

KERALA KERAKARSHAKA SAHAKARANA FEDERATION LTD NO 4370

(KERAFED), Kera Tower, Water Works Compound, Vellayambalam, Vikas Bhavan (P.O),
Thiruvananthapuram, Kerala. PIN – 695 033.

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Tender Document for Selection of experienced consultants comprises of Chartered Accountants, Chartered Accountant firms/LLP jointly with Certified Tally implementation Agency as Total Consultants (Technical and Financial) for Management of existing customised Oracle based Accounting software and conversion to Tally ERP9 software for various units of KERAFED and its consolidation and its maintenance till March 2021.



KERALA KERAKARSHAKA SAHAKARANA FEDERATION LTD NO 4370

Name of Work: - Selection of experienced consultants comprises of Chartered Accountants ,Chartered Accountant firms/LLP jointly with Certified Tally implementation Agency as Total Consultants (Technical and Financial) for Management of existing Oracle based customised Accounting software and conversion to Tally ERP9 software for various units of KERAFED and its consolidation and its maintenance till March 2021.

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1. ADVERTISEMEMT



TENDER NOTICE

Kerala Kerakarshaka Sahakarana Federation Limited (KERAFED) invites Tenders for selection from experienced consultants comprises of Chartered Accountants, Chartered Accountant firms/LLP jointly with certified Tally implementation Agency as Total **Consultants (Technical and Financial) for Management of existing customised accounting software and conversion of the same to Tally ERP for various units of KERAFED and its consolidation and its maintenance/finalisation till March 2021.**

The last date of submission of application is up to 07-09-2020 at 12.00 PM.
For more details, please visit www.kerafed.com or contact 0471-2320504

Thiruvananthapuram

Date : 20-08-2020.

Sd/-
Managing Director

2. NOTICE INVITING TENDER

Tender No.KFD/ACTS/TALLY/01/2020

Dated. 19-08-2020

Tenders are invited by the Managing Director, Kerafed, Kera Tower, Water Works Compound, Vellayambalam, Vikas Bhavan (P.O), Thiruvananthapuram, PIN – 695 033 for selection from experienced consultants comprises of Chartered Accountants, Chartered Accountant firms/LLP jointly with certified Tally implementation Agency for Management of existing customised accounting software and conversion of the same to Tally ERP9 for various units of KERAFED and its consolidation and its maintenance/finalisation till March 2021.

Notice Inviting Tender for: Selection of Total Consultants (Technical & Financial) for Management of existing customised accounting software and conversion to Tally ERP for various units of KERAFED and its consolidation and its maintenance/finalisation till March 2021.

1	<i>Time of Completion</i>	<i>12 months</i>
2	<i>Cost of Tender Form</i>	<i>Rs. 2,500/- + GST 12 % + KFC 1%</i>
3	<i>Earnest Money Deposit</i>	<i>Rs. 30,000/-</i>
4	<i>Date of commencement of sale of Tender Form</i>	<i>20-08-2020</i>
5	<i>Closure of sale of Tender Forms</i>	<i>07-09-2020 at 12.00 PM</i>
6	<i>Last date for submission of the Tender</i>	<i>07-09-2020 at 12.00 PM</i>
7	<i>Date of opening the technical bid</i>	<i>07-09-2020 at 03.00 PM</i>

The Tender document containing the technical bid, notice inviting tender, conditions of contract and financial bid. Tender forms can be purchased from the Office of the Managing Director, Kerafed or can be downloaded from the website www.kerafed.com.

If downloaded from the site, tender form cost of Rs 2,500/ +12% GST +1% KFC has to be paid by DD drawn in favour of Managing Director, KERAFED payable at Trivandrum. The EMD of Rs. 30,000/- shall be submitted by DD drawn in favour of Managing Director, KERAFED payable at Trivandrum.

The bid shall be submitted in two cover system in a common Cover. The Technical Bid in cover1 should include the following: Competency Certificate, Experience Certificate in the similar field, list of Manpower and other Resources. The Financial Bid shall be submitted in Cover 2. Both Covers should be sealed and submitted to KERAFED in a Common Sealed Cover. The Common sealed cover should be super scribed "*Total Consultants (Technical and Financial) for Management of existing customised Accounting software and conversion of the same to Tally ERP for various units of KERAFED and its consolidation and its maintenance/finalisation till March 2021.*" All existing conditions related to the tenders of Government of Kerala will be applicable to this tender also. Kerafed will not be responsible for any errors like missing of schedules or any data while downloading the documents by

the bidder/delay in receipt or non-receipt of documents due to postal delay etc. Kerafed has right to accept or reject any bid without assigning any reason.

