

Request for Quotation (RFQ) from the Tally's 5-Star Certified Partners having Head Office/Branch Offices in Kolkata and having valid GST Registration for Customization, Implementation, and Third-Party Software Integration with Tally Prime, to be centrally hosted on Cloud.

1) About The Jute Corporation of India Ltd (JCI):

The Jute Corporation of India Ltd (JCI) is the Price Support Agency of the Govt. of India for raw jute. It was set up in April 1971 primarily to protect the interest of the Jute Growers through procurement of Raw Jute under the MSP fixed by the Govt. of India from time to time and also to stabilize the raw jute market price to the extent possible for the benefit of the jute farmers and the jute economy as a whole.

2) Purpose of RFQ:

For Customization, Integration, Implementation, Third-Party Software Integration with Tally Prime and hosting Tally on Cloud request for quotation (RFQ) is invited from the Tally's 5-Star Certified Partners having Head Office/Branch Offices in Kolkata and having valid GST Registration Certificate of Head Office/Branch Offices in Kolkata.

3) Award of Contract:

JCI will award this assignment/customization/contract to the bidder who have offered the lowest Quotation/Financial Bid and whose bid has been determined to be eligible.

4) How to apply:

- i) Request for Quotation (RFQ)/Financial Bid (as per **Annexure-IV**) is invited from the Tally's 5-Star Certified Partners having Head Office/Branch Offices in Kolkata and having valid GST Registration Certificate of Head Office/Branch Offices in Kolkata.
- ii) Bidder details as per "**Annexure-II**" is mandatorily required to be filled and supporting documents required to be annexed thereon.
- iii) Successful bidder is required to sign non-disclosure undertaking as per "**Annexure-III**" before the awarding of this Job.
- iv) Copy of payment of EMD of Rs 15,000/- in the form by Digital Mode only through RTGS/NEFT/ECS favouring "THE JUTE CORPORATION OF INDIA LIMITED, A/C. no.- 0093000100297535, IFSC – PUNB0143720 , Bank – Punjab National Bank, Newtown Rajarhat Branch is required to submit with the Financial Bid. Quotations/Bid which is not supported with EMD shall be summarily rejected.

- v) MSME registered firm having valid MSME Certificate is exempted from the submission of Earnest Money Deposit (EMD) Amount.
- vi) The successful bidder shall deposit a Performance Security Deposit of 3 % of the total amount of the work order within 7 days of receiving the order. The Performance Security Deposit will be furnished in the form of NEFT/RTGS/E-PBG. The Performance Security Deposit will be returned after sixty days from the date of completion of all contract obligations/warranty period. This will be for due performance of the agreement in all respects. JCI will be at liberty to adjust whole or part of this money to recover penalties or any other dues accruing to the JCI. There will be no interest payable on this Performance Security Deposit.
- vii) Scope of Works have been provided in “**Annexure-I**”.
- viii) **Bidder must Submit a certificate issued by Tally Solutions Pvt. Ltd. certifying them to be a Five Star Tally partner.**
- ix) The last date of submission of duly signed Quotation/Financial Bid along with the other necessary documents as mentioned above **in sealed envelope** is 30/10/2025 by 5 P.M. at the following address:

Deputy General Manager (Finance)
The Jute Corporation of India Ltd, Patsan Bhawan,
3rd Floor, Action Area-1, Block-CF, Newtown, Kolkata-700156

- x) Quotation/Financial Bid received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted under any circumstances.
- xi) The Quotation/Financial Bid will be opened on 31st October 2025 at 11:00 AM.

5) Terms and Conditions

- a. Each page of the Quotation and document is required to be signed by the bidder. The documents / certificates in support along with the tender shall also be signed by the bidder.
- b. Tenders without EMD shall be summarily rejected.
- c. Earnest Money Deposit (EMD) of successful bidder will be refunded upon submission of performance security / security deposit (SD).
- d. The tender documents shall be written legibly and free from erasing, corrections and overwriting, otherwise the bid will be rejected.
- e. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- f. JCI reserve the right to accept/reject any/all offer(s) without assigning any reason.

- g. JCI reserve the right to cancel this tender at any time without assigning any reason before the selection of software vendor and the tendered shall not be entitled to claim any damage or compensation due to such cancellation.
- h. This tender is subject to the jurisdiction of the local courts at Kolkata only. All disputes arising out of the tender shall have the jurisdiction of the local courts at Kolkata only.

6) Timelines

All works mentioned in the Scope of Work as per “**Annexure-I**” should be completed within 45 working days from the issuance of the work order.

7) Payment Terms:

The payment shall be released on successful completion of hosting of Tally cloud services and customization/integration of JCI Sahyog API Linking, Fixed Asset Module and other points mentioned in the scope of Work as per “Annexure-I” and within 15 days of submission of original Invoice.

Payments will be made after all statutory deductions as applicable.

GST will be released upon submission of documentary evidence for payment of taxes.

8) Termination of Contract:

JCI shall have the right to terminate this Contract without any notice.

9) Liquidated Damages:

Liquidated damages of 0.5% per day of delay, subject to a maximum of 5% of the order value, will be levied for any delay in the execution of the contract.

If the assignment is not completed in all respects within the stipulated time period as per the milestones mentioned in Annexure-II, the amount of the security deposit will be forfeited on the 11th day, and no request for further extension shall be granted.

10) Force Majeure:

The Term "Force Majeure" shall include, without limitation, acts of nature, fire, explosion, storm, or other similar occurrence; order or acts of military or civil authority; national emergencies, insurrections, riots, wars, strikes, work stoppages, or other labour disputes, supplier failures, and in the event of any unforeseen circumstances and beyond control.

11) Arbitration:

If any disputes or differences relating to the interpretation, termination and meaning of the words, terms, specifications, operations and instructions, mentioned in tender document/contract and as to the quality of work or the performance of the bidder, any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to tender document/contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the tender/contract, thereof, shall be referred by either party to the appropriate authority of the JCI who shall refer the matter for adjudication of the Sole Arbitrator. The award of the Sole Arbitrator so appointed shall be final and binding on the parties. In case, the Arbitrator so appointed dies, neglect or refuses to act as an arbitrator or is otherwise unable to act for any reason whatsoever, it shall be lawful for the appropriate authority of JCI to appoint another Arbitrator in the manner as aforesaid, who shall be entitled to proceed with the reference from the stage where the earlier Arbitrator left the proceeding. The Venue of Arbitration shall be at Kolkata and shall be governed by provisions of Arbitration Conciliation Act 1996 as amended by the Arbitration & Conciliation (Amendment) Act 2015 (3 of 2016) and amended from time to time.

12) Confidentiality:

All the material sent to the bidder shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. The successful bidders are to furnish a Non-Disclosure Undertaking (NDU) as per attached format at Annexure-II. It is reiterated that confidentiality in strict terms shall be maintained for all the existing and new data fed into software / server / including test data. The successful bidder shall not divulge in any manner or any form aforesaid data to any person or entity otherwise with express authorization of competent authority of JCI.

13) Pre-Bid Meeting:

A pre-bid meeting will be held on 14.10.2025 at the Office of the Jute Corporation of India Ltd, Patsan Bhawan, Action Area-1, Block-CF, New-town, Kolkata-700156 at 3.00 p.m. Kindly note that participation in the pre-bid is not a pre-condition for participation in the bid.

Annexure-I

Scope of Work:

Presently, JCI is using Tally Prime edit Log multiple user version at its Head Office in Kolkata and Tally Prime edit Log single user version at its 14 regional offices as accounting Software.

JCI intends to replace the current standalone Tally packages being used by 14 Regional Offices and Head Office with centralized and integrated enterprise-wide solution utilizing the Tally on Cloud packages, that shall be used by all the Accounting Units of JCI for accounting purposes.

An application software (JCI Sahayog) presently in place at JCI, which is supporting operational activities, is not currently integrated with the Tally Prime.

The Tally software including all related add on softwares, if required will have to be hosted on data center (DC) of cloud service provider empanelled with Department of Electronics and Information Technology (DeitY)/ Ministry of Electronics and Information Technology (MeitY) Deity, Govt. of India. There should be a disaster recovery (DR) system and both DC & DR are to be offered on a Service model.

This project would comprise of hoisting of Tally on Cloud, Tally Customization for the New Features, Installation of Tally Prime server for cloud setup, security and multi connectivity and Implementation of existing features in software for proper usage in the organization.

i. Tally Prime on Cloud Details (Phase-1):

Tally Prime on Cloud Setup:

- Tally Prime will be hosted on the cloud
- Print/export transactions to PDF/MS Excel on local machines.

User Access:

- The total number of users will be 30.

Cloud Hosting and Security:

- Tally will be hosted centrally in a secure cloud data center, with all users logging in via secure networks. Disaster Recovery (DR) services will also be included. The IT infrastructure will be provided by a Cloud Service Provider (CSP).

- The cloud data center and disaster recovery center will be located in Kolkata, with separate seismic zone backups and compliance with Tier IV standards.

Backup and Recovery:

- Full server backups will be managed using the System Center Data Protection Manager (DPM). There will be daily backups (two times) with the last six recovery points maintained through Acronis clone setup.
- Users will have admin rights to back up their data if needed.
- The hardware and network resources will guarantee an uptime of 99.5%, supported by a Service Level Agreement (SLA).
- Automated daily full virtual machine (VM) backups will be stored in NAS storage for disaster recovery purposes.

Server Hosting and Monitoring:

The server will be hosted in Tier III/IV Data Centers, with continuous server monitoring and troubleshooting services.

ii. Customization & Integration Requirements for Tally Prime (Phase-2):

Integration with JCI Sahyog Application:

Integration of the JCI Sahyog Application for the purchase and sale of raw jute via API.

iii. Fixed Asset Module Customization and others (Phase-3 (A)):

- a. Customization of the Fixed Asset Module as per the organization's requirements.

b. Bank Payment Advice & Multi-Branch Accounting Automation:

Customization for multi/single payment advice for banks.

Automation for multi-branch accounting by posting automatic entries for relevant branches against the main branch entry.

c. Maker/Checker Approval Module:

Implementation of a maker/checker (approval) module for transactions to ensure proper authorization.

d. Document Attachment Module:

Addition of document attachment module in Tally Prime to attach supporting documents to vouchers and transactions.

iv. **Information Security Compliance Requirements (Phase-3 (B)):**

In addition to the functional and technical requirements specified elsewhere in this tender, the following information security compliance requirements shall be mandatorily adhered to by the selected vendor during the entire contract period:

a. Logging and Monitoring Integration:

The vendor shall enable logging on all deployed devices, applications, and services. Logs must be integrated with JCI's centralized Security Information and Event Management (SIEM) solution, with alerts monitored continuously. The vendor shall ensure that logs of all perimeter security devices and SIEM are stored for a minimum rolling period of 180 (one hundred eighty) days. The vendor shall provide access and necessary integration support for centralized monitoring as required by JCI.

b. Application Security Testing for Customizations:

All customizations, integrations, or modifications carried out by the vendor shall strictly follow secure coding practices. The vendor shall incorporate security throughout the software development lifecycle (SDLC), including functional testing, vulnerability assessment, and penetration testing (VA/PT). VA/PT must be carried out at least annually and mandatorily after every customization, integration, or major change, and before moving to production/going live. The vendor shall provide VA/PT reports and certification of the customized/integrated solution before deployment.

c. Compliance with JCI Information Security & IT Policies

The vendor, its personnel, and the proposed Tally cloud service must comply with JCI's Information Security Policy v1.0 and JCI IT Policy v1.0 throughout the service delivery period. The vendor shall ensure adherence to all information security policies, processes, and procedures of JCI as applicable under "Third Party Access and Outsourcing" provisions. Non-compliance with JCI's security policies at any stage shall be treated as a breach of contract and may lead to termination of services and/or imposition of penalties, as decided by JCI.

Annexure-II

TIME FRAME

The timeline for completion of various jobs is as under-

Sl.No.	Milestones	Timeframe	Timeline
1.	Phase-1 (As per scope of work)	10 Days	30% of charges as mentioned under A
2.	Phase-2 (As per scope of work)	20 Days	30% of charges as mentioned under A
3.	Phase-3 (As per scope of work)	15 Days	40% of charges as mentioned under A
4.	Recurring Charges for Cloud DC & DR	From the date of activation as approved by JCI	On Quarterly Basis

The payment to the bidder will be made as per the above-mentioned timelines subject to the production of completion certificate from JCI and submission of invoice and necessary supporting documents for each job/milestone completed.

Annexure-III

Bidder details (Mandatory Information)

(Supporting documents to be annexed with this Bidder details and Applications found deficient in any respect are liable to be rejected without further correspondence)

*The details to be provided as on the closing date of this tender.

RFQ NO-JCI/FIN/Tally/2025-26/04

Dated 09/10/2025

1) General Information:

Name of the Bidder:

Contact person:

Head Office Address:

Contact nos. :

Official Email ID:

2) No of Years of Experience:

(No of assignment/Contract of similar nature handled in last three years)

3) Ownership of Bidder (Yes/ No):

- a Head Office company/LLP in India under the Companies Act, 2013; or
- a Head Office Partnership Firm; or
- a Sole Proprietorship; or
- a Public Sector Undertaking / Statutory Body

4) Whether the Bidder is a certified five-star Tally Solution Pvt Ltd Partner for handling Tally Projects: (Copy of the Certificate must be attached)

5) Has the bidder been debarred or blacklisted by any State Government, Central Government or any other Public Sector Undertaking or a Corporation or any Other Autonomous Organization of Central or State Govt.:

6) Whether the bidder has experience in execution / roll-out for implementation of Tally on Department of Electronics and Information Technology (DeitY)/ Ministry of Electronics and Information Technology (MeitY) empanelled cloud Data Center:

7) Is the data centre on which the JCI's Tally will be hosted empanelled with the DeitY/MeitY, Government of India:

8) Copy of Audited Annual Financial Statements of last three years i.e 2021-22, 2022-23 & 2023-24 or Copy of Turnover and Net Worth of last three years i.e 2021-22, 2022-23 & 2023-24 duly certified by the Chartered Accountant/Cost Accountant.

9) Does the bidder having Head Office/Branch Offices in Kolkata and having valid GST Registration Certificate of Head Office/Branch Offices in Kolkata

Signature of the Bidder with stamp

Name :

Designation :

Date :

Non-Disclosure Undertaking (NDU)

I, _____, on behalf of the _____ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with JCI on contract is confidential and that the nature of the business of the JCI is such that the following conditions are reasonable, and therefore:

I warrant and undertake as follows:

I, or any other personnel employed or engaged by our company, undertake not to disclose, directly or indirectly, any information related to the JCI. Without restricting the generality of the foregoing, it is undertaken that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to JCI all documents and property of JCI, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to JCI business, or in any way obtained by me during the course of contract. I further undertake that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also. I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the JCI, and are reasonable given the nature of the business carried on by the JCI. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at _____, this _____ day of, 20_____.

Signature of the Bidder with stamp

Name :.....

Designation :.....

Date:

QUOTATION/ FINANCIAL BID

Tender Ref. No. and Date :						
Name of the Bidder:						
Sl.No.	Descriptions	Total Cost (In Rs.)	GST %	GST (In Rs.)	Total including GST (Rs.)	Cost
One Time Cost:						
1.	Window based VPS server Considering 30 users operations. Fully licensed windows and TSPLUS software for user access. Open office for tally to pdf/excel.					
2.	Tally Prime Server License 20 TVU included with this License. Considering 30 Tally Cloud Licenses.					
3.	Tally Customization- JCI Sahyog API Linking					
4.	Tally Customization- Fixed Asset Module					
5.	Tally Customization- Multi/single payment advice for banks. Multi branch accounting automation by posting auto entries to relevant branch against the main branch entry. Maker/checker (approval module) for transactions. Document attachment module with voucher and transaction in Tally Prime.					
Total One Time Cost (A):						
Recurring Charges-Annual Charges:						

1.	Recurring Costs- IT Infra on Cloud & Managed Services				
	Total Recurring Charges (B):				
	Total= A + B				

In words (Rs.....)

Signature of the Bidder with stamp

Name :.....

Designation :.....

Date :