



বাংলাদেশ ফুটবল ফেডারেশন

BANGLADESH FOOTBALL FEDERATION

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Invitation to Tender for the implementation of ERP (Enterprise Resource Planning) Software and other related equipment for various Department of BFF

Bangladesh Football Federation (BFF) hereby invites Two Tier Bidding system (Technical and financial offers) from the reputed IT firm for designing and implementation of ERP (Enterprise Resource Planning) Software and other related equipment for various Department of BFF.

Eligibility Criteria

- Any person(s) or entities with an existing un resolved dispute (i.e., Financial, Disciplinary and any other) with BFF or AFC on a point of law or fact shall be ineligible to acquire the aforementioned rights or to participate in the Bidding Process.
- IT firm must have at least 5 (Five) years of experience in providing this kind of services.

Cost of the Bidding:

The bidder shall bear all costs associated with the preparation and submission of his or her bid, and the Bangladesh Football Federation shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Specification:

Admin ERP:

To enhance the efficiency and effectiveness of administrative operations, we propose the implementation of an Enterprise Resource Planning (ERP) system tailored specifically for the Admin Department. This ERP solution will integrate various administrative functions, streamline processes, and provide real-time data access for informed decision-making. Here are some key features and benefits of the proposed Admin Department ERP:

1. Centralized Data Management
2. Automated Workflows
3. Resource Optimization
4. Real-time Reporting and Analytics
5. Mobile Accessibility

Procurement ERP:

A Procurement ERP (Enterprise Resource Planning) system is a software solution designed to streamline and automate the procurement process within an organization. It integrates various procurement-related functions such as supplier management, purchasing, inventory control, and invoice management into a single platform. Procurement ERP systems typically offer features like purchase requisition management, purchase order generation, supplier performance tracking, contract management, inventory optimization, and financial integration. These systems aim to improve efficiency, reduce costs, enhance visibility, and ensure compliance throughout the procurement lifecycle.

Some Key features of procurement ERP:

1. Supplier Management
2. Purchase Requisition
3. Purchase Orders





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4. Inventory Management
5. Budget Control
6. Invoice Management
7. Reporting and Analytics
8. Integration Capabilities (With Finance)

Human Resource Management ERP:

Human Resource Management ERP is a software solution specifically designed to streamline and optimize various HR functions within an organization. It integrates core HR processes such as payroll, personnel administration, recruitment, performance management, training, and employee benefits into a centralized platform. Key features of HR Management ERP systems typically include:

1. Personnel Administration
2. Payroll Management
3. Recruitment and Applicant Tracking
4. Performance Management System
5. Training and Development
6. Employee Self-Service
7. Benefits Administration
8. Compliance and Reporting
9. Leave Management
10. Contract Management.

Competition ERP:

A Football Competition ERP (Enterprise Resource Planning) system is a software solution specifically tailored to manage various aspects of organizing and running football competitions, leagues, tournaments, or events. It integrates different functionalities and processes involved in managing football competitions to streamline operations, improve efficiency, and enhance the overall experience for organizers, teams, players, and fans.

Key features of a Football Competition ERP system may include:

1. Fixture Management
2. Team Registration
3. Match Management
4. Venue Management
5. Participant Communication
6. Fan Engagement
7. Financial Management
8. Competition Administration
9. Analytics and Reporting
10. Club Management

Project ERP:

Project ERP (Enterprise Resource Planning) is a software solution designed to specifically address the needs of project-based businesses or organizations. It integrates various project management functions, such as project planning, resource allocation, budgeting, scheduling, and reporting, into a single platform.

Key features of a Project ERP system typically include:

1. Project Planning
2. Resource Management
3. Budgeting and Cost Control
4. Time and Expense Tracking





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5. Collaboration and Communication
6. Risk Management
7. Integration with Other Systems
8. Project Performance Monitoring
9. Reporting and Analytics
10. Gantt Chart
11. Automated Project approval process
12. Project line item link to budget
13. Project budgetary control
14. Project reports include variance, project lead time, project cost analysis

Payroll ERP:

Payroll ERP (Enterprise Resource Planning) is a software solution designed to automate and streamline the payroll management process within an organization. It integrates payroll-related functions such as employee attendance tracking, timekeeping, wage calculations, tax deductions, and direct deposit processing into a centralized platform. Key features of a Payroll ERP system typically include:

1. Employee Data Management
2. Time and Attendance Tracking
3. Payroll Calculation
4. Tax Compliance
5. Direct Deposit and Payments
6. Benefits Administration
7. Statutory Reporting
8. Integration with Accounting Systems
9. Employee Self-Service
10. Audit Trails and Security
11. Deduction & Allowance
12. Auto salary certificate
13. Auto Tax Certificate
14. Payroll deductions
15. Provident fund management
16. Gratuity fund management
17. Staff other benefit calculations

Finance ERP:

A Finance ERP (Enterprise Resource Planning) system is a software solution designed to manage and streamline financial processes within an organization. It integrates various financial management functions, including accounting, budgeting, reporting, and financial analysis, into a single platform.

Key features of a Finance ERP system typically include:

1. Accrual Bookkeeping System
2. General Ledger Management
3. Accounts Payable
4. Accounts Receivable
5. Cash Management
6. Budgeting and Forecasting
7. Financial Reporting
8. Tax Management
9. Fixed Asset Management
10. Expense Management
11. Financial Consolidation





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12. Audit and Compliance
13. Integration with Other Systems
14. Treasury Management
15. Cost Centre wise ledger management
16. Entity wise ledger management
17. Various Report Generation
 - Statement of Comprehensive income,
 - Statement of Financial Position,
 - Statement of cash flow,
 - Notes & disclosures,
 - Expense analysis
 - Tournament wise reports
 - Cost center wise reports
18. Expenses link to budget and PO

Budgeting ERP:

A Budgeting ERP (Enterprise Resource Planning) system is a software solution designed to facilitate the budgeting and financial planning process within an organization. It enables businesses to create, manage, and monitor budgets across various departments, projects, or cost centers in a centralized platform.

Key features of a Budgeting ERP system typically include:

1. Budget Creation
2. Budget Allocation
3. Workflow Automation
4. Budget variance report. Actual VS Budget
5. Budget Utilization report
6. Forecasting and Predictive Analytics
7. Expense Monitoring
8. Integration with Financial Systems
9. Collaboration and Communication with other department.
10. Compliance and Audit Trails
11. Reporting and Analysis
12. Scenario Planning
13. Cost center wise budgeting
14. Entity wise budgeting
15. Budgetary approval process
16. Linking Budgetary line item with requisition

Football Academy ERP:

A Football Residential Academy ERP (Enterprise Resource Planning) system is a specialized software solution designed to manage and streamline various aspects of operating a residential football academy. These academies are dedicated facilities where aspiring football players live and train under professional coaching and guidance. Key features of a Football Residential Academy ERP system may include:

1. Player admission, documentations, dismissal
2. Player performance management
3. Cost per player calculation
4. Players payroll
5. Player Management
6. Academic Management
7. Training and Development
8. Nutrition and Wellness.





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9. Food Management.
10. Health and Injury Management
11. Coach and Staff Management
12. Financial Management
13. Performance Analysis
14. Compliance and Reporting
15. Academy Staff management
16. Academy training schedule and players schedule

Staff Canteen ERP:

A Staff Canteen ERP (Enterprise Resource Planning) system is a software solution designed to manage and streamline operations within a staff canteen or cafeteria. It integrates various functions related to canteen management, including menu planning, meal ordering, inventory management, payment processing, and reporting, into a centralized platform. Key features of Staff Canteen ERP system may include:

1. Fund management, Subscription and dues management
2. Expense management
3. Budgetary control
4. Reports reflecting cost of each meal, monthly fixed and variable costs
5. Bkash / nagad payment system integrated for subscribers
6. Inventory Management
7. Canteen Staff management
8. Canteen Asset Management
9. Canteen shift management
10. Canteen attendance logbook showing who took the meal
11. Vendor Management
12. Payment Processing
13. Employee Feedback
14. Compliance and Regulatory Requirements

Inventory ERP:

An Inventory ERP (Enterprise Resource Planning) system is a software solution designed to manage and optimize the inventory-related processes of an organization. It provides comprehensive tools and functionalities to oversee the entire inventory lifecycle, from procurement and storage to sales and distribution. Some Key Features of Inventory ERP are:

1. Inventory Management
2. Inventory Tracking
3. Stock Replenishment
4. Order Management
5. Serialized Inventory Tracking
6. Lot Tracking
7. Supplier Management
8. Reporting and Analytics
9. Integration with Accounting Systems
10. Real-time Inventory Updates
11. Forecasting and Demand Planning
12. Buffer level management





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Fixed Asset ERP:

A Fixed Asset ERP (Enterprise Resource Planning) system is a software solution designed to manage and track an organization's fixed assets throughout their lifecycle. Fixed assets are long-term tangible assets such as buildings, machinery, equipment, vehicles, and land that are essential for business operations.

Key features of a Fixed Asset ERP system typically include:

1. Asset tagging system link with Asset register
2. Revaluation of Asset
3. Asset physical condition status
4. Asset location marking
5. Asset movement record
6. Asset lost reporting system
7. Asset Disposal system
8. Asset user profile and logs link to staff profile
9. Asset Tracking
10. Depreciation Calculation
11. Asset Maintenance
12. Asset Retirement
13. Asset Valuation
14. RFID Tagging
15. Asset Audits and Compliance
16. Integration with Financial Systems
17. Asset Reporting and Analytics
18. Asset Lifecycle Management
19. Reports include:
 - Fixed Asset Register
 - PPE formatted report
 - Asset valuation report

Referee Department ERP:

The Football Referee ERP (Enterprise Resource Planning) system is a software solution designed to streamline and manage various aspects of football refereeing operations. Key points of such a system include:

1. Match Assignments.
2. Scheduling.
3. Communication.
4. Training and Certification.
5. Performance Evaluation.
6. Payment and Incentives.
7. Reporting and Analytics.
8. Integration

Documents:

The Offer needs to be accompanied with the following documents:

- Company Profile/Background.
- Copy of TAX Registration
- Trade License
- BIN
- Statement of capacity outlining existing expertise and the capacity in the area asked for.





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- List of Existing Clients with an engagement of work details/ Work Experience.
- The project focal point and team set up and availability.
- Suppliers Ethical Standards Declaration (signed & stamped)
- Financial proposal with Breakdown (Bidder own template).
- Technical Proposal.
- Warranty (If Any)

Note: The Bidder bears all costs incurred in the preparation and submission of tender responses.

Currencies of Bid and Payment:

- All prices quoted in BDT. (Including applicable VAT and TAX)
- BFF standard payments terms are 30 days from receipt of an approved invoice
- Advance or payment will be paid in phase after mutual discussion and pattern of the delivery.

Bid Validity:

- Bids shall remain valid for a period of minimum of 120 days after the date of the submission deadline as prescribed by Bangladesh Football Federation. If a bid is valid for a shorter period the Bangladesh Football Federation is entitled to reject the bid.
- In exceptional circumstances, prior to the expiration of the bid validity period, the Bangladesh Football Federation may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case extension, modification of the bid is not permitted.

Language of Bid:

All Bids must be submitted in English.

Confidentiality:

- Information relating to the examination, evaluation, comparison of bids, and recommendation of contract award will not be disclosed to bidders or any other persons not officially concerned with such process until the Contract has been awarded.
- Any effort by a Bidder to influence the Bangladesh Football Federation in the examination, evaluation, comparison of the bids or contract award decisions may result in the rejection of its bid.
- From the time of bid opening to the time of Contract award, if any bidder wishes to contact the Bangladesh Football Federation on any matter related to the bidding process, this must be done in writing.

Tender Pre-Submission Meeting:

Interested IT Firms are requested to attend the Tender Pre-Submission Meeting (Zoom Session) on 08 March, 2024. Please contact to the following email for the zoom link:

Mr. Shabbir Hossain

Manager-Procurement & Admin

Bangladesh Football Federation

Email: shabbir.hossain@bff.com.bd





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Please keep CC: gs@bff.com.bd, cfo@bff.com.bd, project@bff.com.bd

Submission Procedure & Deadline:

- The Product offer must be submitted at the BFF Office at BFF House, 14/B Toyenbee Circular Road, Motijheel C/A, Dhaka-1000, Bangladesh during office hours (between BST 1000 to BST 1400) on or before **16 March 2024** and should be in a sealed envelope (2 different envelope) to be addressed to: **General Secretary, Bangladesh Football Federation** and **Attention to: Manager-Procurement & Admin, Bangladesh Football Federation**.

Evaluation of Bid:

- The Bangladesh Football Federation shall examine all documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the defined criteria for this tender.
- Bangladesh Football Federation reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted. BFF under no obligation to award the contract or to award it to the lowest bidder.

Award Procedure:

- The Bangladesh Football Federation (BFF) may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that BFF so wishes.
- The Bangladesh Football Federation shall award the Contract in writing, by email, to the Bidder(s) whose offer(s) has been determined to be the best, before the end of the bid validity period.
- On request BFF shall give any unsuccessful bidder feedback on its tender and reasons why its tender was rejected. This information shall be provided within 15 days from (but not including) the date on which BFF receives the request for feedback.

Notification of Award:

- The email from BFF to the Bidder(s) alerting them of the fact that they have been successful will state the sum that the Bangladesh Football Federation will pay the Provider in consideration of the provision of goods and/or services as prescribed in the Invitation to Tender and in accordance with their bid.
- Bidder is thereafter required to reply to email, confirming their wish to proceed The with a contract.

Signing of Contract:

- The Bangladesh Football Federation shall call the successful Bidder(s) to sign the contract(s) and term of Reference once finalised.
- Within an agreed timeframe, the successful Bidder(s) shall sign, date and return the contract(s) to the Bangladesh Football Federation.



General Secretary
Bangladesh Football Federation
BFF House, 14/B Toyenbee Circular Road
Motijheel C/A, Dhaka-1000.