

Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP)

Chameli House, 17 Topkhana Road,
Dhaka-1000, Bangladesh.

IT-1/1-

01 October 2018

Sub: Invitation for Quotation for Development of Central Database/ ERP for CIRDAP

CIRDAP invites sealed quotation for development of **Central Database/ERP** is as follows:

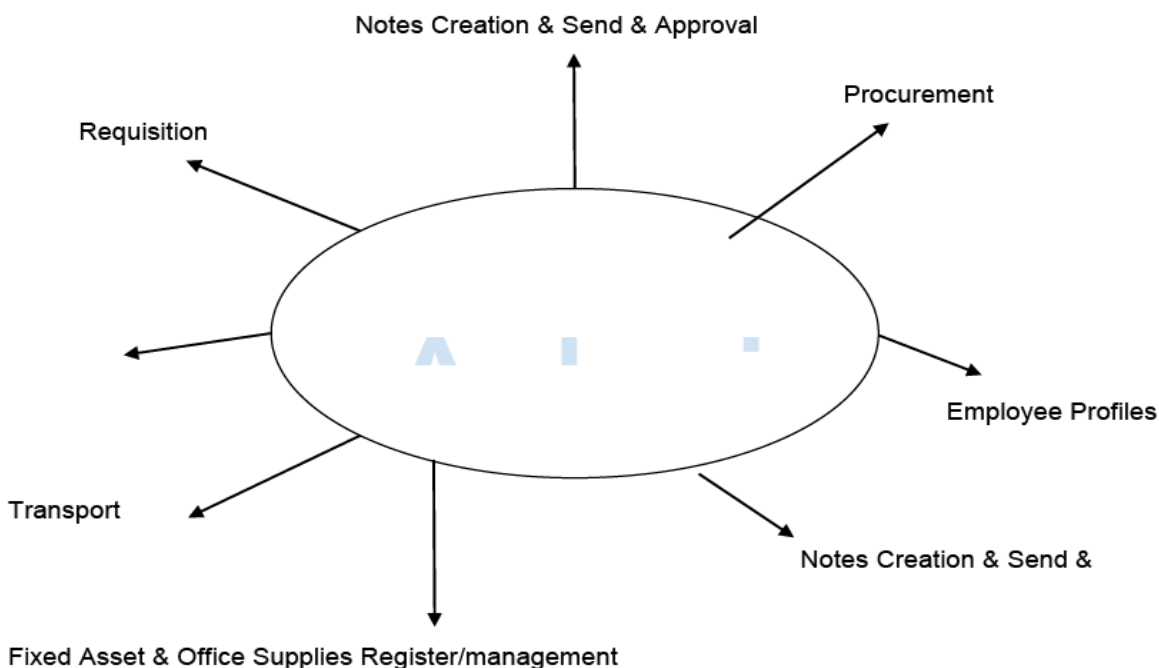
The project involves developing a custom software according to our requirements. The software architecture will be flexible and extensible so that it can be extended in future as per client needs or change in the operational process. A module will act as individual and collaboratively with other modules. So, if need arises in future, new modules can be developed and integrated without big change in the existing system.

As a client CIRDAP will have the full ownership of the software as well as will be able to enhance, modify and extend the system in any way they want.

Main Modules:



Admin and HR Module feature :



Requirement of Central Database software of CIRDAP

The proposed system will include the following things-

Main Part:

Name of Division:

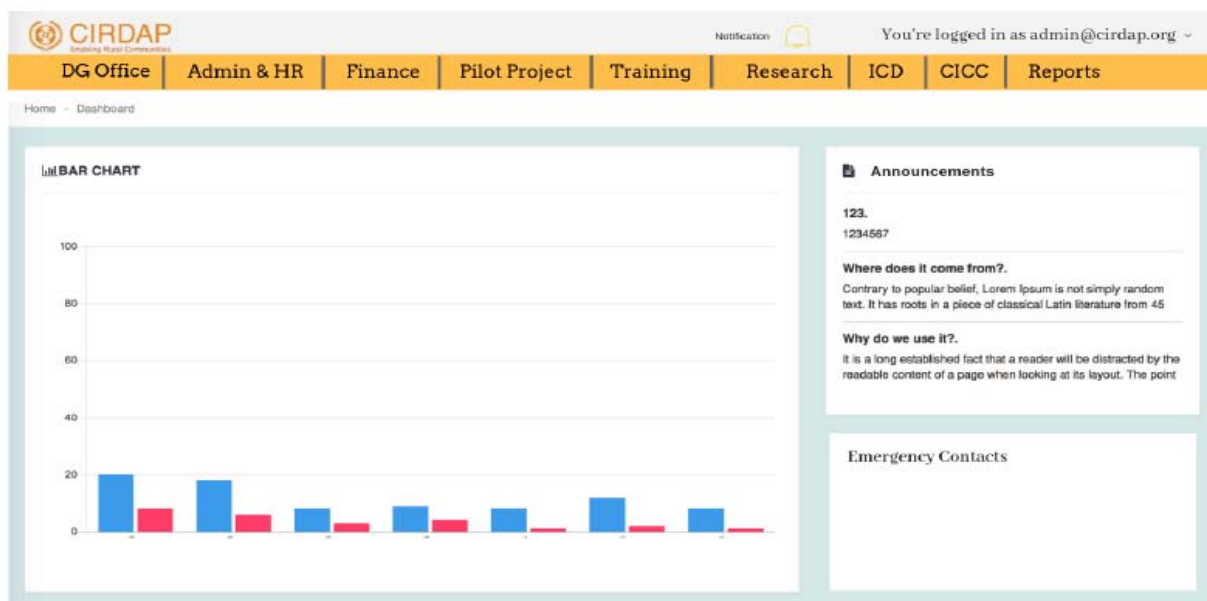
1. Admin & HR
2. Finance
3. Research
4. Training
5. Pilot Project
6. Information & Communication
7. DG Office
8. CICC
9. Main View of GUI Mode

The Details of Main Divisions:

- Admin & HR: In Admin & HR division has mainly two part HR and General Administration.
 - ✓ Procurement
 - ✓ Requisition
 - ✓ Fixed Asset & Office Supplies Management
 - ✓ Requisition and Purchase Process Management
 - ✓ Inventory Management
 - ✓ Attendance
 - ✓ Leave Management (apply for leave and approval for leave)
 - ✓ Transport Management
 - ✓ Employee Profiles management
 - ✓ Monthly report of General staff
 - ✓ Notes Creation, send and approval
 - ✓ Notice Board or Individual dashboard
- Finance: In finance area the main functionality
 - ✓ Fund Calculation and status from the member countries
 - ✓ Yearly Budget execution status
 - ✓ Monthly Salary Generation (optional)
 - ✓ Various financial report upload (.doc,.xls, .pdf etc. format)
 - ✓ Salary Slip upload via excel from tally (bulk)
 - ✓ Notes Creation & Send
 - ✓ Purchase report
 - ✓ Monthly Report Prepare
 - ✓ Notice Board
- Research:
 - ✓ Various Reports Upload
 - ✓ Ongoing & Upcoming Agenda
 - ✓ Notes Creation & send
 - ✓ Notice Board
- Training:
 - ✓ Divisional and Program Reports upload
 - ✓ Ongoing & Upcoming Program
 - ✓ Notice Board
 - ✓ Notes Creation and send
 - ✓ Yearly Target & Achievement
- Pilot Project:
 - ✓ Various Report Upload

- ✓ Notes Creation and send
- ✓ Ongoing & Upcoming Project
- ✓ Notice Board
- Information & Communication:
 - ✓ Various Report uploads
 - ✓ Publication Archive
 - ✓ Notes Creation and send
 - ✓ Notice Board
- DG Office:
 - ✓ Various Report Upload
 - ✓ View all divisional report
 - ✓ Notes Creation, send, & approval
 - ✓ See all notes
 - ✓ Notice Board
- CICC
 - ✓ Various Report Upload
 - ✓ Notice Board
 - ✓ CICC Client list and contact info
 - ✓ CICC venue booking system
 - ✓ CICC hall and CIRDAP Auditorium status
 - ✓ Note creation and send
- Main View of GUI Mode:
 - ✓ Reports
 - ✓ User Role Permission
 - ✓ Notes Management
 - ✓ Upcoming Program
 - ✓ Central Notice Board
 - ✓ Task Assignment and Task alert before due date
 - ✓ Central and Department wise Meeting Minutes uploads
 - ✓ E-archive: Can be uploaded by any. Approval needed from respective department head. Search capability of documents must be included.
 - ✓ Common announcement in dashboard
 - ✓ Important Links
 - ✓ Emergency Number

Dashboard Layout (proposed)



<i>SL.No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Per Unit Cost</i>
1.			
2.			
3.			
Total Taka			

Provider will provide technical support to CIRDAP with the following terms and conditions:

1. The software may have offline or online facility.
2. The company should have valid Trade License and Latest Tin Certificate.
3. The company should have minimum 3(three) years experience in the field of software development.
4. The company should have minimum 2(two) years related experience to develop ERP.
5. The company should submit their related clients list.
6. Project completion time maximum 12(twelve) weeks.
7. The system should be very simple and user friendly.
6. The company should provide minimum one year free support and service. We will not pay any recurring monthly payment or any monthly service charge during the time.
7. The company should provide necessary training to the staffs.
5. Service charges as mentioned in the contract shall be payable in three installments.

You are requested to quote the most competitive price. Please write on the envelope "**Quotation for Development of Central Database**". Quotation submitted through fax or email will not be accepted.

Quotation addressed to the **Director General, CIRDAP** should reach by **15 October 2018**.


Mr. Tomasi Raiyawa
AOIC (Admin)



Inviting Quotation For

Development of Central Database for
CIRDAP. For details visit www.cirdap.org

Send the proposal to: DG, CIRDAP, 17 Topkhana
Road, Dhaka-1000 by 15th October 2018.

Daily Prothom Alo, dated: 3rd October, 2018