

ACCOUNTANT GENERAL (A&E), JAMMU AND KASHMIR

No:ICT/A&E/JK/JAN2017

Dated: 12-01-2017

NOTICE INVITING TENDER

The office of the Accountant General (A&E), Jammu & Kashmir invites tenders for carrying out modification (under change management) in the Voucher Level Computerization Accounting System. Tender document containing Terms & Conditions for qualification, detailed scope of work, etc. can be downloaded from www.agjk.cag.gov.in or agjk.nic.in. Firms who satisfy the eligibility criteria may download the tender documents and submit the same either personally or through post / courier along with required documents to the Dy. Accountant General (Admn), O/O the AG (A&E), Jammu and Kashmir, Shakti Nagar, Jammu so as to reach on or before **24.2.2017, up to 3.00 PM**. Tenders will be opened on same day at 4.00 PM in the chamber of DAG(Admn). For any clarification, please contact Ms. Veena Sharma, Sr. Data Processor (Ph. No.0194-2581815/9469002832).

Sd/-

Deputy Accountant General (A&E)

**Tender Document for carrying out modification in the VLC Accounting System of AG,
J&K**

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A-Scope of work

Background of Existing Project

1. This department has an Accounting System running in Oracle 11g with LINUX RED HAT

5.6 Operating System (3tier architecture) which was originally developed and installed by M/s AF Ferguson Ltd. In 2002-03 in Oracle 8i and subsequently upgraded to Oracle 11g by M/s Access InfoTech Pvt. Ltd in the year 2012.

2. The system has 08 modules for various aspect of Accounting. Seven modules have to be modified as described in the URS (User Requirement Specification) below:

In addition an interface has to be developed to integrate the VLC system with the IFMS system presently being developed for the State of J&K by NIC. The existing system will continue to function till the proposed change management system is completed in all respect, output verified by the user and accepted. It will also have

to be ensured that user interface i.e., look & feel and user operations at front end remain same.

User Requirement Specification

Following are the changes / additions required in the various Modules.

1. Finance Module.

(i) The module generates Finance Accounts in the form of 22 Statements which are generated as Ready to Print Reports on A 4 size paper. The existing module could not be used to generate the Statements because they have undergone significant changes in format. These changes have to be incorporated in the module to generate the required new Reports.

(ii) Additional Reports called Monthly Key Indicator report (specimen attached **Link: Monthly Key Indicator. Docx**) to be generated every month in a Ready to Print on A 4 size paper.

(iii) Additional Report for Accounts at a Glance to be developed

(iii) Modifications to be made in Monthly Civil Account report.

Vendor should also provide full support for generation of Finance & Appropriation Accounts for the year 2016-17 which is scheduled to be finalized between June and September, 2017. If required on site support may be given.

(To be renamed as Finance Account Module)

2. Report Module

It provides for data entry of budget figures from hard copy of Demand for Grants.

It generates –Detailed Appropriation Accounts (monthly) and Annual Appropriation Accounts.

It requires following modification:

- (i) Provision needs to be made for importing Budget data directly into the VLC system from the soft copy provided by the State. Data entry will be discontinued.
- (ii) The Plan-Non Plan classification in the existing module, which was mandatory, is no longer required and therefore has to be removed.
- (iii) For the preparation of monthly Detail Appropriation Accounts additional category of Voted / Charged has to be added under both Revenue and Capital Expenditure along with the calculation of amount surrendered under each category.
- (iv) For final Appropriation Accounts, additional provision for insertion of comments under each grant.
- (v) In Summary of Appropriation Account additional column- Percentage of Excess/saving for the current year and previous year, to be added.
- (vi) Module to be renamed Appropriation Account Module.

3. Treasury Module

This module provides for data entry of all transactions (receipt and expenditure) received from the Treasury. It requires following modification:

- (i) Provision of Plan –Non Plan, which was mandatory, is no longer required and has to be removed.
- (ii) Presently two separate windows are used for booking GIA and UCs' received against these GIA. Provision needs to be made for linking of GIA and UC's so as to generate a report of outstanding UCs'.
- (iii) Similar provision needs to be created for linking and clearance of AC Bill and DC bills along with generation of outstanding Report.
- (iv) Present UC window to be modified.
- (v) Updating and Generation of reports related to treasury module approximately 10-15 Nos.

