

Government of India, Ministry of Home Affairs
Directorate General, Border Security Force
IT Wing, Communication & IT Dte
10, CGO Complex, Lodhi Road, New Delhi - 110003
(Tele: PBX 24364850 to 55, Extns. – 431/434) Fax No. 24367684
E-mail – edpdte@bsf.nic.in

TE No. 1002/117/2008/IT/BSF/1418

Dated 20 April 2009

1. On behalf of the President of India, DG BSF invites you to tender in two bid system for **DEVELOPMENT OF SOFTWARE FOR MONITORING POSTING/TRANSFER REQUEST CASES** as detailed in the schedule.

2. This tender enquiry has Schedules and appendices as following:-

(I) SCHEDULES

- | | | | |
|-------|--------------|---|--------------------------------|
| (i) | Schedule-I | = | Conditions of tender |
| (ii) | Schedule-II | = | Eligibility Criteria for firms |
| (ii) | Schedule-III | = | Special instructions |
| (iii) | Schedule-IV | = | Details of works |
| (iv) | Schedule-V | = | Service required at |

(II) APPENDICES (to be filled by tendered)

- | | | | |
|-------|------------|---|--|
| (i) | Appendix-1 | = | Offer of Programmers |
| (ii) | Appendix-2 | = | Name, Telephone, fax No. and other details of the firm. |
| (iii) | Appendix-3 | = | Bank Guarantee Proforma for EMD. |
| (iv) | Appendix-4 | = | Proforma for Commercial bid (To be sealed in separate cover) |

Encls: Aforesaid schedules & enclosures

Yours faithfully,

[Rajkumar Vishwakarma]IPS
Dy Inspector General (IT)
For and on behalf of the President of India

Copy to :-

- | | | |
|-------------------------------|---|---|
| 1. Procurement Cell, Prov Dte | - | You are requested to check the particulars of the TE FHQ, BSF, New Delhi and point out error if any within 03 days. |
| 2. Head clerk (Proc) cell | - | For info please. |

[Rajkumar Vishwakarma]IPS
Dy Inspector General (IT)
For and on behalf of the President of India

CONDITIONS OF TENDER

1. All appendices, attached with this TE, should be duly filled in and are SACROSANCT for considering any offer as complete offer.
2. The conditions of contract, which will govern any contract made, are contained in the
 - (i) Pamphlet No. DGS&D-39 titled “Conditions of Contract, governing contracts placed by the Central Purchase Organization of the Government of India” as amended up to date.
 - (ii) Pamphlet No.DGS&D-229.(All condition of Rate Contract contained in Booklet of DGS&D-229 will be applied in instant tender also)
 - (iii) Any special conditions attached to this invitation to tender will also form part of the conditions.
 - (iv) DGS&D Form No.68 (Revised).
 - (v) Manual on policies and procedures for purchase of goods of Ministry of Finance -2006.
3. The complete Tender Set is also available on BSF web site www.bsf.nic.in & www.tenders.gov.in and can be downloaded from the web site.
4. **Amendments:** The following amendments may be carried out in the Pamphlet entitled “Conditions of Contract Governing the contracts placed by Central Purchase Organization of Government of India” 1991 edition bearing Symbol DGS&D-39 form No.DGS&D-68 (Revised).
 - 4.1 The definition of “Government” provided in clause 1 (f) page 2 of DGS&D Conditions of Contract may be amended as under: -

“Government” means the Central Government.
 - 4.2. The definition of **Secretary** clause 1 (k)-page 3 of DGS&D Conditions of Contract may be modified as under: -

“Secretary” means Secretary of Min. of Home Affairs for the time being in the administrative charge of the subject matter of contract and includes Additional Secretary. Special Secretary, Joint Secretary, or Director or Dy. Secy. in such Ministry, Director General, Inspector General (Prov), DIG (Prov), DIG (IT), DIG (Prov), Commandant (Proc), Procurement Cell of this Dte. and every other officer authorized for the time being to execute contracts relating to purchase and supply of stores on behalf of the President of India.
 - 4.3. Under Clause 2 (c)-page 5 of DGS&D Conditions of contract, the word “Director General of Supplies & Disposals or heads of his concerned regional offices” may be replaced by **Director General (Border Security Force) CPOs, Ministry of Home Affairs.**
 - 4.4. Clause 24 i.e. Arbitration: -

In the existing entries/clause 24 of DGS&D - 68 (Revised)
substitute DG, BSF for DG, DGS&D
 - 4.5. Similarly, the reference to DGS&D wherever appearing may be suitably modified
 - 4.6. Following amendments may be carried out in the Pamphlet NO DGS&D-229 containing various instructions to tenders.

Form No.DGS&D-230.

Reference to DGS&D wherever appearing in clause No.14,33,34,35, 39 and 40 and Appendix 'A' for Form No. DGS&D-96 may be amended to read as **Deputy Inspector General (IT), BSF HQrs, Ministry of Home Affairs.**

4.7 In the Book let of DGS&D-229 substitute DG,BSF for DG DGS&D wherever appearing

5. The above Pamphlet and the lists of corrections thereto can be obtained on payment from the under mentioned officers: -

The Manager of Publications, Civil Lines, Delhi.
The Superintendent, Government Printing & Stationery Allahabad, U.P.
The Superintendent, Government Printing & Stationery, Mumbai.
The Superintendent, Government Press, Chennai.
The Superintendent, Government Printing & Stationery, Nagpur.
The Superintendent, Government Printing, Gulzargbag, Patna (Bihar).
DGS&D, New Delhi and its Regional offices at Mumbai, Chennai, Kolkata and Kanpur.
Government of India Book Depot, 8 Hastings Street, Calcutta.
DIG (IT), HQ DG BSF, 10 Block, CGO Complex, 1ST Floor, Lodhi Road, New Delhi- 110 003

6. If you are in a position to quote for required job of developing the software for Monitoring of Posting/Transfer Request Cases for Personnel Directorate stated in the schedule attached to tender, all documents attached herewith should be duly filled in, signed and returned to this office.

7. Director General BSF reserves the right to cancel/reject any or all the tenders without assigning any reason and also the right to modify the requirement at any stage.

8. Tenderers must enclose Demand Draft of tender cost as mentioned in schedule II in favour of DDO, HQ DG BSF payable at SBI New Delhi or any Nationalized Bank located in Delhi or New Delhi. The tender received without the required Bank Draft shall be rejected summarily.

9. **EARNEST MONEY**

(a) All Firms are required to deposit **EARNEST MONEY** equivalent to the amount as mentioned in the tender schedule II.

(b) **Earnest Money** can be deposited in any one of the following alternate forms:

- (i) A **crossed Bank draft** drawn in favour of **DDO, FHQ BSF**, 10 CGO Complex, New Delhi-110003. The draft should be payable at SBI, (Main Branch), New Delhi or any Nationalised Bank in Delhi/New Delhi.
- (ii) An **irrevocable bank guarantee(BG)** in the name of **DDO, FHQ, BSF**, 10 CGO Complex, New Delhi of any National/Scheduled Bank. The Bank guarantee should be payable at SBI (Main branch), New Delhi. The format is as per appendix-6.
- (iii) The Earnest Money shall be valid and will remain deposited with the purchaser for the prescribed period in schedule-II. If the validity of the tender is extended, the validity of **EM** document submitted by the tenderer shall also be suitably extended by the tenderer, failing which his tender, after the

expiry of the aforesaid period shall not be considered by the Purchaser.

- (c) No interest shall be payable by the purchaser on the **EM** deposited by tenderer.
- (d) The **EM** deposited is liable to be forfeited if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his tender.
- (e) The **EM** of the successful tenderer shall be returned after the performance security deposit as required in terms of the resulting contract is furnished by the firm.
- (f) If the successful tenderer fails to furnish the performance security deposit as required in the contract within the stipulated period, the **Earnest Money** shall be liable to be forfeited by the purchaser.
- (g) **EM** of the unsuccessful tenderers shall be returned within 30 days of finalization of tender. Tenderers are advised to send a pre-deposited challan along with their bids to facilitate refund of **Earnest Money** in time.
- (h) Any tender received with out required Earnest Money in prescribed form, is liable to be rejected.

10. **TWO BID SYSTEM**

The offer has to comprise of two bids (in separate envelopes). The two envelopes should be enclosed in one single envelope. The two bids are as follows:-

- (a) **FIRST ENVELOPE** should contain the following:
 - i) Schedule – I to V duly signed on each page as token of acceptance of terms and conditions mentioned in Tender enquiry
 - ii) Appendices (1 to 3) duly filled in and signed but without indicating the rates quoted.
 - iii) Earnest Money.
 - iv) Any other relevant documents which the firm wishes to submit.
 - v) Technical detail/ leaflets/ brochures/experience of undertaking similar /other projects
- (b) **SECOND ENVELOPE** should contain the following:
 - i) Details of rates, taxes, duties, if any, quoted by the bidder. These details should be submitted on the given pro forma only which is attached with TE as Appendix-4.
- (c) **THIRD ENVELOPE** should contain the following:-
 - i) Both the above-mentioned covers should be sealed separately and super scribed with the tender no., purpose and date of tender opening.
 - ii) These covers should thereafter, be kept in a third cover and again sealed.
 - iii) This cover should also be super scribed with the Tender No., purpose and date of tender opening.
 - iv) The composite bid i.e. rates indicated in the technical bid OPENLY IN THE TENDER IS LIABLE TO BE IGNORED.

- (d)
- i) Only the first cover shall be opened on the date of tender opening. Price bids of only those firms will be considered for opening whose offer has passed in all tender condition and technical/ physical (including field trial) evaluation.
 - ii) After opening of price bids, ranking statement will be prepared and the finalization of tender will be done on L-1 (the least price) basis.

11. Any change in Address/ Telephone/ Fax/ e-mail should be immediately informed. The state of non-communication with firm will make the offer liable for rejection.

12. The decision of the Director General, B.S.F. shall be final as to the quality of the software developed and shall be binding upon the tenderers and in case of any of the modules not being found as per requirement same shall be liable to be redeveloped and any expenses or losses caused to the developer, should be borne by the developer and it shall be ensured that software developed should be free from any defects/bugs. The acceptance of the developed software will be made only when the same is executed/run and found up to the desired standards and free from all defects/bugs.

13. **PERFORMANCE SECURITY**

In terms of clause 7 of condition of contract DGS&D-68 [revised] all the successful tenderers against the Tender Enquiry irrespective of their registration status with DGS&D and NSIC shall be required to furnish as specified in Schedule-II security deposit within 15 days of issue of contract for the due performance of the contract valid up to warrantee / guarantee period.

14. Arbitration proceedings shall be held at New Delhi, India and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

15. **Broad Scope of Work**

“Development of Software for Monitoring Posting/Transfer Request Cases for Personnel Directorate”.

The details of the work to be undertaken are enclosed as Schedule-IV.

16. The tenderer will have to provide source code to BSF and intellectual property right of the software so developed which will remain with BSF.

17. The Firm shall also be required to arrange a training program for administrator, users and data entry operators.

18. **Payment Terms.** As mentioned in Schedule II.

19. The Board of Officers may visit the Institution/Firm, if required to assess the capability/infrastructure of the institution/firm before awarding the contract.

20. **Time Frame.** The assigned task is to be completed within **two** months from the date of awarding the contract.

21. The tenderer is required to quote the rates for all the modules separately failing which the tender will be rejected. However, tender will be decided on total amount for all modules put together.

22. The eligibility criteria for firms to participate in the bid are mentioned in Schedule-II.
23. The software developers / programmers shall submit weekly progress report to the DIG (IT).
24. Venue. Programmers will have to work at IT Wing, HQ DG BSF, 10 CGO Complex, Lodhi Road, New Delhi under the guidance, direction and supervision of DIG (IT) or any other officer nominated by him. The tasks/project report should be submitted at least 7 days before completion of the task.
25. The programmers are advised to make arrangements for their boarding and lodging on their own.
26. **“TENDER FOR DEVELOPMENT OF SOFTWARE FOR MONITORING POSTING/TRANSFER REQUEST CASES FOR PERSONNEL DIRECTORATE”** should be super scribed on the envelop containing technical bid and financial bid (sealed separately).
27. Tender documents to be dropped in Tender Box marked “IT WING FHQ” repeat “IT WING FHQ”, kept at the Ist Floor, BSF Headquarters, 10 Block , CGO Complex, Lodhi Road, New Delhi-110003. LATE TENDERS DUE TO ANY REASON WHATSOEVER SHALL NOT BE CONSIDERED.

[Rajkumar Vishwakarma]IPS
Dy Inspector General (IT)
For and on behalf of the President of India

ELIGIBILITY CRITERIA FOR THE FIRMS TO PARTICIPATE IN THE BID

1. The firm should be ISO 9001:2000 (e certified).
2. The firms should have atleast 05 programmers qualified in application development in Sharepoint Server, SQL Server, Dot Net, MS Infopath and Windows Workflow Foundation (Coding), having five years of experience.
3. Salary certificate of all the 05 programmers shall also be attached with the tender document.
4. The firm should have atleast 2 projects in sharepoint/MS Infopath and they will submit the Windows Workflow Foundation (Coding) done by them, in hard copy.
5. Firm should have done atleast 2 sharepoint/band project in any Government Organization for which they will submit the copy of the supply order.
6. The tenderer shall have to provide the following information in connection with programmers/consultants who will accomplish the task:-

S. No.	Name of the employee	Qualification		Date of joining the firm
		Educational	Professional	

7. The developer shall provide on-site (at BSF HQ) services of one programmer having expertise in SQL Server and Microsoft Share Point Server for one year from the date of completion of the project for supporting the software.

[Rajkumar Vishwakarma]IPS
Dy Inspector General (IT)
For and on behalf of the President of India

SPECIAL INSTRUCTIONS

(If any instructions contained in this tender are contrary to instructions mentioned in schedule II (special instructions) the special instructions in schedule II will prevail.

- | | | | |
|-----|--|---|--|
| 1. | Time and date of receipt of tender | : | 14th May 2009 by 1100 hrs. |
| 2. | Time and date for opening of tender | : | 14th May 2009 at 1130 hrs. |
| 3. | Tender Cost | : | Rs 100/- |
| 4. | Project | : | DEVELOPMENT OF
SOFTWARE FOR
MONITORING POSTING/
TRANSFER REQUEST
CASES FOR PERSONNEL
DIRECTORATE |
| 5. | Validity of offer | : | 06 months from date of opening of tender |
| 6. | Inspecting Authority | : | BSF Board of Officers. |
| 7. | EMD/Validity | : | Rs. 6,000/- with 06 months validity from date of opening of Tender Enquiry. |
| 8. | Terms of Delivery | : | N/A |
| 9. | Period of Implementation/
Completion of project | : | Two months from date of awarding the contract. |
| 10. | Performance Security | : | 5% of contract value |
| 11. | Warrantee / Guarantee Period | : | 12 months |
| 12. | On-Site Support | : | The firm shall provide on-site (at BSF HQ) services of one programmer having expertise in SQL Server and Microsoft Share Point Server for one year from the date of completion of the project for supporting the software. |
| 13. | Pre-dispatch inspection | : | N/A |
| 14. | Option Clause | : | The purchaser reserves the right to modify the system requirement during the course of the development of the SW keeping in view the new or unforeseen requirements that may come up. |

15. Tender Sample : N/A
16. Payment Terms : 95% payment will be made after successful completion of work and on submission of bill by the firm on the basis of actual job done. Rest 5% payment will be released after warranty period.
17. Manufacturer : NA
18. Pre-bid conference : Not required
19. Price : Price will be quoted in Indian Currency i.e. Rupees only.
20. **DISPATCH INSTRUCTIONS AND DOCUMENTATION.**
NA
21. **LIQUIDATED DAMAGE FOR DELAY IN SUPPLIES.**
NA

[Rajkumar Vishwakarma]IPS
Dy Inspector General (IT)
For and on behalf of the President of India

SCHDULE-IV**DETAILS OF WORKS**

The details of modules to be developed are given below:-

1. Requirement analysis, system design and preparation of HHD & LLD document
2. Proforma for Input of Data

1.	Regt No. (9 digits)	:			
2.	Rank	:			
3.	Name	:			
4.	Unit/HQ	:			
5.	Date of receipt of request	:			
6.	Requested places of Posting	:	Places of Posting may be unit/HQ/Instns or covering Frontier/State boundaries)		
	(a) Choice – I	:			
	(b) Choice- II	:			
	(c) Choice- III	:			
7.	Grounds for Posting	:			
	I.	:			
	II.	:			
	III.	:			
8.	Request received from	:	Options :- (1) Employee (2) Relative OR (3) Sponsored case.		
	i) Incase of request received from relative	:	Name of relative	Relation with Employee	
		:			
	ii) In the cases sponsored by the VIPs or other authority.	:	Name of sponsoring auth	Designation	Ministry/ Deptt
		:			
9.	Channel of submission	:	(1) Through proper channel (2) By Post (3) Interview Case (4) Telephonically		
10.	Reference From	:	(1) VIP Reference (2) MHA reference (3) Other Political Channel (4) DG's Interview/reference case (5) Addl DG's Interview/reference case (6) IG (Pers) Interview/reference case (7) DIG (Pers) Interview/reference case (8) DIG (Estt) Interview/reference case (9) Other BSF Officer's sponsored case (10)Through proper channel (11)Others		
11.	Choronological progress at Dealing hand level	:	Text box upto 500 words		
12.	Progress at disposal state (current status)	:			
13.	Final Disposal & date of disposal	:	Disposal	Date	
		:	(1) Considered/granted (2) Rejected (3) Kept for ATO (4) Kept Pending		

14.	Disposing Authority	:				
15.	Place of posting/attachment and order No. & date, if request considered	:	Posted or Attached	Unit/HQ Posting/attachment	Order No.	Date
16.	File No.					
Note :- Information from column NO. 4 onwards be repeated for every instance of requests received.						

3. Reporting/Output (Individual Case)

DETAILS OF POSTING/TRANSFER REQUESTS RECEIVED

No. _____ Rank _____ Name _____

S.No.	Request for posting	Ground for posting	Channel of submission	Final Disposal	Disposing authority	Present status if yet to be disposed of

4. Reporting/Output (Group Reporting Case)

DETAILS OF POSTING/TRANSFER REQUESTS RECEIVED

S.No.	Regt No. Rank & Name	Date of receipt	Grounds for posting	Final Disposal	Present status if yet to be disposed of

5. **QUERIES ON FOLLOWING FIELDS**

1.	Regt No.	:			
2.	Rank	:			
3.	Name	:			
4.	Unit/HQ	:			
5.	Sponsoring authority	:	Name of sponsoring authority	Designation	Ministry/Department
6.	Reference from				
7.	Final Disposal & date of disposal				

6. Other Reports/Queries etc.
7. Data Import Module for Posting/Transfer
8. Data Edit Module for Posting/Transfer.
9. Back End Engine Module for Posting/Transfer Module.
10. Data Merge and pack Module for Posting/Transfer
11. Data Up-dation Module
12. Documentation (User Manual, Programmer Manual, Administrator Manual, Installation Manual).
13. User Acceptance, Integrated Testing and Performance Tuning of all the Modules.

{Rajkumar Vishwakarma}IPS
Dy Inspector General {IT}

SERVICE REQUIRED AT

The job is to be carried out at following address:-

IT Wing
First Floor
HQ DG BSF, Block No. 10,
CGO Complex, Lodhi Road,
New Delhi -110003

{Rajkumar Vishwakarma} IPS
Dy Inspector General {IT}

Full name and address of the tenderer in addition to post Box No., if any, should be quoted in all communications to this office

From:

TENDER NO. _____

Dear Sir,

I/We hereby offer to supply the stores detailed in the schedule hereto or such portion thereof as you may specify in the acceptance of Tender at the price given in the said schedule and agree to hold this offer open till _____, I/We shall be bound by a communication of acceptance within the prescribed time.

2. I/We have understood all the instructions to Tenderers contained in Schedule I to V in the Tender Enquiry and willfully comply with these. I/we have thoroughly examined the specification, drawing and/or pattern quoted in the schedule hereto and am/are fully aware of the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

3. All the appendices from 1 to 3 in Technical bid envelope & appendices No 4 in price bid envelope have been submitted duly filled in and signed.

4. The following pages from page No.1 to Page No. _____ have been added to and will form the part of this tender.

Yours faithfully

(SIGNATURE OF TENDERER)

ADDRESS _____
DATED _____

SIGNATURE OF WITNESS

ADDRESS _____
DATED _____

DETAILS OF THE FIRM

1. Details of Firm.

(a) Name
:

(b) Office
:

(i) Address
:

(ii) Telephone
:

Land line

Mobile

:

(iii) Fax
:

(iv) e-mail
:

(v) Registration No. :

Signature of tenderer
Date
Name of tenderer

COMPLIANCE ON THE WORKS

S/No.	Descriptions of each Module	Complied	Not Complied
1.	Requirement analysis, system design ad preparation of HHD & LLD document		
2.	Proforma for Input of Data		
3.	Reporting/Output (Individual Case)		
4.	Reporting/Output (Group Reporting Case)		
5.	Queries on Following Fields		
6.	Other Reports/Queries etc.		
7.	Data Import Module for Posting/Transfer		
8.	Data Edit Module for Posting/Transfer.		
9.	Back End Engine Module for Posting/Transfer Module		
10.	Data Merge and pack Module for Posting/Transfer		
11.	Documentation (User Manual, Programmer Manual, Administrator Manual, Installation Manual).		
12.	User Acceptance, Integrated Testing and Performance Tuning of all the Modules.		

Signature of tenderer

Date

Name of tenderer

BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas.....
 (hereinafter called the "tenderer")
 has submitted their offer
 dated.....
 for the supply
 of.....
 (hereinafter called the "tender")
 against the purchaser's tender enquiry
 No.....
 KNOW ALL MEN by these presents that
 WE.....
 of.....having our registered
 office at
are bound
 unto.....
 (hereinafter called the "Purchaser")
 in the sum of

 for which payment will and truly to be made to the said Purchaser, the Bank binds
 itself, its successors and assigns by these presents. Sealed with the Common Seal of
 the said Bank this.....day of.....2008.

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/ execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....
 (Signature of the authorized officer of the Bank)

.....
 Name and designation of the officer

.....
 Seal, name & address of the Bank and address of the Branch

APPENDIX-4

PROFORMA FOR PRICE BID

{TO BE FILLED BY THE BIDDER & SEALED SEPARATELY}

S/No.	Descriptions of each Module	Rate	Tax/ Service Tax if any	Total Cost
1.	Requirement analysis, system design and preparation of HHD & LLD document			
2.	Proforma for Input of Data			
3.	Reporting/Output (Individual Case)			
4.	Reporting/Output (Group Reporting Case)			
5.	Queries on Following Fields			
6.	Other Reports/Queries etc.			
7.	Data Import Module for Posting/Transfer			
8.	Data Edit Module for Posting/Transfer.			
9.	Back End Engine Module for Posting/Transfer Module			
10.	Data Merge and pack Module for Posting/Transfer			
11.	Documentation (User Manual, Programmer Manual, Administrator Manual, Installation Manual).			
12.	User Acceptance, Integrated Testing and Performance Tuning of all the Modules.			

- Note:
1. Tenderer will attach justification of price quoted. This also includes the recently executed contracts with Govt/ Semi Govt. etc. organization.
 2. Comparison of price shall be done on the basis of sum of all modules cost i.e cost of 12 items inclusive of all taxes, levies and charges.
 3. Tenderer has to quote for all the modules, if any tenderer does not quote for all modules, his bid will not be considered.

Signature of tenderer

Date

Name of tenderer