കലാശിത്യം സിറ്റിയം

കലാശിത്യം സിറ്റിയം കലാകാരന്‍റെ ശാസ്ത്രീയത വ്യാപ്തമാക്കുന്ന പ്രകാരം, പാരമ്പര്യ വിഭാഗത്തെ സാഹിത്യ വേദിയുടെ നിർവ്വഹണം

വിഷയം: കലാശിത്യം സിറ്റിയം കലാകാരന്‍റെ ശാസ്ത്രീയത വ്യാപ്തമാക്കുന്ന പ്രകാരം, പാരമ്പര്യ വിഭാഗത്തെ സാഹിത്യ വേദിയുടെ നിർവ്വഹണ അതിനെക്കുറിച്ച് വേദിയിലെ അന്താരാഷ്ട്ര സംസ്ഥാനമായ കലാശിത്യം സിറ്റിയം നിർവ്വഹണത്തിന്റെ സംഘത്തിന്റെ നിരക്കിലധികവും പ്രാതീകമാക്കുന്നു. പ്രഖ്യാപിക്കുന്നത് അവളാണ് വിവിധ മറ്റു പ്രാരംഭങ്ങളിലെ സംസ്ഥാനത്തിന്റെ അഭിസ്മാനവും പ്രകാരമാണ്. വിവിധ സംസ്ഥാനങ്ങളിലെ സാമൂഹ്യ സാംസ്കാരിക പ്രവൃത്തികളുടെ ആശയവും പ്രകാരമാണ് keralasahityakademi@gmail.com-ലാണ് സാവധാനം. പ്രഖ്യാപിക്കുന്നത് സാമൂഹ്യ സാംസ്കാരിക പ്രവൃത്തികളുടെ ആശയവും പ്രകാരമാണ് www.keralasahityakademi.com-ലെ ശാസ്ത്രീയത വേദിയുടെ.
Kerala Sahithya Akademi

Request for Proposal

Accounting Software & Work Flow Management Software

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1. Invitation

Kerala Sahithya Akademi invites quotations for implementing integrated and comprehensive software system for digitizing entire operations of Akademi. This project is slated to take place in phases and this Request For Proposal (RFP) is for design and implementation of phase 1 of the project. This phase consists of development and implementation of Accounting and Work Flow Management Software modules.

2. Background

Kerala Sahithya Akademi - the premier literary institution in Kerala under the Department of Culture, Kerala State is in the path of digital transformation. The institution is looking at utilizing prowess of information technology to improve the productivity of its activities and ensuring transparency and accountability in its operations.

Activities undertaken by the Kerala Sahithya Akademi

1. Provide library facility for Research Scholars
2. Digitisation of Books
3. Publication of Books
4. Sale of Books
5. Conducting literary programs
6. Conducting Book Festival
7. Awards including the highest literary honour of the State, the Ezhuthachan Puraskaaram
8. Renting of halls to outside literary fraternity for conduct of literary programs
9. Publication of periodicals to enrolled subscribers

More information about the Akademi can be had from our website [www.keralasahityaakademi.org](http://www.keralasahityaakademi.org)
The functioning Departments are

1. Library
2. Publication
3. Sales
4. Periodicals
5. Programme
6. Accounts
7. Administration

At present the use of software is confined to packages for specific technical activities like DTP, Photoshop, Design etc and Office packages in stand alone desktop computers. The Sales Department runs a Sales outlet which uses a Point of Sales software for billing and inventory. The Accounting functions are done manually at present.

3. Scope of Work

- The broad objective of this project is to bring together the functions of all the Departments into one single platform. This project is divided into various phases.
- The scope of the present phase is to implement an Accounting System and a Work Flow System.
- The Accounts software shall integrate the accounting related activities of all departments.
- The Work flow management software shall be suitable for the activities of all departments and may be customised and implemented in the Books Digitisation section of the Library in the first phase.
- The scope of work includes preparing detailed Software Requirement Specifications, Development or customisation of software, Training to users, Data migration, Training for master data entries, Handholding and support for online operations for incubation period.

• The vendor shall provide adequate training to the users who are designated as administrators of the software by the Akademi.

• The proposal shall contain the time schedule for implementation of the project.

• The quote shall specify the free warranty support period and the paid support rates in the post warranty period.

This Request For Proposal (RFP) from the Kerala Sahithya Akademi is for the selection and engagement of a vendor to develop and implement the software for an integrated Accounting System and a Work Flow Management System as per the scope of work outlined above and Functionalities and Features outlined below.

4. **Functionailities**

• The software shall be web based, online, work flow based and privilege based system.

• All Accounting related activities happening in various departments shall be captured online at the concerned department source and integrated to Accounts with necessary checks and balances.

• The Accounts software shall be able to migrate data from the existing Point of Sales software used in the Shop.

• The Accounts software shall be able to integrate to an E-commerce solution being implemented in the Akademi.

• The Accounts software shall have provisions for statutory tax accounting so that such systems can be implemented if necessary.

• The Accounts software shall have modules from Budgeting to preparation of all financial statements as desired by the Akademi. Budget v/s Actual reports shall be available for different headers, categories and departments.

• The Accounts software shall provide all finance related statutory reports.
• The Accounts software vendor shall provide timely updates to take care of changes in statutory regime like taxation, Accounting norms etc.

• The Accounts software shall have provisions for Department wise expenses, income, payables and receivables. These data shall be available for real time view based on access permissions.

• The Accounts software shall have provisions for accounting inventory value and depreciation.

• There shall be provision to view financial year wise accounts for past years.

• All standard financial reports shall be available in text and visual formats. Reports shall be in printable format.

• Accounts module shall be able to attach documents like invoices, delivery challan etc. attached to specific ledger entries.

• The software shall be configurable for adapting to future changes in work flow, creation of users and privileges, creation of vendors and customers, creation of new accounting heads, customisation of reports etc.

• The work flow software shall be flexible to handle forward and backward movement of files and parallel work flows.

• Work Flow shall be customisable specific to meta data like amount slab, priority settings etc.

• There shall be feature to monitor the file movement in terms of desired productivity.

• Work flow software shall provide alerts to users on assignment of tasks to them.

• It shall be possible for every employee to view pending works, status of works in progress and delay in every task.

• Based on authority levels, It shall be possible to view pending works, age and work in progress on every work desk.

• Work flow module shall be integrate with Accounts module to set review and approval stages for expenses, income write offs etc. It shall be possible to set approval levels based on configured parameters like amount, budget spend etc.

• Work Flow software shall provide text and visual reports on work desk /Employee/Department/Organisation wise productivity and delays.

• There shall be provisions for specific authority levels to override work flow provisions.

• There shall be dedicated privilege for higher authority to view Files on Desk of all users.
5. Features

- Use of Free and Open Source Software Technologies, in line with Kerala Govt. policy
- Contemporary design
- Responsive design to be followed with access from Desktop, Tablet and Mobile
- Chrome/IE/Mac friendly
- The design framework shall be such as to accommodate the development of future phases as well.

6. Work Methodology

- The vendor shall visit Akademi as and when necessary to collect requirements and specifications and content.
- There will be periodic meetings with the Akademi authorities to evaluate the progress of work.
- The vendor shall make a Design presentation of the application and seek approval before commencing development.

7. General conditions regarding the selection of the vendor

1. The vendor shall make the source code available to Akademi after completion of the work.
2. The vendor shall maintain separate Development and Test servers. Deployment environment shall be provided by the Akademi. However the specifications for the deployment server environment shall be provided 8 weeks in advance.
3. Requirement specifications, System Architecture, Test plan and Build Management norms are to be submitted during various phases of development.
4. The vendor shall offer dedicated instance of the application for User Acceptance Testing.
5. A profile of the organisation with experience in similar projects shall be part of the offer submitted by the vendor.
6. Exceptions, if any

7. Suggestions, if any

8. Call for quotation - Terms & Conditions

1. Quotations are invited for Accounting Software & Work Flow Management Software as per above specifications.

2. The last date for submission is February 15\textsuperscript{th}, 2021.

3. All quotes are requested to be sent to the email: keralasahityaakademi@gmail.com

4. The rates quoted by the firm should be valid for 3 months from the last date of submission.

5. The final acceptance of the quotations rests with the Akademi which is not bound to accept the lowest rate of quotation received without assigning any reason thereof.