Modification in Reconciliation Sub-Module

- System should reconcile the figures of the State (Major Head) with the figures booked by the A.G and generate exception report. (Presently called Broadsheet which needs to be modified.
- All changes in figures / classification due to reconciliation should be effected through the reconciliation provision in the system and not through TE.

- System should enable automatic reconciliation.

Links:URS_DC.Doc

TREASURY-UM_j&k.PDF

Screen Shots.docx

4. Book Module

This module provides for posting of Lists of Payments and Cash Account received from treasuries and carrying out Transfer Entries for rectification/adjustments. It requires following modification:

- (i) Modification in Account Exclusion Report to show progressive exclusion and not just of the particular month (to be modified).
- (ii) Provision of auto capturing of difference between LOP (list of payment) and Cash Account under MH -8675-106-2501
- (iii) Provision for automatic transfer of balance from 8675 -106 (RBI) to 8999-101 Cash at the end of the month.
- (iv) Simultaneous posting of LOP by book and SOP by DC Sections should be enabled.

Links:URS_BK.DOC

BOOK-MANUAL-UMJ&K.PDF

5. Account Current Module-

This module provides for adjustment and passing on inter-government transactions i.e from State Government to Central Government, State Govt. to other State Govt. etc.

Modifications to be carried out in the module so as to make it more user friendly, efficient and avoid unwanted data entry as mentioned in Para 8 ii.

Link: ACCOUNT CURRENT-UM-J&K.PDF

6. RBD Module

RBD module is not available at present hence needs to be incorporated in to by customizing the VLC software (RBD module) of A.G (A&E) Rajasthan as per the local requirements (Specimen attached).

Links:RBD-UM-J&K.pdf

7. IFMS

State Government is in the process of implementation of IFMS and has following main modules:

1. Treasury Net for computerization and linking of treasuries.
2. BEAMS-for budget estimation, allocation and monitoring
3. GRAS for receipt accounting
4. Virtual Treasury for use of modern electronic payment

Presently Treasury Net is functional in about 100 treasuries and provision to be made for development of interface with VLC software to directly import data from the computerized Treasuries for the stages, Payment Vouchers & Receipt Challan's, and Debt, Deposit & remittances details. Provision for direct import of the annual State Budget details in VLC is also to be made.

The existing system will continue to function till the proposed change management system is completed in all respect, output verified by the user and accepted. It will also have to be ensured that user interface i.e., look & feel and user operations at front end remain same.

8. Miscellaneous

(i) In addition to the above changes any other need for modification which may emerge during the change management process has to be implemented. Purchaser reserves the right at the time of award of contract to increase or decrease scope of work.

(ii) While carrying out the modifications the following objectives should be kept in mind:

- a. It should be accompanied by proper Business Process Re-engineering so as to simplify the process, make it more user friendly and efficient.
- b. Redundant activities, information and data capturing should be removed.

- c. Data entry should be minimized and system automation should be made use to the maximum possible extent.

The vendor should provide following:

- (i). Project Plan
- (ii). Check List for temporary site for testing
- (iii). Updated System Manual (Copied from existing one if available /Updated) or need to be written a fresh.
- (iv). Installation Manual
- (v). System Administration Manual
- (vi). User Manual
- (vii). Source Code
- (viii). Training required by office
- (ix). Implementation/Warranty support.

B- Eligibility

1. The tenderer must be a company registered under the Companies Act, 2013 and **must** be an Oracle Channel Partner and should have either developed or modified Government Accounting software application using Oracle database. Tenderers preferably should have the experience of working on similar project with CAG/AG's offices. (Mention at least two Projects with sign off and attach supporting documents)

2. The tender document complete in all respect should be placed in sealed Envelope super scribed as '**Modification of Voucher Level Computerization (VLC)**'.

3. All tenders must be accompanied by a Tender Security of Rs.25,000 (Rupees twenty five thousand only) in the form of Bank draft /Banker's Pay Order in favour of " Pay &Accounts Officer, Office of the Accountant General (A&E) , J&K, " or in the form of Bank Guarantee from any Nationalized/ Scheduled/Commercial bank.

4. Charges quoted by the tenderer must be all inclusive, firm and final, and shall not be subject to any escalation whatsoever during the period of the contract.

5. Terms and conditions of the tender shall be binding upon all the tenderers.

6. The successful tenderer has to sign a contract provided in the tender document, incorporating all agreements between the parties.

7. Annual turnover of the tenderer should be above Rs. 2 crore.

8. This office reserves the right to accept or reject any tender without assigning any reason thereof, and to amend the terms & conditions before award of the work.

9. The tenderer must have a valid PAN No. & TIN No (State Registration), Central Sales Tax/VAT number & Service Tax registration number.

10. The prospective tenderer can study and discuss the scope of work with the purchaser and visit AG's office Jammu from 06 of February 2017 to 10th of February 2017.

11. A pre-tender conference shall be held at our Jammu office on 10th of February 2017 at 3.00 PM for prospective tenderer to clear the doubts.

12. The work will be taken up and completed within 3(three) months from the date of commencement. The customizing, developing and testing will be done at our Branch office Jammu site and later on will have to be implemented at Head office Srinagar too.

C. GENERAL CONDITIONS OF CONTRACT

Signing of Contract

The successful tenderer has to sign a contract provided in the tender document incorporating all agreements between the parties. The cost of contract form and other ancillary charges shall be borne by the successful tenderer.

Performance bank guarantee

Within 7 days of the receipt of notification of award from Purchaser, the successful tenderer shall furnish the performance bank guarantee in the format given in this

tender document amounting to 10% of the contract value issued from a nationalized/ scheduled bank payable at Jammu in favour of Accountant General (A&E), Jammu and Kashmir.

Service Period

The initial contract period shall be extended on same terms and conditions, unless amended otherwise, for a further period if purchaser decides to take additional services not included in the scope of work or those included in the other optional services.

Application

These general conditions shall apply to the extent that they are not superseded by provisions in other parts of the contract.

Standard

The services performed under this contract shall conform to the latest international standards.

Installation and provision of Services

The tenderer shall be responsible for suggesting the office concerned on the requirements like final testing & final installation of, provisioning of services and making them fully operational along with hardware requirements. This will be evidenced by a certificate of acceptance duly signed and/or countersigned by representatives of Purchaser. At the direction of Purchaser, the acceptance test of

the system shall be conducted by the selected tenderer in the presence of Purchaser and/ or authorized officials and/ or any other team or agency nominated by Purchaser. The tenderer shall conclude the acceptance test within project plan period, after the installation upgraded system and migration of data, in the presence of nominated officials of the purchaser present at site. Should the acceptance tests not conclude to the satisfaction of Purchaser as stated above in this section, the selected tenderer(s) shall repair/replace/reconfigure/re-provision the upgraded system, at this cost, the whole or any part of the system as may be necessary for conclusion of the acceptance tests to the satisfaction of Purchaser within a further period of 15 days.

Should acceptance tests still not conclude to the satisfaction of Purchaser, the Purchaser shall have the right to reject the upgraded system in respect of which the acceptance tests are not satisfactorily concluded as provided in this section and to terminate this contract to the extent that relates to such requirements?

Maintenance

In addition to the services specified the selected tenderer must integrate the system to make the system fully functional. It shall be tenderer's responsibility to locate the exact nature of the problem(s)/ fault(s) and rectify the same, if any. The tenderer must also take necessary steps to successfully connect all the System upgraded by him. The selected tenderer undertakes that all problems/bugs shall be

removed by remote support, telephonic support, email support and if necessary by personal visits during the period of warranty. The selected tenderer shall provide the contact details like names and telephone numbers of the officials responsible for maintenance of upgraded system in the format prescribed in Section.

