

OFFICE OF THE ACCOUNTANT GENERAL (A&E)-II, MADHYA PRADESH,  
LEKHA BHAVAN JHANSI ROAD, GWALIOR-474002.

No:

Dated:

**NOTICE INVITING TENDER**

Office of the Accountant General (A&E)-II, Madhya Pradesh Gwalior invites sealed tenders depicting financial implication for incorporation of some changes and addition of some features into its General Provident Fund (GPF) Application Software. The rates are to be quoted separately for each Phase (Phases I, II & III as appended) in Annexure-1 enclosed with estimated time frame in terms of man days against the 'Change Management Requirement' requirement(s).

The existing GPF Software was originally developed in Oracle 8i and the forms and reports were in Developer 2000 from the year 2002-2003. The data from 1997-1998 to 2003-2004 was kept under FOXPRO platform From the year 2011-2012, the system has been migrated/ upgraded to Oracle 11G. . The data of fox pro period has already been migrated to oracle 11g

Intending quotationers / participants should submit the sealed tenders to the Senior Accounts Officer (EDP) on the 2nd floor 'A' block of Lekha Bhavan' latest by **20-October-2016** (in a sealed cover containing 'Technical and Financial Bid' ) with superscription "**Tender Documents for Change - Management of GPF Application Software**" and addressed to :-

The Accounts Officer (EDP),  
Office of the Accountant General (A&E)-II Madhya Pradesh,  
Lekha Bhavan, Jhansi Road, Gwalior 474-002 .

The participants should fulfill the terms and conditions given in Annexure-II enclosed.

**EMD Rs. 5000/-** in the shape of demand draft (in favour of **Pay and Accounts Officer Office of the Principal Accountant General (A&E)-I Madhya Pradesh Gwalior**) will have to be deposited at the time of submission of Tender Form.

**Necessary queries/consultations regarding the change management requirements, if any, may be made during working days (Monday-Friday) between 2-4 pm under prior intimation to Senior Accounts Officer I/C EDP section (0751 — 2317297) .**

Encls: As above

Sd\

Senior Accounts Officer/EDP

## Annexure -I

### CHANGE MANAGEMENT REQUIREMENT

#### PHASE I

Sl.No.	Problem	Requirement
<b><u>Master Forms</u></b>		
1	Subscriber Master form allows only one entry at a time for insertion into an account no. in self entered option. If an operator wants to allot another no. to another subscriber in self entered mode the form need to be closed.	Need modification in subscriber master form that the system allowed to allot second no. in self entered mode without closing of subscriber master.
2	Insert one field Mobile No. in subscriber master. We need a field for mobile no. in Subscriber Master table and form to store mobile no. of subscribers	Add one field in subscriber master table and also insert a field in entry form.
<b><u>Transactions Forms</u></b>		
1.	Debit Part want/ Full want Posting Screen. When A Debit voucher is kept under Full want/Part want in previous months/years and posting done in current financial year, the debit does not appear in the Subscriber status report for combined years. But when Subscriber status report is seen for current financial year the debit is shown in the report.	The Debit posted through Debit Part want/ Full want posting form should also appear in the Subscriber status report for combined years.
2.	Foreign/outward clearance screen is not working properly. When an item which is classified wrongly as outward/foreign is cleared, then it appears again in the foreign/outward items list.	This form need a correction that items cleared once from this screen should be disappear from the screen
3.	Adjustment entries can not be deleted. If a wrong adjustment Entry made it can not be deleted through the screen, only data can be deleted.	We need the facility to delete a full adjustment screen including adjustment no. from the screen

4.	<p>Validation on input slip month, interest month during the credit /debit posting. Presently there is no check in the posting screen and adjustment entry screen. Any operator can put a slip year/interest year like 1668, 2015 due to general typing mistake.</p>	<p>We need to validate the data by system itself during the credit debit posting and adjustment entry being done (maximum limit to one month/year greater than abstract month in credit /debit posting screen and one month/year less than adjustment month in adjustment entry screen and minimum limit is 4/1964 in both the screen.</p>
5.	<p>Three level data authorization in debit posting. In the present system there is only one level data authorisation facility which is used by data entry staff.</p>	<p>We need the facility to three level authorizations of Debit data. First level to data entry staff. Second level to Assistant Accounts Officer and Third is for Branch Officer. Any officer can modify the data at the time of authorization.</p>

Phase-II

<b>Process Screens</b>		
1.	<p>Re opening the closed accounts.</p> <p>1. There is one process to reopen the closed accounts. By this process system calculate the interest for the closed period and insert in the system. There are few problems arising in this process.</p> <p>a. Account no. once re opened can not be closed again.</p> <p>b. Missing credits for current year in re opened accounts do not insert in the system due to which Accounts slip does not generate due to non-updation of DDO in Missing credit table.</p>	<p>When the account is reopened system may insert the missing credits for current financial year. Once an account is reopened can be closed again</p>
2.	<p>Abstract difference posting process</p> <p>At the time of abstract difference clearance posting screen the process for data locking and fixing is not working properly therefore the entry does not appear in Subscriber status report.</p>	<p>This problem is to be rectified.</p>
3.	<p>Invalid Account numbers inserted in ledger balance table.</p> <p>At the time of ledger balance process it is seen that some account nos. which are not in Subscriber Master are being included in Unpost register and ledger balance table.</p>	<p>The process is to be modified, so that each and every account no. should be validated from subscriber master table before insertion in ledger balance table.</p>
5.	<p>Linking of Final Payment calculation with GPF Data.</p>	<p>Change in the interest calculation on final payment case process regarding update the data of missing credits and balances etc.</p>
6.	<p>Dorment Process- The office requires some modification in Present Dorment Process .</p>	<p>Changes are to be done as required by this office.</p>

## Reports

1.	Section wise report of live accounts having negative balances during the year.	New Report is to be prepared.
2.	Section wise report of live accounts where withdrawals sanctioned during the year having negative balances.	New Report is to be prepared.
3.	Section wise / DDO wise report of accounts where withdrawal (TA) is received and refund is not received.	New Report is to be prepared.
4.	Section wise / DDO wise report of accounts where refund is received and withdrawal (TA) is not received.	New Report is to be prepared.
5.	Report of live accounts where no deposit received during a particular year.	New Report is to be prepared.
6.	Report of Nil Opening balance accounts .	New Report is to be prepared.
7.	Report for showing data posted in current year but pertain to another year.	New Report is to be prepared.
8.	Missing Credits report section wise.	New Report is to be prepared.
9	MIS reports which are required by ITA and Fund(misc) section.	New reports are to be prepared.
10.	No. of Accounts Slip issued DDO wise, series wise, section wise.	A new report showing no. of accounts slip generated with option DDO wise, Series wise, Section wise.
11.	Duplicate posting report Report showing duplicate entry in a GPF Account No. during the month.	(new report required)
12.	Zero/ nil basic pay report	(new report required)
13.	Missing credits report up to the month	Existing report to be modified.
14.	Report of distinct DDO Codes not in DDO master table.	New report to be developed.
15.	Report of incomplete accounts Report containing No. of live accounts Series wise/ Section wise having missing credits.	(new report required)
16.	DDO wise report where authority has been issued but debit vouchers not received.	(new report required)

### SOME OTHER CHANGES

1.	<p>Develop an interface for posting of GPF Sanctions <i>from</i> electronic data available on online database in IFMIS. Sanctions should also be linked with the GPF withdrawals.</p> <p>After implementation of IFMIS in state govt. the all sanctions and transactions will be available as on line data. The sanctions of the GPF advances should also be available in the electronic format. This office required the facility to post the data of GPF sanction directly in the database and linking of sanctions after receiving of withdrawal vouchers.</p>	<p>Presently this office received the GPF sanctions if paper format and posting and linking work is being done manually. One Process is to be developed for posting data directly in the subscriber accounts through the system. And details of sanctions for which no withdrawal posted in the subscribers account.</p>
2.	<p>Update the module of Bhopal Branch. There are some points are not available in GPF Module of Bhopal Br.</p>	<p>The GPF Module of Bhopal Branch may be updated with the changes not in Gwalior branch.</p>

**Annexure-II**  
**Terms and conditions for implementation of Change Management proposals in GPF Module**

The terms and conditions which are proposed to be included are given below:-

- i) **Delivery Schedule:** The vendor should start the work within 1 week from the date of agreement and the entire work shall have to be delivered, installed and commissioned after due testing within the period quoted in tender form time from the date of start of work by the said vendor keeping ample scope of bug fixing, documentation, etc. No request for the enhancement in price due to extension in time schedule of delivery or installation would be entertained.
  - a. All work will have to be done in working days i.e. Monday to Friday during office hours 9.30 AM to 6.00 PM.
  - b. All work of Change Management will have to be done in the office campus. Database would not be allowed to be available outside the office through internet.
  - c. After completion of all work of Change Management all changes should be implemented in our branch office i.e. O/o the Accountant General (A&E)-I MP Bhopal branch situated at 52, Arera hills Hoshangabad road, Bhopal (MP).
- ii) **Warranty :** Warranty for a minimum of 18 months period from the issue of completion certificate. All types of defects/ bugs/ problems will have to be solved free of cost by the vendor during such warranty period.
- iii) **Security Deposit:** An amount of 10% of the contract value will have to be placed as security deposit in the shape of FDR of Bank guarantee in favour of **Pay and Accounts Officer Office of the Principal Accountant General (A&E)-I Madhya Pradesh Gwalior**, which will be released after successful completion of the work as per terms and conditions of the contract. Security deposit should be returned to vendor after successful completion of work and issue of completion certificate.
- iv) **Mode of operation:** The Change Management should be made only in current upgraded GPF application in Oracle 11g software.
- v) **Payment Terms:** 90% payment would be made after completion of the entire work including testing and successful running of the software and after handing over the documentation. The balance 10% payment would be made after expiry of the period of warranty Taxes would be deducted at source wherever applicable.
- vi) **Manual and Documentations :** The following manuals/ documentation are to be provided. All the manuals, original source code will be the property of the Indian Audit and Accounts Department.

- (1) A complete set of manual on the operation of Change Management issues and new/ additional screen/ reports.
  - (2) Administrators manual on the new screen,reports,tables views and other objects added and modified along with complete details.
  - (3) Complete updated source code in soft copy format.
- vii) **Training:** The vendor will provide training to the staff of this office in the operation of the new modules, screens, forms and reports as also administrator training to a few staff.
- viii) **Penalty for delay in delivery and installation:** The schedule for delivery and installation is to be strictly adhered to in view of the strict schedule for implementation of the project as time is essence of the contract. Any unjustified , unacceptable delay in delivery and installation beyond the time schedule shall render the vendor liable for liquidated damages @ 1% of tendered amount per week subject to a maximum of 5 weeks and thereafter this office holds the option for cancellation of the order for pending work.
- ix) **Sub contracts:** The vendor shall not assign or sublet any portion of the contract without the written approval of the office.
- x) **Completion:** the work will be deemed to be completed only when this office has received all of the GPF Application software in operational condition as per the terms of the Contract, whether explicit or implied and the same is found to be running smoothly and satisfactorily after testing.
- xi) **Cancellation of the work order:** The work order can be cancelled by this office on account of breach of any of the clause of the work order or on account of incompetence on the part of the vendor to carry out the work as per requirement of this office. In such situation security deposit made by vendor will be forfeited in favour of this office.
- xii) **Additional work:** Any additional work other than those mentioned in the scope of work will be done by the vendor at a rate agreed to if ordered.
- xiii) **Boarding and lodging:** The Office of the Accountant General (A&E)-II Madhya Pradesh Gwalior may arrange for lodging facility for the software engineers deployed for the work in Office guesthouse on payment basis on receipt of request well in advance and subject to availability of accomodation . The cost of travel expenses, food / boarding etc. will be borne by the vendor.
- xiv) **Jurisdiction of courts in case of disputes:** These terms and conditions are governed by the law of India for the time being in force. In case of any dispute, the decision of the Accountant General(A&E)-II Madhya Pradesh, Gwalior would be final and binding upon both the parties.The cause of dispute must be presented in writing before him within 15 days of occuring of such dispute for the purpose of adjudication. If occasion arises ,the jurisdiction of the appropriate court will be at Gwalior.



**xv) Arbitration:** In the event of any disputes or differences between the parties whether during the execution of orders or thereafter whether by breach or in any manner in regard to:

- The constitution of terms and conditions .
- The respective rights and liability of the parties hereto thereunder.
- Any matter or things arising out or in relation to or in connection with these terms and conditions

Then either party shall give written notice to the other of the same and such dispute or differences shall be referred for the sole arbitration of any persons appointed by the Comptroller and Auditor General of India. The decision of such arbitration shall be conclusive and binding on the parties hereto. There shall be no objection to any such appointment that the person appointed is a Govt. Servant. The Provisions of the Arbitration and Conciliation Act,1966 and rules thereunder shall apply to the arbitration proceedings. Such Arbitration shall be held in Gwalior.

**xvi) Binding:** This office does not bind itself to accept the lowest tender and reserves the right to reject any or all tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers will result in rejection of their tenders.

**Sd\**

**Senior Accounts Officer/EDP**