



The Jute Corporation of India Limited

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15N, Nellie Sengupta Sarani, 7th Floor
Kolkata, 700087, West Bengal

Request for Project Management Consultancy for Implementation of ERP

RFP Reference No: JCI/IT/ERP-CONSULTANCY/2022-23/01

Dated: 17th of January, 2023

Issued By: IT Department, The Jute Corporation of India Limited

Important Dates:

Date of Uploading RFP: 17th of January, 2023

Pre-Bid Queries may be submitted by: 24th of January, 2023

Date of Submission of RFP: 07th of February, 2023 14:00 hrs.

Date of Opening of RFP: 07th of February, 2023 14:30 hrs.



1. Introduction

The Jute Corporation of India Ltd., A Government of India Enterprise (JCI) is the nodal agency of Govt. of India to conduct Minimum Support Price (MSP) operation through its network of DPCs in all major jute growing states. To provide support to the jute growers, every year Government of India announced MSP of raw jute at which JCI is procuring raw jute as per quality produce in the area without any quantity limit. Corporation is maintaining a good business relation with local farmers' co-operative, SHG (Self Help Group) and local panchayats within its business jurisdiction and successfully under take Minimum Support Price operation as and when required.

JCI is located across six jute growing states with Head office at Kolkata. 5 Zonal Offices - Kolkata, South Bengal, North Bengal, North-east and East-coast. 14 Regional Offices / Regional Office-cum-Lead DPCs (RLD). 141 Departmental Purchase Centres (DPC) including 6 RLDs.

JCI uses in-house software for office automation which was developed and maintained by JCI - IT team. The software includes functional modules of Purchase, Sales and Payroll. In addition to these, JCI is using Tally ERP 9.0 for Accounts. This in-house software has two versions – Mobile Application and Web Portal. The Mobile Application is android based and the Web Portal was developed in PHP. Both Mobile Application and Web Portal is using MySQL as database.

2. The project of deployment of ERP

- a) JCI has conceptualized the project to deploy a proven integrated ERP (Enterprise Resource Planning) solution to automate its operations and integrate its processes
- b) The key outcome of this ERP implementation project are linked to service delivery, operational excellence and transparency & Compliance
- c) Service delivery to stake holders
 - i. Multi-channel service delivery through portal, mobile devices etc.
 - ii. Consistent and efficient services across devices
 - iii. Convenience to stake holders in availing the services
 - iv. Convenience to employees of JCI in administration and service delivery
- d) Operational excellence
 - i. Integration of processes –finance, HR, project management, procurement, materials etc.
 - ii. Utilization of resources – assets, financial resources and intellectual resources for delivering the services
 - iii. Quicker turnaround time for financial transactions, reporting, analysis and feedback
 - iv. Excellence in the Deployment of facilities & resources, planning the projects, and exploiting the internal expertise
- e) Transparency and compliance
 - i. Proactive and tighter adherence to regulation in the financial transactions and operations of JCI
 - ii. Adherence to standard government norms in financial transactions, reconciliation and reporting
 - v. Compliance to best practices in project management, customer management, and service delivery

f) Financial Management

- i. Enabling smooth financial accounting and controlling functions
- ii. Help in track and monitor data of different expenses / cost head in one single platform
- iii. Better management of cash flow, receivables, payables credit management, collection and budgetary management
- iv. Real-time accounting

3. The Strategy of the Project

There are many dimensions to the strategy of the ERP deployment project of JCI, and they are formulated around the possibilities offered by ERP solutions.

- a) Standardization – standardization of processes, records, terminology, information exchange mechanisms
- b) Proven solutions - With the scale and criticality of its activities in mind, JCI has identified that a proven ERP solution would address the following-
 - i. The integration of processes – the ERP Solution will provide an IT platform to integrate all the processes of JCI
 - ii. Best Practices – the ERP solution will bench mark with global best practices and processes in the areas of project management, financial management, procurement, materials management, government file management etc.
 - iii. Multi-channel service Delivery – the ERP solution facilitate transactions to be carried out through multiple devices and computer systems, thereby facilitating multi-channel service delivery to the stake holders.
- c) A platform to address the evolving needs – The operational characteristics of JCI would evolve over a period of time. Keeping in line with this change the requirements of JCI from the IT system also would change. The ERP solution is expected to act as a platform with which the multiple requirements could be addressed effectively.
 - i. The automation and integration of the core business operations
 - ii. The requirements of asset management and maintenance management
 - iii. Franchisee Operation
 - iv. JDP Business
- d) The objective of JCI in investing in ERP based applications is to:
 - i. Achieve quality of service, achieve efficiency and practice better control over the financial transactions & project activities
 - ii. Establish uniform standards for excellence in operations, project management, human resource management, financial management and performance reporting
 - iii. Adopt the global best practices in different spheres of, procurement, materials management, human resource management, quality management, customer service, financial management, accounting and performance management.
 - iv. Phased implementation- keeping in mind the evolving nature of operations of JCI, it has been decided to implement the ERP solution in two phases, with the first phase focusing on the basic requirements of the JCI and the second phase of the project focusing on the operational aspects of the JCI.
- e) The expected outcome of the project
 - i. With the deployment of the ERP solution, JCI expects that different functional



modules would be seamlessly integrated with each other so that data duplication doesn't happen and JCI is able to build strong foundation for decision support system.

- ii. Adopting best practices offered by ERP solutions in the key processes like finance and accounts, control, audit, asset management, materials management, human resources management, as applicable to the operations of a logistics systems, will lead to efficiency, transparency and informed decision making.
- iii. It is expected that the ERP Solution will facilitate embedding best business practices and processes into all its operations, doing away with non-value adding/redundant processes in the various functions of the corporation to make them efficient, transparent and compliant to regulations.

4. Instructions to Bidders

The JCI has detailed the minimum pre-qualification requirements and the process of selection in the RFP. The evaluation committee will evaluate the quality / capability of Bidders on the criteria mentioned in the RFP based on their proposals received and fulfilment of eligibility criteria.

The bidders shall submit their offers strictly in accordance with the Terms & Conditions of the RFP document. Any bid that stipulates conditions contrary to the conditions given in the RFP document will stand disqualified.

- Pre-bid queries: All queries regarding the RFP can be emailed to JCI on sg2801@jcimail.in up to **17:00 hrs. on 24/01/2023**.

Pre-Qualification Criteria

#	Criteria	Submission
1	The Bidder should be a company registered in India under the Companies Act, 2013 or a partnership firm registered under the Indian Partnership Act 1932 or LLP registered under LLP Act 2008 with their registered office in India for at least 3 years before date of submission of Bid	Copy of Certificate of Incorporation/ Registration / MoA as applicable
2	Minimum Average Annual Turnover of ₹3 Crore in last 3 financial years (2019-20, 2020-21 & 2021-22)	Independent Auditors' Certificate Or Audited copy of Financial statements
3	The Bidder should have Experience of development, maintenance and operation of minimum 8 large scale websites owned by Government (Center /state /ministry /department/ organization/ PSU) in last 7 years.	Certificate of Completion/ Letter of Award/ Contract
4	The bidder shall have positive net worth in last 3 financial years (2019-20, 2020-21 & 2021-22)	Audited/Certified Annual Financial Statements for last 3 (three) financial year(s)
5	The proposed team members should have experience with any Government Organisation in project consultancy for implementation of ERP	CV of the team members
6	The Bidder should not have been blacklisted by any Central and/or State Government departments,	No Conviction Certificate to be submitted on behalf of the Bidder as



	PSU's and/or any other Statutory or autonomous body/undertaking.	well as its Directors / Partners / Founders, duly signed on the Agencies Letter Head and Stamped.
7	The Bidder should have a valid and active PAN and GST in India	Copy of PAN card and Goods & Service Tax Registration certificate

5. Terms & Conditions of the Contract

➤ Submission Document

The technical submission will consist of:

- Understanding of scope
- Proposed Team
- Work Plan
- Similar Experience

➤ Price Quotation

The bidder must submit all prices inclusive of GST. Only bidders who score above 70 percent in the technical scoring will be invited to the financial bid opening stage. The bids will be evaluated on a 70:30 Quality and Cost Based Selection (QCBS) criteria.

- i. Lumpsum rate for PMC on man month basis

➤ Payment Terms

Payment of PMC Amount

- i. Monthly PMC cost, on submission of invoice and monthly report; upon deducting statutory dues and 10% retention amount.
 - ii. The 10% retention amount will be released upon completion of contract period or six months, whichever is earlier.
- Bidders are requested to submit the proposals as per the attached documents. Deficiency of the required documents may lead to rejection of bids.
 - Bidders are requested to comply with the pre-qualification criteria, technical evaluation criteria etc. as mentioned in the attached document.
 - Bidders are requested to submit the required details as mentioned in the bid documents.

6. Scope of Work

The PMC team will act as digital transformation advisor for quality implementation of the proposed ERP solution to ensure that the solution architecture, information architecture, application design and features meet the key and critical requirements of the JCI, and to mitigate risks in quality and timeliness of implementation.

The proposed team is to be deployed for a period of six months for following activities, as per project requirements -

- a) Evaluating existing IT infrastructure and recommending system improvement
- b) Recommendation of Business Process Re-engineering (if required)
- c) Recommending best suited ERP solution based on business process analysis, observations and consultation
- d) Designing and configuring customised ERP Solution with user-friendly interfaces and optimised functionalities, complying with industry regulations
- e) Keeping informed of the latest ERP developments, upgrades and offering



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- f) Helping manage ERP budgets
- g) Drafting RFP Document for selection of ERP Service Provider (if any)
- h) Assisting JCI is drafting, responding to pre-bid queries, evaluation, attending meetings at every stage, answering to the queries of the RFP with scheduled timelines for appointment of ERP Service Provider (if any)
- i) Liaisoning between JCI and ERP service Providers and vendors (if any)
- j) Ensuring of ERP documentations, end-user training and technical support
- k) Monitoring to deploy ERP solutions and ensure seamless system integration
- l) Assisting in framing policy for building ERP change management strategies and adoption of new ERP Solution

6.1 Desired Team Composition

Technical Advisor

No	Role	No Required	Criterion	Evaluation Structure	Maximum Marks
1	Technical Advisor <ul style="list-style-type: none"> Understand overall ERP requirements Review design and implementation Identify risks and mitigation plan Define design and architecture improvements, to ensure desired ERP features and functionality 	1	Experience	<ul style="list-style-type: none"> Total experience in large national-scale project design, implementation, and rollout 	<ul style="list-style-type: none"> > 10 years, 5 marks > 15 years, 7.5 marks
			Education	<ul style="list-style-type: none"> BE/BTech in IT/ Computer Science/ Engineering with Preference for Post Graduate qualifications from premier institute Certificates Needed 	<ul style="list-style-type: none"> BE/BTech, 5 marks Post Graduate degree with BE/B.Tech., 7.5 marks
			Relevance of Experience	<ul style="list-style-type: none"> Proficient in data and information architecture, security, enterprise application design, development management Experienced in project management, IT risk management Prior experience in national scale ICT projects Known proficiency in ICT application design, solution and security architecture, implementation monitoring, technology advisory Prior experience in government sector ICT projects 	<ul style="list-style-type: none"> Total 35 marks

ICT Project Manager



No	Role	No Required	Criterion	Evaluation Structure	Maximum Marks
2	ICT Project Manager <ul style="list-style-type: none"> Understand overall ERP requirements Detailed monitoring and evaluation of design, features, functionalities, risks, issues, resolutions Monitor and ensure design & architecture improvements, to ensure desired ERP features and functionality 	1	Experience	<ul style="list-style-type: none"> Total experience in large national-scale project design, implementation, and rollout 	<ul style="list-style-type: none"> > 5 years, 5 marks > 8 years, 7.5 marks
			Education	<ul style="list-style-type: none"> BE/BTech in IT/ Computer Science/ Engineering Certificates Needed 	<ul style="list-style-type: none"> BE/B.Tech, 7.5 marks
			Relevance of Experience	<ul style="list-style-type: none"> Proficient in ICT project management Proficient in understanding data and information design, security design, enterprise application module/ feature/ functionality design, and development management Experience in project management, project tracking and communications, documentation Experience in business to technical requirements tracking and delivery management Prior experience in national scale ICT projects Prior experience in government sector ICT projects 	<ul style="list-style-type: none"> Total 35 marks