Warranty

The Service Provider shall submit a warranty till the Annual Accounts for the first year are generated successfully through the upgraded system. The problems shall be attended on top priority.

The warranty MUST be for 12 months from the date of commencement of the work.

Assignment

The tenderer shall not assign, in whole or in part, his obligations to perform under the contract to any other party or persons except with Purchaser's prior written consent. The permission, if any, of Purchaser has to be taken before award of the contract.

Back up support

Tenderer shall ensure appropriate backup available in case his engineers/professionals deployed on the job go on leave or resign from the service.

D. TENDER Details:

Tender Particulars

Name of the tenderer

Address of the tenderer

Contact details of the executive to whom all references shall be made regarding this tender:

Name _____

Designation _____

Address _____

Telephone

Fax

Email address _____

Tenderer Seal

Tender Letter

Date: dd/mm/yyyy

To

Accountant General (A&E)

Office of the Accountant General (A&E),

Jammu and Kashmir,

Reference: Tender No. _____ Dated _____

Sir,

We hereby declare:

That we are Oracle Channel partners and fulfill the other criterion specified in the Tender Document. We hereby offer to provide the services at the prices and rates mentioned in the attached commercial tender. We do hereby undertake that, in the event of acceptance of our tender, the commencement of services shall be made as per the requirements. We affirm that the prices quoted are inclusive.

We enclose herewith the complete Tender as required by you. This includes:

1. Tender particulars
2. This tender letter
3. Technical details of services offered
4. Statement of deviation from requirement specifications
5. Statement of deviation from tender terms and conditions
6. Warranty

7. Maintenance and service resource/infrastructure facilities

8. Proof of turn over

We agree to abide by our offer for a period of 90 days from the date of opening of the tender prescribed by Purchaser and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake to provision as per these terms and conditions.

We hereby certify that the Tenderer is a company and the person signing the tender is the constituted attorney. Tender Security in the form of a Bank Guarantee / Bank Draft issued by _____ (bank) for an amount of Rupees twenty five Thousand attached with the Tender document. We do hereby undertake, that, until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

Signature of Tenderer (with official seal)

Date _____

Name _____

Designation _____

Address _____

Telephone _____

Fax _____

Email address _____

Details of Enclosures:

1.

2.

3.---

Statement of Deviation from Requirement Specifications/Scope of work/Deliverables

Date: dd/mm/yyyy

To

Accountant General (A&E),

Office of the Accountant General (A&E),

Jammu and Kashmir,

Reference: Tender No. _____ Dated _____

Sir,

There are no technical deviations (null deviations) from the requirement specifications of tendered items and scope of work. The entire work shall be

performed as per your specifications and documents. OR (Strike out whatever is not applicable).

Following is the exhaustive list of technical deviations and variations from the requirement specifications of tendered items/scope of work. Except for these deviations and variations, the entire work shall be performed as per your specifications and documents.

Tenderer Seal

E. TEMPLATES & FORMS

Proforma for Bank Guarantee for Contract – Performance bank guarantee

Reference No. _____ Date _____

Bank	Guarantee	No.
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To

The Accountant General (A&E)

Jammu and Kashmir,

Against contract vide advance acceptance of the Tender No. _____

Dated _____ covering implementation of Voucher Level

Computerization in Office of the Accountant General(A&E), Jammu and Kashmir,

Jammu (hereinafter called the said contract) entered into between The Accountant

General(A&E), J&K (herein called the Purchaser)and M/s _____ (herein called the Service Provider) this is to certify that at the request of the Service Provider, we _____ (Name of the Bank),are holding in trust in favour of the Purchaser, the amount of Rs.(Rupees only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Service Provider of any of the terms and conditions of the said contract and/ or in the performance there of. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/ or in the performance thereof has been committed by the Service Provider and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

We _____ (Name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said contract by the Service Provider i.e. till _____ (viz. the date up to 12 months after the date of successful commissioning and acceptance by the purchaser) hereinafter called the said date and that if any claim

accrues or arises against us _____ (Name of the Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us _____ (Name of the Bank), notwithstanding the fact that the same is enforced within six months' after the said date, provided that notice of any such claim has been given to us.

