AMDA Nepal
Terms of Reference for Comprehensive Accounting Software

A. Organization Background

Association of Medical Doctors of Asia-Nepal (AMDA-Nepal) was established in 1989 as a non-profit making social organization. It is officially registered in the government office as an NGO on March 4, 1991. AMDA-Nepal is also a humanitarian, nonprofit-making, nonpolitical, non-sectarian organization, working with its mission "to promote the health and well-being of the underprivileged and marginalized people" under the slogan "Better quality of life for better future."

B. Objective

The main objective of this is to identify an interested and capable software development-consulting firm for the design and deployment of comprehensive accounting software for AMDA Nepal.

C. Scope of work

AMDA Nepal is issuing this request for comprehensive accounting software and its related installation/deploy, data migration, configuration and trainings to enhance productivity and operational efficiency within financial processes. By adopting this system, we aim to streamline accounting workflows, improve accuracy, streamline audit operations and empower to make informed decisions. It is AMDA's preference to purchase single software solution that provides the complete range of required functionality and related service. Software solution providers must meet the following requirements:

S.N.	Module/ Features
I.	IRD approved software.
II.	A cloud-based web-based browser accessible application, with high-performance and availability to users around the world.
III.	The software should be developed using latest technologies and framework.
IV.	Implement a secure single user login system.
V.	Ability to upload supporting files.
VI.	The software should run all functionalities without dependencies on any third-party software or applications.

S.N.	Module/ Features
VII.	The system should be in client-server architecture. Application, data and database should be hosted on server and client can access via web browser.
VIII.	System should run in IP network and/or Private VPN which is setup for centralized server.
IX.	The software license mechanism should be organization-based (AMDA Nepal). It means one software license for the whole organization and should not require additional license for any branches or project. License must not ever expire.
X.	Ability to easily import and export data, and web-based API integration capabilities to allow linkage to other software(s) in use.
XI.	Service availability and data backup processes consistent with industry standards for the application.
XII.	Systems and policies consistent with the regulations governing the management of personal data, such as the GDPR (General Data Protection Regulation).
XIII.	System must fully comply rules and regulation of Government of Nepal and its authorities.
XIV.	Support multiple branch/project setup.
XV.	System log management for user activities, transactions, data manipulation and other activities as well.
XVI.	Role-based functionality and security at the global level for system management.
XVII.	Settings, hosting configuration on production server during deployment (deployed in local production server and/or cloud space provided by AMDA Nepal.)
XVIII.	Easy to access data for robust report and query generation without the need for programming specialist.
XIX.	Licensed Software is owned by AMDA Nepal.
XX.	Vendor should provide system architecture/design flowchart document, updated system setup manual, system administrator guide.
XXI.	The vendor must have experience of three years in related field.
XXII.	The vendor has not been black listed by Govt. of Nepal.
XXIII.	The proposed software solution must be customizable as per need of AMDA Nepal.
XXIV.	The vendor must possess the experienced team of experts including software developer, testing and support unit.

D. Scope of Services

Supplier must state if their solution satisfies but not limited to each of the following requirements:

S.N.	Module/ Features			
D.1	**Standard plan includes**			
1	**Branch Setup**			
2	**Chart of Accounts**			
	- Maintain branch-specific Chart of Accounts.			
	- Maintain fiscal year-specific Chart of Accounts.			
3	**Accounts**			
	- Journal Entries			
	- Payment Entries			
	- Receipt Entries			
	- Contra Entries			
	- Invoicing			
	- Ability to create branches.			
4	**Fixed Assets Module**			
	- Centralized and branch-wise Fixed Assets Register.			
	- Asset classification.			
	- Seamless integration with procurement and accounts payable for asset acquisition.			
	- Manage asset acquisitions through donations.			
	- Handle asset disposals.			
	- Depreciation calculation.			
	- Assign assets to personnel.			
5	**Inventory Module**			
	- Comprehensive Inventory Package: (Purchase Order, GRN, Bill, etc. with attachment upload.)			
	- Track flow of Inventory processes (Purchase Order, GRN, etc.) through Bill/ invoice in vendor ledger with attachments.			

S.N.	Module/ Features			
	- Account for free stocks during GRN.			
	- Handle partial GRNs for Purchase Orders in case of incomplete delivery.			
	- GRN can be edited only in terms of VAT/Tax.			
	- Allow store personnel to cancel requisitions and partial issuance.			
	- Acknowledge receipt of goods by recipient during internal issuance with attachment uploads.			
	- Restrict issuance in case of stock shortages.			
	- Real-time inventory tracking.			
	- Set minimum stock levels and alerts.			
	- Batch entry and expiry date management with alerts.			
	- Stock location entry.			
	- Stock Adjustment.			
6	**Voucher Management**			
	- Implement a three-tier system: Creator, Verifier, Approver.			
	- Display pending lists of Vouchers, Purchase Orders, GRNs.			
7	**Consolidated Reporting**			
	- Consolidate reports at the company level, including inventory and fixed assets.			
8	**Comprehensive Reporting**			
	- Trial Balance, Day Book			
	- Financial Statements (e.g., Statement of Financial Position, Income & Expenditure, Cash Flows, etc.)			
	- Bank Reconciliation Statement			
	- Customer/Vendor Ageing Report			
	- Inventory Reports			

S.N.	Module/ Features			
	- Tax Reports			
	- Audit Trail Report/User log report			
9	**Option to add/remove fields in forms/formats.**			

D.2	**Add on Features (Optional)**			
S.N.	**Module/ Features**			
1	**Comprehensive Budget and Planning Module (Multi-year)**			
	- Assign budget according to the Chart of Accounts.			
	- Assign budget branch and project wise.			
	- Restrict transactions beyond budget limits.			
	- Authority to amend, transfer, add, or alter budgets within designated authority levels.			
	- Generate budget variation reports.			
	- Budget Consumption Report			
	- Pending Purchase Orders in Budget as commitment (Pending Purchase Orders should be accounted for as budget expenses. This means that any Purchase Orders (POs) that have been issued but not yet fulfilled should be included in the budget calculations as expenses. This ensures a more accurate representation of the budget and prevents overcommitting resources.)			
	- NFF writing and attachment upload			
2	**Branch and Project Setup**			
	- Ability to set up projects under branch			
3	**Inter Branch transactions**			

	- Facilitate inter-branch transfers of inventory, fixed assets, liabilities, and receivables. Central unit expense allocation to other branches.			
4	**Voucher Management**			
	- Option to implement no of tiers system based on branch/project level account.			
	- Option to create no of tiers according to user role			
	- Voucher Duplication			
	- Detailed Attachment Upload (Specify attachment upload requirements for specific voucher transaction.)			
5	**Comprehensive Inventory Package**			
	- Comprehensive Inventory Package: (Supply Request and Issue, Indent (Purchase Request), Quotation, Purchase Order, GRN, Bill, etc. with attachment upload.)			
	- Track flow of Inventory processes (Supply Request and Issue, Indent (Purchase Request), Quotation, Purchase Order, GRN, etc.) through Bill/ invoice in vendor ledger with attachments.			
	- Stock Adjustment with authority approval and attachment upload.			
	- Display pending list of Supply request and issue, indent etc.			
	- Quotation Comparison Feature (Enable comparison of different quotations.)			
6	**Enhanced Fixed Assets Management**			
	- Inter-branch asset transfer.			
	- Implement a Barcode Management System.			

	- Track repair, maintenance, warranty, and contract periods for fixed assets.			
	- Option to add/remove fields with user restriction.			
	- Physical stock verification			
7	**Advanced Inventory Management**			
	- Partial billing for partial GRN in case of incomplete delivery with approval authority.			
	- Enable inter-branch stock transfers.			
	- Integrate a thumbprint receipt system.			
	- Implement a Barcode Inventory Management System.			
	- Physical stock verification			
8	**Mobile Application**			
9	**Excel File Template** (Provide templates to upload/export Chart of Accounts, budget, Purchase Orders, fixed asset register, etc. with user level restriction)			
10	**Comprehensive Reporting**			
	- Changes in Reserves			
	- Fund Accountability Statement			
	- Fund Flow Statement			
	- Ratio Analysis Report			
	- Customizable Reports			
	- Date range reporting beyond fiscal year			
	- Income tax calculation			
	- Cheque Register			
	- Customizable Dashboard Reports (Allow users to customize dashboard reports for better insights.)			
11	**Support System Communication Channel**			
	- Integrate a ticket system for queries and resolutions.			
12	**Audit Comments Channel**			

	- Separate ticket system for audit comments and resolutions with attachment upload			
13	Capability to configure with any other open database (PostgreSQL, MariaDB etc.)			
14	Compatible with multiple operating systems (OS) for hosting Server.			
15	The system support clustering with primary and secondary systems running in parallel for automatic failover.			
D.3	**Customization**			
1	**Fixed Assets Module**			
	- Maintain Fixed Assets Register as per NFRS (Nepal Financial Reporting Standards) and Income Tax standards.			

E. Training

- Orientation and onsite training for the users; finance, administration and IT staff on the deployed applications with a detailed user updated-manual and including video tutorials.
- Technical knowledge transfer to AMDA Nepal IT staff with proper hand over of the system architecture/design flowchart and process documentation.
- Vendors shall provide training for each module to users; finance, store, administration, IT units.
- At least one contact person should be designated for the first one-year on-call and/or field visit support service after handover of the software application.
- Vendors should provide training for feature, if any changes in procedure or features in any module, the vendors should provide refresher training for those modules or features.
- Vendors shall provide onsite support within warranty period.

F. Service support

- Vendors should provide effective support for any issue or bugs raised at earliest possible during office hour.

- The support system may site visit/phone call / remote login/ group chat.
- Any written requirement or customization in software should be solved at the earliest possible or within 2 weeks.
- Failing to continue backstopping and service support at least for five years the vendor should provide latest source code, license key and provide one-year free support.
- Failing to continue backstopping and service support at least for five years may lead to black listing and penalty equivalent to license cost.

G. Agreement

The software price should be proposed for different components.

1 **License cost:**

License cost to be paid only one time after successful installation of software services.

2 **Maintenance:**

Maintenance service for the first year should be free of charge. AMC will be paid for the following support if a separate agreement signed for each year.
- Customization as per AMDA need.
- Phone/ Onsite visit support.
- Periodic refresher training at least twice a year.
- Bug fixing, error fixing.
- Free version upgrades released by the vendor from time-to-time.

H. Estimated Price (Inclusive of applicable all Tax)

S.N.	Description	Amount (NRS)
1	License Cost for Software. (Only one time)	6,00,000.00
2	Data Migration. (Only one time)	1,00,000.00
3	Installation, Implementation, Training. (Only one time)	1,00,000.00
4	Annual maintenance cost after one year of installation 15% of license cost.	

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