



SAHAMATI

Terms of Reference (ToR) for Procuring Accounting Software

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Gaindakot Municipality- 5, Nawalparasi (Bardaghat Susta East), Gandaki, Nepal



1. Overview

SAHAMATI is a non-governmental, social development organization, established in 2001 by a group of development professionals. SAHAMATI aims to be a recognized as capable and committed national level organization for community plus humane development. SAHAMATI works in partnership with a range of local, national and international, government and non-government, private sectors and academic institutions. SAHAMATI is affiliated with Social Welfare Council, NGO Federation of Nepal, Federation of Democratic NGOs of Nepal, Peaceful School International Canada, Disaster Preparedness Network, Tobacco Control and Health Rights Network and District Climate Change Adaptation and Mitigation Network.

SAHAMATI has already implemented more than 75 projects in partnerships with various national and international organizations including German Development Service (DED), German Technical Cooperation (GIZ), Finnish International Development Agency (FINNIDA), UNICEF, Department for International Development (DFID), Plan Nepal, UNDP, CARE Nepal, Human Care, Oxfam Hong Kong, Action Aid Nepal (AAN). Practical Action Nepal (PAN), The Asia Foundation (TAF), AWO International, Lutheran World Relief (LWR), Mercy Corps, Heifer International, Winrock International and Good Neighbor International. SAHAMATI has been recognized as an expert organization in the areas of Self-help development, women empowerment, policy advocacy, peace keeping, cooperative strengthening, microfinance, enterprise development, market development, Community based Disaster Risk Reduction and humane values-based development. Currently SAHAMATI has its existence in 7 districts of Nepal but it has already covered 52 districts of Nepal with various community development projects.

2. Purpose:

We are currently seeking for a new accounting software package from local/national vendors with capacity to support the organization's accounting systems.

3. The Accounting Package Expectation:

- Provide an online and offline version of the accounting package.
- System should be able to be customized.
- Set up the accounting package in line with presented reporting requirements
- Set up the link for easy accessible anywhere by all the authorized staffs.
- Secure the system against any form of hacking etc.
- Train the staff on how to Navigate and use the system independently

4. Geographical and Organization Scope:

The scope of this project is limited to the implementation of accounting software at:

- Head Office
- Field Office



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Gaundakot, Nawalparasi
(२००१)
An Institution Dedicated For Community Plus Humane Development!



5. Specific Activities and Deliverables:

Activities	Deliverables
A. Set up the software online or Offline link for easy accessibility	Easily Accessible online/offline Link.
B. Set up the software for social developing sector/projects.	Non profitable making organization of NGO/INGO.
C. The details of each module are below: 1. Set up the Organization information and defaults: Chart of account, Accounting system, financial year and Currency and Exchange rate. 2. Accounts: Journal Entries, Payment entries, Income/ Receipt Entries, Invoicing, Direct payment, Accounting closing, Internal Billing) 3. Assets management: Assets ledger, Assets modification, Depreciation report, Custodian reports and assets for auction. 4. Budget and Cost Centers: Chart of cost centers, Budgeting, Projection, Budget supplementary tools and report, consumption report, Budget Vs Execution report, variance report. 5. Banking and Payment: Bank reconciliation and Statement, Bank clearance. 6. Taxes and Registers: TDS, Tax certificate, Cheque register, Sales Register, Purchase Register. 7. Accounting statement: Trial Balance, Cash/fund flow, FAS, Balance sheet, Ratio Analysis. 8. General Report: General ledger, Activities wise Ledger, Account receivable and Payable. 9. Stock management: Stock Entry, Stock Ledger, Physical stock verification, stock report. 10. Human Resources: Organization structure, Employee data, Leave Allocation, Leave Application, and report, leave encashment, Payroll. Requisition 11. Sales and buying: Sales and Purchase Ledger	Complete Accounting Package with key GL Accounts set up including report writers

6. Acceptance of EOI:

Company visit can be done before the selection or purchase of the accounting software/Package. All rights to accept or reject a proposal, without giving any reasons, shall be reserved with SAHAMATI. If deemed necessary, the suppliers/service companies shall be asked for modifications.

7. General Qualification of the Company/ Firm:

- A business firm registered under the authorized agency of the government of Nepal that has the proven experience in the related field is eligible to apply for the project.

G. Pandey





- Company/firm should have PAN, Company registration, VAT registration, and Tax clearance certificates etc.

8. Termination of Contract:

SAHAMATI may terminate the agreement if the company/firm commits a breach in the performance or observance of any of its obligations under this ToR. Company/firm shall be notified in writing within seven days before the termination of the agreement.

9. Documents to be submitted by Company/ Firm:

The application shall contain the following documents:

- Price quotation as per package/user (multi and single) and specification (Annex 1).
- A package with detailed specifications shall be included.
- Company profile and last year audit report.
- Financial and technical proposal.
- A copy of the company/firm registration
- A copy of Tax clearance certificate (latest)
- VAT and PAN registration

Interested eligible firms/ company may obtain and EOI/quotation for one or multiple user product/ package and EOI document free of cost at the address SAHAMATI, Gaidakot, Nawalparasi East and online through procurement@sahamati.org

During office hours on or before 18th Aug 2024; 5: 00 PM (Nepal Standard Time) or Visit Website www.sahamati.org.np.

In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the will be the same as stipulated.

Signature





Annex 1:

Submission of quotation for Accounting Software Package.

Name of the firm:

Address:

Contact no.:

S.N.	Name of the Software and Package	Technical Specification including warranty/guaranty	Rate (NRs.) Number and words With VAT	Remarks
Option 1				
Option 2				
Option 3				
Option 4				

Name of the authorized person:

Signature:

Official Seal:

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