaration on letterhead
4.	The applicant shall have an experience of similar nature of work in the relevant field.	Attach PO's/work orders/certificates from customers specifying "completion" or "satisfactory work in progress" and reference details with contact details of the customer.
5.	The complete profile of firm should be attached	Profile of the firm
6.	A presentation regarding area of operation along with approach & Methodology need to be attached	Copy of presentation

In case of no sufficient response, or in case of good prospective partner conducted a good presentation and along with approach & Methodology, Managing Director, HIMCOM reserve the right to waive off any specific or all eligibility criteria/ condition to vendor.

8. OTHER REQUIREMENTS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning and developing of same type of software.
- Examples of 2 or more software designed and implemented by your organization in similar work.
- Testimonials from past clients on Software building.
- A full testing plan.

- Time frame for completion of the project.
- Project management methodology.

9. RFP Processing fee & Earnest Money Deposit:

- The applicant from vendor shall furnish a sum of INR 15,000 (INR Fifteen Thousand Only) as earnest money in favour of HIMCON.
- EMD of unsuccessful bidders will be released/returned within 30 days from due date of date of issue of LOI to successful bidders or validity of the offer submitted.
- Tender document fee/cost is non- refundable.
- The applicants shall hold the offer open for a period of 180 days from the date of opening of RFP documents. It being understood that after submitting the response to this RFP documents, it will not back-out from his offer or modify the terms and conditions thereof. If the applicant fails to observe or comply with the foregoing stipulation, the aforesaid amount deposited as Earnest Money shall be liable to be forfeited by the HIMCON.
- The Earnest Money should be furnished in the form of online transfer of amount in our Bank account (both Rs 2,000/- Plus 18% GST = Total 2,360/- as RFP fee and Rs. 15,000/- as Earnest Money) for further processing along with respective UTR numbers of the transaction shared with the bid in hardcopy.

The details of the Bank account are given below:

Account Name	Nature of A/c	Bank	Branch	Account No.	IFSC
Himachal Consultancy Organization Limited	Smart Roamer/ Current	Punjab National Bank	Lift Road, The Mall, Shimla	33830018-00000015	PUNB0338300

The earnest money of unsuccessful applicant will save as herein before provided, be returned within reasonable time to the applicant.

- If the RFP is accepted, the amount of Earnest Money will be held as security deposit for due and faithful fulfilment of contract.
- The RFP documents not accompanied by Earnest Money will be summarily

rejected.

10. Confidentiality:

The vendor and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of HIMCON or its clients without the prior written consent of HIMCON.

11. Jurisdiction:

The parties through respective signatories shall settle any dispute or disagreement with respect to performance, non-performance or defective performance of respective obligation amicably. In the event of disputes remaining unresolved, the parties shall refer the matter to a single arbitrator under arbitration law that may be applicable, whose appointment shall be done by Chairman & Managing Director, HIMCON. The place of arbitration shall be Shimla, Himachal Pradesh and the language used shall be English.

12. Force Majeure Clause:

If at any time, during the continuance of this contract, the performance, in whole or part, by either party, of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, act of the public enemy, Civil Commotion, Sabotage, Fires, Floods, Earthquakes, explosions, strikes, epidemics, quarantine restrictions, lockouts, any statute, statutory rules/ regulations, order of requisitions issued by any Government Department or Competent Authority of acts of God (here-in- after referred to as event) then provided notice of the happening of any such event is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate this Contract nor shall either party have any claim for damage against the other in respect of such non- performance or delay in performance, and the obligations under the Contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, PROVIDED FURTHER that if the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event beyond a period as mutually agreed to by HIMCON and the vendor after any event or 60 days in the absence of such an

agreement whichever is more, either party may at its option terminate the Contract provided also that if the contract is so terminated under this clause HIMCON may at the time of such termination take over from the Contractor at prices as provided for in the contract, all works executed or works under execution.

Each bidder must submit 2 copies of their proposal to the address below by 31st July, 2024 at 5PM:

**Managing Director,
Himachal Consultancy Organisation Limited (HIMCON),
1st Floor, Shree Niketan, Mehli-Shoghi Road,
Lower Panthaghati, Shimla, HP-171013**