



The Trivandrum Tennis Club

Kowdiar P.O., Trivandrum - 695 003

Phone : 0471 - 2722737, 2722592, 2310832, 2310874 Fax : 0471 - 2727475

Email : ttctvm@gmail.com / Website : www.ttc.org.in



NOTICE

Inviting Tender For Club Management Software

Sealed Tenders are hereby invited for implementation of a Club Management Software from reputed companies having reasonable experience in this field and fulfilling the following criteria –

Prequalification criteria

1. The software should provide the Main Modules and Functionalities listed in the requirement document.
2. The commercial terms put forth should be adhered to.
3. The software firm should have implemented similar software in at least 3 reputed Clubs of Kerala, preferably one of which is in Trivandrum.

The Tender should be submitted in two sealed covers as explained below:

- a) Cover 1 : Pre-Qualification details and technical capabilities.
- b) Cover 2 : Financial costs involved (Software cost and Annual Maintenance cost).

Tenders should be submitted to:

**The Hon. Secretary
Trivandrum Tennis Club
Kowdiar P.O., Trivandrum - 695 003 Kerala, India.**

Last Date for Submitting the Tender: Apr 15th, 2017 (before 02:00 PM)

Date of Tender Opening: Apr 15th, 2017 (at 03:00 PM)

Kowdiar,
05.04.2017.


**BIJU B. SOMAN
(Hon. Secretary)**



TENDER FOR CLUB MANAGEMENT SOFTWARE

The following terms and conditions shall be adhered while submitting the tender.

I. Commercial Terms & Conditions:

- Period of Implementation : **45 days** from Contract Award date (Including Implementation, User Acceptance Sign off and Training).
- Warranty : **12 Months** from the date of Installation of Software and User Acceptance Sign off.
- Payment Terms : **30% advance** along with the Purchase Order. **30%** after successful Implementation. **30%** immediately after User Acceptance Sign off and Training. **10%** after 3 months of User Acceptance Sign off and Training.
- Conditions : TTC reserves the right to accept/reject any Tender / Proposal without assigning any reasons whatsoever.

MODULE REQUIREMENTS

MAIN MODULES

- Member Management
- Guest Management
- Room & Banquet Management
- Bar Management
- Restaurant/Kitchen Management
- Health Club Management (Gymnasium)
- Tennis Court Management
- Cards Room Management
- Payroll Management
- Fixed Asset Management
- Financial Accounts
- Investment
- Software Module for BIO-METRICs/SWIPE CARD/SMS etc.
- MIS Reports

Club/Member/Guest Management

- Membership Management
- Maximum Due Amount & Credit Days & Single Bill Pending
- Affiliated Club Members Entry & Control the Visit
- Terminated Affiliated Club Members Entry
- Membership Subscription Management
- Membership Luxury Tax Management
- Member Coverage/Non Usage/Minimum Billing Entry Management

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HONORARY SECRETARY
THE TRIVANDRUM TENNIS CLUB
KOWDIAR P.O., TRIVANDRUM - 695 003



- Members History
- Guest Management – Registration, Restriction using Name and Unique ID
- Marriage & Birth Day & Age Information Register/SMS Facility
- Member Bar and Restaurant Block Entry
- Member ledger Mailing System(e-mail)

Bar Management

- Beverages Purchase
- B O T & Billing
- Beverages Damage/Breakage
- Liquor Stock Management
- Liquor Stock Adjustments Register
- Provision for knowing fluctuated rates (Old/New)
- Different Counter Stock Management
- Godown & Counter Stock Management
- Bar Counter Stock Entry
- Cocktail Settings

Restaurant & Kitchen Management

- Raw Material Purchase
- KOT
- KOT Confirmation
- Dish Product Stock and Damage Entry

Raw Material Stores

- Goods Inward
- Goods Inward Register
- Goods Transfer
- Stock Management

Health Club Management (Gymnasium)

- Health Club Subscription Management
- Health Club Guest Management
- Health Club Guest Time Management

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Cards Room Management

- Cards Room Revenue Management
- New Cards Purchase and Old Cards Sales Management

Tennis Court Management

- Tennis Court Subscription Management
- Tennis Court Guest Management
- Tennis Court Guest Time Management
- Court Booking – Lighted Tennis/Non Lighted Tennis
- Trainee/Coaches Module
 - o Subscription
 - o Id Card
 - o Fee Validity
- Tennis Ball Stock Management
- Private Coaching
 - o No: of Sessions per coach
 - o Group/Private
 - o Split between coach and club

Room Management

- Booking Register
- Check-In Register
- Check-Out Register
- Advance Entry
- Shifting Entry
- Extra-Bed & Extra Person
- Provision for Temporary/Suspense Billing
- Room Service Billing
- Room Status Register(Available Or Not Available)
- Booking Cancellation

Banquet Management

- Banquet Booking
- Banquet Billing
- Banquet Status Register (Available Or Not Available)
- Banquet Service Entry

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Financial Accounts

- Receipt
- Payment
- Day Book
- Cash/Bank Book
- Ledger
- Journal Entry/Voucher
- A/c Receivable
- Bank Reconciliation
- Trading and Profit & Loss A/c
- Trial Balance
- Balance Sheet
- Welfare Fund Management
- Online Payment

Investment

- Investment Register
- Investment Balance
- Investment Matured and Pending List

Fixed Asset Register

- Fixed Asset Register

MIS Reports

Member

- Membership Register
- Member Outstanding
- Member Subscription
- Member Due Receipt Report
- Members Credit Register
- Members Outstanding & Collection Report
- Members List & Labels
- Luxury Tax Report
- Blood Group Report
- Affiliated Member's Register
- Member & Guest Visit Register

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