



Navsari Agricultural University

## Office of the Comptroller

Navsari Agricultural University, Navsari-396450(Gujarat)

### Tender Document

**"Development of CMS based Online Cash-bank Book management, e-Payment management, University receipt collection and Various auditing management modules in Financial Accounting System with mobile App" at NAU.**

**[NAU/COMPT/01-2020-21]**

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## Chapter 1: Tender Notice - NAU/COMPT/01-2020-21

**“Development of CMS based Online Cash-bank Book management, e-Payment management and University receipt collection management modules in Financial Accounting System with mobile App” at NAU, Navsari. (Offline Tender)**

**[NAU/COMPT/01-2020-21]**

Office of the Comptroller, Navsari Agricultural University, Navsari is seeking to procure, develop and deploy **“Development of CMS based Online Cash-bank Book management, e-Payment management, University receipt collection and Various auditing management modules in Financial Accounting System with mobile App”** for effective management of Accounting Operations at NAU, Navsari.

Period of tender	09/11/2020 to 02/12/2020 18.00 Hrs.
Last date for submission of tender fee, EMD, price bid and other mandatory documents by RPAD/Courier/Speed post	03/12/2020 up to 18:00 Hrs.
Probable date for verifying physical documents and opening tender	04/12/2020 at 10:00 Hrs.
<b>Offline Pre Bid Meeting</b>	<b>18/11/2020 at 10:30 AM</b>
Tender Fee	Rs. 1500/-
Earnest Money Deposit (EMD)	Rs. 15000/-
Security Deposit	5% of purchase order
Bid Validity	90 Days
Technical document available on	<a href="http://www.nau.in">www.nau.in</a>
Tender submission/Communication address	Office of the Comptroller, Navsari Agricultural University, University Bhavan, Eru Char Rasta, Navsari –396 450 (Gujarat). E-mail: <a href="mailto:comptroller@nau.in">comptroller@nau.in</a> Phone No.: 02637 282771-75 Ext. 1166

The detail requirements, specifications of procurement and tender document will be published on website [www.nau.in](http://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](http://www.nau.in) regularly during tender period.

Comptroller

NAU, Navsari

## Chapter 2: Guidelines and Terms & conditions

<b>1.</b>	<b>Contents of the tender document &amp; Clarification of tender document</b>	
	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.
	1.2	A prospective party requiring any clarification on the tender document may clear their doubt in Pre Bid Meetings only. If any bidder is not attending this meeting is considered that he is well aware with requirements of this tender. In future bidder can't claim that they were not aware about pre-bid meeting discussions.
	1.3	If Bidder is giving wrong information on forms/specification will be black listed for the period of 5 years.
<b>2.</b>	<b>Amendment of tender document</b>	
	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.
	2.4	On Scrutiny of tender document if any queries raised by the committee have to be replied satisfactorily with all documentary proofs within specific time period.
<b>3.</b>	<b>Bid Prices</b>	
	3.1	The bidders should have to quote the prices in Indian Rupees for the each including installation, configuring, commissioning, labour, transportation and <b>all taxes</b> 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.
	3.4	The Conditional Rate will not be approved and Bidder will be disqualified.
<b>4.</b>	<b>Work completion, Installation, configuration and AMC</b>	
	4.1	Selected bidder must have to complete development of software/modules 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 Video Tutorial/On form help/User manual documents/PPT and complete service support including customization in procured specifications with training during development & free AMC period.
	4.4	Selected bidder will be solely responsible for backup of database and software/modules source code during development and free AMC period.
	4.5	Software/modules 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/modules on Linux/Windows server.
<b>5.</b>	<b>Selection of Bidders</b>	
	5.1	Selection of bidders will be done on the basis of eligibility and lowest price obtained in the tender.
<b>6.</b>	<b>Documentation</b>	
	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.
<b>7.</b>	<b>Billing details and Terms of Payment</b>	
	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.
	7.4	As per the government norms Income Tax and GST will be deducted from paid bill amount as applicable.
<b>8.</b>	<b>Taxes and Other Charges</b>	
	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.
<b>9.</b>	<b>Rights</b>	
	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.
	9.3	NAU reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from prospective bidder to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.
<b>10.</b>	<b>Conditions for "CMS based Online Cash-bank Book management, e-Payment management and University receipt collection management modules in Financial Accounting System with mobile App"</b>	
	10.1	Successful bidder must carry out Development of CMS based Online Cash-bank Book management, e-Payment management, University receipt collection and Various auditing management modules in Financial Accounting System with mobile App as per the University

		Requirements Only.
	10.2	The selected party/bidder must provide complete service support including minor customization, API integration/development support & bug fixing in existing structure and training support as per the university requirements during free AMC Period.
<b>11.</b>	<b>Visit</b>	
	11.1	Successful bidder must have to provide 1 (one) onsite programmer during development period.
	11.1	During free AMC period No extra/hidden charges will be paid.
	11.2	The selected party is required to provide 24*7 onsite/Offsite Support whenever it is required during free AMC period.
<b>12</b>	<b>Penalty charges</b>	
	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). <b>(Mandatory)</b>		
2	EMD: Demand draft of Rs. 15000/- (Refundable). <b>(Mandatory)</b>		
3	Valid Registration Certificate of bidders firm. <b>(Mandatory)</b>		
4	Signed Copy of Chapter 2: Guidelines and Terms & conditions. <b>(Mandatory)</b>		
5	Signed Copy of Chapter 3: Bidder Information. <b>(Mandatory)</b>		
6	3 Years Income Tax Return for the <b>Assessment Year</b> 2017-18, 2018-19 & 2019-20. <b>(Mandatory)</b>		
7	Original affidavit from the bidder that business entity is not blacked listed. (notarized on Rs. 300 stamp paper) <b>(Mandatory)</b>		

