



कृषिमूला ऋद्धिः

Office of the Registrar

Navsari Agricultural University, Navsari-396450(Gujarat)

Tender Document

"Development of CMS based Online Human Resource Management System with Android App" at NAU.

[NAU/REGI/01-2019-20]

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Chapter 1: Tender Notice - NAU/REGI/01-2019-20

"Development of CMS based Online Human Resource Management System with Android App" at NAU, Navsari. (Offline Tender)

[NAU/REGI/01-2019-20]

Office of the Registrar, Navsari Agricultural University, Navsari is seeking to procure, develop and deploy "**Development of CMS based Online Human Resource Management System with Android App**" at NAU for effective management of Human Resource Operations at NAU, Navsari.

Period of tender	1/10/2019 to 21/10/2019 18.00 Hrs.
Last date for submission of tender fee, EMD, price bid and other mandatory documents by RPAD / Courier / Speed post	22/10/2019 up to 18:00 Hrs.
Probable date for verifying physical documents and opening tender	23/10/2019 at 10:00 Hrs.
Pre Bid Meeting	10/10/2019 at 10:30 AM
Tender Fee	Rs. 1500/-
Earnest Money Deposit (EMD)	Rs. 15000/-
Security Deposit	5% of purchase order
Bid Validity	90 Days
Technical document available on	www.nau.in
Tender submission/ Communication address	Office of the Registrar, Navsari Agricultural University, University Bhavan, Eru Char Rasta, Navsari –396 450 (Gujarat). E-mail: itcell@nau.in Phone: 02637-282960

The detail requirements, specifications of procurement and tender document will be published on website www.nau.in under tender section. If any future updates /corrigendum regarding tender will be there, it will be only published on website **www.nau.in** during tender period. Bidder may check www.nau.in regularly during tender period.

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NAU, Navsari

Chapter 2: Guidelines and Terms & conditions

1.	Contents of the tender document& Clarification of tender document	
	1.1	The parties are expected to examine all instructions, forms, terms and requirements in the tender document. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the party's risk and may result in the rejection of the bid.
2.	Amendment of tender document	
	2.1	At any time prior to the last date for receipt of bids, the Purchaser, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective party, modify the tender document by an amendment.
	2.2	The amendment will be notified through website (www.nau.in) to all prospective parties who have purchased the tender document and will be bidding on them. So all the bidders are requested to regularly visit the Navsari Agricultural University website.
	2.3	In order to afford prospective parties reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.
3.	Bid Prices	
	3.1	The bidders should have to quote the prices in Indian Rupees for the each including installation, configuring, commissioning, labour, transportation and all taxes charges. Prices quoted must be firm and final and shall remain constant throughout the bid validity period of the contract and shall not be subject to any upward modifications, whatsoever.
	3.2	Price bid of those tender will be only opened whose technical bid is accepted.
	3.3	Any kind of travel expenditures of man power for installation and configuration will not be given by Navsari Agricultural University.
4.	Work completion, Installation, configuration and AMC	
	4.1	Selected bidder must have to complete development of software within 1 year after receiving purchase order.
	4.2	Selected bidder must have to provide 1 year free AMC support after issuing completion certificate.
	4.3	Selected bidder must have to provide User manual, documents, PPT complete service support including customization in procured specifications and training during development & free AMC period.
	4.4	Selected bidder will be solely responsible for backup of database and software source code during development and free AMC period.
	4.5	Software must be compatible with Linux based server OS and Windows server OS.
	4.6	Selected bidder must have to provide any kind of Installation and configuration support for procured software on Linux/ Windows server.
5.	Selection of Bidders	
	5.1	Selection of bidders will be done on the basis of eligibility and lowest price obtained in the tender.

6.	Documentation
6.1	Technical Bid Documents and Price Bid Document formats are given in the tender documents. Bidder must follow the formats while participating in the tender.
7.	Billing details and Terms of Payment
7.1	The selected bidder must have to submit GST bill only.
7.2	The Bidder should specially note that 50% payment will be paid on receiving purchase order and remaining 50% payment will be paid after issuing completion certificate.
7.3	During development & AMC Period expenditures of man power, lodging, boarding, traveling and other any kind of expanses will not give by Navsari Agricultural University.
8.	Taxes and Other Charges
8.1	The successful bidder shall be entirely responsible for all taxes, duties, license fees, demurrage charges and other hidden charges, in respect of this contract and provisions of Income tax Act regarding deduction of tax at source shall apply.
9.	Rights
9.1	Right is reserved to accept or reject any or all tender without assigning any reasons thereof to NAU.
9.2	Selected Bidder must have to submit original source code to NAU.
10.	Conditions for CMS based Online Human Resource Management System with Android App
10.1	Successful bidder must carry out development of Online Human Resource Management System as per the University Requirements Only.
10.2	The selected party/bidder have to provide user specific minor customization during AMC Period.
10.3	Successful bidder must carry out time to time changes as per the university requirements during development and AMC period.
10.4	The selected bidder will be solely responsible for any copyright infringement issues for developed Software except any Data provided by NAU.
10.5	The proposed software must include database and application connection & communication of required data with NAU website, tour software, ERP, SSO portal, Ongoing Development of Financial Accounting System and other NAU Portal as per required.
11.	Visit
11.1	Successful bidder must have to provide one 1 (one) onsite programmer during development period.
12	Penalty charges
12.1	In any case bidder will be failed to provide satisfaction in any of the above Terms & Conditions then bidder will lose security deposit and other necessary actions will be take place like selected bidder will be blacklisted by NAU and bidder has to pay back total paid amount with 10% penalty charges.

We agreed with all the above said of tender terms and conditions.

Signature of Bidder

(With Stamp, Name & Designation)

Chapter 3: Bidder Information

1. Name of supplier / firm :
2. Company Registration No. :
3. Complete postal address :
4. Telephone /Mobile Number :
5. FAX Number (if any) :
6. E-mail address (if any) :
7. Sales Tax / Service Tax No. :
8. GST No. :
9. PAN No. :
10. Any other details:

We agree to abide by the terms and conditions of supply mentioned in this tender document.

Signature of Bidder
(With Stamp, Name & Designation)

Chapter 4: Technical Bid Documents (Checklist Documents)

Name of the bidder:

Sr. No.	Check List Documents	Submitted Yes/No	Page No.
1	Tender Fee: Demand draft of Rs. 1500/- (Non-Refundable). (Mandatory)		
2	EMD: Demand draft of Rs. 15000/- (Refundable). (Mandatory)		
3	Valid Registration Certificate of bidders firm. (Mandatory)		
4	Signed Copy of Chapter 2: Guidelines and Terms & conditions. (Mandatory)		
5	Signed Copy of Chapter 3: Bidder Information. (Mandatory)		
6	3 Year Income Tax Returns of Assessment Year 2017-18, 2018-19 & 2019-20. (Mandatory)		
7	Original affidavit from the bidder that business entity is not blacked listed. (notarized on Rs. 100 stamp paper) (Mandatory)		

DECLARATION

I/We solemnly declare that we have attached all the documents mentioned here above and mentioned in the tender. It is verified that all the certificates/ permissions/ documents are valid and current as on date and have not been withdrawn/ cancelled by the issuing authority. I/We further undertake to produce on demand the original certificate/ permission/ document for verification at any stage during the processing of the tender. I/We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender will be liable to reject.

Signature of Bidder
(With Stamp, Name & Designation)

Chapter 5: Tender Fee, EMD and Submission Address

Tender Fee: Bidder has to submit nonrefundable Tender Fee **Rs.1500/-** in the form of Bank Draft in favor of "**Account Officer (Cash) NAU, Navsari**" payable at Navsari. Tender fee is compulsory for tender participation, without which tenders will not be considered.

Earnest Money Deposit: Tender shall be accompanied by an earnest money, without which tenders will not be considered. The amount of **EMD Rs. 15,000/-** should be deposited in the form of Nationalized or Scheduled Bank Draft in favor of "**Account Officer (Cash) NAU, Navsari**" payable at Navsari.

