

File No.1432/MIS/2023/KFD

Date : 09/08/2023

**TENDER NOTICE**

Sealed quotations are invited from the Manufacturers, Authorised Dealers/Firms for the supply & installation of Payroll Software and its implementation at KERAFED offices. Quotations completed in all aspects along with Technical and Financial Bid should reach the office of the undersigned on or before **24/08/2023 at 12 Noon**. Technical Bids will be opened on same day at 3 PM in the presence of available bidders, if any. For further details, please visit our website [www.kerafed.com](http://www.kerafed.com). For further queries please contact 94463 80749.

Sd/-  
MANAGING DIRECTOR

## NOTICE INVITING TENDER

### Tender document for the supply of 'PAYROLL Software and its Implementations' at KERAFED (To be returned duly signed in all pages)

Sealed tenders are invited from the reputed developers, authorized dealers/firms etc. for **supply and installation of "Payroll cum HR Software and its Implementation"** with "Part A" as Technical Bids and "Part B" as Financial Bids. The details are as follows:

01	Name of Work	<b>Supply, Installation, Testing and Commissioning (SITC) of Payroll application software in KERAFED.</b>	
02	EMD	<b>Rs. 5,000/- (Rupees Five Thousand Only) by pay order/ DD/ Bankers Cheque in favour of Managing Director, KERAFED payable at Thiruvananthapuram</b>	
03	Mode of submission	Sealed Envelop superscribed ' <b>QUOTATION FOR PAYROLL SOFTWARE</b> '	
04	Date and Time Schedule	Date of Publishing NIT and Tender documents	10.08.2023
		Start date of submission of bid document	12.08.2023
		End date for submission of bid document	24.08.2023 12 PM
		Date of opening of Technical Bid	24.08.2023
		Date of opening of Financial Bid	24.08.2023

#### **A. Letter of Invitation**

Kerala Kera Karshaka Sahakarana Federation Ltd. No.4370 (KERAFED) invites quotations for providing Advance Payroll Software for execution of salary work of employees- along with service and maintenance. A Covering Letter on the Company's Letter Head shall be submitted in the prescribed format provided as **Annexure-II** of this Quotation. Manual bids shall not be accepted in any case and hence, shall be summarily rejected.

#### **B. About KERAFED**

KERAFED – the Kerala Kera Karshaka Sahakarana Federation Ltd.No.4370 established in 1987 by the Govt.of Kerala, is the Apex Federation of coconut Farmers Co-operatives of Kerala, with bonafide object of organizing coconut growers to provide them with every services to augment their income base by increased productivity and value addition.

KERAFED Head office situated at Trivandrum has two expeller oil extraction factories , one at Karunagappally, Kollam and the other at Naduvannur, Kozhikode. KERAFED's coconut oil complex at Karunagapally in Kollam district is one of the biggest such units in India, with a capacity of 250 Tons per day. Besides these there are operational units and regional offices through out Kerala.

#### **C. SCOPE OF WORK**

- a. Installation of advanced Payroll software for execution of accounting work of KERAFED along with service.
- b. **Data Synchronization:** The required Configuration & Testing of Data synchronization for Payroll Software is to be carried out by the technical officials of the Selected Bidder. Initially, as per the scope of this Bid, the configuration for Data Synchronization is to be carried out for KERAFED, Corporate office.
- c. **Deputation of Payroll Support Manager at KERAFED HQs and maintenance of software (Initially for a period of 1 Month):**

The selected bidder has to deploy a technical resource person at KERAFED Head Office, for a period of 15 days to provide Generic Training to the officials of KERAFED. Moreover, additional training sessions may also be conducted in future as and when required by KERAFED.
- d. Technical support, upgrades, updates should be provided during data synchronization/installation etc. without any additional cost. The support should include fixes, patch upgrades, visit of officials from the Selected Bidder and any other appropriate correction required on the latest available version.

#### **D. Integration and Testing:**

- i. The bidder shall be responsible for successful installation of Payroll software, synchronization and testing of Payroll Software on the VM(s) / Server(s) at NIC Cloud /Local Servers or PCs at KERAFED in consultation with the concerned teams including its integration and testing.

- ii. The bidder shall carry out User Acceptance Testing in coordination with the KERAFED Technical team.

**E. Manuals**

The Supplier shall provide one set of System Manual, User Manual and Security Manual for Software Supplied as part of this Quotation. The Supplier shall also provide one Soft copy of each of the Manuals. Soft and Hard copy User manuals shall be provided, commensurate with number of installations of Products in KERAFED.