### 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 Bidder will be refunded. The Earnest Money Deposit of successful Bidder 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/Development/Free AMC 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 Comptroller**

Navsari Agricultural University,  
University Bhavan, Eru Char Rasta,  
Navsari -396 450 (Gujarat).  
E-mail: comptroller@nau.in  
Phone No.: 02637 282771-75 Ext. 1166

## Chapter 6: Instructions to bidders for Tender Participation

1.	All tender documents can be downloaded free from the website <a href="http://www.nau.in">www.nau.in</a> 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". <b>Please Note that Prices Should Not be indicated in the Technical bid at all. If price details found in Technical bid of the Bidder is rejected from the Tender.</b>
	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 <b>"Tender: Development of CMS based Online Cash-bank Book management, e-Payment management, University receipt collection and Various auditing management modules in Financial Accounting System with mobile App"</b> .
	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.	<b>Offline Pre bid meeting.</b>	
	4.1	<b>Pre bid meeting is scheduled on 18/11/2020 at 10:30 AM. At IT Server Room, ASPEE Agribusiness Management Institute, Navsari Agricultural University, Eru Char Rasta, Navsari- 396450 (Gujarat).</b>

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

### Development of CMS based Online Cash-bank Book management, e-Payment management, University receipt collection and Various auditing management modules in Financial Accounting System with mobile App at NAU.

Item No.	Item Specification	Price Including with all Taxes
1	<b>Development of CMS based Online Cash-bank Book management, e-Payment management, University receipt collection and Various auditing management modules in Financial Accounting System with mobile App.</b>	
	<b>Scope of work</b>	
	<b>1.1</b>	NAU will share all the requirements during development period. <b>During the pre-bid meeting</b> detail discussion regarding existing financial accounting system and future requirements will be covered.
	<b>1.2</b>	Software/modules must be covered all the functionality of Online Cash-bank Book management, e-Payment management and University receipt collection management modules in Financial Accounting System with mobile App.
	<b>1.3</b>	Software/modules must be integrated with presently developed Financial Accounting system, SSO system and any other system where is needed and required or asked by Navsari Agricultural University. Most of developed softwares/portals are developed in Open Source Technologies.
<b>1.4</b>	Software/modules must include but not limited to following functionalities. Selected party will need to implement all the functionalities as per the requirements of NAU for the specified modules. <ul style="list-style-type: none"> <li>→ DDO Wise online cheque printing.</li> <li>→ Automatic/Manual Online Bank reconciliation statement with live data fetching from bank API (Subject to availability of API from the bank &amp; bank's terms and conditions).</li> <li>→ Online TDS/GST Certificate generation.</li> <li>→ Online TDS/GST Filing as per the requirement and feasibility of the TDS and GST portals.</li> <li>→ Bank payment data code generation for e-Payment.</li> <li>→ e-Payment functionality to PAY the manual/amount directly from the software/modules. Method and implementation should be done according to bank T&amp;C.</li> <li>→ University &amp; DDO wise cash-bank book management &amp; reporting.</li> <li>→ College wise &amp; fee structure wise fees collection.</li> </ul>	

	<ul style="list-style-type: none"> <li>→ Online-offline farm/Unit wise University income collection.</li> <li>→ Daily, monthly, yearly or periodically reports can be generated in excel and PDF format.</li> <li>→ Auditing module will include online Auditing, Audit Report, Audit Para and its explanation.</li> <li>→ Auditing module will need to have forms for submitting audit para(Primary/Secondary etc) generated by the auditors.</li> <li>→ Auditing paras will be assigned to respective DDO and DDO will need to submit their explanation for the para.</li> <li>→ All module's Reports requirements will be given time to time as per requirement.</li> </ul>
<b>1.5</b>	Software/modules must have data import and export facility using Excel File.
<b>1.6</b>	SMS getaway integration.
<b>1.7</b>	Software/modules must have Role and user wise permission management.
<b>1.8</b>	Mobile application as per requirement.
<b>1.9</b>	Software/modules are required to support English/Gujarati font.
<b>1.10</b>	Software/modules must have logs for each and every activity of user.
<b>1.11</b>	Software/modules are required to developed in open source technologies.
<b>1.12</b>	Software/modules must provide high security of data.
<b>1.13</b>	Developed modules must compatible with Linux base server OS and Windows server OS.
<b>1.14</b>	The selected bidder will be solely responsible for any copyright infringement issues for developed Portal except any Data provided by NAU.
<b>1.15</b>	<p>If Selected Party/Bidder is not the developer of the any Application softwares/Portals which are given access to you and if you are not developer of that softwares/portals then performance guarantee must be provided.</p> <p>In addition if Selected party/bidder sells, modifies &amp; saves respected Application softwares/portals without consent of Developing Party then the Selected party for procured modules will be held responsible and Original developer can claim the Ownership of software/portal if they want.</p>

Signature of Bidder  
(With Stamp, Name & Designation)