

बीरबल साहनी पुरावनस्पतिविज्ञान संस्थान, लखनऊ
BIRBAL SAHNI INSTITUTE OF PALAEOBOTANY, LUCKNOW

टेलीग्राम पेलियोबॉटनी

दूरभाष 2740008, 2740011

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बी सा पु सं /III/भंडार एवं क्रय/८-५४

53, विश्व विद्यालय मार्ग

लखनऊ - 226007

Date: 06.04.2016

Convener, Website Committee,
BSIP, Lucknow

**Application Software Package for Inventory Management along with Training & Installation
(Detailed Specification attached)**

Subject: -----

Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5:00 P.M. on 22.04.2016 duly superscribed by **"Application Software Package for Inventory Management along with Training & Installation"**.

While submitting quotation please note that:

1. The material may either of indigenous manufacturer or of foreign make, available from ready stock. Any offer to supply on forward Delivery Basis under suppliers own quota license will also be considered.
2. The price quoted should be F.O.R. Destination.
3. Your rates should include packing, insurance and forwarding charges.
4. The rates of Sales Tax should be clearly indicated wherever chargeable. The tendered should also indicate Central/Sales Tax Registration Number and date in this quotation.
5. Specific mention should be made whether the offer is for supplies available ex-stock. In case the officer is on Forward Delivery basis, firm delivery period must be indicated.
6. The cover should be sealed and superscribed "Quotation for **"Application Software Package for Inventory Management along with Training & Installation"**" must be written on envelope. The quotations not complying the procedure will be rejected.
7. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt and acceptance of supply and installation/ if required satisfactory.
8. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reasons.
9. The quotations are liable to be cancelled if any of the above mentioned conditions are not complied with.

Yours sincerely,



(Dr.R.S.Singh)

Scientist 'G'

& Additional duties of Registrar

Application Software Package for Inventory Management

Birbal Sahni Institute of Palaeobotany (BSIP) intends to select Consultants for Implementation of Customized Web Application. The scope includes System Study, Design, Development, Installation, Training, Implementation Support and Warranty for one year after Installation. Bids are invited from firms with similar experience in Government Sector.

Terms & Conditions

- The Tender Document is non-transferable.
- Bidder should be registered under Company Act/ Partnership Firm.
- Bidder should have experience in Implementation of **IT Solutions** in Government Sector.
- Bidders should not have been blacklisted by any State/Central Government Organization
- **Scope of work:** Bidders are required to develop, install & commission the software for inventory management and other store/purchase activities capable of working in multi user environment.
- **Delivery period/Schedule** -Bidder will be required to complete the development installation & commissioning of software including the data entry within the stipulated period.
- **warranty**-The firm shall provide one year warranty including modification, addition, rectification of the software free of cost from the date of successful installation.
- **Training to staff:** you will provide the training to the staff for one month after installation and commissioning of the software.
 - **The selected firm will provide implementation assistance, technical support and user training to BSIP for a period of up to 1 months.**
 - **The selected firm will provide data feeding personnel to BSIP for a period of up to 6 months.**
- **Working Hours:** you shall depute your professional/skilled staff on all working days to BSIP from 9.30 AM to 6.00 PM at your expenses for working day to day basis.
- **Security Deposit:** you are required to deposit 10% of contract value towards security deposit for due performance of the contract. The security deposit shall be returned to you after successful completion of the contract and on submission of a No demand certificate.
- **Payment :**
 - 25% payment will be released after the successful installation of the software
 - 50% payment will be released after the data entry for six month
 - 25% will be released after the one year of the software installation.

TERMS OF REFERENCE FOR APPLICATION SOFTWARE PACKAGE FOR BSIP

1. BACKGROUND

The Birbal Sahni Institute of Palaeobotany, Lucknow established in the year 1946, was an outcome of vision of Prof. Birbal Sahni, BSIP is an autonomous Institute under the Department of Science and Technology, Government of India, New Delhi, dedicated to both fundamental and applied aspects of plant fossil research. This world renowned center of excellence has been pursuing research on Archaean to recent sequences. An integrated and multidisciplinary approach is practiced to make Palaeobotany more relevant in the 21st century.

2. OBJECTIVE

In the aforementioned context, BSIP desires to make recording, processing, storage, retrieval and management of information for the Inventory and Store Department of BSIP simpler. This will ultimately result in easier and smoother operations. The implementation of the software should enable the BSIP to provide better services to its officers/Scientists and employees.

3. SCOPE OF Work

- a. The selected firm will deliver the application software package with license to BSIP
- b. The selected firm shall install the application software on appropriate hardware, system software and network provided by BSIP.
- c. **The selected firm will provide implementation assistance, technical support and user training to BSIP for a period of up to 1 months.**
- d. **The selected firm will provide data feeding personnel to BSIP for a period of up to 6 months.**
- e. The selected firm will provide user manual (hard and soft copy) along with the installation and maintenance guide (hard and soft copy) to BSIP.

4. Eligibility Criteria for short listing of firms:

- Balance sheet of last three financial years.
- Service Tax Registration certificate's self attested copy should be enclosed.
- Income Tax PAN and Last Submitted Return along with the affidavit from a Notary that the firm has never been blacklisted must be attached.
- List of Technical Personals to be engaged (Attach their bio-data).
- Bidder should have permanent office in Lucknow.

5. INFORMATION TO BIDDERS

- The system should be based on web based n-tier architecture.
- The Technical proposal shall not include any financial information, but shall include implementation schedule.
- Please submit the Profile of the professionals to be deployed on this project.
- Please give the man-days required to complete the assignment.
- In the Financial Proposal, the price should be inclusive of the following:
 - Total price for Application software package development and implementation.
 - Total price for implementation assistance, technical support and user training for one months.
 - Total price for store & purchase data feeding for six months.
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- BSIP has the right to reject any or all the tenders without assigning any reasons whatsoever.

6. KEY CHARACTERISTICS OF PROPOSED APPLICATION SOFTWARE PACKAGE

The application software package to be developed should have the following key characteristics:

- Modularity
- User-friendly web interface
- Data integrity and Data security
- Flexibility and easy maintainability
- Application should be hosted on IIS
- Database should be Microsoft SQL Server
- Application should be hosted on Windows Server
- Application should be developed on dot net framework 4.5 or above using layer architecture.

BROAD FUNCTIONALITY OF THE APPLICATION SOFTWARE PACKAGE

Inventory Stock Management System

This system facilitates multi store record keeping in any organization, where the responsibility of each store is assigned to any section. The System provides facility to:

- Define various stores and the Employees assigned to each store
- Maintain Categories of items
- Maintain Items for each store
- Maintain the Details of all Suppliers/Vendors
- Maintain opening Stock for individual store
- Record the purchase order given to Suppliers/Vendors
- Record the supply of items against PO vide Delivery Challan/ Delivery Challan cum Invoice
- Provision for tagging Delivery Challans against invoices
- Approval of invoices and generation
- Record the indent from various sections to store
- Issue of items against Indents
- Return of items
- Intra store transfers
- Stock Accounting reports and MIS reports
- Fixed Assets register

FINANCIAL PROPOSAL

PRICING & TERMS OF PAYMENT AND PERFORMANCE GUARANTEE

1.1 PRICE

Price for Requirement Analysis, Design, Rupees in figures & in words Development, Implementation, Technical Support, data feeding, Training & Warranty for 12 months	<u>Rupees in figures & in words</u>
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Evaluation of Technical Bids

The following are the Mandatory Qualification Requirements for qualifying the bid for technical evaluation. The bidders shall submit the documentary proof of the following for evaluation of their technical bids:-

Sl. No.	Clause/Criterion	Compliance/reference justification	Complied Yes/No	Remarks by TEC
1.	Service Tax Registration			
2.	PAN No.			
3.	PF Registration No.			
4.	ESI Registration No.			
5.	Labour Office Registration No.			
6.	The company/ firm is not black-listed in any Govt. organization			
7.	Acceptance of terms & conditions of RFP including draft agreement.			
8.	CMM/ISO Certification			

Bids not fulfilling any of the above mentioned conditions shall be out rightly rejected.