

NOTICE INVITING QUOTATIONS

**Development and Implementation of customized Accounts & Finance
software in Dibrugarh University**

No: DU/RG/G.01.01/15/0325

Date: 05/05/15

Sealed quotations are invited from established and reliable firms for the following work. Quotations addressed to the Registrar, Dibrugarh University should be submitted to the undersigned within the period as given below:

**Name of the work : Development and Implementation of customized
Accounts & Finance software in Dibrugarh University**

Earnest Money : Rs. 20,000/-

Date of Submission : 05.05.2015 to 18.05.2015(up to 4.00 PM)

Date of Opening : 22.05.2015 at 3.00 PM

Details Quotation Notice along with technical specifications are available at the *website* www.dibru.ac.in.

-Sd-
Registrar
Dibrugarh University

OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY

DIBRUGARH :: ASSAM

PIN: 786 004



NOTICE INVITING QUOTATIONS

FOR

**“Development and Implementation of customized
Accounts & Finance software in Dibrugarh University”**

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Quotation Notice for

Development and Implementation of customized Accounts & Finance software in Dibrugarh University

APPENDIX-I

Terms and Conditions of Supply:

1. The Bidder should submit the quotation which shall include the technical deliverables & the commercial rates for rendering the specific services.
2. The quotation must be sent in a properly sealed envelope with Quotation Notice and due date subscribed on the envelope addressed to the The Registrar, Dibrugarh University, Assam.
3. The price should be quoted on prescribed price schedule. All corrections must be attested by the bidder.
4. The rates shall be quoted both in figures and words. The quotation should be signed by the authorized signatory of the firm.
5. The bidder shall deposit earnest money **@Rs. 20,000/- (twenty thousand only)** as specified in Schedule of Requirement alongwith Technical Bid in form of Account paying Bank Draft, Bankers Cheque or Bank Guarantee from any Commercial Bank in favour of Registrar, Dibrugarh University, Dibrugarh. The Quotation without Earnest Money shall be rejected. The Earnest money will remain valid for a period of 45 days beyond the final bid validity period.
6. The successful bidder shall furnish the Performance Security for an amount of **10%** of total contract value of the equipment/Service in the form of Account Paying Bank Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any Commercial Bank in favour of Registrar, Dibrugarh University, Dibrugarh for the period of completion of performance

obligations and warranty period. The Performance Security shall remain valid for a period of 45 days after successful implementation of the project & complete handover.

7. The payment to be made by Dibrugarh University under the following timeline:
 - (a) 10% payment to be made after submission of SRS report.
 - (b) 40% payment to be made at the time of completion of Beta phase.
 - (c) 40% payment to be made at the time of completion of Alpha phase.
 - (d) 10% payment to be made after successful implementation & installation of the application after one year of contract of service.
8. The required delivery period must be mentioned against each item. After the order has been placed, the project must be completed within the stipulated period or by the delivery period extended by the Registrar. In case of late delivery of service the Registrar is entitled to recover as penalty from the bidder a sum @ 0.5% of the total value of the service per week and the maximum 10% of the total value of the service for which the consignment is delayed beyond the due date.
9. Registrar of the University reserves the right to accept or reject any quotation without assigning any reason.
10. **The quotation received beyond the fixed date and time shall not be accepted.**

APPENDIX-II

Pre-qualification criteria

1. Quotation is invited from reputed software companies and their channel partners, for development & implementation of customized Accounts & Finance software for Dibrugarh University.
2. Quotations are invited from vendors having their registered office & development centre in Assam.
3. The turnover of the bidder should be minimum Rs. 50 lakhs during the last 3 financial years.
4. The bidders should have experienced in executing IT related services in North East for the minimum 3 years as on date.
5. Preference to be given to bidders having work experience in providing software automation solutions in any Central/State Govt./Ministry HRD Funded Universities/Institutions, Education Boards & Colleges, preferably in North East.
6.
 - a) Bidders should have executed/executing minimum one project in software development for Central/State Govt. organizations, Central/State Autonomous Bodies including

Universities, Central Public Sector Undertaking, worth Rs. 20 lakhs in North East during the past 3 years.

OR

- b) Bidders should have executed/executing minimum two projects in software development for Central/State Govt. organizations, Central/State Autonomous Bodies including Universities, Central Public Sector Undertaking, worth Rs. 15 lakhs each in North East during the past 3 years.
- c) Preference will be given to bidders who has executed a singular project relating to finance and accounts of the above mentioned amount
7. Bidders should possess a valid ISO 27001:2005 Information Security certificate or ISO 9001:2008 Quality Management systems certificate, or both.
8. The proposed system should be a web based application, and should be capable to be deployed both in Cloud server & Intranet server mode.
9. The proposed accounts application should have the following facility:
- ✓ Nesting facility with creation of infinite level of account groups & category.
 - ✓ Customization of transaction documents viz invoice, vouchers, purchase orders, etc.
 - ✓ Drill Down report (drill down from balance sheet, P&L to vouchers - effective for on the spot checking, correction, reconciliation, etc).
 - ✓ Multiple Tab facility.
 - ✓ Drag and drop facility.
 - ✓ Short cut using keyboard.
 - ✓ Multi branching.
 - ✓ Locally data backup facility by Admin.
 - ✓ Customized Admin module.
 - ✓ Assign privilege to the user.
 - ✓ Export/Import XML file.
 - ✓ Cumulative reports of multiple branches.
 - ✓ Email, SMS alert integrated.
 - ✓ Browser independent (runs on any browser-Mozilla, IE, Safari, Chrome, Opera, etc).
 - ✓ Device independent (runs on any Laptop, Tablet & Smart phone).

 - ✓ Secured: 128 bit encryption, server fire wall, back up support, independent of hardware, independent of cookies.

 - ✓ Database encryption for high level of data security.

 - ✓ All the Unicode language support and data can be viewed and entered in any Unicode language.

- ✓ High end technical support call centre in Assam for support in local languages for technical help, accounting domain, trouble shooting.

10. The Lead Bidder must have minimum work force available to work on this project based on the table given below:

Project Manager	Developers	Designers	Testers	Trainers	Back office(Data-entry, Data processing)
1	5	1	2	2	4

- **The suggested development approach is Agile Development model with** each sprint having phases of requirements, design, development and testing. The lead bidder should have experience in detailed implementation of 1 SDLC in Agile method in last 3 years.
- The suggested test approach for the application are **System Integration Testing, Parallel Testing, Load Testing, Model Office, Infrastructure/Gateway Testing. The bidder should have experience in detailed test case implementation in at least 1 project in last 3 years.**

1. The bidder shall be a Registered Company in India with valid Certificate of Incorporation, Service Tax Registration and PAN number allotted by the respective authorities.
2. The Bidder should have experience in the field of **ERP software conceptualization**, design, development, deployment, customization and maintenance for at least last two years as on 31-03-2015.
3. The Bidder must have successfully implemented at least one **Educational ERP project** during the preceding two years for a large Central University/Institute in North East, India.
4. The Bidder must have executed at least 2 (two) nos. of IT related software projects for Govt. Departments in North East India.
5. The bidder shall not have been black listed by any State or Central Government in India or abroad.
6. The Bidder must have local setup & local presence in Assam.

APPENDIX-III

Evaluation and Comparison

A two-stage procedure will be followed in evaluating the bids, with evaluation of the technical bids being completed prior to any financial bid being opened and compared. Total marks that can be scored in Technical Evaluation are 100. Overall minimum 70% marks, i.e. 70 are required to qualify the technical evaluation.

In the Second Stage, the financial bids of all bidders that have scored minimum 70% score in the technical evaluation will be opened and compared.

Technical Evaluation Criteria:

Sl. No.	Technical Evaluation Criteria	Total Marks
1	Experience of handling software development project for Central/State Govt. organizations, Central/State Autonomous Bodies including Universities, Central Public Sector Undertaking in North East	Max. Marks = 23 Minimum marks for one project worth Rs. 20 lakhs = 10 marks Per project in addition to the above of value worth Rs. 15 lakhs = 5 marks (maximum upto 2 projects only) Experience in executing Accounts & Finance software = 3 marks
2	Experience in detailed implementation of 1 SDLC in Agile method in last 3 years	Max. Marks = 3
3	Experience in handling IT related services for minimum 3 years	Max. Marks = 7 > 3 yrs = 7 Minimum 3 yrs = 5
4	Qualified professional Manpower (minimum 15 professionals) of the bidder	Max. Marks = 10 > 15 = 10 Minimum 15 = 5
5	Financial Performance of the bidders (minimum 10 lakhs) during the last 3 financial years	Max. Marks = 7 > 10 lacs = 7 Minimum 10 lacs = 5
6	Bidder having certification (ISO 27001:2005/ISO 9001:2008)	Max. Marks = 5
7	Features & Functionality of the proposed software	Max. Marks = 15 Standard solution = 10 Extra features & functionality = 5
8	Prototype demonstration of the proposed software	Max. Marks = 30
	Total Technical Marks	100
	Minimum Marks to Qualify	70

Note:

If the bidder does not qualify technical evaluation as stated above, the bid would be rejected and financial BID for the rejected bidder shall not be opened.

Financial Evaluation Criteria:

- Commercial Proposals of only those bidders would be opened who qualify the technical evaluation, as per technical evaluation process described above.
- The proposal with lowest total Project Cost (PC) proposed in the cost summary table will be designated as L1 and will be awarded a Commercial Score of 100.
- Commercial Scores for other technically qualified bidders will be evaluated using the following formula -**Commercial Score of Bidder (CS) = (PC of L1 / PC of the Bidder) X 100 %** (rounded off to 2 decimal places).
- The Financial Bids of only technically qualified bidders will be opened in the presence of their representatives on a specified date and time duly notified. The financial bids will then be passed on to a duly constituted Financial Evaluation Committee (FEC) for evaluation.
- There will be NO NEGOTIATION regarding the financial bid.
- In the event the L1 bidder does not accept the contract, EMD of the bidder will be forfeited and tender will be issued to the L2.
- No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Committee/its authorized representative and office of DU can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.
- The commercial bids shall be evaluated by DU for completeness and accuracy.
- Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.

Final Evaluation:

- (a) A composite score shall be calculated for technically qualified bids only. The weight-age for the composite evaluation is as described below:
- i. Technical Weightage – **70%**
 - ii. Commercial Weightage – **30%**
- (b) Bidder with the highest final composite score (**Final Score = TS X 0.7 + CS X 0.3**) will be called for entering into the contract with DU. In case of a tie in the final composite score the bidder with the higher Technical Score will be invited.

APPENDIX-IV

Details of Work Involved

Development and Implementation of customized Accounts & Finance software in Dibrugarh University for the following fund / segment.

1. *General Fund including pay roll Management*
2. *Project Fund*
3. *Loan and Advance Fund*
4. *Student Aid fund*
5. *Dibrugarh University Institute of Engineering and Technology(DUIET)*
6. *Scholarship Fund*
7. *Pension fund*
8. *PF and Gratuity Fund*
9. *Director of Distance Education*
10. *Gymkhana Fund*
11. *Endowment Fund*
12. *Guest House Fund*
13. *Data migration from existing MIS software for all the segments as noted from SI No-01 to 12 above.*
14. *Any other relevant work or application at the time of execution.*

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Registrar

Dibrugarh University