REHABILITATION PLANTATIONS LIMITED, PUNALUR (RPL)
KOLLAM DIST, KERALA-691305
(A Joint Venture of Govt. of INDIA & Govt. of KERALA)

Expression of Interest (EOI) for Design, Development, Configuration, Implementation & Maintenance of Web-Based Enterprise Resource Planning (ERP) System

(RPL/200-24/ERP/001)

Rehabilitation Plantations Ltd, Registered Office -Punalur (P.O),Kollam Dist, Kerala – 691305, India Email: MDRPLPUNALUR@GMAIL.COM,
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Expression of interest (EOI)

Expression of interest invited for Design, Development, Configuration, Implementation & Maintenance of ERP solution for integrating activities of various departments at multiple locations of the Company, viz. Head Office, two Estates and Factories with centralized server at Head Office and secured connections to server from Factories and Estates. Tendered rate shall be inclusive of tax, implementation, training & stabilization support after implementation for a minimum period of two years.

Payment to be effected by online for	
Cost of tender form	₹ 1500/- (all inclusive)
EMD	₹ 10,000/-
Important dates	
Pre-bid meeting Date, Time & Venue	10.04.2025 at 11.30 a.m., RPL Head Office
Last date and time of Submitting EOI	21.04.2025, 5 p.m.
Bids opening date & time	22.04.2025 11a.m.

For more details, visit: www.rplkerala.com

Sd/-

RPL/S/1540/2025/ERP/EOI/06   dt 01.04.2025   MANAGING DIRECTOR

Expression of Interest (EOI)

Rehabilitation Plantations Ltd (RPL), Punalur invites Expressions of Interest (EOI) from reputed Applicants with proven expertise in designing, developing, configuring, implementing, and maintaining web-based Enterprise Resource Planning (ERP) systems. The ERP solution should integrate various operational functions, including Finance & Accounting, Procurement, Sales, Inventory, Human Resource, Estate Management, Factories, Engineering, legal compliance, costing etc.

Name of work	EMD (INR)
(1)	**(2)**
Expression of Interest (EOI) for Design, Development, Implementation and Maintenance of Web-Based Enterprise Resource Planning (ERP) System	**INR 10,000 -**

1. An amount of **Rs.10,000/- (Rupees Ten thousand only) towards earnest money (EMD)** must be deposited in the form of demand draft /in favour of **"Managing Director, Rehabilitation Plantations Ltd", payable at Punalur/RTGS in A/c No.450830700000016 IFSC-CNRB0014501 CANARA BANK, BRANCH-II, Punalur**. No interest will be paid on the earnest money deposited by the Applicant. EOI Document without earnest money will be summarily rejected. The EMD and Security Deposit is exempted for MSME/NSIC (Certificate to be submitted for exemption), Govt. Colleges, IIT, NIT etc.

2. The applicant may deposit non-refundable **EOI Document Fee of Rs.1,271/-+GST extra i.e. (Rs. 1,500/-) (Rupees One Thousand Five Hundred only)** in the form of Demand draft drawn in favour of "Managing Director, Rehabilitation Plantations Ltd" payable at Punalur/RTGS in A/c No.450830700000016 IFSC-CNRB0014501 CANARA BANK, BRANCH-II, Punalur.

3. The last date for submission of EOI is **21 April, 2025** up to 5:00 PM. **The EOI document should be addressed to: Managing Director, Rehabilitation Plantations Ltd, Head Office, Punalur (P.O), Kollam Dist., Kerala - 691305**. The document may be submitted to the Purchase department. EOI received after 5:00 PM will not be accepted or considered under circumstances.

4. The hard copy of the EOI to be submitted should be mentioned with subject as **"Expression of Interest (EOI) for Design, Development, Implementation and Maintenance of Web-Based Enterprise Resource Planning (ERP) System."** All the required documents should be enclosed along with the EOI.

5. The Managing Director, Rehabilitation Plantations Ltd. reserves the right to reject any application without assigning any reasons whatsoever.

SECTION - B
GENERAL INSTRUCTIONS TO APPLICANT

1. The EOI with subject "Expression of Interest (EOI) for Design, Development, configuring Implementation and Maintenance of Web-Based Enterprise Resource Planning (ERP) System" shall be opened by Managing Director or his authorized representative in his office on the same day at 03:30 PM. In case, the holiday is declared by the Government on the day of opening the EOIs, the EOIs will be opened on the next working day at the same time venue.

2. Applicant can seek clarifications, raise queries etc. related to EOI by 10-04-2025 via email to rplcommercial@gmail.com. The clarifications sought or queries raised will be replied within 03 working days of the last date of queries submission date and uploaded on the company's website at www.rplkerala.com. Based on this the Applicants may submit EOI as prescribed by the due date & time. No clarifications in any other form will be provided.