Refund of earnest money: The earnest money of unsuccessful tenderer will be refunded. The Earnest Money Deposit of successful tenderer will also be refunded after completion of purchase procedure.

Forfeiture of earnest money: The earnest money will be forfeited in the following cases:

- When Bidder withdraws or modifies the offer after opening of tender.
- When the Bidder does not deposit the security money after the work/purchase order is given.

Security Deposit: Successful bidder shall deposit security/performance guarantee money (5% of purchase/work order) in the form of Bank Draft in favor of "**Account Officer (Cash) NAU, Navsari**" payable at Navsari or Performance Bank Guarantee (25% of purchase/work order).

Refund of Security Deposit: The amount of security deposit will be refunded after completion of warranty period / service contract.

Forfeiture of Security Deposit: The security deposit will be forfeited in the following cases:

- When works/services are not successfully executed as per requirement mentioned in the tender document.
- When successful bidder terminate the works/services in during execution period.
- When any issue raised in quality or services during warranty period

Tender Fee, EMD and Tender Submission Address:

Office of the Registrar

Navsari Agricultural University,
University Bhavan, Eru Char Rasta,
Navsari -396 450 (Gujarat).
E-mail: itcell@nau.in
Phone: 02637-282960

Chapter 6: Instructions to bidders for Tender Participation

1.	All tender documents can be downloaded free from the website www.nau.in under tender section.	
2.	Price bid document and all other mandatory documents should be submitted offline on or before Last date for submission of tender.	
3	Procedure for Submission of Bids.	
	3.1	It is proposed to have a Two Cover System for this tender.
	a)	Technical bid cover (It includes all the check list documents (Chapter-4))
	b)	Price bid cover (Chapter-7)
	3.2	Technical bid of the tender should be covered in a separate sealed cover super scribing the wordings "Technical Bid". Please Note that Prices Should Not be indicated in the Technical bid at all. If price details found in Technical bid the supplier is rejected from the Tender.
	3.3	Price bid of the tender should be covered in a separate sealed cover super scribing the wordings "Price Bid".
	3.4	Both the Technical bid cover and Price bid cover, prepared as above, are to be kept in a single sealed cover super scribed with " Tender: Development of CMS based Online Human Resource Management System with Android App ".
	3.5	The cover thus prepared should also indicate clearly the name and address of the parties, to enable the Bid to be returned unopened in case it is declared "Late".
4.	Pre bid meeting.	
	4.1	Pre bid meeting is scheduled on 10/10/2019 at 10:30 AM. At IT Server Room of ASPEE Agribusiness Management Institute, Navsari Agricultural University, Eru Char Rasta, Navsari- 396450 (Gujarat).

Chapter 7: Price Bid Document (Specification, Requirement and Scope of work for procurement)

Development of CMS based Online Human Resource Management System with Android App.

Item No.	Item Specification	Price Including with all Taxes
1	Development of CMS based Online Human Resource Management System with Android App	
	Scope of work	
	1.1	NAU will share all the requirements during development period. During the pre-bid meeting detail discussion regarding existing Human Resource Management System and future requirements will be covered.
	1.2	Software must be covered all the functionality of Human Resource Management System like Employee Management, Establishment Management & Monthly pay bill Management.
	1.3	Software must have data import and export facility using Excel File.
	1.4	Daily, monthly, yearly or periodically reports can be generated in excel and PDF format.
	1.5	SMS gateway integration.
	1.6	Software must have Role and user wise permission management.
	1.7	Android mobile application as per requirement.
	1.8	Software is required to support English / Gujarati font.
	1.9	Software must have logs for each and every activity of user.
	1.10	Software is required to be developed in open source technologies.
	1.11	Software must have high security of data.
	1.12	Software must compatible with Linux base server OS and Windows server OS.
	1.13	Software should be compatible and integrated with SSO (Single Sign On) System of NAU.
1.14	The software must have facility to fetch data from OLD ERP System.	
1.15	The proposed software must include database and application connection & communication of required data with NAU website, tour software, ERP, SSO portal, Ongoing Developed Financial Accounting System and other NAU Portal as per required.	

Signature of Bidder
(With Stamp, Name & Designation)