



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

Council of Scientific and Industrial Research

अनुसंधान भवन 2 रफी मार्ग नई दिल्ली 110001

Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001

PRE-INDENT CONFERENCE NOTICE

A pre-indent conference is being organized with vendors on Thursday, the 4th September, 2014 at CSIR Hqrs. to discuss with the Technical Sub-Committee on the aspects of utility, technology, features, literature, design, technical parameters, clientele and other related issues of the following item to be procured for CSIR:-

S.No.	File No.	Item	Time & venue
1.	13-2(23)/2014-15/Pur	State-of-the-art software Solution for computerization of accounting processes by using cost effective, ready to use software solution OR Open Source software solution, with required customization and having successful past history of catering to the needs of Accrual system of accounting in the formats approved by Govt. of India for Autonomous Bodies/Government organizations (including pay & pension roll and material management) for CSIR (approx. 55 accounting units across the country) with facility of migration from legacy system and consolidation and compilation of accounts, in a time bound manner within current financial year.	11.00 A.M.(IST) onwards. Room No. 101, Anusandhan Bhavan, 2 Rafi Marg, New Delhi – 110 001.

For details, please visit our web-site www.csir.res.in. Vendors willing to participate must send the required information in the prescribed proforma (Annexure-IB of EOI placed on website) to Stores & Purchase Officer through email by 2nd September, 2014 positively.

STORES & PURCHASE OFFICER

Tel. No. 011-23353631,

Email: surenderkumar@csir.res.in



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1.	13-2(23)/2014-15/Pur	State-of-the-art software Solution for computerization of accounting processes by using cost effective, ready to use software solution OR Open Source software solution, with required customization and having successful past history of catering to the needs of Accrual system of accounting in the formats approved by Govt. of India for Autonomous Bodies/Government organizations (including pay & pension roll and material management) for CSIR (approx.. 55 accounting units across the country) with facility of migration from legacy system and consolidation and compilation of accounts, in a time bound manner within current financial year.	11.00 A.M.(IST) onwards. Room No. 101, Anusandhan Bhavan, 2 Rafi Marg, New Delhi – 110 001.

On the basis of above conference/meeting, the Technical Sub-Committee (TSC) shall finalize specifications after discussions and deliberations with the vendors and going through the details about technology available in the market relevant to CSIR needs. The TSC shall also evaluate the credentials/technical capabilities/ financial standing and track record of the vendors attending the pre-indent conference and on that basis, will finalize minimum qualification criterion for tendering.

Vendors willing to participate must send the required information in the prescribed proforma (Annexure-IB) to Stores & Purchase Officer through email by 2nd September, 2014 positively.

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State-of-the-art Software Solutions for computerization of accounting processes in CSIR & Its Laboratories.

1.0 Introduction/ Background

Council of Scientific and Industrial Research (CSIR), an Autonomous Body of Government of India under the Ministry of Science & Technology, having its PAN India presence (Please refer to CSIR website: www.csir.res.in) invites reputed Software Solution providers or their authorized representatives/agents with proven capabilities and successful track records of implementing the state-of-the-art Software Solutions for computerization of accounting processes in Central Autonomous Bodies/Govt. organizations/ other large organizations with multi accounting units located across India, for discussions to finalize the specifications in the indent and NIT for state of the art technical solution to meet the functional requirement of accounting processes for whole of **CSIR including its 55 accounting units (Details are as per Annexure-1C)**. CSIR intends to procure a cost effective accounting software solution OR open source accounting software solution with required customization, **to meet its immediate and urgent accounting requirement in replacement of the existing Fox-Pro based legacy accounting system**, in a time bound manner within current Financial Year.

2.0 Indicative Areas of Scope of Work and Responsibilities

1. Supplying a ready to use (including Licensing models) OR Open source state-of-the-art software solution with required customization (in case of customization / re-designing and development- CMM3.0 / CMM5.0 companies only), User Acceptance testing (functional testing for pilot Lab implementation), training, hand holding with onsite warranty , maintenance and support for establishment of state of the art software solution including seamless migration of legacy data from the existing FoxPro based accounting system namely IMPACT & IMPRESS (excluding Data migration of additional tables such as GPF ledger, Long term advance, BD project accounting, General Deposit ledger, Schedule 5 - current liabilities & 8 - current assets, vendor master, client master, which are being maintained by some of Accounting Divisions of laboratories) , robust enough to cater to the needs of accrual system of accounting in the formats approved by Govt. of India for autonomous bodies / Government organizations (including pay & Pension rolls and materials management) with facility of compilation and consolidation of accounts to meet the indicative functional requirements as given in **Annexure-IA**.

