

# **LAND DRAINAGE AUTHORITY (LDA)**

11<sup>th</sup> Floor, Medine Mews Building, Chaussée Street, Port Louis

## **Restricted Bidding**

**for**

## **Implementation of an Accounting System**

**Procurement Reference No:** *LDA/Q/01/2023-24/RB*

**Closing Date:** By Tuesday 30 July 2024 at 13 30hrs at latest.

Land Drainage Authority  
11<sup>th</sup> Floor, Medine Mews Building  
Chaussée Street  
Port Louis  
Tel: 260 3663  
Fax: 214 9689

**Released on June 2024**

## Letter of Invitation

**Procurement Reference Number: LDA/Q/01/2023-24/RB**

**Date: 12 June 2024**

To:

*Managing Director  
Keyrus (Mauritius) Ltd  
5<sup>th</sup> Floor, Immeuble Mascareigns  
Ave St Jean  
Quatre Bornes*

*Dear Sir,*

### **Invitation for Bids for 'Implementation of an Accounting System'**

The **Land Drainage Authority** (LDA) invites you to submit your best bid for the items described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to:

**The Director  
Land Drainage Authority  
11<sup>th</sup> Floor, Medine Mews Building  
Chaussée Street  
Port Louis**

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,

N Nohur  
MPS  
for Director

## SECTION I: INVITATION FOR BIDS

### 1. Preparation of Bids

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II with its annex for Bid Securing Declaration, where applicable; and
- (b) the Price Schedule in Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 2. Validity of Bids

The Bid validity period shall be **90 days** from the date of submission deadline.

### 3. Delivery

Delivery shall be within **Four to Six weeks** after issue of letter of acceptance. Deviation in delivery period shall be considered if such deviation is reasonable.

### 4. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, **'LDA/Q/01/2023-24/RB'** addressed to the **Land Drainage Authority** with the Bidder's name at the back of the envelope.

### 5. Submission of Bids

Bids should be deposited in the Bid Box located at:

**Land Drainage Authority  
11th Floor, Medine Mews Building  
Chaussée Street  
Port Louis**

**by Thursday 27 June at 13.30 hours (local time)** at latest. Bids by post or courier or hand delivered should reach the address mentioned above. Late bids and bids forwarded by electronic means or by e-mail will be rejected.

### 6. Bid Opening

Bids will be opened by the LDA on the same day at **13.45hrs** hours local time in the Conference Room, 11<sup>th</sup> Floor, Medine Mews Building, Chaussée Street, Port Louis. Bidders or their representatives may attend the bid opening if they choose to do so.

## 7. Evaluation of Bids

The LDA shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of price, subject to Margin of Preference where applicable, to determine the lowest evaluated bid.

## 8. Eligibility Criteria

To be eligible to participate in this Bidding exercise, you should:

- (a) have the legal capacity to enter into a contract to supply the goods and related services;
- (b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (c) not have had your business activities suspended;
- (d) not have a conflict of interest in relation to this procurement requirement; and
- (e) have a valid trading licence.

The LDA may choose to request any bidder to substantiate compliance with these criteria.

## 9. Documents Establishing Conformity of Goods and Related Services

Bidders shall submit along with their bids the documents marked  hereunder:

(a)	Documents to establish conformity of the software as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	<input checked="" type="checkbox"/>
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification and Performance Requirement Sheet, following commencement of the use of the goods.	<input type="checkbox"/>
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that software proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	<input checked="" type="checkbox"/>
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: <ul style="list-style-type: none"> <li>(i) a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, whether public or private, involved; and</li> <li>(ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
(e)	Documentary evidence to establish Bidder's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.	<input checked="" type="checkbox"/>

## 10. Technical Compliance

Bidders shall submit along with their bids documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Purchaser's requirements.

The Specifications and Performance Requirements, and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met, but no credit will be given for exceeding the specifications.

## 11. Prices and Currency of Bids

Bidders shall quote in Mauritian Rupees only and the price should be firm and fixed.

## 12. Bid Security/Bid Securing Declaration

Bidders *are to subscribe to a Bid Securing Declaration* for this procurement process.

## 13. Margin of Preference

13.1 Small and Medium Enterprises (SME), registered with the SME Mauritius Ltd and submitting the “Made in Moris” certification issued by the Association of Mauritian Manufacturers for the locally manufactured goods procured through this contract shall benefit from a Margin of Preference of 40% at evaluation.

SMEs not holding “Made in Moris” certification, whose local input in the locally manufactured goods procured through this contract accounts for at least 25 %, shall be eligible for a Margin of Preference of 30% at evaluation.

13.2 Local companies whose local input in the locally manufactured goods procured through this contract accounts for at least 25 % or bearing the ‘Made in Moris’ certification shall be eligible for a Margin of Preference of 30% at evaluation.

13.3 Bidders applying for the Margin of Preference shall submit, if requested by the Public body, the following:

- (i) evidence of their registration as enterprise in the Republic of Mauritius;
- (ii) where applicable, evidence of registration with SME Mauritius Ltd.;
- (iii) A cost structure for the goods item manufactured locally as per the format contained in the bidding document (where applicable);
- (iv) Certification issued by the Association of Mauritian Manufacturers for the goods bearing the “Made in Moris” label (where applicable).

## 14. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to supply the items and related services shall be selected for award of contract. Award of contract shall be by issue of a Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract.

## 15. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of **10 %** of the contract price

## 16. Notification of Award and Debriefing

The LDA shall after award of contract, exceeding Rs 1 million, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount.

Furthermore, the LDA shall attend to all requests for debriefing for contract exceeding Rs 1 million, made in writing within 30 days the unsuccessful bidders are informed of the award

## 17. Integrity Clause

The LDA commits itself to take all measures necessary to prevent corruption and ensures that none of its staff, personally or through his/her close relatives or through a third party, will in connection

with the bid for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

**18. Rights of LDA**

The LDA reserves the right to:

- (a) request for any clarification during the bid evaluation.
- (b) accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award without incurring any liability to the Public body.

A Public Body shall not be bound to accept the lowest or any quotation.

**19. Clarification if any may be requested from the LDA 7 days prior to the bid Submission date.**

For **Clarification of bid purposes** only, the Purchaser's address is:

*Attention: Director  
Land drainage Authority  
11<sup>th</sup> Floor, Medine Mews  
Chaussee Street  
Port louis.*

Email: [director-lda@govmu.org](mailto:director-lda@govmu.org) with copy to [anohur@govmu.org](mailto:anohur@govmu.org)

## SECTION II: BID LETTER

(to be completed by Bidders)

Bid addressed to:	<b>Land Drainage Authority</b>
Procurement Reference Number:	<b>'LDA/Q/01/2023-24/RB'</b>
Subject matter of Procurement:	<b>Implementation of an Accounting System</b>

- (a) We offer to supply the items listed in the attached Price Schedule as per the defined specification, *except for the qualified deviation [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.
- (b) We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.
- (c) We undertake to abide by the Conduct of Bidders and Suppliers as provided under section 52 of Public Procurement Act during the procurement process and the execution of any resulting contract.
- (d) We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. The validity period of our Quotation is **90 days** from the date of the bid submission deadline.
- (e) We confirm that our quoted prices in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the Bid validity.
- (f) The delivery period offered, from the date of issue of the Letter of Acceptance, is as shown in the List of Goods items and Price Schedule.
- (g) I/We declare that I/We **“qualify/do not qualify”** for Margin of Preference and shall, upon request, submit documentary evidence in this respect.
- (h) We have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption during our participation in the bidding process and we commit ourselves to observe the same principles if awarded the contract and during its execution.

We understand that transgression of the above is a serious offence and appropriate actions will be taken against such bidders/suppliers.

### Bid Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Bid:		Position:	Signature:
Date		Phone No./E-mail	

## BID SECURING DECLARATION

By subscribing to the undertaking in the Bid letter:

I/We\* accept that I/we\* may be disqualified from bidding for any contract with any Public Body for the period of time that may be determined by the Procurement Policy Office under section 35 of the Public Procurement Act, if I am/we are\* in breach of any obligation under the bidding conditions, because I/we\*:

- (a) have modified or withdrawn my/our\* bid after the deadline for submission of bids during the period of bid validity specified by the me/us in the Bid letter; or
- (b) have refused to accept a correction of an error appearing on the face of the bid; or
- (c) having been notified of the acceptance of our bid by the ***Land Drainage Authority*** during the period of bid validity, (i) have failed or refused to execute the Contract, if required, or (ii) have failed or refused to furnish the Performance Security, in accordance with the Instructions to Quote.

I/We\* understand this Bid Securing Declaration shall cease to be valid (a) in case I/we am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us; or (b) if I am/we are\* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our\* bid.

In case of a Joint Venture, all the partners of the Joint Venture shall be jointly and severally liable.

\*To delete as appropriate





## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

### 1. List of Related Services and Completion Schedule

Service	Description of Service	Quantity <sup>1</sup>	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert physical unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>
1	Implementation of Accounting System	lot	1	LDA	4 to 6 weeks

1. If applicable

## **2. Technical Specifications**

### **INTRODUCTION**

The Land Drainage Authority intends to implement an Accounting System for its office. The system should cater for around 75 staff.

### **THE CURRENT NETWORK ARCHITECTURE**

Currently, the LDA has a pool of approximately twenty-five devices which are connected on the Local Area Network.

### **PROPOSED SOLUTION**

The bidder is expected to propose:

A solution where the Accounting System is provided. The system will be hosted on a server owned by the LDA, in the Server Room at Level 11, Médine Mews Building, La Chaussée Street, Port-Louis.

### **Note:**

- **Any other additional hardware item, software item and/or alternative configurations should be quoted as optional by the Bidder. Bidders will have to explain how the additional items will benefit in the setting up of the Accounting System at the LDA.**

## Technical Proposal

The Bidder shall structure the Technical Proposal as follows:

- Bidder's Legal Name
- Bidder's actual country of Registration
- Bidder's year of Registration
- Bidder's Legal Address
- Bidder's Authorized Representative (Name, Address, Telephone, etc.)
- Understanding of Requirements for which this bid is submitted
- Proposed Technical Solution, Training and Methodology
- Project Plan, Time frame and Resource Loading
- Implementation Plan
- Scalability, Operability and Availability of the solution proposed
- Roles and responsibilities of staff identified for execution of this project
- Risks and Risk Mitigation plan
- Support and Maintenance
- Bid Forms and all relevant documents
- Any other relevant information.

## Functional Requirements

- The Bidder shall complete the Technical Requirements Sheets for the software at Section IV. In addition the Bidder is requested to provide a detailed description of the proposed software systems, covering thoroughly each functional module as required.
- **Supportive evidence for each functionality required in terms of documents/ manuals/ brochures MUST be provided.**

## Existing Server Environment

LDA has one functional FUJITSU Primergy TX 2550 M5 server in a rack, connected to the LAN in the server room at Level 11.

Details of the Server:

Processor	2 x Intel Xeon Silver 4216 @ 2.10 GHz
Memory	128GB
Storage	2 x 1.9TB (RAID 1 - OS) <i>and</i>
	11 x 2.4TB (RAID 5 - DATA)
Operating System	Windows Server 2019 Standard Edition
Power Supply	2 x 450 Watts

### Important Note:

Bidders are recommended to leverage on the existing server hardware/software platform and in-built Windows Server Standard Virtualization technology (Hyper-V) and licenses for the proposed Accounting System, if required. The same server will be used to support development, testing and training.

**It will be the responsibility of the supplier to make the whole system operational using the existing ICT infrastructure at the LDA, as far as possible.**

### Data Integrity

The Bidder shall indicate how its solution guarantees data protection and preserves data integrity across all components.

### Test Plan / Deployment

The Bidder shall indicate how it proposes to carry out testing of the proposed system and describe in detail the testing approach and methodology.

### Backup and Restore

The bidder is expected to propose a backup strategy. Backup and restore procedures must also be implemented along with the implemented solution. The Bidder should provide full documentation of the procedures. The procedures must be fully tested before and after going live as well. After

the successful testing and implementation of the procedures, the bidder will be required to train and assist the LDA IT Officer for a complete backup cycle and a full restore of both data and system.

### **Performance Requirements**

The LDA would expect the Bidder to commit itself to contractually binding performance guarantees. For applications installed within the LDA computing environment, the system would be expected to respond to the initial user input within 1 second. The Bidder would have to take this parameter into consideration, in designing the supporting IT infrastructure.

### **Implementation Plan**

The Bidder shall describe in details the implementation plan with timelines and milestones of the whole project. The bidder is expected to provide the Accounting System based on the requirement specified in this document. The Bidder must provide a hierarchical task level representation, showing all phases and tasks required to complete the project, milestones and deliverables showing clearly how it is going to carry out hardware and software installation/configuration, system testing, system deployment and user training.

The plan should include a detailed implementation schedule in Gantt chart form, showing the estimated duration, sequence, and interrelationship of all key activities needed to complete the project. The proposed test plans should also be indicated clearly with timelines and resources.

The Bidder must also provide details of the proposed project management methodology that will be used during implementation.

### **Company profile of bidder**

Bidders should provide full details of their company including a brief history. Bidders are also expected to specify at least 2 similar projects which they have successfully implemented during the last 5 years. Details of the team composition together with their experience who have worked on the 2 projects mentioned must also be provided.

### **Implementation team**

Bidder must outline its proposed project organization and designate a Project Manager to coordinate its activities, and provide a focal point to which the LDA can refer, on any matter concerning the project. Status, reporting lines/internal relationships and decision-making powers within the Bidder's organization must be explained.

**The names, and full curriculum vitae, of the Project Manager and at least 1 Technical Staff and any other personnel who will be assigned on the proposed project must be provided.**

The Bidder must identify all key personnel and ensure that it is able to perform at indicated work levels. No changes in key personnel would be allowed without prior written consent of the LDA. Replacement of such personnel, if approved, must be with personnel of equal or higher ability and qualifications.

<b>Experience of Bidder &amp; Implementation Team. (Bidders should mandatorily submit all information on customer reference sites &amp; staff profiles as per Tables for Reference sites &amp; Profiles of Technical Staff</b>			
		<b>Compliance of Specification Offered</b>	<b>Details of non-compliance if applicable</b>
<b>Reference Sites</b>	<b>Required</b>		
No. of reference sites where the Bidder has supplied, installed and configured the proposed Accounting solution within the last five years.	2 sites together with corresponding testimonials from customers as evidence of satisfactory performance. In case of non-submission of testimonials, reference sites may not be considered		
<b>Implementation Team Qualifications &amp; Experience</b>			
Project Manager	1 – should be at least degree holder in IT/Finance related field with at least 3 years experience in managing similar project		
No. of IT related technical staff (Same number of IT related staff should be available during implementation stage)	2 - Out of which at least 1 should be degree holders in an IT related field.		
Total person-year IT related technical experience of the above staff	5 years – the degree holders should have at least 2 years IT related technical experience each. Appropriate proof of evidence should be provided		

### ***Site Visit***

Bidders are advised to effect a site visit prior to submission of their proposals.

The following person will have to be contacted for site visit.

**Mr. Sandeep Prayag**

Tel: 260 3663

Email: ida.it@ldamu.com

## **Security**

The Bidder shall clearly detail:

- (i) What security features and capabilities are incorporated in the proposed solution from different perspective such as end-user, System Administrator, auditors, etc.
- (ii) The systems access strategies that are employed and how appropriate levels of control within the software suite are maintained.
- (iii) The security processes, structures and the maintenance effort required for the Accounting module.

## **Training**

Training shall be imparted to about 5 staffs (including one (1) IT Officer). Bidder shall submit details on the training costs, course content, and number of training sessions, duration and experience of trainers together with a detailed training programme.

The Bidder must demonstrate its ability and approach/methodology to provide implementation training services, both functional and technical, to the LDA in the operation and maintenance of the application software. Typical technical implementation training shall cover installing, running and maintaining the system and functional implementation training shall cover instruction/operations related to supporting business processes by end-users.

The Bidder shall recommend the appropriate implementation of the training plans as part of its offer for all of the proposed software. The Bidder must describe the types of implementation training that would be provided and the content, class size, and requirements of the various sessions.

The Bidder shall consent to the LDA reproducing any training materials provided by it for the sole use of the LDA staff.

## **Post-Implementation / Support and Maintenance**

The Bidder must provide details of the change control mechanism, which it would put in place to ensure that any change is handled in an efficient manner, with minimal impact on operational services.

For instance, the Bidder must explain how it will address application faults, software modification and maintenance of application documentation.



The Bidder shall explain the schedule and methodology for providing periodic fixes and major releases of the proposed software and explain how local modifications would be accommodated in applying periodic fixes and/or major releases.

Details of standard terms and conditions for software support, including help desk, technical support, hours of availability, etc. should be provided.

**The supplier MUST quote in the maintenance section of the financial sheets for the man hourly charge for software support in case of modifications or improvement to the system.**

### **Maintenance and Support**

The Service Provider

- (i) Shall provide timely updates to the Accounting System and its components. Such updates should include bug fixing, patches and other improvements.
- (ii) Explain what services are proposed in the way of maintenance and support.
- (iii) Describe the typical service level agreement.

The Bidder must include in its proposal a specimen of Maintenance and Support contract agreement for the proposed Accounting System.

The following describes the conditions the LDA expects in respect to maintenance supports services:

- Preventive maintenance visits should be performed twice a year. Full details of what will be covered under the preventive maintenance should be provided.
- The response time should be within four hours for critical (catastrophic) problems and six hours for major problems, once same have been reported.
- Whenever a problem is reported, a solution shall be proposed and solved or its cause must be defined. The problem must be solved to completion and in the event it cannot be solved, implementation of a bypass solution to minimize the impact of the fault must be proposed.
- Database Crash Recovery.
- Defects correction/bug fixing.

**Financial Proposal**

The Bidder will have to provide a detailed cost of the ACCOUNTING SYSTEM which will include among others the following:

- Software ;
- Licenses for the modules; Bidder is requested to detail the costing for each software licences separately, if any;
- Training cost;
- A five-year period cost for the on-going support and maintenance of the system (Software) including upgrades/updates; The supplier has to quote for the man- hourly charges for the maintenance and for any improvements or modifications to the systems (adding /modifying functions)
- Installation and Commissioning Charges;
- Other associated cost (Products, services or optional items)

**Table A Software, Licences, and Training**

Item	Cost MUR (Excl. VAT)	15% VAT	Total Cost MUR (Incl. VAT)
<b>SOFTWARE</b>			
Accounting Module			
Installation and configuration of accounting module (customization if required)			
Training/Transfer of Knowledge inclusive of all materials, soft and hard copies, displays etc. for Accounting module			
<b>Total A to be carried to Price schedule</b>			

**Table B: Maintenance Charges**

<b>B1. Maintenance Charges (Software Only Inclusive of VAT)</b>					
<b>in MUR</b>					
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>TOTAL B1 for 5 years</b>
Warranty					

**Man -hourly charge for any modifications to the system: MUR \_\_\_\_\_**

**Please provide sample maintenance and support agreement**

# SOFTWARE

## Specifications for Accounting System

Functional requirements Required	Compliance of functions offered	Details of non-compliance if applicable
<b>1. MANDATORY</b>		
Versatile and flexible to changes		
Facilities to create new customised reports		
Reporting on up-to-date financial information		
Reviewing and reallocation of budgeted amount, money spent, committed funds and available budget		
Previewing and printing a complete record of all transactions		
Standard Reporting (Excel and PDF)		
Import and Export of reports in Excel format		
<b>2. GENERAL LEDGER</b>		
Customizable and scalable General Ledger		
General Ledger Dashboard		
Chart of Accounts Management		
Budget Monitoring (Actual v/s Budgeted)		
Viewing of ledger transactions		
<b>3. ACCOUNTS PAYABLE</b>		
Printed Payment Voucher with appropriate signatories and as per LDA Template		
Accounts Payable Module		
Supplier and Invoice Management including delivery notes/ commissioning certificate		
Invoice Payment		
TDS return		
Cheque printing and remittance advise		
<b>4. ACCOUNTS RECEIVABLES</b>		
Accounts Receivable Module		

Customer Management (including Statement of Accounts)		
Fully customizable cash, cheques, forms and miscellaneous receipts printing (Receipt Voucher as per LDA Template)		
Billing process (issue of invoices, allocate receipts of payment against invoices issued), flexible mode of payment (cheque, cash, bank transfer etc) and integrated bank reconciliation		
<b>5. CASH MANAGEMENT</b>		
Management of Bank Accounts		
Recording of bank deposits including all withdrawals and deposits		
Loading of Bank Statements for Bank Reconciliation		
Cash forecasting		
Generation of cash flow statements		
<b>6. ASSETS MANAGEMENT (TANGIBLE AND INTANGIBLE)</b>		
Asset Management including acquisition, disposal, depreciation and revaluation		
Classification of fixed assets into different categories		
Serial Number Management, location and Assets Dashboard		
<b>7. PURCHASING</b>		
Creation of Purchase Orders, Requisitions and Quotations		
Inventory Management		
Purchasing Dashboard		
Customised PO Format Printing (As per LDA template)		

<b>8. HUMAN RESOURCE (HR)</b>		
Employee Management		
Absence and Leave Management		
Pension and Passage Benefits		
Ability to export Master Employee Details to Microsoft Excel		
<b>9. PAYROLL</b>		
Integration of Payroll Data		
Payroll Run		
Generation and Printing of Payslips		
Tax calculation and PAYE Return		
Statement of Emoluments		
Annual Return of Employees		
Ability to export reports of ROE, PAYE to Excel		
Standard Payroll Reports		

**Specification and Compliance Sheet Authorised By:**

Bidder's \_\_\_\_\_ Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised for and on behalf of: \_\_\_\_\_ (DD/MM/YY)

Company : \_\_\_\_\_

### **3. Inspections and Tests**

The inspections and tests shall be performed at the LDA.

**The proposed test plans should also be indicated clearly with timelines and resources**

## CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. G/RFQ-GCC4/11-21)<sup>1</sup> \* (available on website ppo.govmu.org) except where modified by the Special Conditions below.

### SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **LDA/Q/01/2023-2024/RB**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Site GCC 1.1(m)</b>	The Site/final destination: LDA 11 <sup>th</sup> floor, Medine Mews, _____ Chaussee Street, Port Louis
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the LDA: <b>The Director Land Drainage Authority (LDA), Level 11 Medine Mews, Chaussee Street, Port Louis</b>  and the contact name shall be: MR. M. N. Khedah  For the Supplier, the address and contact name shall be  ..... _____
<b>Delivery and Documents GCC 13.1</b>	Upon successful implementation of the system, the documents to be furnished by the Supplier are: (a) signed delivery note; (b) Commissioning certificate; (c) Test Certificate; and (d) Other relevant documents as applicable.
<b>Terms of Payment GCC 16.1</b>	The structure of payments shall be: full payment following delivery and testing of the System and submission of an invoice and the documents listed in clause 13.1

<sup>1</sup>\* Public Body to insert complete reference of the document applicable as at this date by consulting PPO's website.

Subject and GCC clause reference	Special Conditions
<b>Terms of Payment GCC 16.3</b>	The Purchaser undertakes to effect payment within 21 working days from receipt of invoice to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any non-compliance in the execution of the contract. In case the Supplier is an SME, payment will be effected within 14 working days.
<b>Terms of Payment GCC 16.4</b>	The currency of payment shall Mauritian Rupee. The price shall not be adjustable.
<b>Performance Security GCC 18</b>	A performance security in the form of a bank/insurance guarantee representing <b>10%</b> of the final contract price shall be required.
<b>Inspection and Tests GCC 26.</b>	The Bidder shall carry out testing of the proposed system and describe in detail the testing approach and methodology, the LDA.
<b>Liquidated Damages GCC 27</b>	Liquidated damages for the whole contract are <b>1% of the final contract price</b> per week. The maximum amount of liquidated damages for the whole contract is <b>10%</b> of the final contract price.
<b>Warranty GCC 28.3</b>	Warranty Incl. (parts, labour and transport) shall be Minimum 3 years.



## SCHEDULES

### SCHEDULE 2: PERFORMANCE SECURITY (BANK/INSURANCE GUARANTEE)

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

Procurement Reference No. and title: *[insert no. and title of bidding process]*

Bank/Insurance company's Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert complete name of Purchaser]*

**PERFORMANCE GUARANTEE No.:***[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of goods and related services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)<sup>2</sup> in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,<sup>3</sup> and any demand for payment under it must be received by us at this office on or before that date.

*[signatures of authorized representatives of the bank/Insurance company and the Supplier]*

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<sup>2</sup> The Bank/Insurance company shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

<sup>3</sup> Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank/Insurance company. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

**SCHEDULE 4: BID CHECKLIST SCHEDULE****Procurement Reference No.: LDA/Q/01/2023-2024/RB**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Bid Letter	
Price Schedule	
Specification and Compliance Sheet	
Bid Security(if applicable)	
Evidences for conformity	
Maintenance Charges (Optional )	

## List of Suppliers

1	Ceridian Level 9-10, Cyber Tower 1 Ebene Cyber City Ebene	2	Adaptive Solutions Ltd 29 , St George Street Port Louis
3	Cybernaptics Ltd MFD Businesss Building Freeport Zone 5 Mer Rouge, Port Louis	4	Enterprise Information System Ltd 5 President Kennedy Street 1 st Floor, Rogers House Port Louis
5	Halo Company Ltd 4, Maupin Street Port Louis	6	I-Consult 2 <sup>nd</sup> , Floor, Hitech Centre Caudan Waterfront Port Louis
7	Keyrus (Mauritius) Ltd 5 <sup>th</sup> Floor, Immeuble Mascareigns Ave St Jean Quatre Bornes	8	B.I.C Solutions Ltd Cnr. Ave Tulipes & Ave Trianon No.1 Quatre Bornes
9	Malachite Business Solutions Ltd No. 7 Kenlee Centre Cnr. Abattoir & Olivia Street Port Louis	10	Serviphony 2 <sup>nd</sup> , Floor Mindspace building 45, Cybercity Ebene
11	Net Software ltd 4, Dr Deloitre Ave Quatre Bornes	12	Software concept Ltd 38, St Louis Street Port Louis
13	Western Digital Ltd 13, Emyrne Street Port Louis	14	Synergia Solutions Ltd 6 <sup>th</sup> , Floor Orbis Court St Jean Road Quatre Bornes
15	State Informatics Ltd 2, St George Street Port Louis		

