

## **Terms of Reference**

Hiring of services from agency/consultants for Development/Testing/Go-live Inventory Management System for a period of one year.

### **Organization**

Bihar Rural Livelihoods Promotion Society (BRLPS) Known as JEEViKA.

### **Brief Project Description**

JEEViKA- Bihar Rural Livelihoods Promotion Society, (BRLPS) under overall Framework of National Rural Livelihoods Mission has been designated to scale up JEEViKA model of poverty alleviation through-out the state of Bihar in a phased manner.

JEEViKA is operational in all the blocks of Bihar. Overall 1.5 Crore rural poor families would be organized into 11 Lakh SHGs, 65 Thousand Village Organizations (VOs), 1600 Custer Level Federations (CLFs) and 534 Block Level Federations (BLFs). Nearly 3 Lakh Community Para Professionals and 75 Thousand Community Resource Persons (CRPs) would be identified and trained. It is envisaged that the HHs would cumulatively save nearly Rs 3100 crore, access Rs 5800 crore of CIF from program and Rs. 12,000 crore of credit from banks.

The details of the project including objectives, activities, implementation arrangements etc. are elaborated on our website [www.brlp.in](http://www.brlp.in).

JEEViKA has initiated digital office programme. Under this initiative steps are taken to provide digital solution for different office procedure and activities. In this reference an Inventory Management System for JEEViKA needs to be designed, developed, test and rolled out.

### **Purpose and Objective of the Assignment**

The purpose of an inventory control system is twofold. The primary function is to ensure that proper inventory is maintained to effectively meet and control the demand of the inventory maintained in the organization. Effectively meeting the demand and ensuring availability of the products for the organization when required. Proper inventory control can also help reduce loss and theft of the

Inventory. Therefore the objective of this assignment is to have a web based inventory management and control system for JEEViKA.

## **Scope of Work**

The scope of the work is to be covered in three phases

### **Phase 1**

#### ***Requirement Study, Designing and Development, Testing***

The consultant, as part of project deliverable shall study the guidelines of Jeevika Inventory Management, to conduct comprehensive assessments and come out with detailed requirement in the form of requirement specifications for Inventory Management System. The consultant/agency should also conduct meetings with the staff and management to gather requirements for the proposed system. The requirement specification must provide details about the current activities/procedure and proposed/new procedure for inventory management and control. Based on the sign off of the requirement specification design and development will be carried out in consultation with the JEEViKA point of contact. Consultant/agency is at liberty to propose his/her work methodology for the deliverables and designing & development and testing of the application. The final sign off document will be the basis for consideration of the roll out of the application.

### **Phase 2**

#### ***Application Roll Out***

Application roll out plan will be provided by consultant for each unit identified during the requirement study. This phase will include development of Training module/User interface/Training cases for the users and 5 Master trainers of JEEViKA. Adequate server hosting and database server for the developed Inventory Management system to be ensured

### **Phase 3**

This phase will include application maintenance, web server maintenance, database server maintenance, database backup and reports generation as per need. Dynamic reporting system, alert generation through SMS or email and dashboard will be configured. Migration of application and database to the JEEViKA server after the completion of the assignment will be the responsibility of the agency.

## Use of Technology

Government of India has also been promoting the use of open source technologies in the e Governance domain within the country in order to leverage economic and strategic benefits. Further, the National Policy on Information Technology, 2012 has mentioned, as one of its objectives, to "Adopt open standards and promote open source and open technologies". Hence priority will be given to agency/consultant that shall use open source technology. The Open Source Software shall have the following characteristics: The source code shall be available for the community / adopter / end-user to study and modify the software and to redistribute copies of either the original or modified software or Source code shall be free from any royalty

## Snapshot of Key Deliverables and Timeline

The key deliverables are as follows: The Consultant shall perform the design and develop proposed Online Inventory Management System based on approved functional and system requirement specifications and finalized system designs.

Sl. No.	Key Deliverables	Timeline
1	Signed off Requirement Specification/ Document	2 Months
2	Software architecture design And Design Document	
3	Prototype for testing And Test Cases	
4	Integration with core MIS of Jeevika.	
5	Configurable Reports, Alerts through SMS and E-mail	
6	Roll out plan, Training Manuals and Videos; Training of 5 Master Trainers of JEEViKA; Support in Roll out	Next 1 Month
7.	Maintenance and support application, Database server maintenance and backup of database; Ensure Application performance in terms of response time between client request and server response	Next 1 Month
8.	Source code, Database script, content and important documentation to the client	Last 9 Month
9.	Customization and maintenance of software as per requirement	

Create a Statement of Work detailing the scope service delivery and process documentation. Record and notify incidents and document resolution action taken. Provide monthly report on work undertaken and support provided. Meet the service levels Agreements.

**Single Point of Contact**

Agency will nominate a person for JEEViKA acting as single point of contact for all sorts of communications.

**Period of Assignment**

The assignment period will be of 1 year with possibilities of being extended based on requirements and upon satisfactory performance and mutual agreement.

**Performance Review**

BRLPS will be reviewing the performance of the assignment on a quarterly basis to assess the progress.

**Mode of Payment**

Payment will be made on a Quarterly basis on successfully meeting the service level and on submission of required deliverables and documents.