

TENDER for Development of Software for Inventory Management in
Haryana Institute of Public Administration,
Plot No. 76, Sector-18, Gurugram

Sr. No.	Name of Work	Tender Document Fee + e-Service Fee	EMD Fee	Approx. Value of the Items	Start date and time	Closing date and time
1	Development a Software for Inventory Management System	200+ Rs. 1180/-	NA	INR 3,00,000	17.04.2023	16.05.2023

1. INSTRUCTIONS OF BIDDERS:

1.1 The Applicants/bidders must complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her

Application/bid status will be considered as 'Applications / bids not submitted'.

1.2 Applicant/Bidder must confirm & check his/her application/bid status after completion of his/her all activities for e-bidding.

- Folder 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Folder 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

2.1. Registration of bidders on e-Procurement Portal: -

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e-Procurement Portal i.e. <https://etenders.hry.nic.in>
Please visit the website for more details.

2.2 Obtaining a Digital Certificate: The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved.2.3 Certifying Authority, by the Controller of Certifying Authorities, Government of India.

2.4 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazettes Officer. Only upon the receipt of the required documents, a digital certificate can be issued

2.5 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

2.6 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).

2.7 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.8 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.9 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>

4. Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://etenders.hry.nic.in>

5. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

<https://etenders.hry.nic.in>

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>. For help manual please refer to the 'Home Page' of the e-Procurement <https://etenders.hry.nic.in>.,

Tender Document for Inventory Management System

PART-I

Technical BID

(ELIGIBILITY PARAMETERS)

1. Project Objective:

HIPA, the premier training and development institute, is committed to support the good governance initiatives of Haryana government by enhancing the potential of young, experienced and dynamic officers and officials in various Government Departments of Haryana. The institute has been constantly striving to revamp its strategies to suit the changing requirements of administrative services and meet citizens' needs.

With a strong focus on devising learning programmes based on practical learning and interactive methodology, HIPA creates the best training modules, learning environment and latest technology to make the process efficient and effective.

HIPA's evidence-based approach is translating theoretical knowledge into empirical learning based on day-to-day experiences and real administrative challenges faced by officers at work.

In alignment to the vision of Hon. Chief Minister of Haryana, the institute endeavors to become the instrument of support and play a pivotal role in bringing a meaningful difference in the lives of people of Haryana. The aim is to build a capacity building system to support citizen-centric, responsive, and good governance for the state government.

To realize the vision, HIPA has embarked on this journey of transformation with crystal clear focus on the following:

Innovation – Through various collaborations with national and international organizations, HIPA aims to foster innovation that will create an impactful learning environment and facilitate robust strategy implementation.

Sustainable Development – HIPA believes that the real change will be achieved only through solutions that are effective and long-lasting. Keeping the United Nation's SDGs as one of the driving forces, the institute is committed to build capacities of government employees and other stakeholders to achieve inclusive growth – including better lives and livelihoods.

Thought Leadership – Although training and development is the core function of HIPA, it endeavours to step beyond the set boundaries to achieve its goals. The institute has always adopted a futuristic approach and has proactively embraced research and evidence-based scientific thinking. HIPA is a reservoir of new ideas and plays a critical role in policymaking.

Today, HIPA has started taking small, yet robust steps in building a new Haryana by constantly evolving in its performance linked to scale and quality .. To achieve a vision as large as this, the institute is leaving no stone unturned. With consistent efforts in making the best use of resources, securing partnerships to churn better ideas, and enhancing team's ability, a new chapter has begun.

However, HIPA can make this vision a reality only when it gets the support of likeminded people, organizations and able officers. Therefore, it's not only important but extremely crucial that the right messaging and communication strategy be adopted by the institute.

In order to make Haryana's administrative model an exemplary one, HIPA is shifting its path from linear to exponential growth. A strong key message and its implementation across various mediums will expedite sustainable development for Haryana and its people.

PROJECT PROPOSAL

Objective

To managing the Inventory lying in the storeroom through online mode.

Details of Bidders (Technical Bid)

	Particulars
1	Name of the company and Details of registered office of the company and contact person with Mobile No. and Email along with Service Tax GST registration (Copy to be attached)
2	Status of the applicant (partnership firm/Pvt. Ltd. Co. / Public Ltd. Co.)
3	Experience of development & implementation of software and dynamic web based on last 3 years (copy enclosed) applications.
4	Turn Over should be more than Rs. 1.5 CR as per CA Certificate having UDIN Number. FY (2018-19, 2019-20 & 2020-21) (Copy to be attached)
5	Balance sheet for the last 3 years FY (2018-19, 2019-20 & 2020-21) (Copy to be attached)
6	Should be the proficiency in successful completion of more than Two Government Projects and must have completed minimum one Government software Project for mobile or web application of minimum amount of INR 45 Lacs or above.
7	Must have ISO 9001:2015 Certificate

Note:

- I. The opened technical bids shall be evaluated by a Technical Evaluation Committee (TEC) constituted for the purpose. The Committee will recommend the most suitable proposal for acceptance of the competent authority. Successful bidders will be informed of the decision.
- II. The HIPA shall assess the Competence and Capabilities of the Tenderers on the basis of credentials given in the Technical Bid and shall have right to reject the candidature of any of the Tenderer without assigning any reasons.
- III. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened.
- IV. Prices quoted should be FOR Haryana institute of Public Administration (HIPA), Gurugram. Prices quoted in the bid shall expressly be *inclusive of all taxes* and any other statutory and non-statutory components etc. (Net Price to the HIPA). No component of cost / tax shall be paid by the HIPA unless the same is included specifically in the Tender.

PART-II

Financial Bid

Rates to be quoted **Re-Design, Development Maintenance of HIPA Website inclusive of all taxes etc.**

Sr. No.	Description	Qty.	Rate Quoted inclusive of all taxes (Rs.)
1	For Design, Development Maintenance, Trail Run, Testing of HIPA Inventory Management software	1 Nos.	
2	AMC for Inventory Software including new changes, deletion, Modification, updating and incorporating new Module per year	1 Nos.	

3	Web server hosting Charges (per year) for the complete application as per the scope of work	1 Nos.	
4	Any other charges if any	1 Nos	

Scope of Work and Key Deliverables:

A. Purchase Management

- Purchase of Items from Vendors
- Stock Addition on purchase
- Bill Upload
- Old Data Upload
- Related Reports

B. Payment

- Payment Entries
- Outstanding Payment Records
- Summarized Payment Information
- Related Reports

C. Stock Issuance

- Raising Requirements
- Requirement Changes by Store Manager
- Senior Approvals
- Issuance Form
- Related Reports

D. Stock Management

- Item Ledger
- Appropriate Levels for Managing Stock Qty.
- Creating Categories for Items
- Related Reports

E. User Management

- Multiple Users Creation
- Seniors Assigning
- Designation Assigning

Terms and Conditions for Design, Development Maintenance of Inventory Management Software:

1. Online bids under two bid systems will be accepted for the work.

2. Offers can be quoted on a lump sum amount basis which includes all the charges at FOR destination.

GENERAL:

ELIGIBILITY CRITERIA: The bidder must follow the eligibility criteria.

- 1) The bidder should be an IT Company registered in India under the Companies Act 1956 or a firms registered in India, or a partnership registered under the India Partnership Act 1932 or an LLP registered firm under LLP Act 2008, with their registered office in India for the last Three Year.
- 2) The bidder should have a valid Certificate ISO 9001 or more, III. The bidder must be a profit-making company having earned profits for the last 3 years, with an annual average turnover from IT services of Rs. 20 lacs or more in last 3 years.
- 3) The bidder should have minimum three years' experience on development of website and should have successfully developed more than Five WEBSITE during the past two years.
- 4) The Bidders should have a valid GST Number and PAN Number
- 5) The company should not have been barred / blacklisted / disqualified by any Regulator / Statutory Body / Government Body in India & abroad. An express disclosure must be made to this effect in a separate letter head of the Company.
- 6) The company must not have been declared bankrupt / insolvent or should not have filed for bankruptcy / insolvency in the past five years and/or should not be in the process of being declared bankrupt / insolvent before any designated authority in any country.
- 7) In accordance with the office Memorandum (No. F/9/4/2020-PPD, dated 12.11.2020) issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Govt. of India. The Bidder shall furnish as part of its Bid a Bid Security declaration strictly as per the prescribed format attached as "Form: Bid Security Declaration".
- 8) In case tenderer fails to execute Work Order, HIPA shall have the right to wrest the said Bank Guarantee and to forfeit the security deposit money deposit and such decision of the HIPA shall be final.
- 9) Maintenance, Implementation, and support must be provided with as part of the Tender for minimum five years.

- 10) No extra cost shall be paid by HIPA for supply, installation and implementation, Updation/up gradation of any software/device wherever it is necessary for its optimum functioning.
- 11) In case any of parts of the provided solution is found to be insufficient to support HIPA requirements post submission of bid, the vendor shall provide the same at no extra cost to HIPA.
- 12) HIPA reserves the right to reject any of the items/software of implemented solution, if found unsuitable and /or not conforming to the approved specifications at any point of time. The rejected items/software, if any, shall have to be taken back and replaced forthwith at the cost to be solely and exclusively borne by the vendor.
- 13) During warranty period service/maintenance of applications, all driver software up gradation, installing patches and related services shall also be performed at no extra cost to HIPA.
- 14) Penalty for the late delivery and late implementation, then the stipulated date and time would be levied at the rate of half percent per week to be calculated on work order subject to a maximum of 10 percent of the value of work order. In case of delay beyond fifteen days from the stipulated period, HIPA may, at its discretion, cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.

***Director General
HIPA, Gurugram***

Format for Bid Security Declaration

(On a Non-Judicial Stamp Paper of Rs. 50/- duly attested by Notary Public/First Class Magistrate) To,

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.....,

I/We, M/sname of bidder..... in response to the Request for Proposal of “Design, Development Maintenance of Inventory Management system for Haryana Institute of Public Administration” (Tender ID – Dated hereinafter referred to as “RFP”) issued by, do hereby solemnly declare and affirm as under:

I/We, the undersigned, declare that:

We understand that, in accordance with the Office Memorandum (No. F/9/4/2020PPD Dated (12.11.2020) issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance, Govt. of India and further according to your conditions, Bids must be supported by a Bid Security Declaration.

Further, we accept that we will automatically be suspended from being eligible for bidding in any contract with the for the period of time of Twelve (12) Months starting on 01.03.2021, if we are in breach of our obligation(s) under the bid conditions, because we:

- a. have withdrawn our Bid during the period of bid validity or any extension thereto provided by us; or
- b. having been notified of the acceptance of our Bid during the period of bid validity, (i) fail or refuse to sign the Contract, or (ii) fail or refuse to furnish the Performance Security.

We understand this Bid Security Declaration shall expire, once the successful Bidder has signed the Contract.

DATE: between the Date of Publish of Tender to the due Date of Submission of Bids

Sign & Stamp	person, who is authorized (as per PoA) to act as the Representative on behalf of the Bidder(s)
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Name	person, who is authorized (as per PoA) to act as the Representative on behalf of the Bidder(s)		
Address			
Contact No.:		Email:	