2. Provide suggestive details for minimum hardware, systems software, tools, utilities and network infrastructure, Internet bandwidth etc., which would be required for functionality of solution, in high availability and reliability with adequate response time. The details should also include other information such as security, reliability, accessibility, scalability, backup, disaster recovery required for successful deployment of proposed accounting software solution.

3. Project management plan with major mile stones and time lines for implementation of accounting software solution in CSIR within the current financial year from the date of award of contract and subsequent support for change management and maintenance by skilled technical qualified personnel.
4. Onsite comprehensive warranty, maintenance and support for supplied software solution by qualified/certified and trained personnel/engineers from central location.
5. Imparting users training for at least five regional offices/ Centres of CSIR including hand holding of related accounting personnel for each Accounting unit of CSIR (as mentioned at Annex- IC) on functional uses of software solution, as per the convenience and approval of CSIR at various locations.
6. Imparting system administrator training on ready to use and customized/developed software and associated system tools at CSIR HQ
7. Customization and change management, if any, of the software to suit CSIR requirement during the onsite warranty period minimum 1 year and/or even subsequently.

3.0 Eligibility Criteria

- (a) The vendor should have experience and capabilities in the area for at least 5 years **as on 4th September , 2014** and must have executed at least two projects in a multi user and multi city locations organization during the period as aforementioned.
- (b) The vendor should be financially sound and capable to handle the work for establishment of ready to use or open source state of the art accounting system for CSIR and its laboratories.
- (c) The vendor should be registered for CST/LST/VAT/Service Tax/PAN No.
- (d) Certification ISOs/CMM (Minimum 3.0- in case of customization of the software solution) etc.

4.0 Submission of Response against EOI

The interested eligible vendors shall have to submit their company profile and product information to CSIR in the prescribed proforma **(Annexure-IB)** on or before **01st September, 2014** on email to email id :**surenderkumar@csir.res.in**. Pre-indent conference shall be held on **3rd September, 2014** in Room No. 101 at CSIR, 2 Rafi Marg, Anusandhan Bhawan, New Delhi-110 001.

Indicative Areas of Scope of Work and Responsibilities

The proposed software solution should meet the following indicative functional requirements:-

	The software should be capable of recording all types of financial transactions (whole accounting cycle starting from the receipt of bill/claim/payables/receivables in finance till preparation of cheques and generation of accounts in all labs spread across the country including CSIR Hqrs.) and generating reconciled financial statements. The compilation and consolidation of accounts will be at three levels namely, field- unit level, lab level and at Hqrs level for CSIR as a whole. The same shall be done as and when required i.e. on daily/ weekly/ monthly/ quarterly/ yearly basis. The software should have following below mentioned indicative capabilities/features/ facilities:-
I.	Standardization of accounting heads (classification codes) for both receipts and payments.
II.	The software should be capable of budgeting, accounting and generating various types of reports of receipts and payments including financial statements separately under plan & non-plan, scheme-wise, project-wise, and under detailed budget heads; and from multiple sources viz., govt. grant, Internal resources etc., at any point of time both at unit-level and at consolidated-level.
III.	The software should be capable of budgeting, accounting and generating various types of reports of receipts and payments including financial statements project-wise, under detailed budget heads; and from externally funded projects , at any point of time both at unit-level and at consolidated level. The system should have facility to maintain sub-set of accounts for assets, inventories and advances for Externally Funded Projects.
IV.	The software should be able to generate all financial statements – both statutory and non-statutory with the feature of drill down to voucher level.
V.	The software should have multi user facility on a LAN/WAN having different levels of security and authorization.
VI.	Distributed deployment across all CSIR Labs / Institutes and units in a hierarchical organized manner.
VII.	Capable of generating statements for uploading bulk payments through Bank and to upload banks statements into the system for Bank Reconciliation with the Cash Book.
VIII.	Capable of migrating and managing the legacy data from existing software (FoxPro based) and also the capacity of holding incremental legacy data and generating various types of reports therefrom.
IX.	Capable of handling receipt and issue of inventory in both quantity and value terms and ensuring its reconciliation with figures flowing to accounts. The system should

	have the facility to maintain inventory separately for Externally Funded Projects. The System should also facilitate to provide project-wise/item-wise/employee-wise details of inventories and maintain/generate Assets Registers.
X.	<p>Payroll module should be capable of generating pay bills including arrears of Pay/DA in respect of regular as well as temporary manpower i.e. JRF/SRF/RA/PA/PF/QHF/Consultant, etc. with facility to posting data of recoveries in the ledgers and in main account. The module should also be capable of generating schedules for all types of recoveries made through pay roll package and ensure its posting in respective broadsheets and ledgers.</p> <p>The module should also have the facility to generate pension bills including arrears of Pension/DR, capable of generating pension audit register on monthly and yearly basis in respect of each pensioner/family pensioner. It should be capable of uploading pension scroll after validating pension paid and raising objections in case of mismatch, if any. The module should also be capable of generating recovery schedules, pension ledgers etc.</p>
XI.	System should be capable of generating valuables registers for all instruments recd. in Accounts, should generate pay-in slip for bank, generate acknowledgement cum receipt to the payer etc.
XII.	The system should be capable of recognizing and monitoring bills receivables and payables etc.
XIII.	System should be capable of handling project- based, activity-based and event- based accounting.
XIV.	System should be capable of generating party-wise ledgers of outstanding Loans/Grants, extended or availed by CSIR. The System should also calculate accrued interest, outstanding interest, over-due interest against investments, loans and different type of advances for personal as well as official purpose. The System should also watch the outstanding/ pending utilization certificates for Grant released by CSIR.
XV.	The software should be capable of accounting of all transactions of GPF/CPF and New Pension Scheme and able to generate separate annual accounts in respect of GPF/CPF by taking input from the main accounts.
XVI.	System should be capable to generate financial statements in the formats prescribed by Govt. of India for autonomous bodies and should have the adaptability to withstand the changes in the govt. accounting policies.
XVII.	System should be capable of cash management including investment of surplus funds and keep track of investment cycle.

Note:-

The above requirements are only indicative and exhaustive requirements will be defined during discussions and finally in NIT which will be open tendering in two part (technical and financial) bid system.

Company Profile and Product Information

(On the letterhead of the firm submitting the response document at the time of attending the pre-indent conference (PIC).

Part- A (Company Profile)

<u>S.No.</u>	<u>Description</u>	<u>Details (to be filled up by the vendor)</u>
1.0	Vendor's Name (As per Registration)	
2.0	Vendor's Registration Number with country of registration/ incorporation	
3.0	Vendor's Registered Address	
4.0	Contact Details of the nodal person	
4.1	Name & Designation :	
4.2	Contact No(s) :	
4.3	E-mail ID :	
4.4.	Fax :	
5.0	Vendor's Authorised Representative's/Indian Agent's Information (if applicable)	
5.1	Name and Designation:	
5.2	Address:	
5.3	Contact No(s):	
5.4	E-mail ID:	
5.5	Fax:	
5.6	Authorisation Letter from the Principal (Attach Copy)	
6.0	CST/LST/VAT Registration No. :	
7.0	Service Tax Registration No. :	
8.0	PAN No. :	
9.0	Client List with addresses where projects have been successfully executed in multi user/ multi city location mode during last 5 years as on 3 rd September 2014	
10.0	Certification (ISO, CMM , etc.)	
11.0	Average turnover of the company for the last three years	

PART-B (Product Information)

1. Please specify the technical details of the proposed ready to use or Open source state – of- the-art software solution & its Implementation plan , keeping in view the time lines, to meet broad indicative functional requirements, as mentioned in Annexure-IA.

(In case of ready to use standard package the licensing model such as server based ,user based , perpetual/ annual and provisions for academic version etc.)

2. Platform, Operating System, networking software tools which are essentially required to make the software solution functional (including licensing model) .
3. Minimal suggestive hardware and additional software requirements to run the software offered in a high available and reliable mode.
4. Brief description on maintenance of data integrity, security and mechanism of managing data repository, data mining etc.
5. Acceptance Testing methodology and criterion (Such as Unit functional testing , Pilot lab implementation etc.)
6. Training & Handholding (Users training at least for accounting / purchase / admin / IT personnel) at minimum five centres of CSIR) and System administrator Testing at CSIR HQ
7. Data migration strategy and integration with Existing systems
8. Change management policy after start of production.
9. Brief description of maintenance and upgradation policy.
10. Please mention any other special features (not covered above), the company wants to highlight.

Note:

- a) Participating in pre-indent conference and/or submission of aforesaid documents would not make a vendor eligible. The tender document will subsequently be issued in due course.
- b) If need is felt, CSIR may seek separate demonstrations/presentations from the prospective bidders/solution providers at its convenient time and interval.
- c) CSIR will not be liable for any costs, such as providing logistics, transportation set up for presentations/demonstrations, etc. by the vendor.

LOCATION OF CSIR LABORATORIES

S. No.	NAME	LOCATION
1.	Central Building Research Institute (CBRI)	Roorkee
2.	Centre for Cellular & Molecular Biology (CCMB)	Hyderabad
3.	Central Drug Research Institute (CDRI)	Lucknow
4.	Central Electrochemical Research Institute (CECRI)	Karaikudi
5.	Central Electrochemical Research Institute (CECRI)- Centre	Chennai
6.	Central Electronics Engineering Research Institute (CEERI)	Pilani
7.	Central Electronics Engineering Research Institute (CEERI)- Centre	Chennai
8.	Central Institute of Mining and Fuel Research (CIMFR)	Dhanbad
9.	Central Food Technological Research Institute (CFTRI)	Mysore
10.	Central Glass & Ceramic Research Institute (CGCRI)	Kolkata
11.	Central Glass & Ceramic Research Institute (CGCRI)- Centre	Khurja,UP
12.	Central Glass & Ceramic Research Institute (CGCRI)- Centre	Naroda,Gujrat
13.	Central Institute of Medicinal & Aromatic Plants (CIMAP)	Lucknow
14.	Central Leather Research Institute (CLRI)	Chennai
15.	Central Mechanical Engineering Research Institute (CMERI)	Durgapur
16.	Central Mechanical Engineering Research Institute (CMERI) – MERADO Centre	Ludhiana
17.	Central Road Research Institute (CRRI)	New Delhi
18.	Central Scientific Instruments Organization (CSIO)	Chandigarh
19.	Central Scientific Instruments Organization (CSIO)- Centre	Chennai
20.	CSIR Madras Complex	Chennai
21.	Central Salt & Marine Chemicals Research Institute (CSMCRI)	Bhavnagar
22.	Institute of Genomics and Integrative Biology (IGIB)	Delhi
23.	Institute of Genomics and Integrative Biology (IGIB)-Centre	Delhi

S. No.	NAME	LOCATION
24.	Institute of Himalayan Bioresource Technology (IHBT)	Palampur
25.	Indian Institute of Chemical Biology (IICB)	Kolkata
26.	Indian Institute of Chemical Technology (IICT)	Hyderabad
27.	Indian Institute of Petroleum (IIP)	DehraDun
28.	Institute of Microbial Technology (IMT)	Chandigarh
29.	Industrial Institute of Toxicology Research (IITR)	Lucknow
30.	National Aerospace Laboratories (NAL)	Bangalore
31.	National Botanical Research Institute (NBRI)	Lucknow
32.	National Chemical Laboratory (NCL)	Pune
33.	National Environmental Engineering Research Institute (NEERI)	Nagpur
34.	National Environmental Engineering Research Institute (NEERI) – Centre	Chennai
35.	National Geophysical Research Institute (NGRI)	Hyderabad
36.	National Institute of Oceanography (NIO)	Goa
37.	National Institute of Science Communication And Information Resources (NISCAIR)	New Delhi
38.	National Institute of Science, Technology And Development Studies (NISTADS)	New Delhi
39.	National Metallurgical Laboratory (NML)	Jamshedpur
40.	National Metallurgical Laboratory (NML) – Centre	Chennai
41.	National Physical Laboratory (NPL)	New Delhi
42.	Advanced Materials and Processes Research Institute (AMPRI)	Bhopal
43.	Institute of Minerals and Materials Technology (IMMT)	Bhubaneswar
44.	Indian Institute of Integrative Medicine (IIIM)	Jammu
45.	North-East Institute of Science and Technology (NEIST)	Jorhat
46.	National Institute for Interdisciplinary Science and Technology (NIIST)	Thiruvananthapuram

S. No.	NAME	LOCATION
47.	Structural Engineering Research Centre (SERC)	Chennai
48.	Human Resource Development Centre (HRDC)	Ghaziabad
49.	CSIR 4 th Paradigm Institute	Bengaluru
50.	CSIR HQs.	New Delhi
51.	Fund	New Delhi
52.	URDIP	Pune
53.	CSIR Corporate Office	New Delhi
54.	EMR	New Delhi
55.	CSIR Complex	New Delhi