

Uttara Club Limited

Request for Quotation (RFQ) For ERP Implementation

RFQ No: UCL-ERP-001

Date: 17/06/2025

The Uttara Club Limited invites sealed quotations for the supply, installation, and implementation of an ERP system as described below.

Scope of Work

The selected vendor will be responsible for the complete design, development, deployment, and post-implementation support of an ERP system for Uttara Club Limited. The system should be fully integrated, user-friendly, and scalable, with the following key components:

1. ERP System Design and Implementation

- **System Design and Architecture:**
 - Develop a detailed ERP system architecture that aligns with the current and future needs of Uttara Club Limited, ensuring flexibility for future integrations.
 - The system must be web-based, accessible from multiple devices, and built with security and scalability in mind.

- **Customization:**
 - Customize modules based on Uttara Club Limited unique requirements, ensuring they align with business processes.
 - Configure user roles, permissions, and workflows to ensure appropriate access control and data security.

- **ERP System Integration:**
 - Integrate the ERP system with existing tools, databases, and third-party software (if applicable), ensuring seamless data flow across departments (e.g., member records, payment systems, event management).
 - Include integration with external payment gateways for membership and event-related payments.

- **System Testing:**
 - Conduct thorough testing, including user acceptance testing (UAT), to ensure the system meets all functional and technical requirements.
 - Address any issues found during testing before moving to the final deployment.

2. Key Modules to be Developed and Implemented

- **Membership Management:**
 - Track member details, subscription plans, billing history, and membership status.
 - Provide options for managing new member registrations, renewals, and cancellations.
 - Automate reminders for membership renewals and overdue payments.
 - Include advanced search and filter capabilities for easy member management.

- **Event Scheduling and Management:**
 - Enable users to schedule and manage events, including boat races, social gatherings, and club meetings.
 - Allow members to RSVP, register, and pay for events online via the ERP system.
 - Automate reminders for upcoming events to improve member engagement.
 - Event reporting tools to track participation, revenue, and attendance.

- **Financial Management:**
 - Develop a robust financial module to handle club finances, including income (memberships, events, etc.), expenses, and other transactions.
 - Generate real-time financial reports, such as income statements, balance sheets, and cash flow statements.
 - Integrate with bank accounts for automated bank reconciliation.
 - Track and report on club assets and liabilities.

- **Inventory Management:**
 - Manage inventory of equipment and other assets belonging to the Uttara Club Limited.
 - Include functionalities for asset tracking, maintenance scheduling, and inventory reordering.

- Automate alerts for low stock or maintenance schedules to ensure timely action.
- **Human Resource Management (HRM):**
 - Manage employee records, payroll, attendance, and leave management.
 - Automate salary disbursements, bonus calculations, and tax filings.
 - Include a performance management system to track employee performance and goals.
 - Manage HR policies, documentation, and compliance records.
- **Reporting and Analytics:**
 - Build customizable dashboards for club management to track membership growth, financial health, event success, and inventory levels.
 - Include built-in reporting tools for financial, operational, and member data.
 - Provide analytical tools to identify trends and optimize operations based on insights generated by the ERP system.

3. Training and User Support

- **Training:** Provide comprehensive training for Uttara Club Limited staff, including:
 - System administrators, to manage and customize the ERP system.
 - End-users, to ensure smooth adoption of the system for daily operations.
 - Create user manuals and video tutorials for ongoing reference.
- **User Support:**
 - Offer 6 months of post-implementation support and troubleshooting services.
 - Provide an online helpdesk for addressing queries, bug fixes, and minor system updates.
 - Provide regular system health checks and software updates during the warranty period.

4. Data Migration and Setup

- Migrate relevant data from any existing systems or spreadsheets into the new ERP system.
- Ensure data integrity and avoid data loss during the migration process.
- Set up the system with sample data for initial testing and validation.

5. Security and Backup

- Ensure that the ERP system complies with industry-standard security protocols, including encryption of sensitive data, multi-factor authentication, and secure user access.
- Implement daily and weekly backup schedules for all system data to prevent data loss.
- Regularly update security patches and monitor system vulnerabilities.

6. Post-Implementation Evaluation and Maintenance

- Conduct post-implementation evaluations to assess the system's effectiveness and efficiency.
- Offer recommendations for improvements based on feedback from Uttara Club Limited staff and members.
- Provide annual maintenance contracts (AMC) post-warranty to ensure system longevity and performance.

Eligibility Criteria

To be considered for this ERP implementation project, the bidding vendor must meet the following eligibility criteria:

1. Experience and Expertise:

- The vendor must have a minimum of **5 years of experience** in the design, development, and implementation of ERP systems.
- The vendor must have successfully **completed at least 3 similar ERP implementation projects** within the last 3 years. These projects should involve the development and deployment of ERP solutions in sectors such as membership management, event management, financial management, inventory management, and human resources.
- The vendor should demonstrate **proven expertise in handling customizations** for ERP systems, particularly in areas like membership and event management, accounting, and inventory control.

2. Financial Stability:

- The vendor must provide proof of financial stability through the submission of the **last 3 years of audited financial statements** or **financial solvency certificates** issued by a recognized bank or financial institution.

- The **average annual turnover** of the vendor must be at least **BDT 50 lakh** over the last 3 years. This is to ensure that the vendor has the financial capacity to undertake and complete a project of this scope.

3. Legal Requirements:

- The vendor must be a legally registered business entity in Bangladesh and must provide a **valid Trade License**.
- The vendor must be registered for **VAT** and provide a valid **VAT Registration Number**.
- The vendor must possess a **Tax Identification Number (TIN)** and submit **proof of tax compliance** for the last 3 years.

4. Experience with Similar Projects:

- The vendor must have implemented **at least two (2) similar ERP systems** in **large government, semi-government, or autonomous bodies** in Bangladesh within the last 3 years. The systems should include multiple modules such as accounting, HR, inventory, and membership/event management.
- **References** or **testimonials** from previous clients in similar sectors must be provided as part of the quotation to verify the vendor's experience and project success.

5. Technical Capacity:

- The vendor must have a team of qualified professionals with expertise in **ERP system development, implementation, and support**, including certified **project managers, system architects, developers, and trainers**.
- The vendor must demonstrate experience with **cloud-based ERP systems** or scalable solutions that can be hosted either on-premise or on cloud platforms (e.g., AWS, Microsoft Azure).
- The vendor must have the capability to provide **customization** and **integration services** for the ERP system, especially in integrating third-party applications like payment gateways, external databases, or other software systems used by Uttara Club Limited.

6. Support and Maintenance:

- The vendor must offer at least **6 months of post-implementation support** after the ERP system is live, including troubleshooting, system updates, and bug fixes.

- The vendor must provide a clear plan for ongoing **maintenance and support** after the warranty period ends, including an **Annual Maintenance Contract (AMC)** for continued service, software updates, and technical support.

7. **Software and System Compliance:**

- The ERP system must be developed using modern, scalable technologies such as **Oracle, MySQL, or PostgreSQL** for databases, and **React, Angular, or similar frameworks** for the front-end interface.
- The system must be compliant with **data protection and privacy regulations**, including encryption for sensitive data, secure login/authentication mechanisms, and regular system security updates.
- The vendor must provide documentation for the **ERP system's architecture, user guides, and training manuals** to facilitate user adoption and system management.

8. **Project Delivery and Implementation Timeline:**

- The vendor must commit to delivering the **full ERP solution** within **60 days** from the date of signing the contract, including customization, data migration, testing, training, and full deployment.
- The vendor must provide a **detailed project plan** that outlines all stages of the project, including milestones, timelines, and deliverables for each phase of the implementation.

9. **Additional Requirements:**

- The vendor should not be involved in any **corrupt, fraudulent, collusive, or coercive practices** and must provide a **declaration** confirming that they are not ineligible due to such practices.
- The vendor must submit **proof of successful ERP system training** conducted for other clients, ensuring that all key stakeholders at Uttara Club Limited can effectively use the system upon deployment.

Quotation Submission Guidelines

To ensure transparency and consistency in the quotation submission process, the following guidelines must be followed. All vendors must adhere to these instructions when submitting their quotations for the ERP implementation project:

1. Quotation Format:

- Quotations must be submitted using the official **Quotation Submission Form** provided by Uttara Club Limited. This form must be completed in full and signed by an authorized representative of the bidding company.
- The form must include the vendor's official company seal for authenticity and validation of the bid.

2. Required Documents: Along with the completed Quotation Submission Form, the following documents must be submitted:

- **Cover Letter:** A formal cover letter on company letterhead introducing the vendor and stating the intention to participate in the tender process.
- **Technical Proposal:**
 - A detailed description of the proposed ERP system, including a breakdown of its modules and features (Membership Management, Event Scheduling, Financial Management, etc.).
 - A description of the **technology stack** used for the ERP system, including databases, programming languages, and platforms.
 - **Customization details:** Information on how the ERP system will be tailored to meet Uttara Club Limited specific requirements, including any unique configurations, reports, and features.
 - **System Architecture:** Overview of the ERP system architecture, including database design, cloud vs. on-premise hosting details, and integration with other systems (if applicable).
 - **User Interface Design:** A brief description or mockups of the user interface, highlighting its ease of use and customization options.
- **Project Plan and Timeline:**
 - A **detailed project plan** outlining the timeline for the implementation of the ERP system, including key milestones, phases of development, and delivery dates.

- The timeline should be realistic and should demonstrate the vendor's capacity to complete the implementation within **60 days** from the contract award date.
- The plan must also include **training sessions** for Uttara club Limited staff and time allocated for post-implementation support.

○ **Cost Proposal:**

- A **detailed cost breakdown** that includes all costs associated with the ERP implementation, including:
 - Software licensing (if applicable).
 - Development and customization costs.
 - Data migration costs (if applicable).
 - Training and user manual creation.
 - Post-implementation support and maintenance (separate pricing for Annual Maintenance Contract if applicable).
- **Optional Costs:** Any optional costs for additional services, such as extended support or integration with third-party applications.
- All costs must be **inclusive of VAT** and any other applicable taxes or duties.

○ **Company Profile:**

- **Company Information:** Include a brief company profile, detailing the vendor's history, size, and area of expertise.
- **Previous Experience:** Provide at least 3 **case studies or references** from similar ERP implementation projects, particularly in membership or event-driven organizations, detailing the scope, timeline, and outcomes of each project.
- **Team Members:** List the key personnel who will be involved in the project, their qualifications, roles, and experience in ERP implementation.

3. **Quotation Submission Method:**

- All quotations must be submitted in a **sealed envelope** with the following information clearly marked on the outside of the envelope:
 - **"Quotation for ERP Implementation"**
 - **RFQ No.:** UCL-ERP-001
 - The envelope should also state the **vendor's name** and **contact information**.
- Quotations can be submitted in the following ways:

- **In Person:** Deliver the sealed quotation to the Uttara Club Limited office at Plot: 06, Road: 09, Sector: 01, Uttara, Dhaka-1230 Bangladesh during working hours (02:00 PM to 10:00 PM).
- **By Mail:** Mail the sealed quotation to the Uttara Club office address. Please ensure that the quotation arrives **before the deadline**.
- **Electronic Submission:** Quotations may also be submitted **via email** to info@ucl.com.bd, but the original signed document and hard copies must be delivered within 3 days of submission by email. The subject line must clearly state: "**Quotation for ERP Implementation – RFQ No. UCL-ERP-001**".

4. **Submission Deadline:**

- The completed quotation must be **submitted by 31/07/2025 at 12am**. Late submissions will **not** be accepted under any circumstances.
- Quotations received after the submission deadline will be rejected, and no exceptions will be made.

5. **Validity of Quotation:**

- All quotations must remain valid for a period of at least **90 days** from the submission deadline. During this period, the vendor must guarantee that the prices quoted will remain fixed and unchanged.
- If the quotation is selected, the vendor will be expected to honor the quoted price for the duration of the contract.

6. **Clarifications and Questions:**

- Vendors are encouraged to submit any questions or requests for clarifications regarding the RFQ to Susanta Kumar Laskar at info@ucl.com.bd or **+8801723108395**. All questions must be submitted in writing by **15/07/2025 at 12am**.
- Responses to all questions will be shared with all vendors to ensure fairness and transparency in the process.

7. **Bid Opening Process:**

- **Bid Opening Date and Time:** Quotations will be opened on **05/08/2025 at 8pm**. Only the names of the vendors and their prices will be publicly disclosed at the time of opening. Detailed evaluation and selection will follow separately.
- The bid opening will take place at Uttara Club Limited, and vendors may send a representative to witness the opening, but attendance is not mandatory.

8. Evaluation Criteria:

- All received quotations will be evaluated based on:
 - **Compliance with technical specifications** and requirements outlined in the RFQ.
 - **Pricing**: The overall cost-effectiveness of the solution, including maintenance and post-implementation support.
 - **Vendor experience** and **reputation** in delivering similar ERP solutions.
 - **Implementation timeline** and **post-implementation support**.
- Uttara Club Limited reserves the right to **reject any or all quotations** without assigning any reason.

Important Terms and Conditions

To ensure transparency, clarity, and smooth execution of the ERP implementation project, the following terms and conditions must be adhered to by all bidders:

1. Delivery and Implementation Timeline:

- The **ERP system** must be **fully implemented and operational** within **60 calendar days** from the date of the **Purchase Order**.
- The implementation timeline will be divided into specific milestones, including:
 - System Design and Customization
 - Development and Integration
 - Data Migration (if applicable)
 - Testing and User Acceptance Testing (UAT)
 - Deployment and Go-Live
 - Training and Documentation
- Any delays caused by the vendor in meeting the agreed timeline may lead to **Penalties** or **contract termination**.

2. System Customization and Integration:

- The ERP system must be **customized** to meet the specific needs of Uttara club Limited as detailed in the **Scope of Work** section.
- The system must be capable of **integration with existing tools** and software used by the club, including (but not limited to) payment gateways, membership systems, and financial tools.
- The vendor must ensure that all required **third-party integrations** are completed successfully and are fully functional before the system goes live.

3. Post-Implementation Support:

- The vendor must provide **6 months of post-implementation support** after the ERP system is fully operational, which includes:
 - Addressing any technical issues or bugs.
 - Resolving user-reported issues.
 - Implementing minor enhancements or system updates.
- Support services should be provided through a **helpdesk**, and issues should be addressed within a reasonable timeframe, typically within **48 hours** of reporting.
- After the 6-month support period, the vendor must offer an **Annual Maintenance Contract (AMC)** for continued support and software maintenance.

4. Training and Documentation:

- The vendor must provide **training sessions** for Uttara Club Limited staff to ensure they are well-equipped to use the ERP system.
 - **Training for administrators** on system configuration, user management, and troubleshooting.
 - **End-user training** to ensure that club members and staff can effectively use the system for day-to-day operations (membership management, event scheduling, etc.).
- Comprehensive **user manuals** and **training materials** should be delivered to Uttara club Limited at the time of system deployment.
- The vendor must also provide detailed **system documentation**, including:
 - Architecture and database design.
 - User guides.
 - Administrator manuals.
 - Backup and disaster recovery procedures.

5. Warranty and Maintenance:

- The ERP system must be provided with a **minimum 12-month warranty** after the system goes live, covering:
 - System defects and bugs.
 - Compatibility issues.
 - Security vulnerabilities.
- The vendor must ensure that the system is regularly updated with **security patches** and **software upgrades** during the warranty period.
- Any issues discovered within the warranty period should be fixed at no additional cost to Uttara Club Limited.

6. Payment Terms:

- Payments will be made based on the **milestone completion** approach, with payments tied to the successful delivery of each project phase. The payment schedule will be outlined in the contract as follows:
 - **20% advance payment** upon contract signing and purchase order issuance.
 - **30% upon successful system design and customization** (after the vendor presents the design document and gets approval).
 - **30% upon system deployment and successful user acceptance testing (UAT).**
 - **20% upon project completion** and successful system go-live, along with the delivery of all documentation and training.
- All payments will be **made in Bangladeshi Taka (BDT)**.
- The vendor must submit an **invoice** for each milestone along with the necessary supporting documents (e.g., training records, completion reports).

7. Ownership and Intellectual Property:

- Upon full payment and completion of the project, **Uttara Club Limited** will hold full ownership of the **ERP system**, including:
 - All customizations made to the system.
 - The software source code (if applicable), design files, documentation, and user manuals.
- The vendor must transfer all intellectual property rights, including copyright, to Dhaka Club Limited once the final payment is made.

8. Confidentiality and Data Security:

- The vendor must maintain the confidentiality of all information related to the ERP system and Uttara Club's operations.
- The ERP system must comply with **data protection laws**, ensuring that all personal, financial, and operational data is kept secure.
- The vendor should implement **encryption** and **secure data access protocols** for sensitive data.
- Any data shared with the vendor during the course of the project (e.g., member details, financial records) must not be shared or used for any purpose other than for this project.

9. Penalty for Delays:

- If the vendor fails to meet any of the agreed-upon project milestones or the final implementation date, **penalties will apply**. The penalty will be a percentage of

the total project cost, calculated based on the delay period, as outlined in the contract.

- Delays exceeding a certain period (e.g., 15 days) may result in the **termination of the contract** and forfeiture of the advance payment made by Uttara Club Limited.

10. Amendments to the Agreement:

- Any changes or modifications to the scope, deliverables, or timeline must be agreed upon by both parties through a **formal amendment** to the contract.
- The vendor must provide detailed justifications for any changes in cost or timeline.
- All amendments must be documented in writing and signed by both parties before implementation.

11. Termination of the Contract:

- Uttara Club Limited reserves the right to **terminate the contract** if:
 - The vendor fails to deliver the ERP system within the agreed timeline.
 - The vendor engages in any **fraudulent, corrupt, or unethical practices** during the implementation process.
 - The vendor fails to provide adequate post-implementation support or breach the terms of the contract.
- In case of contract termination, Uttara club Limited may request **refunds** for any payments made for undelivered services or incomplete project phases.

12. Force Majeure:

- Neither party will be held liable for any delays or failure to perform due to events outside their reasonable control, such as:
 - Natural disasters, floods, fires, pandemics, or other unforeseen circumstances.
 - Strikes, war, or civil unrest.
- In case of a force majeure event, both parties must discuss and agree on an adjusted timeline or resolution plan.

13. Governing Law and Dispute Resolution:

- The contract will be governed by the **laws of Bangladesh**.
- Any disputes arising from the contract shall be resolved through **negotiation** between both parties.
- If a resolution cannot be reached through negotiation, the dispute will be resolved through **arbitration** as per the laws of Bangladesh.

Evaluation Criteria

1. Compliance with Technical Specifications

- **System Functionality:**
 - The vendor's ERP system must meet all the functional requirements as outlined in the **Scope of Work** section of the RFQ. This includes ensuring the system provides the necessary features such as membership management, event scheduling, financial tracking, inventory control, and human resource management.
 - Vendors should demonstrate how their system will be customized to fit Uttara club's specific needs.

- **System Architecture and Design:**
 - The design and architecture of the proposed system should align with the technical specifications outlined in the RFQ. This includes how the system will be deployed (cloud-based or on-premise), database design, integration with existing tools (if required), and the security framework.
 - The system must be scalable, secure, and able to handle the club's future growth and data requirements.

- **Customization and Integration:**
 - Vendors should provide a clear plan for **customizing** the ERP system to Uttara Club's operational needs, including integrating the ERP with any existing tools used by the club (e.g., payment gateways, membership databases).

- **Technology Stack:**
 - The technology used for the ERP system must be current and compatible with the club's existing IT infrastructure. The vendor should specify the **databases, programming languages, frameworks, and cloud platforms** that will be used for the system.

- **User Interface (UI) and User Experience (UX):**
 - The system's interface should be intuitive and user-friendly. Vendors should provide mockups or examples of the UI to showcase its simplicity and ease of use for both staff and members.

2. Vendor Experience and Qualifications

- **Relevant Experience:**
 - The vendor should have a minimum of 5 years of experience in **ERP system development and implementation**. Preference will be given to vendors with experience in developing ERP solutions for organizations with similar requirements (e.g., membership management, event scheduling).
 - Vendors must have successfully implemented at least **three similar projects** in the past 3 years, particularly in sectors such as membership-driven organizations, non-profits, or event management.

- **Expertise of Key Personnel:**
 - The qualifications and experience of the vendor's **project manager, system architects, developers, and trainers** will be evaluated. Key personnel should have relevant certifications, such as in **Salesforce, Oracle, Microsoft Dynamics**, or other ERP-related technologies.

- **References and Case Studies:**
 - The vendor should provide references from at least three previous clients where they have implemented similar ERP solutions. These references should detail the project scope, implementation challenges, and outcomes.
 - Case studies or testimonials showcasing successful ERP implementations will strengthen the vendor's proposal.

3. Implementation Approach and Project Plan

- **Project Timeline:**
 - The vendor must provide a **detailed project timeline** with specific milestones, deliverables, and deadlines. The timeline should cover all stages, from initial system design and customization to deployment, testing, and training.
 - The project timeline will be assessed based on **realism and feasibility**, ensuring that the ERP system can be delivered within the **60-day** implementation period as outlined in the RFQ.

- **Risk Management:**
 - The vendor should outline a **risk management strategy** that addresses potential challenges during the implementation phase, such as technical issues, resource constraints, or integration difficulties.

- **Training and Support Plan:**
 - The vendor must provide a comprehensive **training plan** for Uttara Club's staff, including system administrators and end-users. The training should cover both **technical and functional aspects** of the system.
 - The support plan should include details on the **helpdesk** services, response times, and post-implementation support for bug fixes, software updates, and troubleshooting.

4. Cost Proposal and Value for Money

- **Total Cost of Implementation:**
 - The financial proposal will be evaluated based on the **overall cost** of implementing the ERP system, including all development, customization, licensing (if applicable), data migration (if required), integration, and training costs.
 - The cost must be **inclusive of all taxes**, such as VAT and other applicable fees.
- **Breakdown of Costs:**
 - The cost breakdown should include:
 - **Development and Customization Costs:** Detailed pricing for designing and customizing the ERP system.
 - **Licensing Fees** (if applicable): Any costs associated with software licenses or third-party tools.
 - **Training and Documentation:** Costs for training sessions and the preparation of user manuals, training materials, and system documentation.
 - **Support and Maintenance:** Cost of post-implementation support and the annual maintenance contract (AMC).
- **Long-term Value for Money:**
 - Vendors should also outline the long-term **value proposition** of their ERP solution, including future upgrades, scalability, and support. The overall cost should be justifiable based on the benefits provided by the ERP system, such as improved efficiency, automation, and data-driven decision-making.
- **Payment Terms:**

- Payment terms will be assessed to ensure they align with the project timeline and milestones, ensuring that payments are tied to the successful delivery of project phases.

5. Compliance with Legal and Regulatory Requirements

- **Licensing and Ownership:**
 - The vendor must ensure that the ERP system is **legally licensed** and all intellectual property rights are clearly defined. The system should comply with **local data protection and privacy laws** in Bangladesh.
- **Contractual Obligations:**
 - The vendor must adhere to the **contractual terms** as specified in the RFQ, including timelines, support, and warranty periods. Non-compliance with any of the terms may lead to disqualification or penalties.

6. Post-Implementation Support and Maintenance

- **Warranty Period:**
 - The vendor must provide a **warranty period** for the ERP system, covering any defects or issues found within the first 12 months after the system goes live.
 - The vendor's ability to provide reliable, timely support during the warranty period will be an important factor in the evaluation.
- **Annual Maintenance Contract (AMC):**
 - After the warranty period, the vendor should offer an **AMC** for ongoing support and software updates. The terms of the AMC, including pricing, response times, and coverage, will be evaluated.
- **Training and Knowledge Transfer:**
 - The vendor should ensure that adequate knowledge transfer takes place during the training phase, so Uttara Club's internal team can effectively manage the system post-implementation.

Contact Information

For more information and document collection, please contact:

Susanta Kumar Laskar

Uttara club Limited, Plot:06, Road:09, Sector: 01, Uttara, Dhaka-1230, Bangladesh Phone: +88 01723108395

Email: info@ucl.com.bd