**F. DELIVERABLES BY THE SELECTED BIDDER**

The selected bidder would be required to submit the following deliverables:

Sl.No	Scope of Work / Task	Timeline
a.	Submission of Acceptance of Work Order & Performance Bank Guarantee of the amount equivalent to 10% of the Total price of the Purchase Order.	Within 15 Days for the date of issue of Purchase Order.
b.	Providing advance Payroll software and Data Synchronization for KERAFED	Within 15 Days for the date of issue of Purchase Order.
c.	Deputation of Payroll Support Manager at KERAFED, Thiruvananthapuram.	Initially for a period of one Month.
d.	Maintenance of software	One year

**G. TERMS OF PAYMENT**

The payment schedule is given below:

S.No.	Milestone	Payment Terms
1.	Providing advance Payroll software and Data Synchronization of KERAFED Head office	The 50% payment will be made only after completion of job followed by submitting satisfactory certificate by KERAFED officer in-Charge in the matter.
2.	Deputation of Payroll Support Manager at KERAFED (Initially for a period of 15 days)	The payment of 30% will be made based on the satisfactory report submitted by KERAFED officer in-Charge in the matter.
3.	Maintenance of software	The balance 20% will be made after completion of One year

- a. The payment shall be released within one month of submission of the pre- receipted original bills complete in all respect in duplicates by the bidder against each milestone.
- b. No claim for interest in case of delayed payment will be entertained by the KERAFED.
- c. No advance payment shall be made including payments of handling charges/service charges etc. under any circumstances to the bidder.
- d. All remittance charges will be borne by the bidder.
- e. In case the bidder fails to execute the contract, KERAFED shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- f. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional / optional. The conditional bids in any respect shall be summarily rejected.

**H. TAX DEUCTION AT SOURCE:**

- a) All Central / State Govt./ Local Body Taxes as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract. KERAFED shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments. The supplier shall furnish GST Registration No. and PAN No. as applicable.
- b) For all services supplied, the Bidder shall be entirely responsible for all taxes, stamp duties, license fees, and

other such levies imposed /incurred until delivery of the contracted products or services.

- c) If any rates of Tax are increased/decreased/a new Tax is introduced/an existing Tax is abolished/ any change in application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Bidder, prevailing rate of tax will be applicable.

**I. RATES/PRICES:**

The rates quoted shall remain firm during the period of contract.

**J. BID SUBMISSION: Technical Bid:**

The following duly signed and stamped (by authorized signatory of the bidder) copies of the Documents are to be submitted by the bidder along with the duly signed and stamped (by authorized signatory of the bidder) copy of the Technical Bid.

S.No.	Eligibility of the Bidder	Certificate to be provided in technical bid
1.	The Bidder must be a Proprietorship Concern/ Company registered under Indian Company Act, 2013 / Firm registered under The Partnership Act 1932 / Society registered under Societies Act , 1860 / LLP Registered under Limited Liability Partnership Act, 2008. A bidding firm should be an individual corporation / company. Consortium of Companies / firms is not allowed.	The bidder must submit duly signed and stamped (by authorized signatory of the bidder) copy of the Certificate of Incorporation of the Company / Firm's Registration Certificate
2.	Bid submitted by any Bidder who has been blacklisted by any State / Central Government / PSUs / Autonomous Body of Govt. of India will be rejected.	Self Declaration Certificate (as per Annexure-III)
3.	The Bidder must have minimum average annual turnover of Rs. 1.0 Lakh for two (2) financial years 2019-20 and 2020-21 should also be in Net profit & Positive Networth during these two financial years.	Certified / Audited Balance Sheets and P & L statements for these two years should be provided in support of the turnover and profitability. Duly signed and stamped (by authorized signatory of the bidder)
4.	The bidder should be operating in the field of renewal of licenses, supply & installation of Payroll ERP software along with other activities for which this Bid has been floated like Data Synchronization & Training. The bidder must have completed any one of the below mentioned Purchase Orders in respect of Supply / Installations / Renewal of Licenses/Training/Data Synchronization of Payroll ERP Software— At least one job of approximately 80% of the Bid value.  OR  At least two jobs of approximately 50% of the Bid value.  OR  At least three jobs of approximately 40% of the Bid value.	Duly signed and stamped (by authorized signatory of the bidder) copies of the following documents are to be provided-  a) Copy of Purchase Order/Agreement.  b) Satisfactory completion certificate from the ordering authority in respect of purchase order

