

Quotations for MIS

(Management Information System for IGIB)

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Important dates:

Last Date for Submission: 22nd Oct 2009 2:30 PM at SPO, IGIB, Mall Road, Delhi

Tender Opening: 22nd Oct 2009 3:30 PM at SPO, IGIB, Mall Road, Delhi

PART- I

(To be retained by the bidder)

General Description:

Introduction to IGIB

Institute of Genomics & Integrative Biology (IGIB) has transformed itself into one of the premier laboratories under CSIR, by carrying out path breaking Research & Development activities in various areas of modern biotechnology and biological sciences such as allergy and infectious diseases, molecular pathogenesis and recombinant DNA technology while focusing mainly on Genomics and Bio-informatics. The research activities/projects of the Institute can be classified under the "Discovery Research" and "Collaborative Research".

The projects under the Discovery research i.e. the projects, which are assigned by CSIR, are either performed by the Institute or are executed under collaborative arrangement along with other constituent laboratories of CSIR. Besides this IGIB also Undertakes collaborative & sponsored research with various Government and non-Government institutions/companies, at a national level.

Quotations for MIS for IGIB:

1. Sealed quotations are invited under two bid system directly from the Software Development Companies for Management Information System for IGIB. The software proposed to be developed to cater the needs of Office Automation of different divisions of IGIB such as Stores & Purchase, Accounts, NFBGR, PME, Administration etc.
2. The techno commercial bid should be in two separate sealed envelopes clearly mentioned as "**Technical Bid**" and "**Commercial Bid**" and both the sealed envelopes to be put into another envelope and it should be super scribed as "**Quotation: MIS for IGIB**"

3. Tender document can also be downloaded from our website <http://admin.igib.res.in>. Bids will be received up to 2:30 P.M. on 22-10-2009 and technical bids will be opened at 3.30 P.M. on the same day
4. The Earnest Money Deposit (EMD) of Rs. 50,000/- in the form of Demand Draft/pay order drawn in favour of “Director, IGIB” payable at Delhi is to be submitted along with the sealed offer
5. The project (System Analysis, Designing, coding, testing, installation & Training) is to be completed within Six months from the date of award letter by the successful bidder. There shall be on site warranty of minimum **Three years** after these six months
6. Training our staff on the MIS supplied is responsibility of the bidder. Bidder shall provide two separate trainers who will train & assist our administrative staff for one year on this MIS. Your price bid shall mention training cost also
7. Selected bidder will have to sign service level agreement for functioning of software, training the IGIB staff and updating the software for initial period of Three years
8. The proposed system should be open ended so that other modules can be integrated in future if necessary
9. The bidders are requested to enclose the copy of the Income tax PAN card & latest IT return, CST / BST Nos etc.
10. The bidder should enclose relevant documents wherever necessary

11. The bidder should enclose client list with contact address for reference.
Attach photocopies of work orders
12. The bidders should have an Office in Delhi/NCR for providing immediate assistance
13. IGIB will provide all necessary hardware, networking and system software.
The minimum specifications for the servers and necessary software required (including various licenses) should be given by the bidder in the Technical bid
14. The successful bidder should deploy data entry operators at IGIB to feed the data into the database
15. System Operational/Maintenance manual and User Manual to be provided separately. It will be vendors responsibility to continuously update the manuals and the latest versions to be made available to IGIB from time to time
16. The warranty period will be **Three years** after successful implementation of the project. During the warranty period local support should be provided
17. Annual Maintenance Contract charges after expiry of defect liability period for three years is to be quoted in the commercial bid
18. Incomplete offers/quotations, or offers received without Bids, Earnest Money or tender fee will be rejected.
19. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible

20. Tender submitted by Bidder shall remain valid for acceptance for a period of three months (90 days) from the date of opening of tender. The Bidder shall not be entitled during the said period of 3 months, without the written consent of owner in writing to revoke or cancel his tender or to vary any term thereof. In case the Bidder removes or cancels his tender or varies any terms in regard thereof without the prior consent of Director, IGIB in writing, the earnest money paid by him along with tender will be forfeited
21. The right to accept or reject or split the tenders rests with Director, IGIB. Director, IGIB, however, does not bind itself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof. The whole work may be split up between two or more contractors or accepted in part and not entirely if considered expedient. Tenders in which any of the particulars or prescribed information is missing or are incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Tenders containing any additional conditions as remains are liable to be rejected
22. The bidders, if required, will have to give demonstration of the software to IGIB, Delhi
23. The last date for submitting the tender documents, sealed and complete in all respects is **22-10-2009 up to 2.30 PM** in the office of **SPO, IGIB Mall Road, Delhi**. Technical bids will be opened **at 3.30 PM on the same day in the presence of the bidders** who opt to be present. Technical bids will be opened first and evaluated. Financial bids of only those firms who qualify technically shall only be opened. Offers/Quotations received after the specified due date/time will not be considered