Every Tender should be accompanied with a preliminary agreement in the format appended executed in Kerala Govt. Stamp paper worth Rs.200/- and EMD of Rs.30,000/- in cover 1. Tenders without EMD, Preliminary agreement and other prescribed documents will not be considered for further processing. Further details and clarifications if any can be had from the office of the Managing Director, KERAFED during working hours.

MANAGING DIRECTOR

3. KERALA KERAKARSHAKA SAHAKARANA FEDERATION LIMITED (KERAFED).

3.1 Introduction/Background

KERAFED is the Apex Co-operative Federation of coconut farmers in Kerala and is the largest producer of coconut oil in India. KERAFED has two expeller oil extraction factories one at Karunagappally, Kollam District and the other at Naduvanoor, Kozhikode District. KERAFED's oil complex at Karunagappally in Kollam district is one of the biggest such units in India, with an installed capacity of 250 Tons per day.

"KERA" Brand of coconut oil is produced by KERAFED from copra of the finest quality, directly procured from coconut growers in Kerala - the land of coconuts. The copra thus procured is processed using the most modern technology. In the selection and processing of copra, KERAFED employs strict quality control measures to ensure product superiority and purity. A unique two stage filtering process is employed by KERAFED to retain the original aroma and flavour of coconut oil for a long period.

"KERA" Brand of coconut oil is known for its quality, purity, longer shelf life and reasonable price. Its quality is conformity with the grade specifications laid down by the Bureau of Indian Standards vide IS: 542-1968. Certificate of Authorisation to grade "KERA" coconut oil under AGMARK has also been obtained. "KERA" is available in HDPE bottles of 100 ml, 200 ml and 500 ml; PET bottles of 1000 ml and polythene pouches of 500 ml and 1000 ml. The raw materials used for these packing are of virgin / food grade, approved by CFTRI, Mysore / other Government approved agencies. Secondary packing is done using 3/5 ply corrugated cartons, as per specifications.

4. SELECTION OF TOTAL CONSULTANTS (FOR BOTH TECHNICAL & FINANCIAL)

4.1 Objective

M/s KERAFED Is the producer of Kera brand coconut oil is using an Oracle based Software for billing and accounts and want to implement GST enabled Tally ERP9. For their production accounts and inventory activities in its decentralised offices across Kerala. It is proposed that the customised TALLY ERP9 software should meet its requirements such as

1. Financial accounting and reporting, preparation of unit wise financial statements, consolidated financial reports, generation of reports and filing of monthly and annual GST returns, quarterly TDS filing and other Management Information reports, including the reports for tax audit and co-operative audit purposes.
2. Procurement of Coconut and Copra, Generation of purchase vouchers (MR) and service Vouchers (SR), inventory accounting and generation of MIS reports on Purchase.
3. Recording of Issue of copra for coconut oil production, accounting of quantity of coconut oil and coconut oil cake produced, reporting of quantity of copra as per MR and quantity issued to production and other MIS reports on production.

4. Packing is done and spillage if any is recorded, Carton packing also need to be accounted, any other packing material used also need to be tracked, packed stock need to be captured.
5. Accounting of packing materials, purchase, inventory issues and closing stock.
6. Sales will be done against Sales orders, orders need to be entered in tally and approved. Approved orders are processed for sales, generation of MIS reports.
7. Sales, Printing of GST Invoice and E-way Bill need be generated.
8. Sales return, Tacked as credit note with reasons.
9. Purchase return, treated as debit note and products returned are treated as scrap, Generation of E-way bill for sending back the rejected Copra and packing materials.
10. Damage entries, Raw material, finished goods, packing material value and quantity is reduced from stock, provision for inclusion of damage allowance
11. Inter godown/Stock point transfer entry, for transferring to a different branch (Sale & Stock Points) or inside factory, movement of item wise stock need to be tracked. Report of Items wise stock statement, Report of items wise sales and consolidated sales, Report of Distributor wise sales and other MIS reports.

It is proposed that the Total Consultants will assist KERAFED in the finalisation of accounts for the year 2019-20, Customisation of Tally ERP 9, changeover from the present system to Tally ERP9 and appraisal including the timely data entry, Bank reconciliation, Interunit reconciliation customisation of Tally ERP9 with all the above mentioned features and functionalities and post implementation and supervision of its maintenance/finalisation till March 2021 etc.

5. SCOPE OF WORK BY THE TOTAL CONSULTANT

The Consultant is also responsible for the service support from the finalisation and extraction of data from the existing oracle based customised software, migration of data to the GST enabled Tally ERP9, customisation as per the scope/system requirement specification, monitoring/supervising the accounting function by in-house staff of KERAFED, till finalisation of the accounts for the year ended 31st March 2021, to KERAFED of the assigned Project as given below:

Preliminary Phase

1. Preliminary survey and mobilisation of data
2. Preparation of System Requirement Specification (SRS)
3. Finalisation of accounts based on the data available with existing oracle based software as on 31st March 2020.
4. Drafting Chart of Accounts (COA) (Based on oracle based Software COA)

Implementation Phase

1. Finalisation of contract document.
2. Procurement of Hardware, Software and tally GST enabled ERP9
3. Getting and recommending Consultants' work schedule.
4. Customisation of GST enabled Tally ERP9
5. Data migration to GST enabled Tally ERP9
6. Enabling parallel run if any required.
7. Monitoring and evaluation of the accounting work by KERAED team and Finalisation of account on 31st March 2021

Finalisation and Handing Over Phase

1. Finalisation of accounts for the year ended 31st March 2021
2. Stock taking reports, Cash, Bank and inventory of Coconut, Copra, Coconut Oil, Coconut Oil cake, and Packing Materials etc. – (Physical stock taking is the responsibility of KERAED).
3. Preparation of Annual Financial Statements for the year 31st March 2021

6. ELIGIBILITY

- 1 The applicant must be experienced consultants comprises of Chartered Accountants, Chartered Accountant firms/LLP jointly with certified Tally implementation Agency with multiple specializations, experience and expertise in software skills, Technical skills and other skills customisation of GST enabled Tally ERP9, finalisation of accounts of co-operative apex Federation, familiar with statutory compliances such as GST, GST TDS and TDS and preparing financial reports to various stake holders etc.
- 2 The Consultants, Firm, or the Consultants in the Firm should have completed at least one similar assignment (Accounts finalisation and data migration from the existing software to Tally ERP9 or an upgraded version of customised software) for any State Government organisation during **last ten years**.

7. INSTRUCTIONS & GUIDELINES FOR SUBMISSION OF APPLICATION FOR SELECTION OF TOTAL CONSULTANTS

1. The document can be downloaded from our website at www.kerfed.com.
2. Any addendum/corrigendum relating to this Tender will be published in KERAFED website only & these will be part of the tender.
3. The applicant must submit a non-refundable processing fee (Tender fee) of **Rs 2,500/- (Plus 12% GST and 1% KFC)** in the form of DD drawn in favour of KERAFED, payable at Trivandrum.
4. The tender documents both Technical and Financial shall be signed by the authorized person (s) of the firm. All pages of the Tender document shall be signed and seal affixed by the applicant.
5. The application shall be submitted only as per the enclosed format (s) along with annexure, along with Self-attested documentary proof(s) in respect of the details furnished in the application form. The intending firms shall also submit the list of such work where due to any disputes/litigation was invoked and or the consultancy services were abandoned/suspended by the client(s). Suppression of any information in this regard may lead to disqualification of the Firm concerned, if such information comes to the notice of KERAFED, subsequently incomplete applications will be summarily rejected.
6. KERAFED reserves the right to accept or reject any application or cancel this Tender process without assigning any reason or incurring any liability thereof.
7. The Consultants, Firm or Consultants in the Firm having experience in doing similar assignment for Government organisation should give details of such works carried out by them in the last Ten years. This will be considered as plus point in the technical evaluation of the tender's.
8. Summary of regular/permanent professional employees and key Personnel including the nature of specialization, qualifications and experience should be enclosed.
9. The Consultants, Firm or Consultants in the Firm should give an undertaking certifying that the firm has not been blacklisted by any Govt. /Local bodies/PSUs.
10. The selection shall be valid for a period of 1 (One) year from the date of selection or as decided by KERAFED. The validity period may be extended further at the discretion of KERAFED based on the performance of the selected consultants if the situation warrants.
11. The Consultants, Firm or Consultants in the Firm, successfully fulfilling minimum criteria shall be eligible to apply. Certified copies of award letters or work order or contract agreement or completion certificate if any from the client should be enclosed.

12. KERAFED shall not be responsible for any delay/ loss of documents or incorrect filling of application form and **ANNEXURE I TO VII** of the application. Also KERAFED Shall not be responsible for delay/ non receipt of filled-in application form along with documentary proofs sent by registered post.
13. KERAFED reserves the right to modify the criteria and take its own decision if so required.
14. The evaluation of the applications submitted by the firms shall be undertaken based on details submitted by them strictly as per requirement of this Tender document. Applicants shall not be required to submit their own, additional information or material subsequent to the date of submission and such material if submitted will be disregarded. It is therefore essential that all the details are submitted by the applicants accurately and specifically as per requirement of this tender. However, KERAFED reserves the right to ask any clarification from the applicants for details submitted if it so desires during evaluation.
15. Selection does not assure awarding/selection for any work.

8. EVALUATION CRITERIA

1. Following points are considered for evaluation:

- Organisational Details.
- Experience of Consultancy assignments completed.
- Empanelment in Govt firms.
- Experience in industrial parks.

2. The Technical evaluation shall be carried out by a duly constituted Committee on the basis of predetermined criteria and where it is not possible to do so, based on their own judgment.

3. Submission of experience certificate from previous clients preferably from Govt/ public sector organizations.

4. KERAFED reserves the right to modify the criteria and take own decision if so required.

9. AWARD OF WORK

Award of Work - Work is awarded to the firms who technically qualified and quotes lowest rate.

10. SCHEDULE OF PAYMENTS

Payments to the Consultants shall be paid based on the progress of the work

1. Stage - I – 25% of the contract amount shall be released on finalisation of the Accounts for the year ended 31st March 2020.
2. Stage – II – 25 % of the contract amount shall be released on completion of the customisation and migration of data to Tally ERP-9, and complete the verification of the data entry for the three months from 01st April 2020.
3. Stage – III – 25% of the contract amount shall be released on verification of the data entered for the first 9 months and submission of the three quarterly reports for the period ending 30th June 2020, 30th September 2020 and 31st December 2020.
4. Stage – IV – balance 25% on successful finalisation of the accounts for the year ended 31st March 2021 and on successful implementation of the GST enabled Tally ERP9.

11. APPLICATION FORM FOR SELECTION

INFORMATION TO BE FURNISHED BY THE APPLICANTS

Sl.No	Particulars	Details Furnished
1	Name of the Consultant/ Organization	
2	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3	Organization Details	Annexure-I
4	Details of the Certified Tally Implementation Agency	Annexure-II
5	List of Consultancy assignments completed assignments completed in the last 10 years ending 31 st March, 2020	Annexure-III
6	Undertaking	Annexure-IV
7	Details to be submitted in the covering letter	Annexure-V
8	Agreement	Annexure-VI in Stamp Paper
9	Financial Bid	Annexure-VII

Place
Date

Signature of the Applicant
Name & Designation

ORGANISATIONAL DETAILS**CHARTERED ACCOUNTANT/FIRM/LLP**

Sl.No	Parameter	Details
1	Year of Establishment/Date of Reconstitution of the Firm	
2	Status of Firm (Proprietorship/ Partnership/ Any other)	
3	Empanelment with Govt. Organizations (Mention names along with copies of empanelment letters)	
4	Name of the Partners	
5	Name of the qualified Staff	
6	PAN Number of the Firm	
7	GST Number of the Firm	
8	Number of employees full-time with the firm	
9	Details of the Key Consultant having specific experience.	

Place
Date

Signature of the Applicant
Name and designation with seal

INFORMATION TO BE FURNISHED BY THE CERTIFIED TALLY IMPLEMENTATION AGENCY*

Sl.No	Particulars	Details Furnished
1	Name of the Certified Tally Implementation Agency	
2	Address	
	Mobile No.	
	Telephone No.	
	Fax No.	
	E-mail ID	
3	Organization Details	
4	List of Consultancy assignments completed assignments completed before 31 st March, 2020	
5	Undertaking	
6	Details to be submitted in the covering letter	

- *Copy of the certificate need to be attached.*

Place
Date

Signature of the Applicant
Name & Designation

Annexure-III

LIST OF CONSULTANCY ASSIGNMENTS COMPLETED IN LAST TEN YEARS ENDING 31ST MARCH 2020

Sl.No	Name of Work/Project with address	Short Description of Consultancy assignments	Name and Address of owner/client	Cost of work/Project	Date of start of work/project		Date of completion of work/project		Bonus issued/Liquidated damages if any imposed on Consultant	Any other relevant information
					Stipulated	Actual	Stipulated	Actual		

Work/Project means total consultancy work. The list of works/project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/client.

Place
Date

Signature of the applicant
Name and designation with seal

UNDERTAKING
TO WHOM SO EVER IT MAY CONCERN

1. It is certified that I/our Name/firm/LLP.....am/is having in-house capability of carrying out **Total Consultancy services** as laid down in Clause 3.0 of the Notice Inviting Tender for **Selection of Total Consultants (Technical and Financial) for Management of existing customised accounting software and conversion of the same to Tally ERP for various units of KERAFED and its consolidation and its maintenance till March 2021 .**
2. It is certified that, I/firm/Firmam/is not blacklisted by any Central/State Govt Departments/ PSUs/ Autonomous and statutory bodies.
3. It is further certified that all information/data furnished in the application form and Annexure for Empanelment are true to the best of our knowledge and belief.

Date
Place

Signature of the applicant
Name and designation with seal

Annexure V

DETAILS TO BE SUBMITTED IN THE COVERING LETTER

Sl.No	Details Required	Details Furnished
1)	Name of Firm	:.....
2)	Mailing Details of Firm	
a)	Address	: : : :
	Details of the Certified tally Implementation Agency	: : : :
b)	Tel No.	:
c)	Fax No.	:
3)	E-mail ID of Firm	:
4)	Contact details of the Authorised Person	:
a)	Name	:
b)	Designation	:
c)	Mobile No	:
d)	Tel. No	:
5)	Details of non-refundable processing paid	:
a)	Amount	:
b)	DD No.	:
c)	Details of Bank	:

Form No.VI
Preliminary Agreement
 (Rs. 200/- Stamp paper)

Articles of agreement executed on thisday of between the **Managing Director, Kerala KeraKarshaka Sahakarana Federation Limited No. 4370 (KERAFED LTD 4370)**, Thiruvananthapuram (hereinafter referred to as "KERAFED") acting through (here enter the designation of the officer who have invited this tender) datedon the one part and , for and on behalf of , in the capacity as Director, having its registered office (here enter name and address of the tenderer hereinafter referred to as "The bounden" on the other part).

WHEREAS in response to the invitation for tenders contained in dated inviting tenders, the bounden has submitted to KERAFED a tender for the "....." subject to the terms and conditions contained in the said tenders:-

WHEREAS the bounden has also deposited with KERAFED a sum of Rs 30,000/- (Rupees Thirty Thousand Only) as earnest money of execution of an agreement undertaking the due fulfilment of the contract in case his tender is accepted by KERAFED.

Now THESE PRESENTS WITNESS and it is hereby mutually agreed as follows:-

1. In case the tender submitted by the bounden is accepted by KERAFED and the contract for the **Consultancy Service** is awarded to the bounden, the bounden shall within 14 days of acceptance of this tender execute an agreement with KERAFED incorporating all the terms and conditions under which KERAFED accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract, KERAFED shall have power and authority to recover from the bounden any loss or damages caused to KERAFED by such breach as may be determined by KERAFED, appropriating the earnest money deposited by the bounden and if the earnest money is found to be inadequate, the deficit amount may be recovered from the bounden and his properties, movable and immovable, also in the manner hereinafter contained.

3. All sums found due to KERAFED under by virtue of this agreement shall be recoverable from the bounden and his properties, movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are areas of land revenue and also in such other manner as KERAFED may deem fit. In witness where ofManaging Director (here enter name and designation) for and on behalf of KERAFED and (consultant), the bounden have hereunto set their hands the day and year shown against their respective signatures. Signed by

First Party
(Date)

Second Party
(Date)

In the presence of witness.

1.	
2.	

**FORM VII : FINANCIAL BID
(To be submitted in cover 2)**

Name of the Assignment:- Selection of Total Consultants (Technical and Financial) for Management of existing customised accounting software and conversion of the same to Tally ERP for various units of KERAFED and its consolidation and its maintenance till March 2021

Sl.No	Description	Quoted Amount (₹)
1	Total Consultants Fees for (Technical by Certified Tally Implementation Agency and Financial by Chartered Accountant/Chartered Accountants Firm) for Management of existing customised accounting software and conversion of the same to Tally ERP for various units of KERAFED and its consolidation and its maintenance till March 2021	
1.1	Consultancy Fees for (Technical by Certified Tally Implementation Agency) for Customisation GST enabled Tally ERP9 for various units of KERAFED by incorporation of sales, Inventory and accounting functions	
1.2	Consultancy Fees (Financial- by Chartered Accountant/Chartered Accountants Firm) for Management of existing customised accounting software and conversion of the same to Tally ERP for various units of KERAFED and its consolidation and its maintenance till March 2021	
2	GST @ 18%	
3	Total Amount (₹)	
	(Rupees.....)	

DECLARATION

I /We.....hereby agree to undertake the above work as per specification and as per the instruction of KERAFED for an amount of Rs (in figure)
..... (in words)

Note: the rate may be quoted in Rupees only.

Place:
Date:

Signature:
Name & Address;