5.	The Bidder must have Valid PAN Registration. The Bidder must have Valid GST No.	Duly signed and stamped (by authorized signatory of the bidder ) copy of PAN & Registration Certificate for GST shall also be provided
6.	Bidder must comply with all the terms and conditions as stated in the Quotation.	A copy of this Quotation with each page duly signed by the authorized signatory (who has signed the Bid), should also be provided.
8.	Bidder should be authorized partner Government	Copy of Authorization certificate (for government and very large organization) from the Payroll shall be provided.
9.	Bidder should be in the Payroll business for more than 5 years.	Payroll authorization certificate mentioning the date should be provided

#### **FINANCIAL BID :**

- a) The Financial bid format is (format as per Annexure IV) which is available with the Quotation.
- b) The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. Applicable GST should be mentioned separately in the Financial Bid. The rates must be quoted strictly as per the 'Financial Bid Format' provided in Annexure 'IV'.
- c) Criteria for Evaluation of Financial Bids:  
The Financial Bids of the technically qualified bidders will only be opened and evaluated.
- d) The rate should not be provided as percentage figure but in absolute Indian Rupees.
- e) The rate quoted by the bidders shall be reasonable as per the prevailing Market and valid till the completion of the project.
- f) All bids shall be ranked as L1, L2, L3 .....and work will be awarded to L1 (Exclusive of GST).

#### **GENERAL INSTRUCTION TO BIDDER**

##### **1) Opening of Technical Bids**

Evaluation of the bids will be done by the Evaluation Committee constituted by KERAFED. Decision of the Committee would be final and binding upon all the Bidders. The Evaluation Committee will first open the Technical Bid, in the presence of the representatives of the Bidders who wish to attend, at the time and date as mentioned in the Schedule of the Quotation. In the event of the specified date of Bid opening being declared a holiday by Govt. of India, the Bids shall be opened at the scheduled time and location on the next working day.

##### **2) Award of contract:**

Selected bidder on L1 basis will be offered the assignment. KERAFED will select bidder as per the Scope of Work of the Quotation and the bidder shall complete the work within the time line as specified in Bid Clause – F mentioned in this Quotation under "DELIVERABLES BY THE SELECTED BIDDER".

- a. In order to assist in the examination, evaluation and comparison of Bids, the Evaluation Committee may at its discretion ask the Bidder for a clarification regarding its Bid. The clarification shall be given in writing immediately, but no change in the price shall be sought offered or permitted.
- b. The KERAFED's decision in this regard shall be final & binding and no further discussion/interface shall be held with the bidders whose bids are technically disqualified / rejected.
- c. Bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.

- d. KERAFED reserves the right to accept or reject any bid or cancel the Bid at any point of time without assigning any reason whatsoever.
- e. All the pages and write up / documents submitted under the technical bid should be sequentially numbered and shall be signed by authorized signatory with organization's rubber stamp.
- f. KERAFED reserves the right to cancel the Purchase Order by giving prior notice in writing without assigning any reason whatsoever. The contract shall be terminated if the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period. In case the agency fails to execute the job as per the terms and condition of the Purchase Order and the Quotation, the balance /total work will get executed through other agency at the risk and cost of the non performing agency.
- g. The losses to KERAFED which are directly attributable to the agency shall be deducted from the bills.

*All payments to the Bidder/agency shall be made through RTGS only for which they are required to submit the following information:*

**Bank Account Number of bidder/agency:**  
**Account Type (Current/Saving):**  
**Name of the Account:**  
**Bank Name:**  
**Branch Name:**  
**IFSC Code:**

**Standard of performance:**

The Selected Bidder shall provide the services and carry out its other obligations as specified in the Purchase Order and the Quotation with due diligence, efficiency, economy, confidentiality, promptness and techniques. It shall apply appropriate advanced technology and safe and effective methods during Execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to KERAFED.

The Bidder shall always support and safeguard the legitimate interests of KERAFED, in any dealings with the third party.

The Bidder shall abide by the provisions of the legislation(s), related to the Information Technology, prevalent in India.

**Intellectual Property Rights:**

No software or services covered by the contract shall be developed, sold, disposed or done by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien. The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply of IT Infrastructure and Software and the documents, which are subject matter of this project.