Qualifying criteria for bidders

- o The Service must be offered by a Software Development House with registered Office and legal presence in India
- o The bidder should have installed the office automation software at the minimum a total of 5 institutions including both educational and other types of institutions
- o A bidder must have supplied and successfully commissioned similar MIS software modules to at least one of CSIR Labs/ NITs / IITs / Universities in India / DST or DBT Labs
- o The bidder should have a minimum turnover of Rs: 1 Crore in the last three financial years
- o The bidder should have developed, supplied, installed and implemented at least two projects worth a minimum amount of Rs:20Lacs in the last three years. Details to be submitted along with the Technical bid.
- o The firm should be registered with PF authorities and should have EPF code no. and should comply with labour laws / guidelines being issued by Govt. from time to time
- o The Bidder should have minimum 5 years of existence in the area of Software Development and must have worked with Govt. organizations/ PSUs /Corporate bodies. (List to be enclosed by Bidder)
- o The Bidder should submit income tax return of the last three years

- o The bidders should have been making profit for last two completed financial years
- o The bidder should have valid CMMi level 5 or ISO 9001:2000 certificates in Software Development
- o The bidder company should be registered under Indian companies Act 1956
- o The bidder should not be black listed with any of the govt. project
- o The bidder shall be in a position to give the complete source code with documentation to IGIB. The source code shall be available on our server without any lock for IGIB Administration and at no extra cost
- o The proposed system should be open ended so that other modules can be integrated in future if necessary
- o The successful bidder has to appoint at least one software professional in IGIB Delhi, available fulltime for the implementation/monitoring & trouble shooting of proposed MIS for at least one year or till the software to be declared as stable by IGIB (whichever is later). In addition to this, successful bidder shall provide two separate trainers who will train & assist our administrative staff for one year on this MIS and data entry operators to feed the existing data into the database

Procedure for preparing Quotation documents

The techno commercial bid should be in two separate sealed envelopes clearly mentioned as “**Technical Bid**” and “**Commercial Bid**” and both the sealed envelopes to be put into another envelope and it should be super scribed as “**Quotation: MIS for IGIB**”.

Technical Bid should contain:

- Part – II of the Tender Document
- DD/Pay Order of Rs:50,000/-
- Checklist for Technical / Qualifying Bid
- Supporting documents such as registration certificates (Income tax PAN no, Sales tax certificate etc.), EMD DD, Client list, bidders profile, proof of experience in at least one CSIR Labs/ NITs / IITs / Universities in India / DST or DBT Labs
- Detailed proposal for the MIS
- Attach one separate sheet containing the recommended configurations of hardware and software (OS, DB, Licenses required if any etc.) with an approximate cost. This will be provided by IGIB
- Any other relevant paper which bidders feel necessary
- Terms and Conditions duly signed by the Bidder

Commercial Bid should contain

- Part – III of the Tender Document duly signed
- Any other relevant documents which bidder feels it necessary

PART- II

(To be submitted by the bidder along with Technical Bid)

TECHNICAL DETAILS OF THE BIDDER

Note that the information sought in this section must be supplied in the format as specified below

1. Name of the firm/Company:
2. Address of the firm/applicant with Telephone no., Fax and E-mail:
3. Year of Establishment (Is the Firm/Company registered under Indian Companies Act 1956):
4. Turn over of the company for the last 3 financial years (Enclose Copy of the ITR, Balance Sheet, Profit & Loss accounts of last 3 financial years certificate/audited Profit & Loss accounts/audited balance sheet) :

Year	Turnover (in Rs.)
a. 2008-09	Rs:
b. 2007-08	Rs:
c. 2006-07	Rs:
5. PAN No.
6. Status (Please tick): Proprietorship / Partnership / Pvt. Ltd. / Public Ltd.
7. Manpower Employed (Nos.):
8. EPF/ESI/Service Tax Details (Please attach photocopies of valid Registration):
9. Has the applicant ever been required to suspend the project for a period of more than six months continuously after commencement of work? If so give the name of the project and reasons of suspension of project:
10. Has the applicant, ever been debarred/blacklisted for competing in any organization at any time? If so, give details:



- ## Declaration

Signature of the Bidder with date & seal

CHECK LIST FOR TECHNICAL / QUALIFYING BID
(Please enclose Supporting documents wherever necessary)

Sl.No.	Description	Yes/No	Remarks(if Any)
1	Whether the bidder has installed the office automation software at the minimum a total of 5 institutions including both educational and other types of institutions. Enclose photocopies of necessary Work orders.		
2	Has the bidder supplied and successfully commissioned similar MIS software modules to at least one of CSIR Labs/ NITs / IITs / Universities in India / DST or DBT Labs		
3	Whether the bidder has enclosed the Demand Draft of Rs. 50,000/- against EMD in the name of The Director, IGIB		
4	Whether the bidder has enclosed the client list along with the contact addresses?		
5	Whether copy of Income tax PAN card / IT return is enclosed by the bidder?		
6	Does the bidder agree to give the services of two trainers and one software professional at IGIB		
7	Does the bidder agree to give source code with full documentation to IGIB? This handover of source code shall be totally unconditional, (Of course IGIB will confirm that same will be used only for IGIB)		

Signature of the Bidder with date & seal

PART- III

(To be submitted by the bidder along with Commercial Bid)

Sl.No.	Particulars	Cost in Rs.	Taxes	Total (Rs.)
1	Requirement Analysis – SRS			
2	Cost of Software Development including Design, Coding, Implementation & Testing			
3	Documentation			
4	Data Migration (including the Data Entry Operators)			
5	Cost of Training (including the Trainers for One Year)			
6	Cost for the deployment of a Software Professional at IGIB			
7	Any Other Charges a) b)			
Grand Total (Rs.): Amount (in words)				
8	Annual Maintenance Charges after three years (Application maintenance + Modifications if any) a) Cost for One year b) Cost for three years			

Signature of the Bidder with date & seal

PART- IV

(To be retained by the bidder)

System Requirements of the Proposed MIS

IGIB Delhi, intends to do total office automation, wherein Stores & Purchase, Accounts, NFBGR (National Facility for Biochemicals & Genomic Resources), PME (Planning Monitoring & Evaluation), Central Office Administration will be computerized & will function as an integrated system

MIS modules should support multi-user with 100% protection against unauthorized access. Every user shall have login name & password for the module he wants to work. System administrator shall be in a position to give access to limited menus – sub menus to a user. Powerful backup & recovery procedures must be available & must ensure 100% security of data and smooth functioning of the system.

The bidder shall ensure to give a MIS as per our requirements. The modules described below give general idea about our requirements. The successful bidder, after detailed on site system studies, will submit the final specifications to IGIB Delhi

The source code shall be given to IGIB Delhi. IGIB agrees that the same will not be divulged to outside agency & will not be used outside IGIB. The necessary agreement will be signed.

The total Automation work is divided into the following modules:

- ❖ Central Purchase, Stores & Distribution
- ❖ Central Administration of IGIB (including HR, Payroll, Leave Details, Estate & Maintenance)

- ❖ NFBGR
- ❖ PME
- ❖ Accounts
- ❖ Access right control for Management Information System

Technology proposed & Software Platforms

Considering the complexity & volume of the application, we plan any **one** of the following options for IGIB Delhi Office Automation.

Sl.No.	Server OS	Front End	Back End
1	Linux	PHP / JSP	MySQL
2	Linux	PHP / JSP	Oracle
3	Windows 2003 / 2008	ASP	MS-SQL
4	Windows 2003 / 2008	PHP / JSP	MySQL
5	Windows 2003 / 2008	ASP / JSP	Oracle

It is advisable to go for an Open System as in Serial No: 1 above (as the cost of purchasing the OS/DB will reflect on the total cost of implementing the MIS and will be added to the commercial bid submitted by the bidder). The bidder shall be confident to work in any technology decided by IGIB.

Integration, Security & Backup

- MIS should be provided with user login & password security
- No unauthorized access to modules
- Facility shall be provided for System administrator for creation of desired number of Users for various modules. To different user, depending upon his level & work done by him, various privileges can be given by system administrator. He can give access to specific menus & submenus to a user
- All the transactions such as data entry / modification shall be stored with user names so that accountability of User is possible
- IP address based protection shall be given for more critical applications. Normally administrative activities such as payroll processing, service record entries, fees collection, etc are to be performed from specific computers. To

such users, IP address based protections may be provided. So such crucial transactions can be entered through specific nodes only

- Preferably it should be run on redundant mode to provide High Availability. In the worst case of any disaster, the system should be restored within one hour
- Well-established backup & security procedures shall be defined. Backup must be automatic and should be integrated with IGIB's backup device (Tandberg Tape Library T40). Practically there shall be no chance of data loss. The exact data security & backup arrangements shall be worked out after System studies and total network study by the successful bidder.

Following sections define software requirements of various modules. These are only indications or ideas for a proposed MIS. Allied services to the followings may also be computerized. The make additions/changes to the requirement fully rely on IGIB and may inform to the successful bidder time to time till the development/warranty is going on.

Central Purchase, Stores & Inventory Management

Purchase:

Vendor management - Invite Quotation/Tender - Quotation/Tender calling, data entry -Penalty management - EMD management–Refunding/Canceling - Negotiations & Order placing - Receipt, Cross checking and Installation of equipments - Stock registering - Pass- Order preparation - Contingency Bill preparation - Sanctioned Bill and Invoice to Accounts for payment - Closing/Re-opening of the purchase record - Account wise purchase details - Part-payment management

Inventory management:

Classification and Stocking - Register maintenance–Consumables/Assets - Assets location identification - Repair/Maintenance of assets - Automatic updating of stock on purchase and distribution - Stock verification - Annual Stock Reports - Split

reports - Automatic reordering alerts - Utilization analysis - Performance Evaluation of purchase and distribution - Comparison statement

Distribution management:

On-line request facility - Sections should be able to search for availability of items – Indent processing - On-line suggestion system to request the purchasing of items - List of individuals/sections whose request not satisfied - Statement of distribution (for a period) - Statement of distribution of an item (for a period)

Central Administration Management – Payroll, Service Book etc.

Monthly salary processing of all employees including temporary, adhoc - Pay bill of Pensioners - Supplementary bills - Arrears Calculation - Automatic Income Tax calculation -employee saving details & Form 16 - Loans management - Leave record – Disciplinary actions

Service Book entries:

Appointment, medical report, increments, promotions, leave, training, LTC etc., - Storage & retrieval of Employee's important documents such as first appointment, degree certificate, medical certificate - PF Loan sanctions & yearly PF slips, employee wise PF register - Pension Management – calculation, qualifying service, commuted pension, consolidated pension file, family pension, claims

Reports:

Salary Slip - Salary Register - Supplementary Bills - Arrears - Abstract of salary – Bank statement - Schedules of PF, LIC, PT, Income tax, Loans etc - MIS (Strength) report according to designation, department, sex, scale, caste category, etc. – Customized employee list - User selected income / deduction column report

Annual Report:

Annual salary reports - Income Tax Form 16 - Salary Certificate - MIS Reports
Estate works and Maintenance Cost Estimation of Construction work - Profile
keeping of Contractors - Tender Inviting -Quotation Verification - Periodic material
utilization details keeping - Periodic payment calculation - Work status verification -
Stage Certificate - Part payment management - Settlement - Income tax/Service
Tax deduction

Maintenance:

Maintenance division is looking the jobs related to Civil, Electrical, Air conditioning
and instrumental. Indenter should have an option to select appropriate job type
which may have any of type Internal, External or comprehensive AMC. Internal
jobs are done by corresponding engr of IGIB and external type of work requires
quotations from vendors with approval from the Admin.

Accounts

This module computerizes any number of schemes and cashbooks for any number
of financial years. The package is linked with: Receiving of funds with breakup
amount entries for any project - Provision to attach allocation letter of project -
Receiving bills for payment - Blocking of funds for particular purchase/service -
Payroll modules.

The indent form should contain a field for account head along with budget head.
Status of the project fund must be available at any time like:

- Total amount already spent from budget
- Amount for which purchase order has been placed
- Amount committed/reserved
- Amount allowed from LRF (reserved fund)
- Amount allowed from other Fund etc

Stipend/Scholarship - Pension & Payroll - Loan - PF - Income tax/Professional tax, GIS, FBS, GSLI, LIC - Medical reimbursement - LTC & TA bills - Any no. of cash, bank, and general ledger accounts - Advances to faculty, staff & vendors Entries: Cash receipt/Payment, automatic entries of Pay bill, stores Bills/Invoice - Testing & Consultancy transactions - Accounts of various schemes - Income Tax Performa, Accounts - Bill passing & appropriation - Cheque printing - Bank reconciliation Part payment - Budget preparation etc

Reports: Cash Books - Cash Book with bank columns - Bank books - Ledgers - Trial Balance - Bank Reconciliation - Receipt & Payments - Day Books - Income & Expenditure - Balance sheet & its schedules - Cheque printing, Bill passing voucher, Monthly / quarterly / periodic progress report

Planning Monitoring & Evaluation (PME)

Planning of Projects - Allocation of funds with separate account heads for each project - Monitoring of the project at various stages - Allocate money from RF fund to indent which has no fund available in project (on the recommendation of Director) - Selection of contractual staffs (Scientific Assistant/Project Assistant) to meet the manpower requirements of each project - JRF/SRF selection and stipend distribution etc. - Allocation of fund for official tours of Scientists and Officers – Maintaining LRF

National Facility for Biochemicals & Genomic Resources (NFBGR)

Handling of Local & Out Station Party (OSP), information of these parties to be stored to contact/remind at institutional level. These parties should be able to order/see the status/update the old request by logged in using their username & password. Authorized persons of NFBGR can insert/update the database; also will be able to order against any party if necessary. Performa Invoice letter, Performa

for description & format etc to be generated from the proposed system. Able to manage the payment (at present through DD/Cheque), process may start while getting the order and will not wait for the DD/Cheque. Some cases (IGIB Scientist) where only approval from accounts is necessary to place and order.

- Quotation Processing
- Order Processing
- Import Procedures
- Receipt and Distribution
- Supply
- Refund Processing
- Sales Tax Register
- Stock and balance Ledger
- Report Generation
- Miscellaneous

Access right control for Management Information System

Director, Project Leaders, Scientists, Officers and other Staffs require different information from the MIS modules. This module will give access to an officer only to those subsets of information for which he/she has the access rights. Only authorized person(s) can access this module and make

Director, Project Leaders, Scientists, Officers, Departmental heads may require:
Instant access to Indent creation/status/edit facility, Accounts, Stores, Fund utilization monitoring tool - Project monitoring tool - Fund allotment, utilization & monitoring Establishment-Leave, promotion, service verification - Monitoring accounts - legal matters - Construction status, bills, payments outstanding, etc. - Monitoring of purchase procedure - Budget preparation & Allocation of funds to

departments - Viewing of general store, central store, department store and stationeries etc. - Monitoring tool for evaluation of performance of each departments - Monitoring tool for viewing the progress of construction works – Contractor/Vendor evaluation tool - Payment monitoring tool

Employees: On-line leave application & Leave status checking facility - Personal Leave account viewing facility - P.F. Account viewing facility - Details of salary drawn for a period - Income tax calculating tool - On-line Loan application facility & Status monitoring for the loan applications - Details of Loan refunding - Service Book viewing facility.

PART-V

(To be submitted by the bidder along with Technical Bid)

TERMS AND CONDITIONS FORM

READ ALL THE FOLLOWING TERMS AND CONDITIONS & SIGN IN THE ACCEPTANCE

1. The offers should be addressed to “Stores & Purchase Officer, Institute of Genomics & Integrative Biology (IGIB), Near Jubilee Hall, Delhi University, Mall Road, Delhi – 100007” and should be sent in a sealed envelope superscribed “**QUOTATIONS : MIS FOR IGIB**” so as to reach us **on or before 2.30 p.m. on 22nd October, 2009**
2. The offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered
3. The tenders(Technical Bid) will be opened on 22nd October, 2009 at 3:30PM in the presence of the vendors present with authorization letter from the respective companies / firms
4. No revision of the price bid will be allowed once the price bids are opened
5. Complete documentation including system and data flow diagram, source code are to be provided at the time of Installation of the Software
6. The Director reserves the right to modify or alter the specifications after short listing of bidders
7. The vendors are informed that clarifications if any may be obtained through E-Mail/FAX/Post only. No telephone calls/ contact in person will be entertained. Vendors shall not make attempts to establish unsolicited and un-authorised contact with us after the opening of the offers and prior to the notification of the award

8. For any delay solely because of the vendor in supply & installation of the software, 0.5% penalty on the basic cost will be charged per fortnight delay for the unsupplied module. However the maximum penalty will not exceed 5% of basic cost
9. The form should be duly filled up (preferably TYPE WRITTEN IN CAPITAL LETTERS) and should clearly mention the details offered by the bidder against each specification
10. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected
11. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected
12. The Director reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

Signature of the Bidder with date & seal