_____ (Name of the Bank), by the Purchaser before the said date Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser. It is fully understood that this guarantee is effective from the date of the said contract and that we _____ (Name of the Bank), undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Service Provider in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present bond being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment. We

_____ (Name of the Bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract

or to extend time of performance by the Service Provider from time to time or to postpone for any time of from time to time any of the power exercisable by the Purchaser against the said Service Provider and to forebear or enforce any of the terms and conditions relating to the said contract and we, _____(Name of the Bank), shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Service Provider or for any forbearance by the Purchaser to the said Service Provider or for any forbearance and/ or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from liability under this guarantee. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider.

Date _____

Place _____ Signature

Witness _____ Name _____

(Bank's common seal)

Tender Security Form

Whereas _____ (hereinafter called ‘the Tenderer’) has submitted its tender dated _____ for change / modification of VLC for the PURCHASER (hereinafter called “the Purchaser”).

KNOW ALL MEN by these presents that WE _____ having our registered office at

_____ (hereinafter called “the Bank”) are bound unto the

PURCHASER (hereinafter called “the Purchaser”) in the sum of Rupees----- for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of ____ 20__.

THE CONDITIONS of this obligation are:

If the Tenderer(s) withdraws his tender during the period of tender validity specified by the tenderer(s) in the; or If the Tenderer(s), having been notified of the acceptance of its tender by the Purchaser during the period of tender validity

- i. fails or refuses to execute the Contract Form, if required; or
- ii. fails or refuses to furnish the Performance bank guarantee and Security deposit, in accordance with the instructions to Tenderer(s).

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee will remain in force up to and including 45 days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date. _____ (Authorized Signatory of the Bank)

Contract Agreement

Contract Form

THIS AGREEMENT made on this _____ day of _____ between the office of the Office of the Accountant General (A&E),J&K (hereinafter “the Purchaser”) of one part and M/s _____ (Name of Service Provider) (hereinafter “the Service Provider”) of the other part:

WHEREAS the Purchaser is desirous that certain services should be provided by the Service Provider viz., _____ to PURCHASER and has accepted abide by the Service Provider for the change/modification related and ancillary services in the sum of (Contract Price in Words and Figures) (hereinafter “the Contract Price”).

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract referred to.

The following documents shall be deemed to form and be read and construed as part of this

Agreement viz. The Schedule of Requirements and the Requirement Specifications Agreement.

The General Conditions of Contract mentioned in the tender document, which would be reproduced suitably.

Signed, Sealed and Delivered for

“Office of The Accountant General

(A&E), Jammu and Kashmir,

By it’s constituted Attorney

Signed, Sealed and Delivered for

M/s _____ by it’s

constituted Attorney

Witness Tenderer

Signature _____ Signature _____

Name _____ Name _____

Designation _____ Designation _____

Address _____ Address _____

Tenderer _____ Tenderer _____

Date _____ Date _____

Tenderer Seal Tenderer Seal

Witness I Witness II

Signature _____ Signature _____

Name _____ Name _____

Designation _____ Designation _____

Address _____ Address _____

Tenderer _____ Tenderer _____

Date _____ Date _____

Tenderer Seal

F-Documents comprising the tender

1. A letter on the tenderer's letterhead i.e. describing the technical competence and experience of the tenderer certifying the period of validity of tender from the last date of opening of tender
2. The corporate profile of the tenderer (printed corporate brochure is preferred).

3. The tender security in the form of a bank guarantee issued by a Nationalized / Scheduled bank valid for 45 days beyond the validity of the tender or in shape of Demand draft in favour of Accounts Officer (Cash).
4. Quality certification, company profile and other documents required to establish fulfillment of criterion on technical parameters should be accompanied with the tender.
5. Tender details/Tender letter