3. Any amendment/ updates to the EOI or its Terms & Conditions will be uploaded on the tender section of the official website of the company i.e. WWW.RPLKERALA.COM. The EOI be submitted in the prescribed format along with all supporting documents in compliance with the requirements of EOI

4. The Applicant who are qualified based on the colleges and other institute criteria will be shortlisted and only they will be,
   a) Invited to visit Rehabilitation Plantations Limited and get updated about the existing system.
   b) The applicant will be required to make a technical presentation, including a demonstration of their ideas, before the designated Committee.

5. The EOI of applicants who are found to be qualified will be reviewed. Their ideas will be assessed based on their presentation and will be approved only if it meets the requirements as per the modules.

6. Each page of the EOI document should be signed by the authorized person or persons submitting the EOI, as a token of their having acquainted themselves with the terms and conditions of the contract.

7. An EOI which is not accompanied by EMD (as applicable) will not be considered. The EMD will be returned to the Applicant if their EOI is not accepted by the Company without interest. The EMD paid by the qualified Applicants shall be held by the Company as security till the completion of ERP process and declaration of successful Applicant. No interest shall be paid on this EMD deposit. **The firms exempted from submission of EMD, should submit a copy of the certificate issued by Micro, Small and Medium Enterprises (MSMEs).**

   I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Date: Signature of Applicant with seal

SECTION - C
GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending Applicant in the EOI to be successful by the Company, they shall be subject to the following terms and conditions.

1. The successful applicant shall not assign the sub-contract.

2. The successful Applicant shall provide the services strictly in accordance with scope of work, technical specifications and as per detailed instructions of the Company.

3. EOI are invited for the development & implementation of ERP solution for real time integration of all activities of the company and after opening the EOI the proposal of ERP Solution should to presented and will be reviewed. The Tendered rate shall be inclusive of tax, purchase of necessary software, development, implementation, training & stabilization support after implementation for a minimum period of two years. Intending tenderers have to remit ₹1500/- towards the tender form cost, as shown in the tender notice through e-payment.

4. Last date & time for Submitting the EOI is on or before 5 pm on **21.04.2025**. A pre-bid meeting will be conducted on 10.04.2025 at 11.30 am for clarifying issues and clearing doubts. Intending tenderers are requested to attend pre-bid meeting. The EOI will be opening at 11am on 22.04.2025.

5. Every intending tender will have to furnish an Earnest Money Deposit of ₹10,000/- through online facility. Exemptions, if any, will be allowed as per government order and EOI condition.

6. Every intending tenderer must sign the tender conditions on each page as acceptance of the same and upload it through electronic means within one week of the finalization of the contract to all concerned.

7. The EMD will be refunded if the offer has not been accepted based on the request of the tenderer.

8. The successful tenderer will have to enter into a formal agreement with the company as per terms and conditions fixed by the Company within seven days of communication of acceptance of the offer by the Company failing which the EMD is liable to be forfeited.

9. The successful tenderer should remit a security deposit @ 5% of the total value (before tax) for the due performance of the contract. Their EMD will be adjusted as part of the security deposit. Exemptions, if any, will be allowed as per Government Order and EOI condition for MSME, Govt. Colleges etc.

10. The contract shall be concluded on issue of work orders by the company & binding.

11. Pre-Qualification Criteria shown in Annexure-1 (given at the end) has to be satisfied by the Applicant.

12. Mandatory Requirements /Criteria for the ERP solution are given in Annexure-2 (given at the end).

13. The EOI should comply with the requirements in conditions, and the applicant should submit all the aforesaid documents/ details/ confirmations in the EOI and on acceptance of such documents, will be considered technically qualified for the next steps.

14. The rate quoted in the EOI will be taken as **inclusive of all, but breakup cost for each module, Training, stabilization support for two years any other additional features and taxes & cess should be submitted separately.**

15. Govt. Duties, Taxes etc. are as applicable at the time of billing to be paid by Applicant.

16. The rate quoted should be firm. No representation for enhancement of rate once accepted will be allowed.

17. Payment: 75% of payment due for each module will be released after the satisfactory completion of each module, operable from multiple locations. Payment of remaining 25% of all modules will be made on satisfactory completion of the Contract & on receipt of non-liability certificate from all departments.

18. The tenderer agrees that time wherever specified is the essence of the contract. Implementation of the Work should be successfully completed within the period specified in the work order of the Company. If the contractor fails to complete within the specified time, the Company reserves the right to make alternative arrangements at the risk and loss of the defaulter and the difference in cost will be recovered from the defaulter through legal means/revenue recovery proceedings/from any amount due to the contractor from the company. If the cost/expenses incurred in the alternate arrangement is less than that of the contractor, will not be eligible for the different amount.

