



**Invites**

**Expression of Interest (EoI) from  
Technology Companies  
for supply, customization and implementation of Accounting  
Software  
for Kerala State Industrial Development Corporation**

**25.01.2021**

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## **I. Introduction to KSIDC**

Kerala State Industrial Development Corporation (KSIDC) is the premier agency of the Government of Kerala, mandated for industrial and investment promotion in Kerala. Formed in 1961, KSIDC's primary objective was to promote, facilitate and finance large and medium scale industries and catalyse the development of physical and social infrastructure required for industrial growth in the state.

Over the years KSIDC has metamorphosed into the one stop-shop for any investment in Kerala and the single point contact for investors setting up shop in the State. KSIDC offers a comprehensive set of services encompassing support in developing business ideas and viable projects, assistance in conducting feasibility studies, providing various financial products tailor made for different types of investments, handholding and facilitation from project conceptualization to commissioning, providing developed Infrastructure facilities and guidance for implementation.

## **II. Objectives**

The broad objectives of Implementing a new COTS accounting software in KSIDC are as below:

- Ushering in innovative simplification of financial process of the Corporation
- Increase efficiency, effectiveness and transparency
- Include new or emerging technology for ease of financing functionalities
- Create a structured and institutionalized environment for evidence-based regulatory decision-making
- Optimize the internal financial processing works thereby creating an enabling environment for officials to function and render better services to KSIDC's clientele

## **III. Expression of Interest (EOI)**

Through this EOI, the Corporation intends to shortlist qualified Companies offering Financing Technologies / online solutions for supply, customization, implementation and rolling out of dedicated RBI norm compliant secure Accounting Software for the Corporation.

The selected entity shall also be responsible for hosting the application in State Data Center Kerala and providing AMC service as per mutually agreeable terms and conditions, as being listed out in the work being issued to the successful entity.

- KSIDC invites Expression of Interest (EOI) from Companies with experience in supplying, customizing and implementing online solutions / financial technologies in established Financial Entities / Banks / Non-Banking Financial Companies / Co-operative Banks.
- After due diligence of the EOI submitted, KSIDC will float an Request For Proposal (RFP) to identify the Company which shall be actually implementing the project for the Corporation. Also, scope of the RFP shall be finalized based on the inputs received from the EoIs of the various shortlisted agencies.
- The applicant Companies responding to this EoI shall be provided with an opportunity to acclimatize with existing solution of the Corporation at 11 a.m. on 29<sup>th</sup> January 2021, 11:00 AM through online mode. The presentation being made by the KSIDC team shall remain the final and authentic source of information regarding the existing online mechanism of the Corporation. Vendors can attend the meeting using the below link <https://ksidcvc.webex.com/ksidcvc/j.php?MTID=m5d55f0e7907567874aba4cb570b7057a>
- In case of any change in schedule for presentation, the same will be intimated through a corrigendum. Hence vendors are requested to visit KSIDC and e-tender website for any updates.
- KSIDC reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

## **IV. Selection Method**

### **4.1. Stage I: Expression of Interest (EOI)**

1. The Expression of Interest is intended to solicit interest from experienced financial technology Companies with expertise in Supply, Customization and Implementation of a Commercially Off The Shelf (COTS) accounting software for implementation at the Kerala State Industrial Development Corporation Limited (KSIDC).
2. KSIDC shall short-list the Companies based on the technical specifications being offered, the time period required for implementation, the solution offered and the other pre-qualification criteria referred hereunder.
3. The applicant Companies who meets eligibility criteria will be invited for presentation before eminent panellists before the best technology offering is finalized to be incorporated in the subsequent RFP. Date and Time of Presentation will be intimated separately. A pass score of 60% (out of the envisaged total marks) is finalized for the presentation for shortlisting the eligible applicants. The same shall be finalized by the panellists.

## 4.2. Stage II: Request for Proposal (RFP)

1. KSIDC shall circulate a detailed RFP among the shortlisted technology Companies alone.
2. The shortlisted technology Companies may also carry out the required study of the requirements, at their own cost, based on the finalized RFP.
3. The entire RFP process shall be a two-stage process, which shall be as specifically laid out in the RFP to be floated.

## V. Instructions to Technology Companies

The EoI being submitted must mandatorily contain the following:

- Details of the technology solution being offered
- Details of the technology specifications
- Details of the modules in the existing technology solution
- Details of the security offering as a part of the solution to be provided
- Details of the add on features of the technology being provided
- Preliminary details of the Unique Selling Proposition of the technology being offered
- Details of the Intellectual Property Rights if any on the offered technology
- Details of the clientele wherein similar technology has been implemented
- The important features of the existing system being used by KSIDC are:
  - **Project Financing Module**
    - Creation, maintenance and updation of loan ledgers, Report generation, etc.
  - **Banking Module**
    - Creation, maintenance and updation of the various financing requirements of the Corporation, Maintenance of the Fixed Deposits / Loans availed etc. of the Corporation, Annual Compliances, Regulatory Compliances viz., RBI, Tax filings etc.
  - **Infrastructure Module**
    - Creation, maintenance and updation of all financial requirements generating out of the various infrastructure engagements of the Corporation including that of incubation facilities.
  - **Seed Fund Module (WE Mission and Seed Fund assistance)**
    - Creation, Maintenance and updation of loan ledgers, Report generation, etc. in connection with the financial assistance being provided as a part of the Seed Funding and WE Mission initiative of the Corporation.

- **Payroll Module**
  - Creation, maintenance and updation of the salary requirements, loan requirement of the employees, EPFO/ESI/Tax based compliance requirement of employees, etc.
  
- **Assets Module**
  - Creation, maintenance and updation of all assets created by the Corporation from out of the financial generation of the Corporation.
  
- The important features envisaged to be included, but not limited to thereon, in the proposed system are:
  
- **Project Financing Module (Loan assistance and Share capital assistance)**
  - To carry out the end to end requirements related to the project financing requirements of the Corporation viz., including details of legacy projects. details of loan financed, share capital assistance by corporation, details of interests, details of penal interests, generation of demand note, generation of repayment due list, reports generation, online application etc.
  
- **Banking Module**
  - To carry out end to end requirements related to the financing requirements of the Corporation viz., creation and maintenance of ledger, account heads, sub categorization of account heads, automated maintenance of Fixed Deposit requirements, compliance related report generation for requirements of annual compliances, RBI compliances, audit / tax related compliances, linkage of voucher and ledger, creation, maintenance and generation of trial balance, P&L statements, Balance sheets, varied report generations etc.
  
- **Seed Fund Module (WE Mission and Seed Fund assistance)**
  - To carry out the end to end requirements related to the seed funding requirements of the Corporation viz., including details of legacy projects. details of loan financed, share capital assistance provided, details of interests, generation of demand note, generation of repayment due list, reports generation etc. The module shall include all legacy and future cases pertaining to seed funding and WE Mission.
  
- **Planning module**
  - To carry out the end to end requirements related to the planning requirements of the Corporation viz., including details of legacy plans i.e., plan fund expenditures, Government orders, plan proposals, present day plan allocation, amount of funds being expended from time to time, balance remaining funds to be allocated, report generation, plan expenditure statements, future plan fund updation, etc..

- **Payroll Module**
  - To carry out end to end requirements related to the payroll requirements of the Corporation, salary slip generation, legacy salary report generation, leave encashment, loan requirement of the employees, EPFO/ESI/Tax based compliance requirement of employees, varied report generations etc.
- **Infrastructure Module**
  - To carry out end to end requirements related to the various infrastructure engagements of the Corporation such as accounting, land rate and itemized land transfer based payment / receipt requirements, penal interest for non-payment, report generation etc.
- **Assets Module**
  - To carry out end to end requirements related to the various fixed assets created for the Corporation, maintenance of consolidated data base including legacy matters, calculation of depreciation, report generation etc.
- **Communications Module**
  - To put in place an effective communication mechanism wherein auto / manually generated demand notes, intimations etc. are forwarded to concerned stakeholders on a time to time basis / as and when required
- **Reports Module**
  - To put in place dedicated mechanism to generate preloaded report formats
- The Company applying for the EoI will be represented by the nominated official, henceforth termed as 'Applicant' who shall be the person signing all the related documents in connection with this EoI.
- All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall be furnished and signed by the Applicant.
- A non-refundable application fee of Rs. 1,000/- (Rupees one thousand only) need to be paid via e-tender portal.
- Last date and time of submitting the EOI along with all documents through e-tender portal is by 03:00 p.m. on 10<sup>th</sup> February 2021.
- The presentation being made by the KSIDC team shall be held at 29th January 2021 11 a.m. through online mode using link below <https://ksidcvc.webex.com/ksidcvc/j.php?MTID=m5d55f0e7907567874aba4cb570b7057a>
- Date of the technical presentation being made by the Applicant who meets Prequalification criteria will be intimated separately.
- KSIDC reserves the right to accept or reject any or all the EOIs without assigning any reason whatsoever.

- The submitted EoIs shall be considered complete only with the following documents:
  - Detailed Technical and Functional Specification of proposed COTS solution to KSIDC and shall mandatorily include all the data as sought in the EoI herein
  - Receipt of payment of application fee of Rs 1000 paid via e-tender portal.
  - Each page of the EOI document duly sealed, signed and stamped by the Applicant
  - Letter for Expression of Interest in Form – I
  - Details of experience in handling projects as per Form-II
  - Affidavit or Self declaration as in Form –III
  - Any other information which applicant may like to provide
  - The applicant, in addition to furnishing complete information in the forms appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment. The work plan shall include justification for procedures to be adopted.
- At any time prior to the last date for receipt of proposals, KSIDC, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by an amendment by providing no reason whatsoever.
- In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, KSIDC may, at its discretion, decide either to / not to extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI.
- The applicant is required to visit the KSIDC website for any changes or amendments in the EOI before submitting their Expression of Interests.
- The Company should mandatorily have an office in the State which is amply staffed, in case of the successful applicant, before commencement of implementation process.

## **VI. Preliminary examination for the applications**

- KSIDC shall examine the applications to determine whether they are complete, whether the documents have been signed as indicated in this document, whether all Forms as asked have been filled in properly, whether applications are generally in order and all information as indicated under various clauses have been furnished.
- KSIDC reserves the right to waive minor deviations in the proposal application if they do not materially affect the capability of the bidder to perform the assignment.



- Prior to detailed evaluation formalities, KSIDC shall determine the substantial responsiveness of each application to the invitation documents. A substantially responsive proposal is one, which conforms to all the terms and conditions of the Invitation document without any material deviation. A material deviation is one, which limits in any way responsibilities and liabilities of the vendor or any right of the KSIDC as required in this document. KSIDC may waive any minor non- conformity in an application, which does not constitute material deviation. Non- responsiveness shall run the risk of rejection.
- The evaluation shall be carried out on the basis of data available in the application documents received from the vendor in the first instance.
- No account will be taken of any further documents or clarifications or any such additional information furnished subsequently by the vendor.
- However, KSIDC reserves the right to call for such clarifications confined in scope to the contents of the application, should such a clarification become necessary for proper judgment during evaluation.

## **VII. Evaluation**

The procedure of evaluation of the applications is indicated below:

- KSIDC shall short list all the applicants who meet the minimum requirement specified, as also obtain 60% or marks in the presentation.
- After completion of EOI evaluation, the qualified vendors shall be provided with further details of the project through a Request For Proposal.
- The RFP shall be a two-stage process consisting of Technical and Financial proposals.
- As a part of the Evaluation of the EoI, KSIDC may seek further information during the presentation by the applicant, even if at a short notice.
- The EoIs being received may be summarily rejected on the basis of the following, without assigning any reason whatsoever:
  - Received application is not in prescribed forms and not containing all required details.
  - Received application is not properly sealed and signed as per requirements.
  - Received after the due date and time.
  - Received by fax, telegram or e-mail.
  - Received without the processing fees.
  - Received with missing of any supporting document(s) with the EOI
- KSIDC shall not be responsible for any late receipt of applications for any reasons whatsoever.
- KSIDC reserves the right:

- To reject any/all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the KSIDC without assigning any reason thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

## VIII. Pre-qualification Criteria

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes / No Deviation, if any
1.	The Company shall be a single entity, registered as a Company under respective Acts in India & should have been in existence in India for the last five years	Copy of ROC Registration Certificate	
2.	The Company must be registered in India with appropriate authorities.	PAN and GST Registrations	
3.	The Company should have minimum annual turnover, in software development and maintenance field, of Rs. 3 crores for each of the last 3 financial years.	Certificate from Chartered Accountant  Audited / Provisional balance sheets for last three years	
4.	The Company should be the owner or authorized partner of proposed COTS accounting software	Certificate of partnership	
5.	The Company should have executed at least one relevant experience in implementing proposed COTS software in at least 3 NBFC / Banks registered under RBI having a minimum turnover of at least Rs. 25 Crores.	Letter from the customer certifying the same/work order is required to be  Furnished	
6.	The Company has to submit necessary client referrals	List of clients	

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes / No Deviation, if any
		Completion certificates from at least two clients	
7.	The Company should furnish an undertaking that it has not been blacklisted for any of its services, by any competent authority	Letter of undertaking as in Form III	
8.	The vendor should have either ISO 9001:2008 for Software Development / Software Maintenance or ISO 27000 or CMMI Level 3 Certification	Copy of Certificate	
9.	Should have technically qualified and well-experienced strong in-house resource base on company role	Resumes of key resources available on company payroll including their past achievements and resume	
10.	Duly filled in and signed forms	Form I, II & III	

## IX. Formats for Submission

### 9.1. Form I – EOI Letter Proforma

(Should be submitted on the Company's letterhead duly seal and signed by the applicant)

To,  
The Managing Director,  
Kerala State Industrial Development Corporation Ltd. (KSIDC),  
Keston Road, Kowdiar,  
Thiruvananthapuram - 695003

**Sub: Expression of Interest for "Supply, Customization and Implementation of Accounting Software for Kerala State Industrial Development Corporation**

Sir/ Madam,

The undersigned having read and examined in detail all the EoI documents pertaining to your assignment and do hereby express the interest to do the work as specified in the scope of work.

Sl. No.	Description	Response
1.	Name of the Vendor/ Consultancy Organization / Company	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the following documents:

1. Letter of Authorization
2. Detailed Technical and Functional specification of proposed solution to KSIDC.
3. Processing Fee

4. Pre-qualification eligibility criteria as specified in the EoI
5. Details of experience in Form-II
6. Affidavit or Self Declaration of eligibility in Form- III
7. Self-Attested copies of Supporting Documents

We hereby declare that our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking

you,

Yours faithfully,

(Signature of the Applicant)

**Applicant:**

Name:

Designation:

Address:

Signature:

Seal:

Witness:

Name:

Designation:

Address:

Signature:

Date:

Place:

9.2. Form II – Details of Experience in projects

a) Customer References related to Supply, Customization and Implementation of Accounting Software that the applicant has been engaged during the last Five years:

Sl. No.	Name & Address of The client	Date of start of the work	Date of Completion	Website Address	Value of the Project	Nature of Work
1.						
2.						
3.						

b) Customer References related to Projects (Other than A above) that the applicant has been engaged during the last Five years:

Sl. No.	Name & Address of The client	Date of start of the work	Date of Completion	Website Address	Value of the Project	Nature of Work
1.						
2.						
3.						

Note:

Please note that the self-attested copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above.

9.3. Form III – Affidavit or Self Declaration

**Ref: Call for Expressions of Interest for short listing of Software Consultancy Organizations by KSIDC**

Vendors shall be excluded from participation in the selection procedure if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning the matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They have been convicted for an offence concerning their professional conduct by judgment, which has the force of res judicata;
3. They have been guilty of grave professional misconduct proven by any means, which the contracting authority can justify;
4. They have not fulfilled obligations in respect of payment of social security contribution or the payment of taxes in accordance with the legal provisions of India or those of the country of the contracting authority or those of the country where the contract is performed;
5. They have been the subject of a judgment, which has the force of res judicata for fraud, corruption and involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
6. Following another procurement procedure or grant award procedure financed by the community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In response to your call for expression of interest, We hereby declare that we:

1. Are not in any of the situations excluding us from participation in the contracts.
2. Agree to abide by the highest ethical standards in the profession and in particular, have no potential conflict of interest;
3. Will inform KSIDC immediately if there is any change in the above circumstances at any stage during the procedure or during the implementation of the project;
4. Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this document may result in my/our exclusion from this or other contracts funded by the KSIDC;

**(Signature of the applicant with company seal)**

**Applicant:**

Name:

Signature:

Designation:

Seal:

Address:

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