**Penalty Clause/Liquidated Damages:**

- (a) If any of the stages specified in the Purchase Order or the Quotation, either not completed or not completed satisfactorily as per the approved time schedule, due to reasons solely and entirely attributable to the agency and not in any way attributable to the delay on the part of KERAFED, a penalty @1.25% of the bid value, per week (subjected to a maximum of 10%) may be imposed.
- (b) If the delay exceeds for the penalty of more than the maximum penalty of 10%, then the contract shall be terminated with immediate effect and no clarification / justification will be entertained by KERAFED in this regard. Further, if the delay adversely affects the quality of the contents, the Performance Bank Guarantee will be forfeited and other legal action would be initiated as per terms and conditions of contract. KERAFED may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the agency.

**Copy right:**

The copy right in all documents and other materials containing data and information furnished to KERAFED by the Bidder herein shall remain vested in the Bidder, or, if they are furnished to KERAFED directly or

through the Bidder by any third party, including suppliers of materials, the copy right in such materials shall remain vested in such third party.

**Confidentiality:**

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or KERAFED's business or operations without prior consent of KERAFED.

KERAFED also reciprocally agrees with the Bidder that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the Bidder to such of its customers along with the information pertaining to its businesses and the proprietary information of the Bidder described here in as "confidential information", belonging to the Bidder and which may come in to the possession or custody of KERAFED in the course of providing services by the Bidder here under shall not be disclosed or divulged to any third parties or make use or allow theirs to make use there of either for its own benefit or for the benefit of others directly or indirectly.

**Subcontracts:**

The Bidder shall not sub contract the awarded contract or part thereof.

**Disputes and Jurisdiction: -**

All disputes relating to this order or relating to the price of the goods supplied there under or otherwise arising there-from between the seller and the buyer shall be subject to and be referred to the court of competent jurisdiction constituted with the limits of City of Thiruvananthapuram and as per KCS Rules. Neither the seller nor the buyer shall take or adopt any legal proceedings to enforce any claim against other relating to this order or arising there-from in any court other than the court of competent jurisdiction located within the limits of the city of Thiruvananthapuram

**Limitation of Liability:**

KERAFED shall not be liable, for any loss, claims, liabilities, damages, cost or expenses ("Losses"), of any nature whatsoever, in any way relating to or arising out of this Bid/Proposal/Contract or the Services for an aggregate amount in excess of the fee actually paid for the services provided under this Contract"

**Sd/-  
MANAGING DIRECTOR  
KERAFED**

**INSTRUCTIONS TO BIDDERS FOR SUBMISSION**

- 1) The Quotation is meant for the information & guidance of the bidders and as such it shall not be enclosed along with the bid to be submitted.
- 2) The bid forms are not transferable.
- 3) It may be noted that, Telegraphic/Fax quotation offer will not be accepted.

**1. SCOPE OF PROPOSAL :**

- a) Installation of advanced Payroll software for execution of Salary cum HR work of KERAFED along with service.
- b) **Data Synchronization:** The required Configuration & Testing of Data synchronization for Payroll Software is to be carried out by the technical officials of the Selected Bidder. Initially, as per the scope of this Bid, the configuration for Data Synchronization is to be carried out for KERAFED, Head office.
- c) Deputation of Payroll Support Manager at KERAFED HQs, Thiruvananthapuram (Initially for a period of one Month Maintenance of software for a period of One year

**2. COST OF BIDDING:**

The Bidder shall bear all costs associated with the preparation & submission of their bid including post - bid discussions, technical and other presentations etc., and KERAFED will in no case be responsible or liable for those costs, regardless of the conduct or out-come of the bidding process.

**3. THE BIDDING DOCUMENTS:**

The service required to be executed; bidding procedures & contract terms are prescribed in the Bidding documents. Dispute shall be settled by mutual discussions.

**4. UNDERSTANDING OF QUOTATIONS:**

The prospective bidder is expected to examine all instructions, forms, and terms and specifications in the Bidding documents and fully inform himself as to all the conditions and matters which may in any way affect the scope of work or the cost thereof. Failure to furnish all information required in the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk & may result in the rejection of the bid.

**5. CLARIFICATION ON BIDDING DOCUMENTS :**

A bidder requiring any clarifications regarding Bidding documents may notify, by queries through Email within the stipulated time. The KERAFED will respond to any request for clarification of the Bidding documents which he receives not later than prior to the deadline given.

**7. BID FORM :**

The Bidder shall complete the Bid Form, Price Schedule furnished in the Bidding Documents. The Schedules shall be properly filled in, duly indicating the Unit Rates & Total Amount for the services offered by the Bidder.