19. Special conditions, if any, written on the EOI or attached with the EOI will not be applicable to the contract unless they are expressly accepted by the Company in writing.

20. Company has the right to use the services of external experts to evaluate the proposal by the Applicants and share the content of the proposal either partially or completely with the experts for evaluation.

21. The Company reserves the right to enforce forfeiting of the EMD in case the applicant withdraws his offer within validity period or fails to complete the work as per requirement of the Company.

22. The Security deposit is liable to be forfeited in the event of any breach of contract by the Contractor. In case there is no liability, the security deposit will be released after the satisfactory completion of the work in all aspects.

23. If the date of opening of EOI happens to be a holiday, it will be opened on the next working day at the same time and venue.

24. The Managing Director of the Company reserves the right to accept or reject any or all EOI in part /or full without assigning any reason thereof. The Company also reserves the right to Short close / cancel the Contract by giving one month notice in its sole discretion as deemed fit without assigning any reason thereof.

25. The non-compliance or failure to complete the modules/work as per schedule will be treated as breach of contract and will attract imposition of penalty @ 1% of the balance value of the work for the delay of each month.

26. Any dispute arising out of this contract, all suits or other legal proceedings in connection with any of the matter shall be instituted in the Courts of Punalur only.

27. **Penalty Clause:**

The completion period mentioned in work order shall be strictly observed by the successful Applicant and it shall be reckoned within one week of issue of work order. The work shall throughout the stipulated period of the contract be preceded with all the due diligence and if the successful Applicant fails to complete the work within the specified period, he shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 10 % of the contract amount. The successful Applicant shall before commencing the work, prepare a detailed work program which shall be approved by the Company.

28. **Termination Clause:**

   a. Without prejudice to any other remedy available to the Company, in case of default on the part of the Applicant in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the Applicant commits substantial breach of his obligations and such breach is not corrected within 15 (fifteen) days from the date of receipt of the notice specifying the breach, by the contractor, the company may terminate this contract by giving a 30 (thirty) days written notice of intended termination to the Applicant.

   b. Notwithstanding anything contained herein above, the company may terminate this contract at any time by giving one month's notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the company to recover any money becoming due and payable to the company under this Contract.

   c. Forthwith on the expiry or earlier termination of this Contract, the Applicant shall, return to the Company all materials and equipment, belonging to the Company with regard to this Contract. The Company shall also intimate to the Applicant a time when it can collect its equipment stored in the Company and the Applicant shall collect the same. In the event that the Applicant does not collect its equipment by the appointed time, the company shall not be liable for the same thereafter.

   d. Forthwith on the expiry or earlier termination of this Contract, the Company shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Company shall be entitled to recover from the Contractor the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.

   e. On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the company.

29. In case of breach of these conditions, the Company may serve a notice in writing on the

Contractor rescinding the contract.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Applicant.

Date: Signature with company seal

Place

CONDITIONS ATTACHED TO THE NOTIFICATION FOR THE EXPRESSION OF INTREST (EOI) FOR DEVELOPMENT & IMPLEMENTATION OF ERP SOLUTION

Annexure -1

1. Pre-Qualification Criteria for the Applicant

1.1. Only the original developing firm's & Government Engineering Institutions (computer science) are qualified to quote. The Applicant shall not sub contract the work covered under the Contract. A declaration to the effect is to be uploaded.

1.2 The Applicant should submit copies of GST Registration Certificate, PAN, Firm/ Company Registration certificate, Income Tax return for the last financial year as applicable.

1.3. The Applicant should declare that there is no impact of any Litigation on executing the work if awarded. Firms Black-listed/ debarred in participating in any (procurement) activities by any State or Central Government or any other Govt. organization in India are not allowed to participate.

1.4. If the Applicant intends to use any third-party tools or methodology or any proprietary tools, during the Project, for the purpose of the project, the Applicant is required to confirm that there are no infringements of any Patent or intellectual and industrial property rights or copy rights as per the applicable laws of relevant jurisdictions. Self-declaration should be uploaded for the proof of the same.

Annexure- 2

2.0**.** Mandatory Requirements/Criteria for the ERP solution

Purpose is to develop a user-friendly computer aided solution for integrating activities of various departments at multiple locations of the Company, via Head Office, Two Estates and Factories. ERP should have Centralized server at Head Office, Punalur and Secured connections to server from Factory located at Abhayagiri, Kulathupuzha-25 kms, Kulathupuzha Estate-36 kms and Ayiranallur Estate- 8 Kms away from Punalur respectively. The access to features of the system will be limited based on the user and his location. While developing, all activities in the existing system should be translated into electronic media with authentication and if possible, make use of the prevailing softwares in the Company like tally (ERP 9 version), sales & pay roll (both MySQL data base developed in dot net), family card of repatriates (web application using free data base). Pay roll software also covers production and personal information of employee. All computers in the Head office is connected through LAN. It is preferable to use free data base as far as possible for ERP. Status of the existing facilities are:

2.1. Proposed solution (project proposal) should have all the following functions as integrated applications on a single interoperable open platform and should provide real-time integration between modules. All modules will have custom reports.

a. Finance & Accounting**.**
b. Procurement
c. Sales & Distribution
d. Stores & Inventory
e. HR & Administration.

f. Estates
g. Factories
h. Engineering wing
i. Co-Ordination
j. Internal Audit
k. Project, Secretarial & Legal
l. Costing

R&M of vehicles, Machineries, Electrical & Plumbing works are to be included as part of appropriate modules

2.2 The ERP Solution should be supplied along with the source code for the ERP solution and the source code should be part of deliverable without any preconditions. The Applicant should specify both hardware and software requirements (ERP) for hosting the system such as Server Specifications, Client machine specifications, Operating System requirements, Database licenses and Accessing Licensing required in client machines if any etc. clearly in the EOI.

2.3 The ERP solution should be facilitated with features and functionalities to adhere to state & central Government's regulatory requirements in the areas, P.F, Service Tax, TDS, GST (after implementation), accounting standards /guidelines Rubber Board requirements, security and reporting. It should be linked with the e-tender site of Kerala Govt. and any other statutory Govt. sites. It should support and deliver any requirements of localization as per changes notified by the Government, periodically, in the respective areas.

2.4. Time Frame: The total time required for the successful Implementation of ERP solution is to be mentioned in the offer with breakup details of various stages for completion of each module.

2.5. Reports generated in each module should be separately given.

2.6. Training for using and administering ERP should be given for the identified set of users. The admin users of ERP should be given basic training in the architecture employed in developing the software. Training to users should include basic debugging mechanisms for ERP, detailed transaction flows and backup mechanisms. The end users should be trained in proper usage of the software.

3.0 **Scope of Work**

The selected Applicant will be responsible for:
- **Design & Development:** Customization based on RPL's operational needs, ensuring seamless integration.
- **Implementation & Training:** Deployment of ERP modules, user training, and support.
- **Maintenance & Support:** System updates, debugging, and security enhancements.
- **Integration with Existing Systems:** Compatibility with Tally, payroll (MySQL-based), and government portals.
- **Hosting:** Cloud-based or on-premises solutions with secure access from multiple locations.

4.0 **Expansion of Modules**

Proposed solution should have all the following functions *as integrated applications on a single interoperable open platform* and should provide real-time integration between modules.

a. <u>Finance & Accounting</u> **:** Account Heads, Journal & Ledger, Payments & Vouchers, Bank payments/Reconciliation, Trial balance, Balance sheet, Profit & Loss, Cheque printing, budget, Asset management.

b. <u>Procurement</u>**:** Purchase Order, Delivery notice by supplier, Goods received receipt, Proforma Invoice, Payment, Auto update finance, Purchase invoice, Supplier, Collect security deposit from purchased item supplying company, Issue Security deposit (after completed the full purchase), release of both type of advantages.

c. <u>Sales & Distribution:</u> Order, Stock checking, Receive payments, Auto update finance, Delivery Order, Invoice (Single invoicing with locations marked as A/E, K/E, RSF, LCF or HO), Auto Sales Tax statements, GST Integration (for future)

d. <u>Stores & Inventory</u>**:** Stock adjustment, Goods received receipts, Goods transfer, Stock value report (freeze other transaction)

e. <u>HR & Administration</u>**:** New employee Registration, organization chart (hierarchy/designation), Probation, Promotion, Transfer, Training, Leaves, Retirement, Disciplinary actions, Issue certificates. Pay roll Salary, wages, PF, increments, special benefits/Allowances, Income Tax.

f. <u>Estates</u>**:** collection – Latex, scrap rubber, plantation details – tappable trees, nursery, productivity reports, Cost of planting, cost of maintenance, vehicle management,

g. <u>Factories</u>**:** Receipt, Production, Quality Management, stores,

h. <u>Engineering:</u> Estimations & Costing of following Civil works (Estate, Factory roads, etc.), Mechanical works (collecting center, factory machines, mechanical tools etc.) and Electrical works (electrical works and maintained)

i. <u>Co- ordination</u>: process of organizing and aligning the activities, efforts, and resources of different individuals or groups to achieve common goals effectively.

j. <u>Internal Audit</u>: is an independent,

k. objective assurance and consulting activity designed to evaluate and improve an organization's operations, risk management, internal controls, and governance processes.

l. <u>Project, Secretarial & Legal</u>: Focuses on planning, executing, and overseeing projects to achieve specific goals within a set timeframe and budget. Meetings – Note, Agenda, Minutes, ATR, ROC filing.

m. <u>Costing:</u> The process of determining the total expenses incurred in producing a product or service, including materials, labor, and overheads. It helps businesses calculate costs, set prices, and assess profitability.

