

REQUEST FOR PROPOSAL (RFP)
FOR
SELECTION OF IT CONSULTANT FOR EVALUATION
OF ERP SYSTEM AT KANNUR INTERNATIONAL
AIRPORT
(RFP Ref. No. KIAL/IT/2026-27/1)
Date: June 2026

Kannur International Airport Ltd
Kannur International Airport PO, Mattannur, Kannur 670708
Website: www.kannurairport.aero, E Mail: tenders@kannurairport.aero

SECTION I: General

Kannur International Airport Ltd (KIAL), desires to engage a credible professional agency for Selection of IT Consultant for Evaluation of ERP System at Kannur International Airport. In this context, RFP is invited from credible professional Agencies. For this purpose, scope of work to be taken care of by the agency has been broadly spelt out under clause 3 of Section II.

1. CRITICAL DATES AND TIME:

SL No.	EVENT	DATE	
1	Document download	Start Date: 5 June 2026 17:00 Hrs	End Date: 18 June 2026 17:00 Hrs
2	Clarification (pre-bid queries)	Start Date: 5 June 2026 17:00 Hrs	End Date: 15 June 2026 17:00 Hrs
3	Bid Submission	Start Date: 16 June 2026 10:00 Hrs	End Date: 19 June. 2026 17:00 Hrs
4.	Technical Bid Opening Date	22 June 2026 16:30 Hrs	
5.	Financial Bid Opening Date	Will be notified after the Technical Bid opening process	

2. Bid Submission Guidelines:

2.1 Bidders are required to submit their Technical and Financial Bids in a sealed envelope on or before the last date of submission at the following address:

Managing Director
Kannur International Airport Ltd
Kannur International Airport P O
Mattannur, Kannur (Distt)
Kerala – 670708

2.2 Technical Bid and Financial bid should be inserted in separate envelopes and sealed, before inserting into a single envelope. The outer envelope should be superscribed as “**Request for Proposal for Selection of Information Technology Consultant for Evaluation of ERP System at Kannur International Airport**”. Necessary formats of Financial Bid as well as other mandatory documents (in Technical Bid) are enclosed in the tender document.

2.3 KIAL reserves the right to amend the RFP, tentative schedule and critical dates. It is the sole responsibility of prospective bidders to go through the website from time to time for any updated information.

3. BID FEES AND EARNEST MONEY DEPOSIT (EMD)

The bidder shall pay, a non-refundable bid fee of Rs. 1180/- (inclusive of GST) and Earnest Money Deposit of Rs. 25000/-. The EMD is required to protect against risk of Bidder's conduct, which would warrant the forfeiture of security.

The RFP/Bid document fees and EMD can be paid in the form of Demand Draft drawn in favor of Kannur International Airport Ltd, payable at Kannur (Kerala)

4. CLARIFICATION ON BIDS:

- 4.1 All enquiries/clarifications in connection with this RFP should be sent as email to tenders@kannurairport.aero within the stipulated time. The Clarifications / queries shall be replied through the portal or by publishing Corrigendum in the portal. Any Queries/letters received other than through portal will not be accepted or replied. Any clarification request received after the last date for clarification, will not be replied/accepted.
- 4.2 To assist in the examination, evaluation and comparison of bids, the Purchaser may, at its discretion, ask the Bidder for a clarification. All responses to requests for clarification shall be through the portal (www.kannurairport.aero) only.
- 4.3 KIAL, at its discretion, can extend the deadline for the submission of Bid by amending the RFP documents in accordance with point 5 of Section II.

5. LATE BIDS:

Any Bid submitted by the bidder after the deadline for submission of Bids will not be accepted.

6. MODIFICATION AND WITHDRAWAL OF RFP:

- 6.1 No bid shall be modified subsequent to the deadline for submission of bid.
- 6.2 No bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified.
- 6.3 If the bidder modifies the RFP condition within the bid/RFP validity period then the bid submitted by the bidder is liable to be rejected and the EMD shall be forfeited.

7. PROCEDURE, TERMS AND CONDITIONS

- 7.1 It is the responsibility of the Bidder to ensure that the bids are submitted in time on or before the prescribed date & time for submission of bids. Bid Fee and Earnest Money Deposit in the form of demand draft needs to be submitted along with the Technical Bid.
- 7.2 All bids must remain valid for 120 days from the last date of submission of bids.
- 7.3 KIAL reserves the right to solicit additional information from Bidders. Additional information may include, but is not limited to, any supporting documents, past performance records etc.
- 7.4 KIAL reserves the right to accept the whole, or part or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the KIAL.
- 7.5 KIAL also reserves the right to negotiate with the bidders in the interest of Kannur International Airport.

- 7.6 KIAL reserves the right not to accept bid(s) from agency (ies) black-listed by any Government organisations (state/central) or reputed firms. Agency should submit a self-declaration form stating that their agency is not black listed, as per the annexed format.
- 7.7 All information contained in the proposal, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/Agency.
- 7.8 All documents, reports and digital credentials used for this project will be property of the KIAL.
- 7.9 In case any provisions of this RFP are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this bid/RFP including the forfeiture of the full earnest money deposit
- 7.10 All creatives, physical as well as digital- will be property of KIAL and its Intellectual Property Rights (IPR) will vest with KIAL.

(Sd/-)

MANAGING DIRECTOR

SECTION-II

I. ELIGIBILITY CONDITIONS*

The Bidders shall fulfil the following eligibility conditions for participating in the bidding process. The Bidders should enclose documentary evidence for fulfilling the eligibility conditions.

Sl. No	Eligibility Criteria	Supporting Document to be furnished	Compliance Status (Yes/No)
1	The Bidder should be registered under the Partnership Act or Companies Act, 1956, should have registered offices in India and should be in existence with valid registration in India for at least the last 5 years as on date of submission of the bid.	Certificate of Incorporation/ Registration	
2	The bidder shall have minimum annual turnover of Rs. 1 crore in each of the last three years ending 31 March 2025.	As a proof of financial turnover, copy of abridged Balance Sheet along with Profit & Loss account of the firm (bidder) for last three years ending 31 March 2025 should be submitted. A Certificate from Statutory Auditor / CA stating shall also be accepted as a proof of financial Turnover, net worth and profitability.	
3	The bidder must have completed 3 projects of IT Consultancy/software evaluation with a value of minimum Rs. 5 Lakhs each, in previous 5 (Five) years.	Copy of certificate of successful completion from clients along with the website address of the projects done for web portal and mobile app development with complete details of works. (The bidders shall submit the TDS certificate for experience in the private sector (within India))	
4	Bidder should have at least 10 Full Time IT Consultants/ Software Experts with them	Certificate from the current authorized signatory/HR Deptt of the company	
4	Undertaking for Non-blacklisting	Undertaking stating its firm has not been black listed by any Indian State/ Central Governments Departments or Public Sector Undertaking of India or Reputed firms as on date of bid submission	

*Bids not complying the above eligibility conditions shall be summarily rejected.

2. COMMERCIAL CONDITIONS

Apart from the above, each bidder is required to fulfil the following terms and conditions:

a) Earnest Money Deposit and Bid Fee

Each bidder is required to submit Bid Fee of Rs 1180/- (including GST) vide a demand draft in favour of Kannur International Airport Ltd payable at Kannur. The DD in original should be submitted along with the Technical Bid.

- (i) The bidder is required to submit Rs. 25,000/- (Rupees Twenty Five Thousand only) as Earnest Money Deposit (EMD) by Demand Draft in favour of “Kannur International Airport Ltd” payable at Kannur. The EMD and Bid Fee (demand draft) in original should be submitted along with Technical Bid.
- (ii) Technical Bid not accompanied with EMD or Bid fee shall be summarily rejected.
- (iii) No interest shall be payable by KIAL for the sum deposited as Earnest Money Deposit.
- (iv) The EMD of the unsuccessful bidders would be returned after finalization of the proposal received against this RFP. However, the EMD of the successful bidder shall be adjusted against performance security.

3. SCOPE OF WORK

1. Introduction

Kannur International Airport Ltd (KIAL) has implemented one ERP system after floating open tenders and selecting a successful vendor through QCBS system. M/s Tata Consultancy Service Ltd had implemented the ERP System using their own DigiGov platform. ERP system consists of following modules;

1. Finance & Accounting
2. Procurement
3. Contract & Revenue Management
4. Payroll & ESS
5. Document Workflow

The software was made operational module wise from 1st June 2023, however the complete usage started from 1 April 2025. The software was customised based on the inputs collected from KIAL based on the scope of work mentioned in the RFP document.

Though the system is under use, company has decided to engage one independent consultant to carry out an assessment of the system to make sure that all required processes are correctly mapped into the system and necessary controls are in place. The system assessment will consist of two sections i.e 1. Whether Functional Requirements mentioned in RFP are covered in the system and working properly or not 2. Any essential components of an ERP system which are not present currently in the system.

2. Project Objective

Kannur Airport intends to appoint a Consultant for Evaluation of its implemented ERP system and suggest their recommendations.

1. Review of ERP implementation against approved scope, functional requirements
2. Recommendations for strengthening governance, controls, compliance, and operational efficiency.

3. Requirements

The selected agency should evaluate whether the implemented ERP system on following aspects:

- Meets defined functional and non-functional requirements
- Produces accurate outputs for given inputs
- Supports operational workflows effectively
- Aligns with compliance and audit expectations

The evaluation is strictly focused on system functionality validation, not on financial data authenticity.

Agency will evaluate the following areas:

- a) Core Functional Modules:
 - Finance and Accounts
 - Procurement Management
 - Payroll Management (with attendance and leave management) including Self Service for employees Contract
 - Revenue Management
- b) Evaluation Approach within the scope:
 - Agency will cross-check transactions using dummy/test entries Validate input vs output accuracy Assess system adaptability and logical correctness Verify compliance with defined workflows and controls (Note: This does not include validation of financial data authenticity, completeness, or correctness)
- c) Methodology & Approach
 The work will be executed in the following phases:
 Phase 1: Initiation & Planning Stakeholder discussions Understanding system workflows Mapping scope requirements Defining test cases and scenarios
 Phase 2: Functional Evaluation Module-wise testing using dummy data Transaction validation Workflow verification
 Phase 3: Non-Functional Review Audit trail verification Access control validation Compliance checks
 Phase 4: Analysis & Reporting Identification of gaps Observations and risk areas Recommendations for improvement
- d) Deliverables Upon completion, agency will provide a detailed Evaluation Report, including, Scope-wise findings, functional observations, identified gaps, Risk areas and Recommendations.
- e) Time Line The work is proposed to be completed within an estimated duration of 6-7 weeks, from the date of receipt of purchase order.

4. TIME LINE

The entire scope of work should be completed as per following timeline:

Phase	Activity	Duration
1	Planning	5 days
2	Functional Testing	30 days
3	Control Review	10 days
4	Reporting	3 days

Project completion within 50 days from the day of receipt of work order.

5. AMENDEMENT OF RFP DOCUMENT

At any time before the submission of bids, KIAL may amend the RFP document by issuing an addendum/corrigendum in writing or by announcing it through its portal (www.kannurairport.aero). The addendum/corrigendum shall be binding on all the Agencies. To give the Agency reasonable time in which to take an amendment into account in their bids, the KIAL may, if the amendment is substantial, extend the deadline for the submission of bid.

6. CONFLICT OF INTEREST

- (i) The Agency is required to provide professional, objective and impartial advice and at all times hold KIAL's interest paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- (ii) Without limitation on the generality of the foregoing, agency and any of its affiliates, shall be considered to have a conflict of interest under any of the circumstances set forth below:
 - a) **Conflicting Activities:** An Agency or any of its affiliates, selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
 - b) **Conflicting Assignment/job:** An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.
 - c) **Conflicting Relationships:** An Agency that has a business relationship with a competing product with KIAL ERP or any relationship with a member of the KIAL staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the KIAL throughout the selection process and the execution of the Contract.

The Agency has an obligation to disclose any situation of actual or potential conflict that impacts its capacity to serve the best interest of KIAL, or that may reasonably be perceived as having this effect. Any such disclosure shall be made to KIAL, immediately. If the Agency fails to disclose such situations and if the KIAL comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.

7. PAYMENT

The payment will be released to the agency after submission of the evaluation report on receipt of invoice, based on work achievement and satisfactory performance. No advance payment will be made. All payments shall be made in Indian Rupees.

8. PENALTY

The work needs to be completed within the stipulated time. In case of late services / no services on a specific activity, in which the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract, the firm shall be liable to pay a Liquidated Damages (LD). LD will be imposed @ 1% per week delay or part thereof, of the cost of contract value up to maximum of 10% of the contract value from the Agency. The timeline/schedule of deliverables will be decided as and when the requirement/ tasks /activities arise.

KIAL will have the right to cancel the contract at any time by issuing a fifteen days' notice without assigning any reason thereof. In case the cancellation or termination of contract occurs due to efflux of time or at the convenience of KIAL, the security deposit shall be refunded without any

interest after set off the amount if any on account of any other charges. In all other termination instances the security deposit shall be forfeited.

Any deviations mentioned in the bid will not be considered and evaluated by KIAL. Kannur Airport reserves the right to reject the bid, if bid is not submitted in proper format as per the RFP.

Covering Letter for Submission of Bid

To

Managing Director,
Kannur International Airport
Kannur International Airport PO
Mattannur, Kannur (Dt)
Kerala 670708

Sub: Request for Proposal (RFP) for Selection of IT Consultant for Evaluation of ERP System at Kannur International Airport

Sir,

We are hereby submitting our bid, which includes Technical bid and Financial bid. We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our bid is accepted, to start the services with immediate effect or as stipulated in the work order. We understand you are not bound to accept any bid you receive.

Yours sincerely,
Authorized Signatory [In full and attach authorization to represent the company]

Date:

(Seal)
Name and Title of Signatory Name of Firm Address

TECHNICAL BID FORMAT

S. No.	Particulars	Document form	Page No. (in bid submitted)
1	Name of the Bidder (Agency)		
2	Whether brief profile of the agency is enclosed (Max 2-3 pages)		
3	Address of the Bidder (Agency)		
4	Year of establishment		
5	Type of Company (Partnership/Public Sector Unit/Private Limited / Public Limited)		
6	Name, Designation and address of the officer to whom all references shall be made regarding this RFP.		
7	Bidder should be registered in India	Documentary proof	
8	Bidders should not have been blacklisted by any of the State or Central Government organization.	Signed Affidavit duly signed by authorised signatory	
9	The turnover of the agency for each financial year 2022 - 23, 2023-24 and 2024-25 should be at least Rs. 1 crore lper annum.	Balance Sheets & documents certified by CA	
10	GST Registration Certificate	Copy	
11	PAN Registration	Copy	
12	The bidder must have completed 3 projects of IT Consultancy/software evaluation with a value of minimum Rs. 5 Lakhs each, in previous 5 (Five) years. Bidder must also have completed minimum one project of managing social media accounts with a value of minimum 3 lakhs.	Copies of experience certificates issued by clients	
13	Agency must have 10 Full Time IT Consultants/ Software Experts	Letter from HR Deptt.	

Apart from above all requisite papers mentioned in the RFP document are also enclosed.

Authorized Signature (in full and in initials)
Name and Address and Title of the Signatory

Date

Financial Bid

To,
Managing Director,
Kannur International Airport Limited
Kannur International Airport PO
Mattannur, Kannur (Dt)
Kerala 670708

Sub: Request for Proposal (RFP) for Selection of IT Consultant for Evaluation of ERP System at Kannur International Airport

Sir,

We, the undersigned on behalf of (name of the firm), offer to respond to (RFP Ref. No. KIAL/IT/2026-27/1) in accordance with your RFP document dated (05/05/2026). Our **Financial Bid** against the **Scope for work in Section – II** as well as **details defined in the RFP document** is as mentioned below (Below-given rates shall be applicable for the full contract period):-

S,No	Description of Service	Amount (in Rs) – Excluding GST
1,	Evaluation of ERP software System as per the details mentioned under scope of work in Section II of this document	

Total Quoted Amount (in words):

Our bid shall be binding upon us up to period of validity as indicated in the RFP document.

Yours sincerely,
Authorized Signatory [In full and initials]
Name and Title of Signatory
Name and address of the firm

Date :

ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: __/__/__

To

Sub: Acceptance of Terms & Conditions of RFP.

RFP Reference No: KIAL/IT/2026-27/1

Name of work: Request for Proposal (RFP) for Selection of IT Consultant for Evaluation of ERP System at Kannur International Airport

Dear Sir,

1. I/ We have downloaded the RFP document(s) for the above-mentioned work from the web site(s) namely www.kannurairport.aero as per your notice, given in the website.
2. I / We hereby certify that I / we have read the entire terms and conditions of the RFP documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the RFP conditions of above-mentioned RFP document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this RFP are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this bid/RFP including the forfeiture of the full earnest money deposit.

Yours faithfully,

(Signature of the Bidder, with Official Seal)