



**OFFICE OF THE SR. DEPUTY ACCOUNTANT GENERAL(A&E),SIKKIM,
LEKHA PARIKSHA BHAWAN, DEORALI, TADONG, GANGTOK**

No. EDP/A&E/Website/10

Dated :02/08/2021

NOTICE INVITING QUOTATION

The office of the Sr. Deputy Accountant General (A&E), Sikkim, Gangtok, invites sealed quotations from authorized firms willing to undertake the work for development of a module for communication of information relating to accounts between the office of Sr. Deputy Accountant General (A&E), Sikkim and the departments and treasuries of Sikkim Government through (a) Departmental Login (b) Treasury Login.

1. Objective:

The office of the Sr. Deputy Accountant General (A&E), Sikkim desires to put in place a system for digital communication of information relating to accounts with the stakeholders in the State Government with aim of improving the quality and timeliness of accounts. For this purpose, the exchange of the accounts related data/ information between the office of the Sr. Deputy Accountant General (A&E) Sikkim and the stakeholders in State Government would done through website of the office which can be accessed 24*7.

2. Important Aspect:

The main requirement of this application is the uploading module where current / monthly data is taken from the VLC application directly through Oracle and converted to MySQL database which could be easily used by the stakeholder. In addition, some of data may be required to extracted from VLC application and processed manually and then uploaded for exchange through the login portals in website. Similarly, the system should have provision for communication of data/ information from the stakeholders in State Government to the office of Sr. Deputy Accountant General (A&E) Sikkim.

3. Scope of Work

3.1 Department Login:

Department login should provide for following

- (i) Departmental Dashboard for up to date information.
- (ii) The Accounting Reports (Monthly Civil Accounts, Monthly Reports of Expenditure, Quarterly Appreciation Notes, Orders/ Circulars of the office) should be available for all the departments to view and download. These should put under suitable tabs.
- (iii) Each department should have access to Warning Slips, Compilation Sheet, Consolidated Abstract relating to that department generated from VLC application.
- (iv) The department-wise facility for online reconciliation of accounts figures of office of Sr. Deputy Accountant General (A&E) Sikkim with this figures of the respective department. This facility should allow the department to

communicate their figures in case where there is mismatch between the figures of office of Sr. Deputy Accountant General (A&E) Sikkim and department's figures.

- (v) The department-wise orders/ circulars issued by the office of Sr. Deputy Accountant General (A&E) Sikkim., with download and viewing facility.
- (vi) The department-wise unloading of monthly Warning Slips and facility for allowing the department to communicate the action taken thereon.
- (vii) The department-wise monthly data on outstanding Detailed Contingent (DC) Bills. The department should be able to download this data.
- (viii) The department-wise information on Investments with facility allowing the department to update this information.
- (ix) Department-wise data on outstanding Utilisation Certificates (UCs) in respect of Grants-in-aid vouchers and with facility for enabling the departments to upload the UCs.
- (x) Most of the above mentioned reports should be dynamic in nature. A small data base file should be hosted on the website in which data extracted from the VLC database can be uploaded. The required reports can be generated as per the desired parameters of the concerned departments from the hosted database.

3.2 Treasury Login :

Treasury login should provide for following

- (i) Treasury Dashboard for up-to-date consolidated information of all Treasuries.
- (ii) Facility for all treasuries to view and download the Treasury Review Reports, Circulars by the of Sr. Deputy Accountant General (A&E) Sikkim..
- (iii) Treasury-wise Circulars/ Office Orders issued by the office of Sr. Deputy Accountant General (A&E) Sikkim, which could be viewed and downloaded by the specific treasury.
- (iv) Treasury-wise Inspection Report issued by the Office of Sr. Deputy Accountant General (A&E) Sikkim, which could be viewed and downloaded by the specific treasury. There should be facility for treasury to upload its replies to the paras of Treasury Inspection Reports.
- (v) Treasury-wise facility for uploading Returns/ Reports by each treasury.
- (vi) Facility for each treasury to upload Accounts Corrections Memos like Correction Memos related to List of Payment, Cash Accounts and allowing the treasury to submit supporting documents like VDMS etc.
- (vii) The facility for the office of Sr. Deputy Accountant General (A&E) Sikkim to upload the treasury-wise Accounts Corrections Memos and allowing the treasury to communicate action taken on these Correction Memos.
- (viii) Facility to depict treasury-wise status of Missing Vouchers and allowing the treasury to submit the Missing Vouchers.



3.3 Common issues

Both the logins should have following facilities separately:

- i) The log-ins should be based on Password and OTP authentication and should have options for resetting passwords, as per log-in security protocol.
- ii) The facility for the Users to update their Profile.
- iii) Obtaining and compiling Client Satisfaction Survey
- iv) Map these portals in office website (<https://cag.gov.in/ae/sikkim/en>) in menu "Online Application" with the help of NIC.





The documents related to this work are attached as following Annexures:

- Annexure – I General terms and Conditions
- Annexure II Schedule of Cost Bid Form,
- Annexure-III Quotation Application and
- Annexure-IV Undertaking by the bidder.

Sealed quotations duly filled in the specified proforma shall be addressed to:

**DY. ACCOUNTANT GENERAL
OFFICE OF THE SR. DY. ACCOUNTANT GENERAL (A&E), SIKKIM,
LEKHA PARIKSHA BHAWAN, DEORALI, TADONG, GANGTOK – 737102**

and must reach latest by **5:00 PM on 31 August 2021**. The sealed quotations should be super scribed as **“Development of Reconciliation Module (a) Departmental Login (b) Treasury Login”** . Specified pro-forma along with all terms and conditions may also be collected from the Senior Accounts Officer (EDP Cell), THE OFFICE OF THE SR. DEPUTY ACCOUNTANT GENERAL (A&E), SIKKIM, GANGTOK on any working day between 4.00 pm to 5.00 pm.

The Bids shall be opened by the Purchase Committee of the THE OFFICE OF THE SR. DEPUTY ACCOUNTANT GENERAL (A&E), SIKKIM, GANGTOK, on 1st September 2021 at 5.30 PM in the presence of such bidders who may wish to be present.

The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason thereof.


Sr. Accounts Officer/EDP

Annexure-I
General Terms and Conditions.



- 1) The quotation must enclose adequate document to prove their authorization claims and if not, the office of the Sr. Dy. Accountant General (A&E), Sikkim, Gangtok reserves the right to accept or reject quotation of these agencies. The decision of the Dy. Accountant General (A&E), Sikkim, Gangtok regarding this will be final and binding.
- 2) The firm should have sufficient experience of similar work, preferably with Government, Semi-Government Agencies.
- 3) The vendor's developer team may visit this office to study the existing system and to understand the details of modules. The portals to be developed on office website must be designed similar the portals available on the website of office of A.G. (A&E) West Bengal.
- 4) The vendor shall depute adequate number of qualified professionals for timely and smooth execution of the project as per time schedule given.
- 5) In the event of unsatisfactory performance of particular support personnel, he/she should be immediately replaced by the vendor.]
- 6) The client reserves the right to terminate the contract in the event of unsatisfactory services provided by the vendor or breach of any terms and conditions mentioned hereunder.
- 7) The quoted rate inclusive of tax and exclusive of tax should be mentioned separately.
- 8) The vendor will at all times adhere to the IT Security and Confidentially policies of the office.
- 9) Password shared by the office will be strictly confidential and shall not be disclosed to outsiders at any cost.
- 10) Modification will be carried out in the test environment and on approval from the user department it will be applied to the production environment. The final signoff will be based on successfully implemented in the production environment.
- 11) The vendor should provide the User Manual and impart the training to the users of newly created facility.
- 12) The bidder should provide the rates quoted only in Annexure-II with superscription "**Quotation for the Development of information exchange Module (a) Department Login (b) Treasury Login**"
- 13) The work needs to be completed by 31.12.2021.



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Annexure II

Schedule of Cost Bid Form. : _____

NAME OF WORK: “Development of Reconciliation Module (a) Departmental Login
(b) Treasury Login”

| Particulars | Rate inclusive of Tax | Rate exclusive of Tax | Final Rate |
|-------------|-----------------------|-----------------------|------------|
| | | | |
| | | | |

Date:

(SIGNATURE OF BIDDER)

Place:

(OFFICIAL SEAL)
FULL NAME & DESIGNATION



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ANNEXURE-III

QUOTATION APPLICATION FORM

| | | |
|----|---|--|
| 1 | Name of the Bidder | |
| 2 | Full Postal Address | |
| 3 | Telephone Nos./ | |
| 4 | Mobile Nos./ | |
| 5 | Fax Nos. | |
| 6 | Bidding Submitted for the item (Attach Copy of Service Authorization Certificate) | |
| 7 | E-mail | |
| 8 | PAN Account No. (copy should be attached) | |
| 9 | Service Tax No. (Copy should be attached) | |
| 10 | GSTN Registration No. | |
| 11 | Income tax returns (copies should be attached) | |

Date:

(SIGNATURE OF BIDDER)

Place:

(OFFICIAL SEAL)

LEKHA PARIKSHA BHAWAN, DEORALI, TADONG, GANGTOK

ANNEXURE IV

UNDERTAKING BY THE BIDDER

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution in India.

4. I give the rights to the Dy. Accountant General (A&E), Sikkim, Gangtok to forfeit the Security money deposit if any remitted by me/us if any delay occur on my/agents part or fail to abide by the provisions of the bidding document.

5. I hereby undertake to execute the work as per direction given in the tender document within stipulated period.

Date :-

(Signature of the Bidder)

Place:

Designation :
(Officeseal of the Bidder)