**8. BID PRICE:**

The Bidder shall indicate in the Price as per the scope of work.

**9. PRICES:**

The quoted Prices will be FIRM throughout the contract period. Any alteration in the rates etc., will not be allowed on any ground, such as mistake, misunderstanding etc., after the Bid has been submitted.

**10. OPENING OF THE BIDS & PRELIMINARY EXAMINATION:**

KERAFED will open the Bids on the specified date & time. KERAFED will examine the Bids to determine whether they are complete, whether the Bidder satisfies the eligibility criteria, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bids are generally in order.

**Covering Letter: (On Official Letter Head of the Bidder)**

**The Managing Director  
Kerala Kerakarshaka Sahakarana Federation Limited  
(KERAFED)  
Kera Tower, Wter Works Compound  
Thiruvananthapuram – 695 033**

**Dear Sir,**

**We confirm having read, understood and accepted all the terms and conditions of this Bid as enumerated in the Quotation. It is also submitted that we have the necessary infrastructure, expertise to handle this project and shall not outsource this project to any third party.**

**Signature:**

**Designation:**

**Email:**

**Contact No.:**

**Name of the Agency/Company:**

**Seal:**

**Place:**

**Date:**

**Undertaking:**

I hereby certify that all the information furnished by me is true to my knowledge. I also certify that I have understood all the terms and conditions indicated in the Quotation and hereby accept the same completely.

Signature of the authorized signatory of the agency / company

Official seal/stamp

Date:

Place:

**SELF-DECLARATION–NON BLACK LISTING**

To,  
The Managing Director  
KERAFED  
Waterworks Compound  
Vikasbhavan PO, Trivandrum

Sir,

In response to the Bid No. Dated ..... for providing advance Payroll software for KERAFED, along with services and maintenance I / We hereby declare that presently our Company / Firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSUs / Autonomous Body of Govt. of India.

We further declare that presently our Company/ firm..... is not black listed and not declared ineligible for reasons including corrupt & fraudulent practices by any State / Central Government/ PSUs / Autonomous Body of Govt. of India on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the Bid if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signature:-

Name of the Bidder: -

Authorized Signatory:-

Seal of the Organization:-

Date:

Place:

**FINANCIAL BID FORMAT**

1. The financial bid has been submitted in part II of Envelope.
2. By submitting the financial bid, bidder agrees and will abide by all the terms and conditions specified in this Annexure as well as in this Bid.

Name of the Bider :

-----Address for Correspondence -----

I / we hereby submit the consolidated financial proposal against the Bid for providing Payroll Software for KERAFED along with services and maintenance as per the scope of work given in this Quotation within the time specified and in accordance with the terms and conditions.

S. No.(A)	Description of Item(B)	Total Cost without GST(Rs.)	Total GST Amount (D)	TOTAL AMOUNT Without GST (E)=(C+D)	Total Amount with GST(Rs) (F)
1.	Providing advance payroll software and Data synchronization				
2.	Payroll support staff at KERAFED Head Office				
03	Maintenance of software				
	<b>Grand Total(G)</b>				

**I under take that:**

- (a) The rates shall be at par with the prevailing market rates and the Bided rates shall not be more than the price usually charged for activities of same nature / class or description from any Private or Government Purchaser.
- (b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted is not more than the controlled price.
- (c) Software Supplied, will be of requisite specification and quality

**Note :**

- GST would be payable at the applicable rates as may be in force from time to time. The bidder shall be responsible for payment of taxes (if any) other than GST.
- KERAFED may decide to undertake the job of License Renewal and Data Synchronization as and when required for which the rate quoted by the bidder in Column-E of financial bid will be considered and will be valid for the period of contract.
- For Financial Evaluation, the amount evaluated in Grand Total (F) Cell of Column-C of document, will be considered. This fixed amount will cover all costs/expenses of the Agency for undertaking work as detailed in the Scope of Work. The rate should not be provided as a percentage figure.
- The rate quoted will be valid for the period of contract from the date of opening of financial bid. The period can be extended with mutual agreement.

- No condition will be entertained and conditional bid will be liable to be rejected.
- L1 shall be identified on the basis of Total Amount calculated in Grand Total (F) cell for Column – C (ie; Total Cost without GST) of the document.

Yours sincerely,

Name of the Bidder:-.....

Authorized Signatory:-.....

Seal of the Organization:-.....

Date: