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ODISHA STATE ROAD TRANSPORT CORPORATION

Paribahan Bhawan, Sachivalaya Marg, Bhubaneswar-751009

No. 2573 /OSRTC/Bhubaneswar

Dated. 19/2/18

SHORT TENDER NOTICE

**DEVELOPMENT AND IMPLEMENTATION OF DEPOT MAINTENANCE
AND MIS IN OSRTC**

Sealed tenders are invited for development of software for different unit and H.O. of OSRTC. Intending software firms /development agencies may download the RFP document containing the requirements, terms and conditions, eligibility criteria from the OSRTC website www.osrtc.in and deposit along with Rs. 1120/- (one thousand one hundred twenty) only including GST in form of Bank Draft favouring Accounts Officer, OSRTC, Bhubaneswar on any working day till 28.02.2018 05.00 P.M. at Head Office of the Corporation at Paribahan Bhawan, Sachivalaya Marg, Bhubaneswar.

Sealed tenders can also be sent through Regd. Post/Speed Post/Courier Service The Schedule of events are given in detail in the RFP document. The tender box will be kept in the Corporate Office, Paribahan Bhawan, Bhubaneswar. The Corporation shall have no responsibility for delay in receipt of Tender paper dispatched by post.


19.2.18
General Manager (Admn.)

0524



ODISHA STATE ROAD TRANSPORT CORPORATION
Paribahan Bhawan, Sachivalaya Marg, Bhubaneswar-751009

SHORT TENDER NOTICE

FOR

DEVELOPMENT AND IMPLEMENTATION

OF

DEPOT MAINTENANCE AND MIS SYSTEM

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1. Tender Notice

Ref. No. _____

Dated: _____

Sealed tenders are invited for development of software for different unit and H.O. of OSRTC. Intending software firms /development agencies may download the RFP document containing the requirements, terms and conditions, eligibility criteria from the OSRTC website www.osrtc.in and deposit along with Rs. 1120/- (one thousand one hundred twenty) only including GST in form of Bank Draft favouring Accounts Officer, OSRTC, Bhubaneswar on any working day till 28.02.2018 05.00 P.M. at Head Office of the Corporation at Paribahan Bhawan, Sachivalaya Marg, Bhubaneswar.

Sl#	Items	Date & Time
(A)	Last date of receipt of Bids	28/02/2018, 03:00 P.M
(B)	Opening of Technical Bid	28/02/2018, 05:00 P.M
(C)	Technical Presentation	Will be communicated through Email
(D)	Opening of Commercial Bid	Will be communicated through Email

The interested vendor can participate in the project as per the scope of work mentioned in the tender. The bidder has to give the earnest money deposit of Rs. 17,000/- in favour of Accounts officer, Bhubaneswar in shape of Bank Draft only.

2 Introduction

The project scope listed in this tender is indicative. Interested empanelment shall go for the field study at the client site to accumulate the details of service required by the Department. Accordingly, bidder has to prepare the technical & financial bid.

3 Invitation to Proposal

3.1 Due Diligence

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications and other information in this Tender Document. The bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. The Authority shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder

3.2 Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and the Authority will in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3.3 Amendment of Tender Document

At any time before the deadline for submission of bids, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amending, modifying and/or supplementing the same.

Any amendments/modifications in the tender document would be communicated via e-mail to the empanelled vendor and all such amendments shall be binding on the bidders without any further act or deed on the Authority part. In the event of any amendment, the Authority reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids.

3.4 Site Visit (s)

The bidder may wish to visit and examine the site (s) of the project and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the contract. The cost of visiting the site (s) shall be borne by the bidder. Tendering authority will not responsible to schedule / coordinate with the client for the Bidder's site visit and detail assessment of the requirement.

4 Instructions to Bidders

4.1 Introduction

The section aims to provide guidelines/Instructions for Bidders, to be used while submitting the Proposals. These are generic in nature, but bidders are required to abide by them during the currency of the Project.

4.2 Scope of work

4.2.1 The scope of this project includes the following activities :

Software Development Basic Module for Depot Maintenance consists of the following areas but not limited to the areas listed. The software developer has to suggest modifications over the existing reports and practice after making a system study of the operation at the depot.

- (i) Daily Operational Parameters
- (ii) Payroll Accounting
- (iii) Workshop Maintenance & Inventory Control
- (iv) Personal Data of Employees
- (v) Daily & Monthly MIS of the depot & HO

The system is to be implemented at one depot initially as suggested by OSRTC which will be called the basic software module for Depot Maintenance software. After successful installation of the Basic Software Module to the satisfaction of the purchaser, the system will be transported to other depots and customize for "MIS of H.O." Software.

4.2.2 The scope of this project includes the following activities :

Software Development Basic Module for MIS of H.O. consists of computerization of all the sections of the H.O. The software developer has to study the requirement of each section and develop software up to the satisfaction of the user departments.

4.2.3 Training

The vendor has to impart training to at least 2 (two) persons in each module in the software developed by them. They should give handholding support for 6 (six) months at each site of implementation.

4.3 Department Support

- (i) The OSRTC will extend all possible necessary support to the project team of the vendor in order to achieve a good software as well as smooth updation and maintenance of it.
- (ii) In course of implementation of the project, the Department users will get back to the project team of the vendor as and when necessary in order to resolve any issues relating to the software development/maintenance.

4.4 Format & Signing

The tender shall be submitted in two parts

Part A – Technical Bid

Part B – Commercial Bid

The tender shall be typed or written in indelible ink and shall be signed by the applicant or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the tender prior to opening of the same initial them.

4.5 Submission of Tender

The bidder shall prepare one original of each part of the tender i.e. Technical Bid (Part-A) & Commercial Bid (Part-B). The Technical Bid & Commercial Bid shall be sealed separately clearly marking “Technical Bid” & “Commercial Bid” on the envelope along with the Purpose, Tender Number, Date & Tendering Authority Address. The Technical Bid & Commercial Bid of the tender must be inserted in separate sealed envelopes, along with bidder name and address on the envelope and super scribed by the purpose of the tender along with tender number, date of opening. Sealing of the envelope must be done properly.

If the envelopes are not sealed and marked as mentioned above then the tendering authority will make necessary endorsement on the same at the time of receiving the envelopes and should keep it separately and they should not be considered.

4.6 Language of Bid

All Proposals and various documents related to these Proposals should be in English Language. All correspondence between the Authority and the Bidders would also be in English Language.

4.7 Conflict of Interest

The Authority requires that bidder must provide professional, objective and impartial advice and at all times hold the Authority interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

4.8 Validity of Proposals

- (a) For the purpose of placing the order, the Bids shall remain valid for at least 180 days after the date of bid opening.
- (b) A bid valid for a shorter period shall be rejected by the Authority as being non-responsive.
- (c) During the period of validity of Bids, the rates quoted shall not change.
- (d) In exceptional circumstances, the Authority may ask for extension of the period of validity.
- (e) The Authority request and the response to such a request by various bidders shall be in writing. (f) A bidder agreeing to such an extension will not be permitted to vary / alter its rates.

4.9 Right to accept Proposal

The Authority reserves the right to accept or reject any Proposal, and to annul the Proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder of the grounds for such decision.

4.10 Proposal Due Date

Tender filled in all respect must reach the Authority at the address, time and date specified in the cover page of the tender through Speed Post or Registered Post or Courier . Drop box facility is also available to receipt the bid proposal at Paribahan Bhawan,Bhubaneswar . If the specified date for the submission of tender is declared as a holiday for The Authority, the tender will be received up to the appointed time on the next working day.

4.11 Late Submission

Tender submitted after the deadline for submission prescribed by the Authority will not be considered.

4.12 Modifications / Withdrawal

No modifications / withdrawal to the Proposals shall be allowed; once it is received by the tendering authority.

4.13 Bid Opening

The Authority will open all Proposals, in the presence of bidders or their authorized representatives who choose to attend, at the date and time mentioned in the tender. The bidders' representatives who are present shall sign a register evidencing their attendance.

4.14 Fraud & Corruption

The Authority requires that bidder is bidding for this tender must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy,

- (a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the Authority official by any personnel of bidder in procurement process or in contract execution.
- (b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to the detriment of the Authority, and includes collusive practices among the bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive the Authority of the benefits of free and open competition;
- (c) "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was given by the Authority.
- (d) "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- (e) The Authority will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt, fraudulent, unfair trade practices or coercive practices.
- (f) The Authority will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, unfair trade and coercive practices in competing for, or in executing, the contract.

4.15 Amendments

At any time prior to deadline for submission of proposal, The Authority may for any reason, modify the tender. The prospective bidders having received the tender shall be notified the amendments through email, such amendments shall be binding on them.

4.16 Clarifications

During evaluation of the Proposals, The Authority may, at its discretion, ask the bidder for clarifications on their proposal. The clarification shall be given in writing.

4.17 Rejection of Bid

The Authority reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-confirming, non-responsive or conditional proposals.

4.18 Authentication of Bid

The original and all copies of the bid document shall be type written in indelible ink and shall be signed by a person or persons duly authorized to bind the bidder to the contract. A duly stamped Power-of-Attorney accompanying the bid document

shall support the letter of authorization. The person or persons signing the bid document shall initial all pages of the Bid document, including pages where entries or amendments have been made. All the pages of the proposal should be serially numbered. All parts of the bid shall be properly spiral bind together. There shall be no loose sheets. Documents submitted in clip file shall be rejected.

4.19 Contact Details

Designation	Sr. Manager(MIS), OSRTC, Bhubaneswar
Contact Details	Mob : 9437258959, Email:osrtc@nic.in

4.20 Acknowledgement by the Bidder

It shall be deemed that by submitting the Proposal, the bidder has:

- (a) Made a complete and careful examination of the tender
- (b) Received all relevant information requested from the Authority
- (c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the tender or furnished by or on behalf of the Authority or relating to any of the matters Stated in the Tender Document
- (d) Acknowledged that it does not have a conflict of Interest; and
- (e) Agreed to be bound by the undertaking provided by it under and in terms hereof.

The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to tender or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

4.21 Earnest Money Deposit (EMD)

The EMD is required to protect The Authority against the risk of Bidder's conduct, which would warrant the security's forfeiture.

Unsuccessful Bidder's EMD will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of bid validity.

The successful Bidder's EMD will be returned after furnishing the performance guarantee or adjusted against the performance guarantee upon the bidder signing the contract.

4.22 Forfeiture of EMD

EMD submitted by the vendor may be forfeited under the following conditions. If the bid or its submission is not in conformity with the instruction mentioned herein;

- (a) If the vendor withdraws from the tender before the expiry of the validity period including the extended validity period
- (b) In the case of a successful vendor fails to (i) accept award of work, (ii) sign the contract agreement with the Authority, after acceptance of communication on placement of award, (iii) furnish performance security, or the vendor violates any of conditions of this tender document or indulges in any such activities as would jeopardize the interest of the Authority in timely finalization of this tender

The decision of the Authority regarding forfeiture of bid security shall be final and shall not be called upon question under any circumstances. A default in such a case may involve black-listing of the vendor by the Authority.

4.23 Extension of Period of Validity

In exceptional circumstances, the Authority may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the EMD. A Bidder granting the request will not be permitted to modify its bid.

4.24 Validation of Interlineations in Bid

Any interlineations, erasures, alterations, additions or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature, date and time. No such interlineations, erasures, alterations, additions or overwriting shall be permitted after submission of the bid.

4.25 Announcement of Bids

The name of Bidder, bid prices, total amount of each Bid, EMD, discount, etc. shall be announced at the Commercial Bid opening.

4.26 Clarification of Bids

To assist in the evaluation, comparison and an examination of bids, the Authority may, at its sole discretion, ask the Bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiry of deadline prescribed in the request, the Authority reserves the right to make its own reasonable assumptions at the total risk and cost of the Bidder

4.27 Completeness of Bids

The Authority will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bid Documents are substantially responsive to the requirements of the tender.

4.28 Rectification of Errors

Arithmetical errors will be rectified on the following basis: -

- (a) 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.
- (b) If there is a discrepancy between the rates in words and figures, the rate in words will govern. (c) If the bidder does not accept the correction of errors, his bid will be rejected.

4.29 Notification to Bidder

The Bidder whose Bid has been accepted shall be notified of the award prior to the expiry of the period of validity of the proposal, by registered letter or by Email. This letter (hereinafter the "Letter of Acceptance") shall state the sum that the Authority shall pay the Bidder in consideration of the execution, completion and maintenance of the work as prescribed by the Contract (hereinafter the "Contract Cost") in accordance with Payment Terms. The Bidder shall acknowledge in writing, the receipt of the Letter of Acceptance and shall send his acceptance to enter into the Contract within five (5) days from the receipt of the Letter of Acceptance.

4.30 Expenses for the Contract

All incidental expenses of the execution of the Contract shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by the Authority.

4.31 Failure to abide by the Contract

The conditions stipulated in the Contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the Contract without prejudice to the rights of the Authority with such penalties as specified in the Bid Document and the Contract.

4.32 Period for Furnishing Performance Guarantee

Within five (5) working days of the receipt of the acknowledgment of the Letter of Acceptance from the Authority, the successful Bidder shall furnish a Performance Guarantee for an amount equivalent to 10% of the Contract Cost in accordance with the conditions of the Contract, in the form of a Bank Guarantee / Bank Draft from a scheduled bank drawn in favour of Accounts Officer, payable at **Bhubaneswar**. If such Performance Guarantee is in the form of a Bank Guarantee, then such Bank Guarantee shall be in a form acceptable to the Authority. The EMD submitted earlier by the successful Bidder shall be adjusted against the Performance Guarantee and such Performance Guarantee shall be retained by the Authority till the end of the Term as defined in the Contract.

4.33 Annulment of Award

Failure of the successful Bidder to comply with pre-qualification criteria, evaluation criteria and other terms and conditions set out in the Tender Document shall constitute sufficient ground for the annulment of the award of Contract and forfeiture of the EMD.

4.34 Disqualifications

The Authority may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- (a) Submitted the Proposal documents after the response deadline
- (b) Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- (c) Submitted a proposal that is not accompanied by required documentation or is non-responsive
- (d) Failed to provide clarifications related thereto, when sought
- (e) Submitted more than one Proposal (comprising of same Prime Applicant individually or in case of a consortium Prime Applicant and Implementation Partner)
- (f) Declared ineligible by any Government Authority for corrupt and fraudulent practices or blacklisted
- (g) Submitted a proposal with price adjustment/variation provision

5 General Terms & Conditions

5.1 Relationship between the Parties

Nothing mentioned herein shall be constructed as relationship of master and servant or of principal and agent as between the 'The Authority' and 'the Bidder'. The bidder subject to this contract has complete charge of personnel, performing the services under this project from time to time. The bidder shall be fully (jointly and severally) responsible for the services performed by them or on their behalf hereunder.

5.2 Standards of Performance

The bidder shall perform the services and carry out their obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The bidder shall always act in respect of any matter relating to this contract as faithful advisor to the Authority.

The bidder shall always support and safeguard the legitimate interests of the Authority, in any dealings with the third party. The bidder shall abide by all the provisions / acts / rules etc. of Information Technology prevalent in the country. The bidder shall conform to the standards laid down in tender in totality.

5.3 Delivery and Documents

The bidder shall submit all the deliverables on due date as per the delivery schedule. The bidder shall not without the Authority's prior written consent disclose the contract, drawings, specifications, plan, pattern, samples to any person for "project management unit set up" other than an entity employed by the Authority for the performance of the contract. In case of termination of the contract, the entire document used by bidder in the execution of project shall become property of the Authority.

5.4 Intellectual Property Rights

No services covered under the contract shall be sold or disposed by the bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The bidder shall indemnify the Authority from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the bidder, the

Authority shall be defended in the defense of any proceedings which may be brought in that connection.

5.5 Assignment

The bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the Authority prior written consent.

5.6 Payment Schedule

5.6.1 Payment for the website work shall be made in Indian Rupees .

5.6.2 For one time jobs such as “Software Development Basic Module” and “Web Application”, 80% payment shall be paid to the vendor on satisfactory delivery and installation of the software at the 1st Depot (Pilot Depot) as selected by the Corporation . Balance 20% shall be paid after successful working of the software at the 1st Depot.

5.6.3 For other jobs such as “Implementation at the Depot”, “Training and Handholding” payment shall be made after successful completion at the individual depots.

5.8 Suspension

The Authority may, by written notice to bidder, suspend all payments to the bidder hereunder if the bidder fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension

- (a) Shall specify the nature of failure.
- (b) Shall request the bidder to remedy such failure within a period not exceeding thirty (30) days after receipt by the bidder of such notice of failure.

5.9 Termination

Under this contract, the Authority may, by written notice terminate the contract in the following ways :

- (a) Termination for default for failing to perform obligations under the contract or if the quality is not up to the specification or in the event of non adherence to time schedule or for any other valid reason.
- (b) In case the contract is terminated for the default or failure on the part of the bidder, then the Authority shall have the right to get the work done at the risk & cost of the bidder. Any additional expense in this regard shall be borne by the bidder.

5.10 Bankrupt

If the bidder subsequently becomes bankrupt or otherwise insolvent, the contract shall stand terminated.

5.11 Taxes and Duties

The commercial proposal shall be inclusive of all taxes, duties and operational expenditures.

5.12 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts at Bhubaneswar and the High Court of Odisha at Cuttack. No proceeding in any court other than the court as stated above shall be initiated & continued by any party to the contract.

5.13 Arbitration

In the event of any dispute or difference arising under/out of this contract or anything contained there or connected therewith, the same shall be referred to the Arbitration of the Chairman, ISL or any other person nominated by him within one month of arising of such dispute or difference and the decision of the arbitrator shall be final and binding between both parties. The arbitration shall take place at Bhubaneswar and all matters / disputes arising there under shall be tried in the appropriate court at Bhubaneswar only and within the jurisdiction of The High Court of Odisha, Cuttack. No proceeding can be commenced in any Court except at Bhubaneswar or in the High Court of Odisha, Cuttack. No objection can be raised to the fact that the arbitrator is connected with ISL in any manner.

5.14 Notice

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party by Email or Post at the address mentioned in the Contract Agreement.

5.15 Progress of the Assignments

The bidder would be required to intimate the progress of the assignments and submitted required documents to the Authority in a frequency and manner prescribed by the Authority in consultation with the bidder after the award of contract.

5.16 Miscellaneous

- (a) The end product of the work assignment carried out by the bidder, in any form, will be the sole property of the Authority.
- (b) In the event the bidder's company or the concerned Division of the company is taken over / bought over by another company, all the obligations under the agreement with the Authority, should be passed on the compliance by the new company new division in the negotiation for their transfer.

6 Bid Format & Evaluation Process

Overall evaluation of the bids will be done in two stages namely Technical and Commercial Evaluation. At the end of every stage short listed bidders may be informed of the result to have a fair and healthy competition. The final awarding of the contract will be done based on the procedure mentioned below.

All evaluation will be carried out through its evaluation committee. Evaluation conducted by the committee shall be final and binding on all the bidders.

The evaluation committee may choose to conduct technical negotiations or discussions with any or all the bidders. The decision of the evaluation committee in the evaluation of the Technical & Commercial bids shall be final and binding on all the parties. No correspondence will be entertained outside the process of negotiation / discussion with the evaluation committee.

6.1 Preliminary Scrutiny

A list of firms will be prepared based on the compliance to all the terms and conditions of the tender. The tenders who do not conform to the tender conditions shall be straight away rejected. All eligible tenders will be considered for further evaluation. The decision of OSRTC will be final in this regard.

6.2 Technical Bid

The following documents shall be submitted in original in a sealed envelope.

- (a) Technical bid letter in the company letter head as per **Annexure-T1**
- (b) Proposed Methodology & Implementation
- (c) Check list must be filled as per **Annexure-T2** along with valid documents supporting to the bidder's claim.

6.3 Technical Bid Letter [Annexure-T1]

To

The General Manager(A),
OSRTC,Paribahan Bhawan,
Sachivalaya Marg,
Bhubaneswar

Sub: Technical bid f or selection of firm Tender No. _____ Dated: _____

Dear Madam/Sir,

- (a) With reference to your request of proposal document No. _____/Dated. _____ : I/we, have examined the bid documents and understood the contents, hereby submit my/our proposal for the aforesaid project. The proposal is unconditional and unqualified.
- (b) All information provided in the proposal and appendices is true and correct.
- (c) This statement is made for the express purpose of qualifying as a bidder for undertaking the Project.
- (d) I/We shall make available to the tendering authority for any additional information it may find necessary or require to supplement or authenticate the bid.
- (e) I/We acknowledge the right of tendering authority to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- (f) I/We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
- (g) I/We declare that:
 - I/We have examined and have no reservations to the Tender Documents, including any addendum issued by the tending authority.
 - I/We hereby certify that we have taken steps to ensure that, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- (h) I/We declare that we are not a member of any other firm submitting a proposal for this project.
- (i) I/We certify that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

- (j) I/We further certify that no investigation by a regulatory authority is pending either against us or against our associates or against our CEO or any of our Directors.
- (k) The fee has been quoted by me/us after taking into consideration all the terms and conditions Stated in the tender.
- (l) I/We undertake to provide Performance Security of 10% of the order value in case the contract is being awarded to us.
- (m) I/We agree and understand that the Proposal is subject to the provisions of the Tender documents. In no case, I/We shall have any claim or right of whatsoever nature if the project is not awarded to me/us or our proposal is not opened.
- (n) I/We agree to keep this offer valid for 180 days from the proposal due date specified in the tender.
- (o) I/We agree and undertake to abide by all the terms and conditions of the tender document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the tender document.

Yours faithfully,

(Authorized
signatory)

Date:

Name:

Designation:

6.4 Technical Scoring Pattern (Total Marks – 100)

#	Items	Criteria	Points
(a)	Average Annual Turn Over in last Years ending on 31-Mar-2017 from Software Development & Consultancy only. <i>Must submit Certificate from Chartered Accountant as a proof of annual turnover stated above from Software Development & Consultancy only. Turn over should not include supply or installation or maintenance of any</i>	≥2 Crore ≥ 1 Crore ≥ 50 Lakhs	20 15 10
(b)	Resource Strength - IT professionals with the company <i>Copy of the up-to-date EPF deposit challan must be enclosed as a proof (if employee strength claimed more than 20 or certificate from HR)</i>	≥ 30 ≥ 15 ≥ 7	15 03 08
(c)	Quality Certification <i>Should have one year validity from the date of issue of tender.</i>	CMMi ISO	10 08
(d)	Bidder should have successfully implemented / continuing with the projects similar to the scope of work mentioned in the document in time-bound manner for any Government Department / PSU in Odisha/India. <i>(Project completion certificate stating the above criteria must be submitted for consideration)</i>	≥ 03 Nos. ≥ 02 Nos. ≥ 01 Nos.	30 20 10
(e)	Technical Presentation (30 Minutes) (i) Work Plan Approach & Methodology (ii) Domain Knowledge (iii) Understand software solution's features in greater detail (iv) Prototype/Presentation (v) Understand solution's fit to Client requirements		25

Minimum qualifying mark for opening of commercial bid is **70%** (70 out of 100). Commercial bid of those bidders will be opened only which are technically qualified in the technical evaluation. All other commercial bids will be ignored. Final selection will be based upon Quality cum Cost Based Selection (QCBS) method.

6.5 Technical Check List [Annexure-T2]

(a)	Average Annual Turn Over in last Years ending on 31-Mar-2017 from Software Development & Consultancy only.	F.Y		Turn Over in lakh	
		2015-16			
		2016-17			
		(Please submit the photo copies of the audited Balance			
(b)	Resource Strength - IT professionals with the company	Nos of Computer Professional			
		Nos of non Computer Professional			
		(Please submit the photo copy of the EPF Challan in support of resource strength or certificate from HR)			
(c)	Quality Certification	CMMi & ISO (Please submit the photo copy of the certificate)			
(d)	Bidder should have successfully implemented / continuing with the projects similar to the scope of work mentioned in the document in time-bound manner for any Government Department / PSU in Odisha/India.	Details of the similar orders implemented			
		S. N	Name of the Project	Cost of the Project	
		1			
		2			
		3			
		4			
		5			
				(Please submit the photo copy of the completion certificate from the concern	
(e)	Proposed Methodology, Time	Please enumerate in a separate sheet			

(Authorized signatory)

Date:

Name:

Designation:

6.6 Commercial Bid

- (a) The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.
- (b) The financial bid will be evaluated following the Quality Cost Based Selection (QCBS) method.
Calculation method is given below under combined evaluation of technical & financial bid.
- (c) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- (d) The bid price will include all taxes and levies and shall be in Indian Rupees. Type & rate of taxes shall be mentioned separately.
- (e) Any conditional financial bid would be summarily rejected.

6.7 Score Normalization

- (a) The technical and financial scores secured by each bidder will be added using weightage of **70%** and **30%** respectively to compute a composite bid score using the following formula.

$$\text{Normalized Technical Score (STech)} = \frac{\text{Mark Secured by the Bidder} \times 70}{\text{Highest Scored obtained by any Bidder}}$$

$$\text{Normalized Commercial Score (SCom)} = \frac{\text{Lowest price quoted by any bidder} \times 30}{\text{Price quoted by the Bidder}}$$

- (b) Final Score (**SFinal**) = SFinal = STech + SCom
- (c) The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- (d) In the event the bid composite bid scores are “tied”, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

6.8 Price Bid Letter [Annexure-C1]

To

The General Manager(A),
OSRTC, Paribahan Bhawan,
Sachivalaya Marg,
Bhubaneswar

Sub: Financial bid for selection of firm as per Tender No.: _____ Dated: _____

Dear Madam/Sir,

We, the undersigned, offer to provide above service in accordance with your tender. Our commercial proposal for project is given as below;

6.8.1 Development, Implementing the application

Sl#	Type of Resources	Basic Cost	Tax Type & Rate	Tax Amount	Basic + Tax	Qty	Total Cost
(a)	Development , Implementation & Training of Depot Maintenance System & Mobile Application (Android)					1 No	
(b)	Annual Maintenance Contract for a period of one year after expiry of warranty					1 Year	
Total Cost							

6.8.2 Unit Cost for Deployment of Onsite Resource (Optional)

Type of resource	Unit	Rate per Unit
Onsite Resource Deployment for Hand Holding Support (Any graduate having Computer Knowledge & 3 Years Experience)	Man-Month	

Any changes in the Tax rate, then the tax portion estimate will be changed, accordingly payment will be made to the vendor.

Note;

- **All the columns for price must be filled up even if the amount is zero (0.00) for any item.**
- **The price quoted for Development, Implementation of the application by the bidder will be considered for financial evaluation**

We undertake in competing for and, if the award is made to us, in executing the above services, we will strongly observe the laws against fraud and corruption to force in India namely Prevention of Corruption Act 1988. We understand that you are not bound to accept any proposal you receive.

Yours faithfully,

(Authorized signatory)

Date:

Name:

Designation: