Minutes of Meeting on Designing, Developing and maintenance of club management software for New Town Business Club

Time & Venue: 08.12.2017 at 03:00 PM at Conference Room , 01 MAR, New Town Kolkata-700156.

The following members of NKDA and agencies were present in the meeting.

NKDA Official
1. Administrative Officer –I, NKDA
2. General Manager, NTBC.
3. Executive Engineer- I, NKDA.
4. Finance Officer, NKDA.
5. System Manager, NKDA.
6. Representative from Café Akante

Agencies
1. Sureflex Technologies.
2. Nobounds Tech.
3. 3rd. Life.
4. Optimize IT Systems.
5. Max Mobility.
6. Firmware Infotech Pvt. Ltd.
7. Infotech Pvt. Ltd.
8. Outline Systems(I) Pvt. Ltd.

Separate sheet of attendance attached with minutes of meeting.

In the Meeting Administrative Officer –I, NKDA, welcomed all the agencies and initiated the discussion.

Based on the all quarries received from the all agencies it has been decided by this Authority that –

1. Club Management System will be provisionally used by the Club & NKDA officials / users. But system should be able to handle online access of all members of club (i.e. Member and associate members profile, payment/ due details, News updates etc.) Currently New Town Business Club has more than 2500 members.

2. Software Requirements Specification (SRS): Selected bidder have to made a complete study of the Scope of work with actual requirement on discussion with Club Authority and NKDA. SRS should include all the modules, user role, MIS with Data base design, process map, Use Case Table, all Use Case, Input Form deign etc. Selected Bidder has to provide demonstration with SRS in presence of Club Authority & NKDA. On approval of SRS development process will be start.

3. NTBC/NKDA has no specific choice of platform & database. In case of any license software bidder have to provide the license of the software. NTBC/NKDA will provide only the deployment platform. Details of the server as follows :
   Processer : E5 2609 V3(1.9 GHz, 6 Core, 15 MB Cache)
   Memory : 8 GB.
   HDD : 5 X 500 GB.
   Operating System : Windows 2012 R2.

4. Completion period i.e. GO-LIVE should be done with in 03(three) months from the date of issue of work order.

5. Online payment gateway integration is out of scope of this NIT.

6. SMS & Email gateway will be provided by NKDA.

7. Payment Terms :
   a. On Go-Live of entire application: 50%
   b. After 03(three) Months from the Date of Go-LIVE: 20%.
   c. On completion of 01(one) year from the date of Go-Live: 30%

8. Bidder should have an experience on ERP/ CRM which should cater of more then 2000+ users. Copy of work order(s) of installation and maintenance during the last 3 (three) years along with completion certificate stating number of users handling the ERP/ CRM to be submitted along with the bid.

9. No consortium or sub vending is allowed.

10. The copyright of SRS, Source code will belong to NKDA. Selected bidder has to submit the hard & Softcopy (in DVD) of Source Code in each milestone of payment.

11. Last date submission of bids has been extended to 20/12/2017 upto 2:00 pm.

Administrative Officer –I
New Town Kolkata Development Authority

Memo No:7159/NKDA/Admn-581/2012   **Date: 11 /12 /2017**
Copy forwarded for kind information to :
   1. Administrative Officer –I, NKDA
   2. General Manager, NTBC.
   3. Executive Engineer- I, NKDA.
   4. Finance Officer, NKDA.
   5. PA to CEO, NKDA

System Manager
New Town Kolkata Development Authority