R&M of vehicles, Machineries, Electrical & Plumbing works are to be included as part of appropriate modules

Annexure-3

5.0 Overview of the activities to be covered in each module

Common activities at H.O, Estate Offices & Factories
1. Almost all activities mentioned under "HR & Administration"
2. Settlement of routine bills – Alert for routine Payments/Regular returns & Reports – Renewal of license- etc.
3. Centralized purchase at H.O, but receipt at various units, local purchase at Sub offices-Inventory management
4. Asset management: Land, Building, Machinery & Other assets- R&M details-Quarters Occupants
5. Store & inventory management
6. Auto update of finance after each activity from different units
7. Vehicle management: Mileage tests, R&M approval – details with spare parts replacement – valuation for sale of own vehicle – hiring – contract for hired vehicle - payment. Report – mileage Details – status of Mandatory Certificates: Fitness, Pollution, Tax Token, permit, insurance, RC Book, Driver's License-
8. Details/report demanded in ISO 9001:2015 and 1400:2014, MPRM & Board Meeting, Replanting Monitoring Committee- Replanting Advisory Committee, Budget requirements

5.1 Finance & Accounting

This refers to the field of Accounting Concerned with the Summary, Analysis and Reporting of Financial Transactions pertaining to a business. This involves the preparation of Financial Statements available for public consumption. Internal Stakeholders, Customers, Employees etc. are the people interested in receiving such Information through e-statements, Reports and Online Wallets
Primary objectives are
➢ Maintaining track of Financial Transaction and Events
➢ Closing stock Valuation-Inventory Management
➢ Ascertaining Financial Position
➢ Account Head(Classification)
➢ Payment and Voucher
➢ Bank Payment and Reconciliation
➢ Trial Balance
➢ Financial statements, Profit & Loss, Balance Sheet, Cash flow Statement, Profit Centre
➢ Miscellaneous Fund Management
➢ Budget
➢ Asset Management
➢ Tally integration

5.2 Procurement

Objective of procurement Management is to Control the Movement and storage of material within a Warehouse. Manages Procuring of Goods and Services are acquired from different Organization or Firm for smooth functioning of the System. Below mentioned is the process of Procurement Management required for RPL

- ➢ Purchase Order
- ➢ Delivery Notice by Supplier
- ➢ Goods Received Receipt
- ➢ Invoice
- ➢ Payment
- ➢ Auto update Finance
- ➢ Purchase Invoice
- ➢ Supplier
- ➢ collect Security deposit for the purchased item from Supplying Company
- ➢ Issue Security Deposit (after Completed the full purchase)
- ➢ Release of both types of Advs.

5.3 Sales and Distribution

Provides an Overview of Sales and Distribution functions Sales Order Module will be effectively managing the life Cycle of Entire Sale Process. Below are the sales processes,

- ➢ Sales Order
- ➢ Stock Checking/Stock updating from Factory for sale
- ➢ Receive Payments
- ➢ Auto update Finance
- ➢ Delivery Order
- ➢ Rubber seedlings / other items
- ➢ Invoice (single invoicing with locations marked as A/E, K/E, RSF, LCF or HO)
- ➢ Auto sales Tax Statements
- ➢ Integration with GST provider for E-invoicing
- ➢ TDS,TCS Collection & deduction data on sales and report generation based on exceeding Statuary limit (presently 50lakh)
- ➢ Rubber board report
- ➢ Sales report – monthly sales report, product wise report etc.
- ➢ Price updating of products
- ➢ Integration with Present Software Factory Store & Estate Store – 2nos
- ➢ Agency Commission

5.4 Store and Inventory Management

The objective of inventory Management is to Provide Uninterrupted Production, sales, and/or Customer-service Levels at the Minimum Cost.

SBL enhancement for Inventory Management will be for see and helps RPL Official to Act Proactive during the entire Inventory Cycle which leads to well Organized System.

- ➢ Stock Adjustment
- ➢ Stock of finished goods of factory including production
- ➢ Goods Received Receipts
- ➢ Goods Transfer
- ➢ Stock Value Report (Freeze Other Transaction)
- ➢ Balance Stock of input, raw material each unit, central store in Estates & Factory

5.5 HRMS

HRMS will help the HR Officials to closely monitor and gradually increase the efficiency of resources of RPL. Proposed to HRMS Modules will have all Standard Features and key Functions are Listed Below.

- Recruitment
- Recruitment New employee Registration
- Organization Chart (Hierarchy/Designation)
- Probation
- Promotion
- Transfer
- Training
- Assessment
- Leaves
- Retirements
- Disciplinary Actions
- Pay roll Salary of Staff (Linked with Spark (biometric Authentication))
- Issue Certificates
- Provident fund/Gratuity/SLI/GIS other statutory
- Increments
- Special Benefits/Allowance
- Income Tax
- Employee Self-Service Portal(including Leave)
- Report generation like SC/ST details /RTI /e-office etc.
- Attendance
- Work attendance and production report should be available in HO

5.6 Estates

RPL is having two Estates in different location Objective will be Design, plan, Execute, Control and Monitoring of Supply Chain Activities of all the Locations of RPL.
Effective Supply Chain Management will lead to

- Works task and attendance making(specifying work if general with remarks)
- Collection – Latex (daily production updating tapper wise data entry and uploading)
- Scrap Rubber(DPS at each of collecting Station)
- Plantation Details - Tappable Trees /Tress per task
- Nursery/Seedling and Polybag (Including Qty of input & Cost of Inputs and cost of production)
- Productivity Reports
- Cost of immature plantation maintenance year wise
- Cost of Maintenance of mature plantation year wise
- Vehicle Management
- Payroll of workers
- Plantation stock details (including present Tappable Trees, Trees lost (reason for lost)
- Cost of production unit wise
- Statutory License (Land tax, property tax)

5.7 Factories

It Refers to Practices, Strategic and Technologies that will be used to Manage and Analyze the different Activities of the Factories as an Integrated Application in a Single Interoperable Open Platform and Would Provide real- time Integration between Modules. Features of the module is mentioned below:

- ➢ Quality Management
- ➢ Payroll of wages of workers
- ➢ Production Daily
- ➢ Receipt (Daily receipt of material at Factory)
- ➢ Shift scheduling /Production per shift/Manpower utilization report
- ➢ Schedule and update of Statutory license renewal (Rubber Board, Ammonium, Petroleum, petroleum products, pollution petrol pump license, LPG, BIS etc.
- ➢ Closing Stock Valuation
- ➢ Stores(minimum stock level, present stock)
- ➢ Cost of production of each Products
- ➢ Maintain record level of essential raw material like Ammonia, Sulphuric acid etc.
- ➢ Workers task and attendance mark
- ➢ Schedule of calibration of Instrument.

5.8 Engineering

The Mechanical works and manufacturing works carried out in RPL using Machines Tools and Equipment. Including electrical works should manage the Engineering works with the following features.

- ➢ Estimations and costing of the following: Civil Works (Estate, Factory Roads, etc.), Mechanical Works (Collecting Center, Factory Machines, Mechanical Tools, etc.), and Electrical Works (Electrical Systems and Maintenance).
- ➢ R&M of Vehicles, Machineries & Plumbing works.

5.9 Secretarial, Legal & Project

1. Conduct of Board and Subcommittee meetings: Date, time & venue fixing –agenda preparation & Approval. Draft Minutes – Approval-Information to members- Information to be extracts of minutes to the concerned - Action Taken Reports.
2. AGM: Preparation & Approval of Agenda, Notice to the Concerned & Preparation of Minutes
3. Management of Cases against the Company & Cases filed by the Company & Reports of Status of Cases –court wise and Counsel as per format, status of Revenue Recovery Cases.
4. Internal Audit: Conduct of Internal Audit - Audit Findings –Review Meeting-preparation & Communication of Minutes- Implementation, ATR.
5. ISO 14001:9001 Related Meeting & Audit

5.10 Co- ordination

Process of organizing and aligning the activities of different individuals, teams or departments to achieve a common goal efficiently and effectively. It ensures that all efforts are synchronized minimizing conflicts and redundancies while maximizing productivity.

- ➢ Office order to all units
- ➢ Approvals
- ➢ Budgets plan
- ➢ Payments

- Inter communication
- Intra communication
- Vehicle management
- Organizing activities
- Stores
- Training
- Monthly production report - Minutes of MPR
- Agenda of MPR and action taken report.

5.11 Internal Audit

The process of an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization achieve its objectives by systematically evaluating and improving the effectiveness of risk management, control, and governance processes.

- Internal audit schedule preparation
- Modules should be enabled in audit mode
- Generate internal audit report
- Maintain quality report and checklist of audit
- Upload internal audit minutes and action taken report
- Access to tally in every units(audit mode)

5.12 Costing

The process of determining the total cost of producing a product or providing a service. It involves calculating all expenses incurred during production or service delivery, such as materials, labor, overheads, and other associated costs. It helps the Company to understand the financial resources required, set appropriate pricing, assess profitability, and make informed decisions regarding production and resource allocation.

- Assigning/Accumulation of cost to cost centers
- Assigning revenue / cost to profit centers
- MIS statements / reports
- Product & unit wise costing (cost component wise)
- Pricing policy
- Maintenance of cost records

6.0 Guiding Principles

The Firm should adopt best practices related to various functions of ERP solution while developing/implementing the ERP solution. The best practices may be more than what are specified below:

- The proposed solution must be based on Micro Services Architecture (MSA) principles and must adhere to a SOA based integration model across various applications of the IT portfolio.
- The ERP portal/software should accompany a comprehensive content management system to support a variety of users ranging from Administrators to Guests. It should allow the administrator to create user roles and allow the setting up of access rights ranging from the entire solution to specific modules.

- It should provide flexibility to modify the design when a major event has to be published.
- Design should allow changing the interface templates for a fresh new look as and when required.
- The proposed solution should be Integrated, Scalable, Modular, User-friendly and Highly Available. Design should be flexible to accommodate new customizable sections/ modules
- It should provide secure integration with a payment gateway for online payment transactions involved in processes such as job applications, student project, internship, booking, etc.
- It should provide a search module for efficient information retrieval
- API for integration with Tally and other accounting software
- It should be compatible with various browsers (i.e., IE, Mozilla Firefox, Chrome, Opera, etc.) and should be available as apps on mobile platforms such as Android and LOS
- The proposed solution can be **cloud based model or onsite or state data center** and should have load balancing and distributed deployment capabilities.
- The proposed solution must implement role-based access for authentication and authorization to various modules and applications.
- The proposed solution must implement the latest technology and support future technologies like Internet of Things (LOT), Artificial Intelligence (AI).
- The proposed solution should implement dashboards and KPIs, Analytics which help in quick decision-making.
- The proposed solution must implement BIRT reports for export in MS Excel, Word, and PDF formats.
- The proposed solution must implement multi-level security across various tiers and software layers of the IT platform. The ERP portal/software should incorporate necessary security features against hacking and defacement. All logins and payment transactions must operate on secure protocols.
- The software should be disabled-friendly, particularly with screen-reader software, and should allow for features such as voice enabling and enhancement of font size.
- The portal/software for LMS should allow the display of monthly presentation requiring any purchase of additional cloud facility by RPL.
- Best practices from the industry must be implemented across the tiers and layers of the proposed solution and across various phases of the software development life cycle.
- The Applicant has to provide source code and other needed documents after the competition. RPL has full rights to the developed ERP software.

Besides the above points, the proposed ERP solution should keep the following points in mind for the software architecture of the solution.

6.1 Modular Design

- The proposed solution should be modular in nature. The coupling between different modules should be loose, and it should be possible to deploy different modules in different VMs/containers/machines.

- Every module should be designed in a multi-tiered approach where the rendering of data, application logic, and the code that accesses the database are decoupled from each other.

- Modules should communicate using standard data-exchange formats such as JSON or XML over a secure communication protocol. There should be an option to export various information catered by the module in such standard data-exchange formats.

- Modules should be scalable to handle traffic surges, such as during academic registration, recruitment, or admission, with auto-scaling features that ensure fast response times.

6.2 Backup and Disaster recovery
- The Applicant must provide a detailed backup strategy plan, Disaster recovery plan, and storage recovery plan that ensure minimal downtime of the ERP system while keeping the cost to be minimal.

- The proposed solution must ensure a high degree of automation of incremental backup, full back up, data recovery, health monitoring of various services, etc. All necessary scripts, code, triggers, training, and documentation must be provided with respect to health monitoring, backup, and disaster recovery.

6.3 Front End Design
- The user interface must follow principles of responsive design. The interface for all modules must ensure that the rendering of any pages/ forms is aesthetically pleasing and a better user experience by accommodating flexible designs that cater to devices of all form factors (laptop/ desktop/ tablet/ mobile).

- All user interfaces must ensure compatibility across most of the popular browsers (Google Chrome/ Firefox/ Opera/ Safari/ Edge/ Internet Explorer) for at least the last 3 of their versions.

- Input data validation should be done both at the Design in front end and back end design it will be ensure secure and safety.

- User interface design, along with the back-end sanitization should ensure that attacks such as SQL Injection, cross site scripting, buffer overflow, and any other similar attacks are ineffective against the proposed ERP solution.

6.4 Scope of Services
The scope of services for the successful is as follows:

- Procurement and Supply of software product/s licenses and associated solution components. The Applicant must use free/open-source components available in the solution to the maximum extent possible.

- Procurement and supply of database and operating systems

- Hardware / Infrastructure estimation and sizing and assistance in procurement

- ERP Implementation Services till Go-Live of Stable Version of ERP system
  - ➢ Project Preparation
  - ➢ Business Design / Blueprint
  - ➢ Configuration / Customization / Development
  - ➢ Testing & Go-Live of Beta Version of ERP system
  - ➢ Data Migration

➢ Training
➢ Documentation
➢ Go-Live of Stable Version of ERP system

- Warranty Support
- Application Maintenance & Support Service

6.5 Software Support and Maintenance Practices

Software support and maintenance for a period of 2 **year's post go-live** of the software platform is mandatory and part of the scope of work of the proposed program. The selected Applicant must ensure that the technology / platform of the proposed software (application and system included) be of the latest version as published by the OEM (where applicable) and made available at no extra cost to the Company.

6.6 SYSTEMS REQUIREMENTS SPECIFICATION (SRS) By the Successful Applicant (after work order issued).

Preparation of a Systems Requirements Specification (SRS), document based on a study of the processes of the Institute. The SRS should be prepared using industry standard practices based on models such as Use Cases. The actual methodology to be used is to be given in detail. It is to be understood that the SRS is not for a bespoke implementation, but as a first step to understanding the existing processes and providing specific inputs to the gap analysis. Since the SRS will be based on end-user inputs, its preparation will help speed up the implementation:

6.7 Acceptance of the SRS: This document shall form the basis of the creation of the gap analysis document and so its completeness will be important to ensure that there are no misunderstandings at the end of the implementation.

After mutual discussion, acceptance of the Gap Analysis Document will identify the implementation goals and form the basis for issuing completion certificates and concomitant payments.

Migration of Data available in current systems as per the department needs wherever required.

6.8 Training – The following set of training modules will have to be imparted: -

(i) Pre-implementation training is to be given to all concerned so that the SRS preparation takes into account the ERP package to be used.

(ii) Separate training sessions for users will have to be conducted for different software modules for the concerned set of users in each case.

(iii) Administrators' Training, if any, will include the IT department.

6.9 Setup and Commissioning

Installation, Setup, Commissioning, and Training of the ERP will be part of the scope of work. Ensure that all nonfunctional requirements are catered to and will be part of the design and the proposed solution. In the case of the Onsite model, the recommended Server and related hardware configuration for the proposed ERP solution must be included in the proposal.

6.10 Documentation

Providing all design, documents, user, and operational manual

Platform/Other Technical Details related to "ERP Software"
(On company letterhead)

1) Software Development Platform/Front-end/Programming Languages etc.:

_____

2) Back-end Database Software/Platform:

_____

3) Compatibility with Operating System:

_____

4) Browser Compatibility:

_____

5) Software License requirements to use/run ERP Software (if any):

_____

6) Deployment Architecture:
(A) Onsite: _____

(B) Cloud Based: _____

7) Security Parameters/Measures in ERP Software:

_____

8) Any Other Application/System Related Technical Details:

_____

9) ISO Certification:

_____

10) Dependency List, if any:

_____

11) Whether all modules are integrated under a single framework?

_____

NAME OF THE UNIVERSITY/Higher Education Institute/public private Organization where ERP is implemented with NAMEOF ERP solution and list of modules implemented by the Applicant COMPANY /UNIVERSITY NAME:
NAME OF ERP SOLUTION: LIST of MODULES

1.

2.

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

UNDERTAKING

To,

The Managing Director
Rehabilitation Plantations Limited
Punalur

We hereby confirm and declare that we, M/s_____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 3 years.

For M/s _____

Authorized Signatory

Date:

To be submitted on company letterhead duly signed and stamped on it.

Applicant details & Rate break up

SL No.	Particulars	
1	Name of Firm	
2	Nature of Applicant (Individual, Proprietary firm, Partnership firm, Public/ Pvt. Ltd Company, Others)	
3	Address for communication	
4	Contact Details: Phone No	
5	Email ID	
6	Specify category of the firm (MSME / NSIC / Govt. College etc.) Year formed/incorporated	
7	Specify whether Software developer	
8	Years of experience in the field	
9	GST Registration No	
10	Any other relevant details to add	
11	Annual Turnover Last FY 23-24	

SL.NO.	MODULES	BASIC PRICE	GST	TOTAL PRICE ALL INCLUSIVE IN (₹)
1	Finance			
2	Procurement			
3	Sales& distribution			
4	Stores & inventory			
5	HR & Administration			
6	Estates			
7	Factories			
8	Engineering			
9	Project & secretarial & legal			
10	Co-ordination			
11	Internal Audit			
12	Costing			
12	Other Charges (Specify if any)			
	TOTAL			

Sign & Seal