

Date : 12-11-2025

Title - Proposals are invited by Technology Informatics Design Endeavour (TIDE) for “Development and Implementation of an Integrated Project Management Tool”

Introduction:

Technology Informatics Design Endeavour (TIDE) is a development organization based in Bengaluru that leverages technology for conserving the environment, creating livelihoods, and addressing societal issues. TIDE’s work encompasses energy access and biomass-based cooking solutions, environment conservation through energy, waste and water interventions, technology based innovative solutions for livelihood, particularly focusing on rural women.

Title	Project Management Tool
Nature of Assignment	The tool should aim at providing a complete solution for NGO covering Employee Self Service, Project Management System, Knowledge Management System and Contact Management System
Contract period	The contract period for implementation will be for a duration of 30 days

Objectives of the assignment:

Project Management Tool that covers the following features/concepts and provide one time solutions .

- ❖ **Employee Self Service (ESS):** Empower employees to manage their information, ToDos, requests, and workflows efficiently, improving overall productivity.
- ❖ **Project Management System (PMS):** Streamline project planning, execution, and monitoring to enhance collaboration and ensure timely delivery of projects.

- ❖ **Knowledge Management System (KMS):** Facilitate the sharing and management of knowledge within organization, helping to preserve valuable insights and promote continuous learning.
- ❖ **Contact Management System (CMS):** Maintain and organize client and vendor contacts effectively, ensuring seamless communication and relationship management.
- ❖ **Finance Management System** – Enabling budget control, expense management, and financial reporting linked to projects.
- ❖ **Human Resource Management System** – covering employee database, attendance, leave, payroll, and performance tracking.

Scope of work: The selected vendor shall:

- Design, configure, and deploy the tool (cloud)
- Migrate existing data from spreadsheets or legacy tools.
- Customize modules based on TIDE's structure and approval workflows.
- Integrate HR, finance, and project tracking for seamless cross-linkages.
- Provide admin and user training.
- Offer post-deployment support and maintenance.

Key functional areas and Deliverables

Module	Core Functionality
Project Management	Task allocation, milestones, Gantt charts, progress dashboards, donor reporting
HR Management	ESS, leave & attendance, payroll, appraisal, and document repository.

Finance Management	Budget vs actual tracking, expense claims, vouchers, fund utilization reports to the management and accounts.
Knowledge Management	Centralized document storage, templates, knowledge base
Contract Management	Donor / Vendor directory, communication log, contact categorization.

❖ Expected Outcomes:

Centralized visibility of all projects and departments.

Automated workflows for HR and finance processes.

Real-time monitoring of project progress, expenditures, and output.

Streamlined collaboration and internal communication.

Enhanced transparency and reporting accuracy Improved Team Collaboration

Efficient Resource Management

Accurate Planning and Scheduling

Performance Tracking and Reporting

Risk and Issue Management

Integration and Scalability

Enhanced Decision-Making

Technical & Implementation Details

- Implementation timeline : To complete it within 30 days from date of start
- Deployment: Web-based with mobile user interface
- User capacity: Minimum 50 with scalability option
- Migration support requirements
- Customization and configuration options
- Training and onboarding support
- Ongoing maintenance & support
- Hosting and data residency

Evaluation Criteria:

S. No	Indicator	Description	Document Evidence	Weightage
1	Technical Experience	Functional Fit & Usability	Proof of work/reports Self-certification providing details of the similar project	30%
		Implementation & Support	(Details of the project should include	20%
		Vendor Experience & Stability	Name of project and description, Start and completion date of the project, Location, and total project cost)	10%

2	Bid Price	Cost & Value	Provide a cost breakdown with supporting documents that include details of the component breakdown, specifications, and other relevant information.	50%
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Submission of proposal

Please mail your proposal to dr.sridar@tide-india.org and info@tide-india.org on or before 20-Nov-2025, with subject as 'Response to RFP – Project Management Tool (TIDE)'.

Note: In case if the quoted amount is higher than Rs 5,00,000, a technical proposal and a financial proposal must be submitted for evaluation in separate sealed envelopes to the below mentioned address in addition to the electronic copy through e-mail.

Technology Informatics Design Endeavour

FF1, Sapthagiri apartments,

No 30, 10th cross, 15th main road, RMV extension, Sadashivanagar,

Bengaluru – 560080

Tel – 080 2361 2031 / 32.

We welcome proposals from individuals as well as organizations.

TIDE expects the consultant/ agency to start the work not later than 25-Nov-2025.

For any enquiries, please write to info@tide-india.org

Required Documents for evaluation

1. Proposal
2. Profile of the party
3. 3 references of their previous client

Payment terms:

50% on signing of the contract (On submission of bank guarantee or a security cheque)

40% upon successful delivery and user training.

10% one month after deployment.

Terms & Conditions

1. **Acceptance & Rejection** – Any goods or services are found to be defective or not as specified, TIDE holds the right to ask the vendor to correct without any additional charge within a reasonable time. Final payment shall be released only after satisfactory completion of all the deliverables.
2. **Changes / Alteration** – Changes or alteration to the scope of work after awarding the contract can only be made if mutually agreed. Separate amendment will be made to the contract with revised scope of work.
3. **Disclosure of proposal contents** – The proposal will be kept confidential. The vendor will not disclose the proposal or documents pertaining to the proposals imprinted confidential outside without explicit knowledge of TIDE.
4. **Responsiveness** – All proposals will be reviewed by the evaluation committee at TIDE to determine compliance with administrative requirements and instruction specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsiveness. TIDE also reserves the right at its sole discretion to waive minor administrative irregularities.
5. **Cost to Propose** – TIDE will not be liable for any cost incurred in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.
6. **Notification to proposer** – TIDE will notify the apparently successful bidder of their selection in writing via email upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

7. Data Ownership and Confidentiality

All data, documents, records, and content entered or generated through the Project Management Tool shall remain the exclusive property of TIDE.

The vendor shall not, under any circumstances, copy, share, use, or transfer any TIDE data for any purpose other than executing this contract.

Upon completion or termination of the contract, the vendor must ensure full transfer of data (in accessible format) to TIDE and permanent deletion of all TIDE data from their systems, backups, and servers.

The vendor must ensure data privacy and comply with all applicable data protection and cybersecurity laws.