

Government of Tripura
State Mission Management Unit
Tripura Rural Livelihood Mission
Rural Development Department
New Secretariat Building
Agartala, Tripura (West)

No.F.5(5)-RD (TRLM)/2019/2763-65

Dated, Agartala ...17/07..., 2020

Notice Inviting Quotation

Sealed quotations are hereby invited from reputed firms for procurement of web based software solution- "**Micro Finance - Management Information System for SHG**" as software as product under Tripura Rural Livelihood Mission. Quotations will be received in the SMMU **up to 3p.m on 28/07/2020** in the office of the Chief Executive officer, TRLM (Kunjaban, Near Bholagiri Ashram, Opposite to EPFO) and shall be opened on the same day at **3.30P.M.**, if possible, while the bidders or their authorized representatives may like to remain present. Quotations will be received in the form of 2 (two) bid system i.e. Technical Bid and Financial Bid. During the tender opening, Technical bids will be opened first and evaluated by the committee of TRLM. Financial bids of only those parties who qualify the technical bid will be opened for further short listing for award of tender on the basis lowest bidder agency. The requirement specification of the said "Micro Finance - Management Information System for SHGs" is enclosed at Annexure-I. The criteria for evaluation of technical bid are enclosed at Annexure-II.


Terms & condition are given below:

1. The proposal should be submitted in two parts. The first part should be the "Technical Bid" and the second part should be the "Financial Bid". Both the bids should be in separate sealed envelopes and envelopes should clearly indicate on the top "Technical Bid" or "Financial Bid ". Both the envelopes should be kept in a sealed cover as mentioned above.
2. An earnest money amounting to Rs. **10,000/-** (Rupees ten thousand only) in the form of Deposit at call or Draft drawn in favour of "**Tripura Rural Livelihood Mission Society**" payable at Agartala from any Nationalized Bank/Tripura Gramin Bank/ Tripura State Co-operative bank shall be submitted along with the sealed quotation. The said earnest money will be converted to security money for successful bidder who would be offered the work and will be refunded only after successful execution of the work. For others the earnest money would be refunded.
3. Fully deployment ready & working solution to be demonstrated during the technical evaluation as per the module mentioned in Annexure-I.
4. Bidder in whose favour the work order will be issued will have to deliver Micro Finance - Management Information System for SHGs within 7 days of issuance of work order.
5. The system to be developed using .NET/MS-SQL database or PHP/MYSQL database.
6. Application source code and database table layout design to be delivered by the agency.
7. After deployment of the system, a pilot run to be conducted in the field to evaluate the software within 7-10 days of deployment.
8. Agency is expected to perform comprehensive testing before deployment and facilitate User Acceptance Testing at Cluster Level Federation (CLF) level.
9. The Agency shall not sublet whole or part of the work to any other agency.

Contd. to page 2


24

10. Agency is liable to preserve the data privacy of software.
11. Agency should have experience of web development for Govt. sector/PSU.
12. Agency should have local presence/ human resource required for support activity of the web application.
13. Rate should be inclusive of all Taxes as applicable.
14. Rate should be quoted both in digits and words.
15. Applicable taxes shall be recovered from the bill.
16. No quotation would be entertained if it does not reach this office within the stipulated date and time.
17. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason.
18. All disputes lie within the jurisdiction of Agartala only.


(Vikas Singh)
Chief Executive Officer
Tripura Rural Livelihood Mission

Copy to:

1. M/s..... for information & necessary action.
2. The Director, Information & Technology with a request to arrange display the notice in the website of Tripura State Portal (tripura.gov.in) and Rural Development Department (rural.tripura.gov.in) and TRLM website (trlm.tripura.gov.in).
3. Notice Board, SMMU. TRLM, Agartala.


