

REQUEST FOR PROPOSAL



Army Institute of Management
Plot No: III-B/11, Action Area III
New Town, Kolkata – 700 160
E- mail:
Website

0038/Tally/AIM

04 Dec 2025

CALL FOR QUOTATION FOR THE PURCHASE OF INVENTORY MANAGEMENT SOFTWARE

1. Bids are invited for the procurement, installation, training, and implementation of Inventory Management Software for the AIMK Accounts Department, as per the detailed scope of work (Point 11). Interested vendors are required to submit physical bids with ink signatures in sealed envelopes. Each envelope should be clearly labelled as '**CALL FOR QUOTATION FOR THE PURCHASE OF INVENTORY MANAGEMENT SOFTWARE**'. Kindly include the Point of Contact details (mobile number) on the bottom left corner of the envelope.
2. **Tender Fees:** – Nil.
3. **Placement of Order:** The purchase order will be finalized upon successful conclusion of negotiations (if required) with the L1 bidder.
4. This call for quotation is issued without financial commitment. AIMK reserves the right to modify, amend, or withdraw the RFP at any stage, without assigning any reason.
5. **Process of Procurement:**
 - (a) Quotation is invited for the procurement, installation, and training of Inventory Management Software for the AIMK Accounts Department.
 - (b) **Pre-Bid Meeting:** A Pre-Bid Meeting will be held on 9 Dec 2024 at 11:00 AM for clarifications regarding the scope of work.
Note. No conditional bids will be accepted.
6. **Last Date for Submission of Bids:** Bids must be submitted by 10:55 AM on 16 Dec 2024.
7. **Opening of Bids:** Bids will be opened on 16 Dec 2024 at 11:00 AM in the Conference Room/Registrar's Office at AIM Kolkata, Rajarhat Campus. Bidders or their authorized representatives are welcome to attend.
8. **Location of the Tender Boxes:** Tender Box marked "TENDER BOX" is kept in Reception Area at AIM Kolkata, Rajarhat campus.
9. **Eligibility Criteria:** Only qualified firms i.e. 5-star Tally Certified Vendors with relevant experience in similar projects should submit proposals. Bids must be submitted in hard copy.
10. **Validity of Bids:** Bids must remain valid for 90 working days from the last date of submission. No variations in quoted rates or withdrawal requests will be entertained within this period.

A handwritten signature in blue ink is located in the bottom right corner of the page.

11. Scope of Work:

Introduction:

INVENTORY MANAGEMENT MODULE (ASSET MANAGEMENT MODULE)

The Army Institute of Management, Kolkata was established in the year 1997, over the years different assets which may movable and immovable in nature were procured. The Institute followed fund-based accounting where purchase was made from different funds and each fund is acted as separate company and for each fund sperate depreciation is done. Presently, **written down value (WDV)** method of depreciation is followed. In the year 2020 the Institute has shifted from rented campus to its own campus in New Town, Rajarhat. Institute now acquired / possess different asset from *chair to Building* and campus is spread over 6 acres of land and hence, for better management of assets (movable or immovable), the Institute requires computerized Asset Management solution that is to be integrated with accounting system. The Institute is maintaining its accounts in **Tally Prime** accounting software.

The basic features of this customized software will be :-

- a) The solution to be integrated with Tally ERP/Prime software in real time basis.
- b) Item wise asset can be maintained along with Fund from where it is purchased.
- c) Location of asset and trail of asset movement from one department to another.
- d) Asset Numbering, date of purchase, vendor name, Asset grouping etc.
- e) AMC / Insurance details.
- f) Yearly depreciation and its impact on Account book and its report
- g) Photo uploading of Asset
- h) Generation of Asset Registration Cert (CRV) and Issue certificate/voucher (CIV)
- i) Addition to existing asset (Chaptalization of Expdr)
- j) Impairment of Asset and subsequent sale of impaired asset and its treatment in Asset Module and Accounts Books.
- k) It should also include intangible asset
- l) Asset should be linked Payment Voucher.
- m) Small repairing expdr to Asset to be tracked in Asset Module only for Information purpose.
- n) Comprehensive reports on all features mentioned.

Additional Scalability Requirements:

The software should be scalable to incorporate future features such as:

- a) Requisition management.
- b) Purchase order and Goods Receipt Note (GRN) generation.
- c) Approval systems for procurement.
- d) Purchase invoice tracking.

Training:

Vendors must provide training sessions for AIMK staff to ensure seamless implementation and operation of the software.

Optional Required

Attachment for expendable stores can be deliberated later.

12. **Delivery Period:** Delivery, installation, and training must be completed within 60 working days from the effective date of the work order.

13. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission,

fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper , including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

14. **Liquidated Damages (LD):** if the vendor fails to complete in full, all deliveries of all items and within the stipulated period, the vendor shall pay to the customer Liquidated Damages at the rate of zero point five percent (0.5%) of the total value of supply order of the delayed / undelivered items for every week of delay or part week, subject to the maximum value of the liquidated damages being not higher than ten percent (10%) of the value of delayed/undelivered items.

15. **Termination of Contract.** The Buyer shall have the right to terminate the Supply order/ Contract in part or in full in any of the following cases:-

(a) The delivery of the services is erratic, the manpower provided do not work or yield the desired result of work, indulges in the unauthorized congregation, theft, damaging of Army/ Govt / Institute property and any other unauthorized activity which is an impediment to smooth functioning or a security or a fire hazard.

(b) The Seller is declared bankrupt or becomes insolvent.

(c) The delivery of services is not up to the required standard and the manpower provided do not have sufficient proof of their character and antecedents.

16. **Payment Terms:** Payment will be processed upon successful installation, training, and verification of the software in line with the scope of work.

17. **Warranty terms:** A minimum warranty of 1 year from the date of implementation and training is required.

18. **Annual Maintenance Contract (AMC):** Vendors must specify AMC rates effective after the warranty period.

19. **Commercial Bid:** Commercial Bid must be submitted in hard copy, ink-signed by an authorized representative, along with the following documents:

20. **Documents to be Submitted.** Quotation will contain along with following documents which will be submitted physically in a sealed envelope in the Tender Box placed at Reception of AIMK for acceptance of bid.

(a) Copy of the Trade Licence

(b) Copy PAN No.

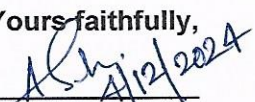
(c) GST Registration Certificate

(d) Documents on 5-star Tally Certified Vendors

(d) Duplicate copies of work orders for the same work of a comparable nature.

(e) Copy of the call for quotation with sign & stamp on all pages.

Yours faithfully,


(Dr. Anindya Saha)
Presiding Officer