



**REQUEST FOR PROPOSAL
FOR
IMPLEMENTATION OF OPEN SOURCE CLOUD BASED ERP
AT
CORPORATE OFFICE AND ALL ITS UNITS**

**Cost of RFP Paper: 1,120/-
(Including GST)**

Submission of filled in
REQUEST FOR PROPOSAL
by 11:30 AM on 01/07/2019

Name of Bidder:

Address: _____

Telephone No:
Fax No:
E-Mail address:



www.omfed.com

**THE ODISHA STATE CO-OPERATIVE
MILK PRODUCERS' FEDERATION LTD.**

OMFED, D-02, Sahidnagar, Bhubaneswar – 751007

Tel. No. 0674-2546030, 2546121, 2540576

E-mail Id: omfed@yahoo.com

Request For Proposal (RFP)

OMFED invites Request For Proposal for implementation of Open source cloud based ERP at OMFED Corporate Office & all its units.

Interested bidders may submit their sealed offers latest by 11:30 A.M. dtd. 01/07/2019. The cost of tender paper is Rs.1,000/- + GST 12% along with EMD of Rs. 2,00,000/- (Rupees Two Lakhs Only) to be submitted in shape of separate Demand Draft drawn on any Nationalized / scheduled Banks in favor of OMFED payable at Bhubaneswar. For details visit our official website: www.omfed.com.

The **corrigendum / amendment** to this notice, if required shall be published only in the OMFED web site and will not be published again in newspaper.

OMFED reserves the right to accept or reject any or all the RFPs or part thereof without assigning any reason.

Manager (I.T)

RFP Schedule

<u>Activities</u>	<u>Timelines</u>
RFP Publication	07/06/2019
Submission of Bid/ Bid Closing Date	01/07/2019 at 11:30 A.M.
Opening of Technical Bid	01/07/2019 at 3:30 P.M.
Presentation of Bidder before the committee	To be communicated separately
Opening of Financial Bid	To be communicated separately
Letter of award(LOA)	Within 10 working days of selection of the bidder
Signing of Agreement	Within 20 days of selection of Bidder

All communications/information including submission of Proposal should be addressed to below mentioned address:

OMFED

The Orissa State Cooperative Milk Producers' Federation Ltd.

D-2, Shaheed Nagar,
Bhubaneswar-751007.

Phone No: 0674-2544576, 2546030, 2546121, 2540417, 2540273

Customer Care Telephone No.- 0674-2547119.Fax : 0674-2540974

Email Id: omfed@yahoo.com

MANAGER (IT)
OMFED

Section- "A"-Brief about OMFED

1. Introduction

The Orissa State Cooperative Milk Producers' Federation Limited (OMFED) is an apex level Dairy Cooperative Society registered under Cooperative Society Act – 1962. It has come into existence to integrate the milk producers in rural areas with consumers in the urban areas with an enterprising aptitude.

OMFED's main activities include promoting, production, procurement, processing and marketing of milk, milk products and subsidized cattle feed for economic development of the rural farming community in Orissa.

1.1 Background of ERP Project:

OMFED, a business organization involved for collection, processing & marketing of milk & milk product and supplying technical inputs to its farmer members having a turnover of around Rs.900.00 Crores. OMFED needs the automation of manual consolidation of Open source and cloud based ERP software which will help us in various departments like production, finance, marketing, Quality, Material Management, Sales & Distribution, etc.

1.2 Scope of the RFP

The requirement of Web Based Real Time Data Transfer Solution for a Dairy Development which covers a wide range of Dairy/ cattle feed Administration and Management processes including,

- 1.2.1 ERP for end to end Plants Management System: The proposed Plants Management System (Human Resource and Payroll Management, Marketing, Inventory, Store, Engineering, Purchase, Production, Accounts & Finance) will be centralized, automated & integrated system with well – defined workflows and clearly assigned roles & responsibilities.

In general, the proposed system will cover a wide range of Dairy & Cattle Feed administration and management processes.

a) Procurement Module

- Currently procurement module is in use in the form of AMCS (Automated Milk Collection System) designed and developed by NDDDB (National Dairy Development Board) ANAND, Gujarat. The proposed ERP solution should have the feature to integrate with the existing AMCS Software for getting all the milk producers farmer member's data and detail related to Milk procurements from the root levels i.e., Societies, Chilling Center, BMCS, etc.

b) Transportation Module

Category/Module	Major Requirement	Explanation
Transportation	Transportation of Raw Milk and milk products	Transportation of milk through the tankers with GPS systems and the lid sensors. This will help in real time tracking of the location of the container as well as tracking of the number of times the lid of the tanker was opened. The data can be captured and utilized for the delay in transportation of milk. This will also help the Dairy to track whether the tanker is on the route which was planned from their end or if there is any deviations in the same.
	GPS Mapping	This feature can provide the user with the shortest route plan in case of orders received by Dairy from the neighboring states to ensure timely delivery. The system will enable Dairy to locate the nearest possible dairy with the required stock so that the delivery is done within time limits. Planning the route from the location identified for procurement and then tracking the movement of the tanker for hassle free delivery of the milk/milk products.

c) Milk Quality Management Module:

Category/Module	Major Requirement	Explanation
Milk Quality Management	Milk quality and statistics in the order Price lists based on quality parameters	Details like temperature, quantity in liters, quantity in kilograms, LR, CLR, Fat, SNF, Sour, curd, adulteration and prices can be recorded while procurement. Procurement price can be decided based on the quality parameters of the milk.

d) Plant Downtime and Maintenance Module

Category/Module	Major Requirement	Explanation
Plant Downtime and Maintenance	Equipment History	Proposed system will allow the user to maintain a record of the equipment's being used in the plant with details like date of purchase, make, model, critical spares, service history etc.
	Preventive Maintenance Plan	Planning and scheduling the preventive maintenance for the equipment and keep a track of major repairs and regular health check of the equipment's.
	Maintenance History	Details related to the spare parts changed or the repair done in the plant machinery during the preventive maintenance activity with details like the part changed/repared, date, authorized person, in charge, price etc.
	Downtime Analysis	Details regarding the effect on the total production when a particular unit was down, losses incurred on account of the same etc.

e) Inventory, Accounts, Payroll & Financial Management Module

Inventory Management System		
Category/Module	Major Requirement	Explanation
Inventory Management	Amount / Quantity of Packed items	This module will be responsible for managing the stock of the milk and the packaged items at various units like Society, Bulk Milk Coolers, Chilling Centers and Milk Plant, Cattle Feed raw materials stock and cattle feed finished products stock.
	Up gradation of Stock based on Production/Dispatch	Alerts sent to the concerned stakeholders for the up-gradation of the stock on the basis of quantity dispatched and production. The record has to be maintained on the basis of the product, batch no., lot no., day wise and shift wise. The alerts will be generated and sent via SMS or emails to the stakeholders in case the minimum level of stock or the average level of stock has reached.
		Responsible for record keeping of products with details like names, categories, numbers and packing's
	Enrollment of Products and challans	Maintaining real time status of production/ stock /demand (Product wise) Defining auto batch nos. of products provision for stock Transfer, stock adjustment and issue return of stock maintaining the challans for dispatch/demand of products Real time stock availability.
	Supplier Registration	<p>Capture details of Supplier Following details may be captured:</p> <ul style="list-style-type: none"> • Name • PAN No • Date of Birth • Address • Registered Mobile No • Bank Account No • IFSC Code • Aadhar No • Father Name • Spouse Name • Nominee Details • Statutory requirement • Date of Registration • Agreement date • Agreement expiry date • BG/FDR expiry date • Termination date • Company name • Company Address • Company Contact No • Company E-Mail • Company PAN/Tin no/GST

Financial & Accounts Management System		
Accounts & Financial will be centralized, automated & integrated system with well defined workflow and clearly assigned roles and responsibilities. It shall consist of the following broad level functions.		
Financial & accounts Management	Budget Section	After receiving of Income & Expenditure statement of all budget head maintained by the branches after then budget will be prepared in every financial year.
	Voucher Management	<p>The proposed solution will handle different types of vouchers such as: - Cash Voucher, Bank Voucher, Journal Voucher, Purchase Voucher, Sales Voucher, etc.</p> <p>Proposed system will also generate statements such as payment & receipt reports, trial balances, profit and loss statements, and balance sheets periodically.</p> <p>Proposed System will have main features of financial management-</p> <ol style="list-style-type: none"> a) Budget – allocation, reallocation b) Accounts – balance sheet, profit and loss, cash flow c) General ledger d) Accounts payables and receivables e) Depreciation
	Cash Management	<p>Proposed system will allow the user to perform timely interactions and complete analysis through a rich feature set.</p> <ul style="list-style-type: none"> • Cash book • Cash entry • Cash payments (supporting electronic fund transfer) • Cash receipts (supporting direct debit)
	Bank reconciliation	Automatic Reconciliation file upload option
	Maintenance of Master Data	System will allow the maintenance of master data, which would be used to manage and control financial operations.

Management Information System of Finance & Accounts (Reports)		
The application will have mainly the following MIS reports:-		
MIS Report	Report Name	Report Description
	Day Book Generation	Show the Drill Down Ledger Report with voucher details
	Bank & Cash Book Report	Show the Drill down cashbook report with voucher details corresponding to each transaction. Show the Bank Book
		<p>Trial balance reports</p> <p>Company wise Consolidated Trial balance can be printed within the date range.</p>

MIS Reports	Monthly Statement Generation & Monthly statement Generation	Following types of trial balance are printed. Drill down trial balance. Trial balance account wise drill down Trial balance summary. Any difference in the debit and credit is printed at the end of trial balance. Trial bearing details of opening balance, debit amount, credit amount, and closing should also be generated.
		Show the two type of ageing Analysis: Ageing analysis slab value wise Ageing analysis month wise Show all the details of bills pending for the last six months. Creditor outstanding. Debtor outstanding.
	Budgetary Analysis report	Show details of the budget allocated to every budget head.
	Report	Show the trading and profit & Loss account printed at the end of the year.
	Balance sheet	Balance sheet printed at the end of the year shows merged data of the company separately. Cumulative balance sheet.
	TDS quarterly returns Form 16 a	Show the Certificate of deduction of tax at source under section 203 of income tax act, 1961
	Voucher reports	Show the transaction report for all the vouchers
	Transaction reports	Show the Drill Down Ledger Report Show the Annual Ledger Report Day Book reports Bank Reconciliation Report Actual expense Report Daily Data Entry Daily Day Book Daily Day Book – Voucher Date Wise
Transaction Tracking	Show the A/c balance differences Voucher differences Trial Mismatch Report Pending Forms receivable Pending forms – sent.	

Payroll Management System

OMFED is looking to get an online software system developed in-order to automate and manage its entire process and activities related to employee payroll management of employees posted at Head Office and all the branches.

Objective of this project: is also to relieve the department users from the complicated task of managing payroll relating information such as monthly salary, perks, deductions, loans and advances, etc. from manually to automated system. This system is also envisaged to automatically sum up employee information and help to generate the payroll pay-slips of employees, prepare all schedules, Earning Register of all employees, TDS computation for the purpose to deduct factual TDS deduction of all employee, statement for banks, and generation of Form16 etc.

The proposed system will be an Online, Powerful, Centralized, Efficient, User-friendly, robust, secured, flexible, customizable, compatible and built on the latest technology.

Proposed System will be developed with the following major features:

Secured online access to all the authorized persons. Complete Employee Information Management.
Payroll Component Management

Calculation and Management of monthly salary, perks, leaves, Attendance, deductions, TA, DA, HRA, loans, advances, Gratuity, TDS and other Taxes etc.

Calculation of components like Gratuity, Pension and Incentives etc. Generation of the payroll pay slips of employees.
Preparation of all schedules and Earning Register of all employees.

Calculation of TDS and different forms like Form 16, Form 6 would be integrated. Easy generation of statements for banks and generation of Form 16 etc.
Provision to Import/Export (MS-Excel) and Export of all outputs in MS-Excel, PDF, Microsoft Word, CSV (Comma Delimited) formats.

In addition, following facilities will be provided to the software administrator:

- a) Admin can create different allowances and deductions.
- b) Configuration of employee allowances and deductions.
- c) Management of increments, revision of Pay Scale etc.
- d) Assured Career Progression
- e) Management of Leave details and Leave Travelling concession etc.

	Loan & Advances	<p>Following details would be maintained along with the scope of work:</p> <ul style="list-style-type: none"> • Interest Calculation • Monthly payment • Installments due and pending status
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f) Human Resource Management Module

HRMS	Employee Registration	Details like employee date of joining, pay scale, designation, service record, rewards will be captured for all the employees of all the corporate societies.
	Salary	Provision to capture the attendance of all the employees and then calculation of salary based on the attendance and leaves. There will be an arrangement for leave management of the employee to calculate salary. Generation of salary slips.

	Loans & Advances	The system will be able to manage the loans if any taken by the employee along with the duration of loans and repayment plan. Deduction from salary for the loan repayment and advances, if any.
	Attendance & Leave management	Keep a track of the employee attendance on daily basis along with the management of leaves taken by the employee and leave balances
Training details of Employees.		
<ul style="list-style-type: none"> • Details of Date of Increment • consolidate List of leaves taken by employees • Seniority List • Details of Retirements, Suspension, Promotion of employees Details of various punishments given to employees • Designation wise summary Service Book • Annual Confidential Report 		

g) MIS Reports Module:

MIS Reports	Procurement Report	Management needs to know daily, weekly, monthly collection of milk. The days when the milk collection has been less and the days when the milk collection is best so that they can work on improving supply. Route wise milk collection also gives a good insight into the highest collection routes and lowest collection routes. Record to the number of tankers available and the capacity of the available tankers.
	Milk quality report	Milk quality reports can be used to understand the quality of collected milk. SNF and FAT% average along with temperature details can be useful information.
	Farmers reports	Farmer and village wise collection report helps in providing inputs into planning routes and the management can focus on getting more farmers in the low performing villages.
	Incentive report	This report is helpful to understand how much of procurement incentives were given to farmer/agent and how much incentives were given to the retailers/agents.
	Multi – dimensional sales report	This report is very important to understand the demand of the milk and milk products in the market. The route wise distribution. Marketing executive effectiveness and the route wise delivery reports will help the management.

h) Sales and distribution Module

Sales Module	Registration Process	<p>Capture details of Retailer/Agent. Following details may be captured:</p> <ul style="list-style-type: none"> • Name • Pan No • Date of Birth • Address • Registered Mobile No • Bank Account No • IFSC Code • Aadhar No • Father Name • Wife Name • Nominee Details • Statutory requirement • Date of joining • Agreement date • Agreement expiry date • BG/FDR expiry date • Termination date • Tin no/GST • BBMP ward-wise
		Update/modify Retailer/ Agent details.
		Assign unique code to the new Retailer/Agent including milk parlor hotels, Franchise Outlets, Cash & Carry, Margin sharing, TCD (own transportation retailers/ Agents).
		Retrieve Retailer/ Agent details based on a region.
		Capture security deposits for Retailer/ Agent.
		Map assets present with Retailer/ Agent including Cold chain Bottle coolers, Freezers, coolers, Glow sign boards, LED boards etc.
		<p>Capture performance details of Retailer/ Agent Following information will be captured:</p> <ul style="list-style-type: none"> • Complaints received against • Cheques dishonored
		Renew agreement with retailer/ Agent and update the same against retailer/ Agent codes
		Maintain performance history of Retailer/ Agent
		Grade Retailer/ Agent based on a various priority
		Block a Retailer/ Agent for further processing of any transaction
		Take approvals from concerned authorities
		Maintain dues against retailer/ Agent

		<ul style="list-style-type: none"> • Capture the indent details for milk and milk products (when received online) or by manually entering into the system when the order is received over the phone, email etc. Following details will be captured: Date and location of delivery, Purchase order number Materials code with description and quantity, Sanctioning and Supply Order • Create indent by uploading the indent details from sources like excel file, etc Provision for the agency to place the indent through SMS gateway Provision for the route contractor to enter the indent manually • Update/modify the indent (by authorized personnel defined in the system) <ul style="list-style-type: none"> ○ Manually ○ Capturing the details from the SMS gateway ○ Capturing the details from the excel file • View date-wise special indents
<p style="text-align: center;">Sales Module</p>	<p style="text-align: center;">Indent Management</p>	<ul style="list-style-type: none"> • Modify the indent (manually or system-based) based on the stock availability in the plant • Check vehicle capacity at dairy dock and compare with the order being placed • Modify the indent (manually or system-based) based on the vehicle/distribution capacity • Perform credit check and check the security deposit at the time of creation of the sales order • Generate cumulative indent list from Retailers/ Agent • Consolidate indent (zone wise/ party wise) and plan for distribution • Print and e-mail the indent • Set multiple approval levels for indent for particular distributor/Sales Agent • Approve or reject an indent processing and maintain reason for rejection • Block stock of specific order with reason • Block/release blocked indents with explanation • Tag status for indents like awaiting approval, approved, rejected etc. • Notify and consider free goods/promotion schemes/discounts while creating the indent and also edit existing indent • Maintain pricing details/rates. Ability to incorporate various tax rates and excise requirements, discounts, schemes, surcharges etc. during pricing as defined in the price master (and the logic defined in the system) maintain pricing history Retailer/ Agent wise • Generate intelligent reports of patterns of indents received region-wise, type of milk/milk products wise etc. track retailers'/ Agents' milk purchase patterns maintain retailer/ Agent profile in the system • For total indents to be viewed by Marketing Control room to prepare their production targets to be executed by Production team • Maintain the advance received from the party for the supply of milk for special order (marriage, events etc.) • Adjust the milk supplied against the payment received for special indent • Generate route schedule for packing stations taking into considerations various factors such as : dock capacity, time study analysis result for the respective station, priority routes, distances to be covered etc • Update route schedules to ensure route optimization

		<ul style="list-style-type: none"> • Create the most optimized route for a given set of coordinates and milk collection order along with scheduled collection time at each centre • Provision to forward drafts of route map for verification and finalization at concerned authority • Provision to take prints of approved route maps along with scheduled collection timings to be shared with Dispatch department
Functionalities of Distribution	Distribution Management – Transporter Details	<p>Record transporter details. Following details will be recorded (indicative)</p> <ul style="list-style-type: none"> • Vehicle Number • Transporter name • Contract details • Previous Experience • Per Kilometer rate • Route sequence/addition/deletion of routes • Change in vehicle/vehicle branding • Driver details(name, mobile no, DL) • Rates • Security Deposit • Bank Guarantee • Bank details(name ,period, amount, BG /FDR) • Contract period (from-to) including effective date and extension period • Diesel hike/less rates • Additional/Less KM rates • Miscellaneous fines
		<p>Capture multiple rates for transporters due to (indicative)</p> <ul style="list-style-type: none"> • Multiple location and type of route • Cash handling charges • Toll charges • Adjustment due to spillage • Adjustment in bill quantity • Discrepancy and dishonoring • Tub loss • Milk loss • Diesel rate • Malpractices / theft • Route reorganize/Addition/deletion point • Route Inspector’s name with Kilometer verification details • Permanent /Temporary route • Milk and milk products short supply • Crate shortage • Route schedule time
		<p>Carry out route planning for transporters</p>
		<p>Check vehicle availability as per the route schedule</p>
		<p>Identify vehicle for plying according to the route schedule</p>
<p>Modify tanker routes (with proper workflow defined in system) with explanation</p>		
<p>Capture dispatch details of transporter. Following details will be captured:</p> <ul style="list-style-type: none"> • Dispatch date and time • Route to be followed • Vehicle Capacity • Material quantities 		

		<ul style="list-style-type: none"> Scheduled arrival time <p>Capture transporter arrival details. Following details will be captured:</p> <ul style="list-style-type: none"> Arrival time at the customer location Material quantities delivered <p>Capture tanker pre-loading weight, post loading weight and after deliveries weight and generate dispatch challan.</p> <p>Renew transporter contract's expiry date.</p> <p>Impose penalty on transporter for any kind of pilferage or manipulation with explanation in system.</p>
<p>Distribution Management</p>	<p>Stock/Delivery details</p>	<ul style="list-style-type: none"> Capture weight and volume of stocks. Check for stock availability at plant and view the inventory levels at the zones etc. Generate order delivery from multiple plants/ multiple storage locations in a plant. Create delivery quantities from sales order. Track delivery status. Calculate the commission to the sales channels based on the definitions in the system and prepare the invoices accordingly. Capture details of return/ reject material from the retailer/ Agent /customers. Perform aging analysis of stocks and customers. Track material transfer from production units to further retailers/ Agent Maintain reason code for tracking modification in delivery location Generate space utilization report of storage space compared to space utilized and do a cost analysis Generate pooled indent for each route Generate route schedule for packing stations taking into considerations various factors such as : <ul style="list-style-type: none"> Dock capacity, time study analysis result for the respective station, priority routes, distances to be covered etc. Track crates of milk/milk products Capture loss/gain on daily transactions Capture quality check to different levels during deliveries Provision for stock position at retailer/ Agent site to be made available online Provision for details of production vs indented quantity to retailer/ Agent on weekly, monthly and yearly basis to be made available online Provide route-wise loading schedule Monitor deviations in dispatch time vs. schedule and quantity vs indent to be made available online Provide online information relating to route-wise, date-wise dispatch Vs received crates on monthly basis Provide cumulative periodic crate count and transporter-wise cumulative statement Define the crates reorder level at item level, location level, company level. Monitor crate in transit. Provision for shelf life analysis product-wise and batch-wise to be made available online Provision for details of production vs indented quantity to retailer/ Agent on weekly, monthly and yearly basis to be made available online Provision to support the flexible organization of multiple sites. Generate indent for NMP/BSD other products to other registered dairies Update stock accounts for each category of finished goods Captures return goods details and reason for return. Update stock on removing the return goods. Integrate with other modules for view of route sheet, transporter details etc. Capture dispatched goods details(Good quantity, Category, etc.) against provided indent

		<ul style="list-style-type: none"> • Generate report on day wise/product wise quantity dispatch details. • Update the stock account of good quality return products. • Acknowledge the product quantity dispatched at FGS section • Provision for online dispatch schedule to be made available in the system
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i) Functionality of HO/Main Dairy (Segregation of Duties)

HO/Main Dairy	Defining organization hierarchy	Define the business and administrative hierarchy like head office, BMC, CC and society
		Provision to access the data at user level for various business hierarchy based on roles like administrator, creator, viewer or no access
	Price Chart and Price Update	Ability to prepare/modify milk price chart for milk procurement with SNF/Fat and associated price
		Ability to prepare the price change intimation sheet by inputting the revised price
		Ability for price update to happen through workflow defined in system. Provision for relevant business head to approve the price change
		Ability to upload the revised price chart in the central server to be replicated in the system at SOCIETY level
	Data Management	The software system at HO/Main Dairy should be able to work in online mode with central server
		Ability to store and backup all transactional data at central server at regular interval

j) Monitoring & Controlling Management:

Monitoring & Controlling Management	Functionality of security Management	System will be able to provide access to authorized security personnel and also provide restricted access for viewing control based on their role
	Verification of Inward Movement	<ul style="list-style-type: none"> • Enter the gate pass number to view details of non-perishable goods and check if they are marked returnable. • Access the milk tanker master to enter/select tanker number to view the challan and vehicle movement pass generated for the tanker. • Enter the time of entry, count of inspected crates, count of damaged crates, remarks for crate damage, etc. • Search records based on milk tanker / dispatch truck / gate pass / challan number. • Sort records based on date, time etc. • Select the type of inward movement such as milk tanker, dispatch truck, return of non-perishable goods, return of empty crates, exchange of damaged goods, others etc. • Access the dispatch truck master to enter/select truck number to view the scheduled time of entry to dairy, count of crates loaded to the truck.
	Verification of outward Movement	<ul style="list-style-type: none"> • Access the route sheet master to enter/select route number to view the details of the consignment • Access the milk tanker master to enter/select tanker number to view the challan and vehicle movement pass generated for the tanker • Select the type of outward movement such as milk tanker, dispatch truck, non-perishable goods, special indent, exchange of damaged goods, random inspection, others etc. • Access the dispatch truck master to enter/select truck number to view the details of the consignment loaded to the truck. • Enter the time of exit, remarks for random inspection, etc. • Search records based on milk tanker / dispatch truck / gate pass / challan number. • Sort records based on date, time etc

- Entire modules shall be centralized, automated & integrated system with well – defined workflows and clearly assigned roles& responsibilities.
- Data Centre (DC) and Data Recovery (DR) Centre’s design, which include sizing along with technical specification for smooth functioning of the ERP solution finalized with OMFED (DC & DR planned to be deployed in cloud).
- Supply, installation & commissioning of required hardware and network equipment.
- Supply, installation, configuration & commissioning of ERP package as well as related ERP software, database, clustering tools, integration tools & other components.
- Data collection, cleaning & preparation of migration strategy along with templates.
- Quality Check & audit of DC, DR setup, Hardware/cloud network infrastructure.
- Testing & operationalization of DC & DR replication.
- Migration of legacy data to the ERP system.
- Operational training to the OMFED team on Operation & Maintenance of DC & DR.
- Functional training to the OMFED team on the Module wise ERP functions.

In general, the proposed system will cover a wide range of Dairy administration and management processes .The awarded bidder will provide 3 years of maintenance & support to the users.

1.3 Brief description of the Selection Process:

- Bidders shall apply with all supporting documents. However, the Bidder has to meet the Qualification Criteria as per Clause 2.1.
- OMFED shall adopt a three stage selection process in evaluating the Proposals.
- In the first stage prequalification will be carried out with respect to minimum eligibility criteria set out in clause no 2.2 and 2.3
- In the second stage, a technical evaluation will be carried out as specified in Clause 2.5. Based on this technical evaluation, a list of short-listed bidders shall be prepared as specified in Clause 2.6.
- In the third stage, a financial evaluation will be carried out as specified in Clause 2.7.
- Proposals will finally be ranked according to their combined technical and financial scores based on Combined Quality and Cost Based Selection (CQCBS) as specified in Clause 2.7.
- The first ranked bidder (the "Selected Bidder") shall be selected for negotiation while the proposal of the second ranked bidder will be kept in reserve.

Section- "B"-Instruction to Bidders

2. General

2.1 Conditions of Eligibility of Bidders:

Bidders must read carefully the minimum conditions of eligibility (the "Conditions of Eligibility") provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

The ERP solution should be having option to integrate the existing AMCS software and with all the farmers' data software which is used at the present procurement level and also can be integrated with the SOMS Application.

If any Bidder is applying for ERP as SAAS Service model or licensed product like SAP will not be qualified.

State Data Centre or NIC cloud should be used for the ERP. Source code of the ERP should be handed to OMFED.

The Bidder should not be Black-listed by any Govt. Dept. / agency or organization. Proof of this should be submitted.

2.2 Bidder's requirement for pre-bid meeting:

The bidder can be a reputed and registered firm, agency, registered limited company and or a consortium of companies and the minimum requirement of consortium companies/ firms shall be either of the two. In case of a consortium, the responsibility of work assigned, will be apportioned jointly and severally to ensure that OMFED does not face any problem from the consortium members during implementation and support phase of the project.

2.3 Eligibility criteria :

- a) The Bidder should have been in IT Business for minimum 5 years;
- b) The bidder should have CMM Level 3 or equivalent / higher certification and have ISO 9001 or equivalent / higher certification.
- c) The bidder should have experiences in creation of IT infrastructures and should have completed at least one end to end ERP implementation in Dairy, FMCG , Manufacturing unit etc during the last three years;
- d) The bidder should have a minimum turnover of INR 1 Crores.

- e) The bidder should have successfully completed one similar type work orders of open source ERP in Dairy sector or at least two similar type work order of open source ERP in FMCG sector.
- f) The bidder is allowed to participate in tender with consortium partner.

The interested bidder whomsoever fulfils the above minimum criteria, may participate the pre-bid meeting process, however they are required -

- (i) To submit a request letter showing bidder's intention to participate in the RFP through email.
- (ii) The bidder is required to submit soft copy of the firm's back ground, company profile along with experiences etc.

***Note:** DIPP or NIC registered startups are exempted on EMD, past experience and turnover.

2.4 Bidder's requirement for Technical bid:

The interested bidder whomsoever attended the pre-bid meeting is required to submit the technical and financial bid in separate envelopes and both the envelopes should be kept in a single envelopes subscribing "RFP for Implementation of ERP at OMFED Corporate Office & Its Units." and be submitted to OMFED office within the stipulated date and time.

- (a) The bidder is required to fill the particulars in **Format-"1" to Format-"7"** and attach the copies/details as per instructions and should be numbered and signed by the authorized official of the bidder.
- (b) The Bidder is required to submit the cost of tender for **Rs. 1,120/- (Rupees One Thousand One Hundred Twenty only)** in the form of demand draft in favor of Managing Director, OMFED, D-2 Saheed Nagar, Bhubaneswar, payable at Bhubaneswar forming part of technical bid form.
- (c) The bidder is required to submit the Earnest Money Deposit (EMD) for **Rs. 2,00,000/- (Rupees Two Lakhs only)** in the form of demand draft in favor of Managing Director, OMFED, D-2, Saheed Nagar, Bhubaneswar, payable at Bhubaneswar, which shall form part of technical bid form.
- (d) The bidder is required to submit their Pan, GST Number and duly signed photo copies of these documents.
- (e) The bidder is required to submit a detailed implementation plan and road map for completion of Customization as per requirement, testing and go live of important functional modules.

The ERP implementation plan shall is to be marked as Annexure- "A".

- (f) The bidder is required to submit the manpower details as specified in Format-4.
- (g) The bidder is required to submit the financial strength of the organization as specified in Format-5.
- (h) The bidder may submit the additional information in Format- 6
- (i) The bidder is required to submit a declaration in Format- 7 that "bidder is not blacklisted by any cooperative/ Govt. and private clients during the last five years.

2.5 Technical Evaluation:

Sl. No.	Technical Evaluation Criteria	Total applicable Score (Out of 100)
1	Resource System > 50 nos.	15
2	Open source and cloud based ERP Implementation (3 marks for each Project Completion Certificate & maximum marks 15)	15
3	FMCG/ Food Processing Open source ERP Implementation (5 marks for each Project Completion Certificate & maximum marks 10)	10
4	ERP in Dairy Sector (Min 1 Project Completion Certificate)	10
5	Submission of Implementation Plan	10
6	Presentation	
A	Conceptualization	20
B	Technology/Open source system	20
	TOTAL	100

2.6 Based on the technical details submitted with documentary evidences, the bidder's technical marks shall be calculated and the bidders getting 40 marks & above in technical qualification documentation, shall be called for power point presentation before the committee, the committee shall award maximum 40 marks to the bidder based on their power point presentation with time duration of maximum 20 mins, understanding about the work and responsiveness. The bidder's total marks i.e. technical marks obtained + marks given by the committee during presentation shall be calculated and their commercial proposals shall be opened. The selected bidders should submit a copy of presentation.

2.7 Final Evaluation:

The Financial evaluation will be based on Quality and Cost Based Selection (QCBS). The final score will have following components:

1. Technical Score – 70% weightage (Technical Score X 0.70)
2. Financial Score – 30% weightage (Financial Score X 0.30)

(Financial Score (ERP Cost + Implementation & Hand holding Cost + Annual Maintenance Cost) will be based on the L1 party getting 100 marks and the rest assigned marks as per the difference in their commercial quote with the L1 bidder)

Section-"C"-General terms & conditions

1. Duration of Engagement:

The total period of engagement for ERP Implementation shall be 6 months from the date of allotment of the work excluding the hand holding period of 6 months and thereafter 24 months for Annual Maintenance of Software.

Phase-1- Go Live of core functional modules- 4 months (Phase-1)

Phase-2- Go Live of all modules- 2 months (Phase- 2)

Phase-3- Six months Hand holding & Implementation support after Go live.

Phase-4- Two Years Annual Maintenance Period will commence after completion of hand holding period.

2. Payment Terms

For ERP Implementation Work, the payment shall be divided into phases:-

- (a) On Satisfying completion of phase-1- Go Live of core functional modules (Maximum 50% of Total ERP Cost)

Bills are to be submitted on completion of phase-1 milestone and deliverables (SRS/ RSD submission & go live of core modules), along with UAT Sign off from concerned department and implementation sign off from IT department.

- (b) On Satisfying Completion of phase-2- Go live of all modules (Rest 50% of Total ERP Cost)

Bills are to be submitted based on completion of phase-2 milestone and deliverables (SRS/ RSD submission & go live of other modules), along with UAT Sign off from concerned department and implementation sign off from IT department.

- (c) Hand holding & implementation support cost shall be released on completion of every succeeding month. Bills are to be submitted along with resource monthly performance report (MPR).

- (d) Annual Maintenance Support (AMC) Cost- Payable on Quarterly basis on submission of AMC bills.

3. Performance Guarantee

The performance guarantee @10% of ERP & Implementation support Cost is to be deposited in the form of bank guarantee valid for one year, within 15 days of the receipt of work order/ LOI.

The performance guarantee @10% of Annual Maintenance Cost is to be deposited in the form of bank guarantee valid for 2 years before commencement of Annual Maintenance Support Assignment.

4. Earnest Money Deposit (EMD)

The bidder is required to submit EMD for **Rs. 2,00,000/- (Rupees Two Lakhs only)** only by way of demand draft only in favor of Managing Director, OMFED D-2, Saheed Nagar, Bhubaneswar Payable at Bhubaneswar. No request for relaxation in EMD submission shall be entertained and no interest is payable on such amount.

***Note:** DIPP or NIC registered startups are exempted on EMD, past experience and turnover.

The EMD of successful Bidder shall be adjusted with the security money and the EMD of unsuccessful bidder shall be refunded within 15 days of finalization of tender. No interest is payable on such EMD amount.

5. Agreement

The bidder is required to enter into agreement with OMFED for completion of ERP Implementation Work as well Annual Maintenance Contract Work within 20 days of issuance of work order/ LOI.

6. Liquidated Damages

For delay in completion of work, Liquidated Damage shall be imposed @ 1 % per 15 days or part thereof on the uncompleted services or deliverables subject to max 10% of the total value of the order. The Liquidated Damages shall be calculated for the time delayed after phase-2 implementation.

7. Force Measures

For any reason whatsoever, if OMFED intends, not to carry out work within the scope of this tender/order, OMFED shall forward a written notice of foreclosure to the bidder advising the OMFED to stop all activities for implementation of this order forthwith.

The bidder shall not be entitled to any compensation and/or damage for such foreclosure. However, all Costs incurred by bidder , as on the date of issuance of the notice of foreclosure and as would be reasonably determined on the basis of documents submitted by the bidder , shall be paid after adjusting any amount paid to or lying with the bidder.

8. Risk Purchases and Termination of Contract

If the contract is not completed within the stipulated period, OMFED reserves the right to terminate the contract and to get the order completed from alternate sources at the risk, responsibility and cost of the bidder. OMFED shall notify the bidder in case of poor performance / progress by the bidder. In case corrective measures are not taken by bidder to improve upon the performance within Seven days from the date of receipt of such notice, OMFED shall have the right to terminate the contract either in full or in part and get the works completed by any other agency at risk and cost of bidder.

Extra cost incurred in the process of termination and getting the job done from alternative source, if any, will be recovered from the bidder or to be adjusted against the Security Deposit , Performance Guarantee or pending bills and /or any other recoverable and if necessary by due legal process.

9. Proprietary Information/Rights

OMFED acknowledges and agrees that all rights in and to any information, material, invention and discovery of any kind, including any and all works in any medium whatsoever that refer to, relate to, incorporate, include, analyze or utilize such information, material, invention and discovery, or any improvements or modifications thereto and derivations there from (together "Proprietary Information"), developed by the bidder and used for the purposes of rendering the Services or Developing the Deliverable shall be owned solely and exclusively by OMFED. OMFED agrees and acknowledges that it shall not be entitled to use the Proprietary Information of the bidder.

10.Operational Guarantees

The bidder shall give Operational guarantees covered in the contract; this includes guaranteed uptime standard, system response time etc as specified in performance criteria and scope of work. As system response time and other operational parameters are also dependent upon the hardware and network infrastructure deployed, the implementer is expected to advise OMFED on appropriate systems based on existing environment and landscape.

11.Functional Guarantees

The bidder shall submit to OMFED a functional guarantee where the party guarantees that once the performance acceptance certificate has been issued, the ERP solution represents as completed, integrated solution to OMFED's ' requirements set forth in the functional & technical requirements and it confirms to all other aspects of the contract. Any expected deviations will be highlighted as part of request for technical proposal response.

12.Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform OMFED, detailing the conflict in writing as an attachment to this Bid.

OMFED will be the final arbiter in cases of potential conflicts of interest. Failure to notify OMFED of any potential conflict of interest will invalidate any verbal or written agreement.

13.Termination

In case the bidder fails to fulfill the Contractual obligation within stipulated time frame without any valid reason/to the satisfaction of OMFED, OMFED reserves the right to terminate the contract by giving 60 days notice provided the failure is not cured within such 60 days notice period. Upon receipt of such notice, the OMFED will terminate all tasks in an orderly manner, as soon as practical or in accordance with a schedule agreed to by the parties. In the event of termination, OMFED agrees to pay for services and deliverable items provided, furnished, developed or otherwise prepared through the termination of all tasks. Such deliverable items will be delivered to Purchaser, if such delivery is reasonably possible and they have not yet delivered.

14. Completion of Contract

Unless otherwise terminated under the provisions of any relevant clause of the document, contract shall be deemed to have been completed after issuance of completion certificate from OMFED stating that there is no demand & deliverable outstanding against the party and they have satisfactorily discharged all liabilities under the contract.

15. Arbitration

In the event of breach of contract or any dispute in the interpretation of the terms and conditions of this agreement or difference of opinion between the party or any point in this agreement arising out of or in connection with the agreement or with regard to performance of any obligation hereunder by either party, the parties hereto shall use their best efforts to settle such disputes or differences of opinion amicably by mutual negotiation.

In case no agreement is reached, either party may forthwith give to other, a notice in writing of the existence of such question, dispute or difference of opinion and same shall be referred to the adjudication of two arbitrator one to be nominated by the OMFED and other to be nominated by the bidder and both the arbitrator shall appoint a presiding arbitrator and the award passed by the arbitration tribunal shall be final and binding on the parties.

The provisions of the Arbitration and Conciliation Act of 1996 and the rules there under or any statutory modification or re-enactment thereof for the time being in force shall be governed during the proceeding.

The venue of such arbitration shall be Bhubaneswar, Odisha.

16. Jurisdiction

The contract shall be deemed to have been wholly made in Bhubaneswar and all claims there under are payable in Bhubaneswar and it is the distinct condition of the contract that no suit or action for the purpose of enforcing any claim in respect of the contract shall be instituted in any Court other than that situated in Bhubaneswar, State-Odisha, India.

Section- "D"- Formats for Submission

FORMAT- 1

On Letter Head of Bidder

To,
The Managing Director
Odisha State Co-operative Milk Producers' Federation Ltd. (OMFED)
D-2, Saheed Nagar, Bhubaneswar
Odisha- 751007

Sub: Submission of RFP for implementation of ERP at OMFED

Dear

In response to the Invitation for Request For Proposal (RFP) published on _____
for the above purpose, we would like to express interest to carry out the above proposed task.

We hereby attach the following documents along with the Technical Bid :-

1. Original Demand Draft for Cost of tender (Please specify DD Number/Bank)
2. Original Demand Draft for EMD (Please specify DD Number/ Bank)
3. Implementation Plan (To be marked as Annexure-"A")
4. Firm's Details (in Format-2)
5. Experience in related fields (in Format-3)
6. Manpower Strength of organization (in Format-4)
7. Financial strength of the organization (in Format-5)
8. Additional information (in Format-6)
9. Declaration of non-blacklisting (in Format-7)

Signature of the applicant

Date:-

[Full name of applicant &Stamp]

Note: This is to be furnished on the letter head of the organization.

FORMAT - 2

Organizational Contact Details	
1. Name of Organization	
2. Main areas of business	
3. Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4. Whether the firm has been black listed by any Central Govt. /State Govt. /PSU/Govt. Bodies / Autonomous? If yes, details thereof.	
5. Address of registered office with telephone no. & fax	
6. Address of corporate office	
7. Address of branch office in Bhubaneswar/ Odisha	
8. Contact Person with telephone no. & e-mail ID	
Enclose:- <ol style="list-style-type: none">1. Copy of Certificate of Incorporation.2. Copy of Article of Association in respect of the above.3. Undertaking in respect of above. <p style="text-align: right;">Signature of the applicant</p> <p style="text-align: right;">Full name of the applicant</p> <p style="text-align: right;">Stamp Date</p>	

FORMAT - 3

Experience in related field

Overview of past experience of the Organization in all aspects related to ERP Implementation

Sl.No.	Item	Number of Assignments during last 5 years.	Order value of each assignment <u>Rs.</u> <u>In Lakh</u> (Enclose copy of each order)	Mention name and address Of Client/ Organization. Enclose completion Certificate.
1.	Experience of assignment / Completion of Dairy ERP Projects	1. 2. 3.		
2.	Experience in carrying ERP Implementation in FMCG/ Food Processing/Dairy etc.			
3.	Experience in carrying ERP Implementation assignments in Public Sector or Private Sector or Dairy Sector			

Decision of evaluating committee in ascertaining "similar nature" and "similar assignment" will be final.

Signature of applicant

Full name of applicant

Stamp and Date

FORMAT – 4

Manpower Strength of the Bidder				
1. No. of Total Manpower as on date:-				
2. No. of ERP Consultants/trained personnel :-				
3. List of the three experts/consultants on your payroll :-				
Sl. No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				

NB: CV of Key personnel to be engaged for the ERP Project to be enclosed along with Format-4 in the technical bid.

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT - 5

Financial Strength of the bidder

Sl. No.	Financial Year	Whether profitable? (Y/N)	Annual Net Profit (In Lakhs of Rs.)	Overall Annual Turnover (In Lakhs of Rs.)	Annual Turnover from only software development work Rendered in India in Lakhs of Rs.	Average Annual Turnover from only consultancy services rendered in India (Avg. of two consecutive financial years 2015-16, 2016-17, 2017-18)
1.	2015-16					
2.	2016-17					
3.	2017-18					

Note: Please enclose the balance sheet if possible

Signature of the applicant, Full Name, Stamp & Date

FORMAT – 6

Additional Information

1. List all enclosures related to the previous sections.

Sl. No.	Description	No. of pages

2. Additional information to support the eligibility as per Section-2 (Not more than 2 pages).

Signature of the Applicant

Full Name of Applicant

Stamp & Date

FORMAT – 7

DECLARATION

I..... Son/ Daughter/ Wife of Shri..... and authorized Signatory of the (name of the Agency firm), is competent to sign this declaration and execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

My/our Agency/firm has not been blacklisted/ debarred/ penalized from participating in tender of any Ministry/ Department of Government of India/Government of Odisha and Government of India/Government of Odisha Undertaking.

The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I am aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Name & Signature of the Bidder

Address:

Format-8

Financial Bid

(To be kept in separate envelope and marked as "Financial Quotes for ERP Implementation at OMFED Corporate office and its units")

We have read the terms and conditions of the tender documents and understood the role, responsibilities and scope of work and hereby submit the commercial quotes subject to outcome of technical qualifications :-

Particulars	Basic Amount	Taxes/GST	Total
I. End-to end ERP Cost (go live of all modules)	Rs.		
II. Implementation at all plants & hand holding support for 6 months	Rs.		
III. Annual Maintenance Cost for 1 st Year	Rs.		
IV. Annual Maintenance Cost for 2 nd Year	Rs.		
Grand Total			

Total amount in words:

For the purpose of financial responses, the value of ERP Cost + Implementation Cost + 2 years Annual Maintenance Cost shall be considered for calculation of lowest bid.

Seal and Signature of Authorized Official of the bidder

Full Name:

Date:

Annexure-“A”- Implementation plan

The bidder is expected to prepare Implementation Plan and Power Point Presentation about the understanding of the uncompleted work, methodology of completion of the work and deployment of manpower etc.

This Implementation Plan and Presentation therefore before the Committee is crucial and a detailed plan is to be annexed and marked as Annexure-“A”

Check Lists:-

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE RFP:

The bidder must submit: -

- 1) RFP document duly signed on each page.
- 2) Signed copy of information relating to their infrastructure, financial capability & turnover etc.
- 3) Signed copy of PAN Card.
- 4) Signed copy of GST Registration Certificate.
- 5) Testimonials/Self Certifications in respect of all the mandatory requirements.
- 6) Proof of Turnover (Audited copy of PL & BS) for last three years (2015-16, 2016-17, 2017-18).
- 7) A list of important customers in last three years.
- 8) Technical literatures and original specifications sheets of each item offered.
- 9) Proof of CMM Level 3 or equivalent/higher certification.
- 10) Proof of ISO 9001 or equivalent / higher certification.
- 11) Proof of Experience in implementing ERP modules for Indian Customers for most of the functionalities of Dairy/ FMCG/ Food Processing etc.
- 12) Signed copy of power of Attorney, if any.
- 13) Signed copy of partnership / Consortium Deeds, if any.
- 14) Check list in respect of Technical Specification.
- 15) Check list in respect of General Compliance.
- 16) The best practices and the standards that will be followed by the bidder.
- 17) Methodology / Plan for Implementation.
- 18) Work plan with activities and their content and duration, milestones, the deliverables (including a PERT Chart for activities).
- 19) Organization and staffing for this project.
- 20) Quality and Competence of Staff to be deployed.
- 21) Testimonials from at least two customers for whom an ERP based project have been successfully completed.
- 22) All other Schedules, Formats & Annexure provided in RFP document for submission.