Chief Executive Officer
Tripura Rural Livelihood Mission

REQUIREMENT SPECIFICATIONS FOR CLF LOAN SOFTWARE

| Sl | Module | Features |
|----|--|--|
| A. | System Administrator | 1. Role based user management 2. Cluster Level Federation (CLF) management 3. Location Master (Geographic/ Administrative) management 4. Bank/ Bank Branch management 5. Loan Product management module 6. Lon purpose management module 7. Receipt-Payment & Profit Loss Head management for each business unit. 8. Document category management for tagging files. |
| B. | Cluster Level Federation (CLF) Module | 9. CLF profile management 10. CLF official/member and staff management 11. CLF staff and member mapping |
| C. | Customer / beneficiary Records | 12. Village Organization (VO) Record management 13. Self Help Group Record Management 14. SHG member > SHG > VO > CLF mapping 15. Multiple Bank Account Management for CLF |
| D. | Receipt- Payment Module | 16. Receipt module for receipt heads (added by the System Administrator through module no 1) 17. Payment module for payment heads (added by the System Administrator through module no 1) 18. CLF Staff Salary management. |
| E. | Loan Application Module | 19. Loan proposal entry provision at SHG level. 20. Scrutiny, verification and forwarding to CLF function at VO level. 21. Upload various loan documents at SHG level. 22. Read comments/ remarks at SHG level for rejected loan proposal at VO. 23. Loan proposal list provision with provision to forwarding to CLF with remarks and approval criteria. 24. FTO generation from CLF. 25. Loan product mapping. 26. Repayment timeline 27. Repayment entry management with provision to select Cash/ Bank Account for accepting repayment. 28. OTS provision. 29. Write-off provision for loan. |
| F. | Cheque Book Register | 30. Auto generated cheque book register (from payment and loan disbursement module) |
| G. | Asset Register | 31. Auto generated Asset register (from payment module) |
| H. | Loan Disbursement Register | 32. Auto generated loan disbursement register (from loan disbursement module) |
| I. | Demand Collection Balance (DCB) Register | 33. Auto generated DCB register |
| J. | Overdue and NPA Register | 34. Auto generated overdue and NPA register |
| K. | Loan Ledger | 35. Loan ledger module |
| L. | General Ledger | 36. Auto generated General Ledger (for all heads defined by system administrator) |
| M. | Cash Book | 37. Auto generated Cash Book |
| N. | Contra entry module | 38. Contra entry provision (Cash-Bank) |
| O. | Payment and Receipt | 39. Payment and Receipt statement |
| P. | Profit & Loss Account | 40. Profit and loss account statement |
| Q. | Bank Reconciliation Statement (BRS) | 41. Bank reconciliation statement module |
| R. | Balance sheet and Trial balance | 42. Balance sheet and trial balance |
| S. | Fund Position of Business Unit | 43. Fund Position of each Business Unit |
| T. | Transaction report | 44. Cash transaction report (date wise) 45. Bank transaction report (date wise) |
| U. | Reports | 46. Loan portfolio ageing report 47. Loan disbursement, Repayment report, Loan status report, At a glance report 48. Other financial report. |
| V. | Dashboard | 49. Graphical Dashboard with analytical report. |

Criteria for evaluation of technical bid

List of documents to be provided with Technical Bid:

1. Self attested copy of the Registration certificate of the firm.
2. Self attested copy of Annual balance sheet for the FY 2018-19.
3. Self attested copy of documents related to location of the office.
4. Self attested copy of detailed profile of Key developers of the software.
5. Software product in CD.
6. Self attested copy of GST

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**QUOTATION FOR PROCURING SOFTWARE FOR MICRO FINANCE
MANAGEMENT INFORMATION SYSTEM FOR
TRIPURA RURAL LIVELIHOOD MISSION**

1. Name and address of the bidder :
2. GST Regn. No. :
3. Contact No. :
4. Quoted rate :

| Sl | Particulars | Qty | Rate (without GST) | Rate (including GST) |
|-------|---|-----|--------------------------|----------------------------|
| 1 | Design and development of web bases online software - Micro Finance - Management Information System for SHG (including source code and database design) (one time cost) | 1 | | |
| 2 | Annual (12 month) maintenance & support (excluding server space cost and hosting) for a Cluster Level Federation (CLF) with SHGs upto 2000 (recurring cost) | 1 | | |
| TOTAL | | | | |

Total Amt. in words (without GST):

Total Amt. in words (including GST):

I have gone through the terms and conditions stipulated in the quotation notice and agree to provide software to the Tripura Rural Livelihood Mission as per the rates mentioned under item No. 5 above, abiding all the terms and conditions.

Place:

Date:

Signature with seal: