

National Small Industries Corporation Ltd
"NSIC Bhawan", Okhla Industrial Estate, Phase III
New Delhi-20
Telephone: 011 - 26927059

NOTICE INVITING TENDER FOR
DESIGN, DEVELOPMENT, IMPLEMENTATION AND TESTING OF SINGLE POINT
REGISTRATION SCHEME WEB BASED APPLICATION ALONGWITH DATA MIGRATION

TENDER NO.
NSIC/DPU/21, DATED 19.08.2011

SECTION -1
NOTICE INVITING TENDER

1. National Small Industries Corporation Ltd, New Delhi invites Tender for "Design, Development, Implementation and Testing of Single Point Registration Scheme Web Based Application alongwith Data Migration".
2. The cost of the Tender document is Rs. 500/- (Five Hundred Only) payable by way of Demand Draft drawn on any Nationalised/Scheduled Bank in favour of the "The National Small Industries Corporation Ltd." payable at New Delhi.. The tender document can be downloaded from the website www.nsic.co.in. In such case, the cost of the tender document shall be submitted along with the tender. (Tender fee is exempted for SSI/NSIC Registered Parties)
3. Tenderers are advised to study the Tender document carefully. Submission of Tender Document shall deem to have understood and agreed to the conditions therein.
4. Sealed Tender prepared in accordance with the general conditions enumerated in Section-2 should be submitted to the CGM(BD), National Small Industries Corporation Ltd, "NSIC Bhawan" ,Okhla Industrial Estate, Phase III, New Delhi-20 not later than the date and time mentioned.
5. All Tender Enquiries must be accompanied by Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees twenty five thousand only) in the form of Demand Draft, Exemption from remittance of EMD and tender document for the units holding SSI/NSIC Registration will be considered if an attested copy is enclosed alongwith tender form. However such firms which claim exemption of EMD shall be asked to remit an Interest free security deposit if they become a successful tenderer, at the time of awarding work order.
6. The Tender Document is not transferable.
7. Schedule for Invitation to Tender:-
 - I. Place of issue of Tender Document and address at which the Tender document is to be submitted: -

Chief General Manager (BD)
National Small Industries Corporation Ltd
"NSIC Bhawan" Okhla Industrial Estate, Phase III
New Delhi - 20
Phone: 011-26927059 Extn 141
Fax No: 011-26928195
 - II. Date of issue of Tender document: From 19.08.2011 to 06.09.2011 on all working days
 - III. Last Date for submission of the Tender Document: On or before 1500 Hrs on 08.09.2011.
 - IV. Date of opening of Tender: Technical Bid At 1600 Hrs on 09.09.2011 The date of opening of Price Bid shall be intimated to the technically qualified bidders.

- V. The Bids shall be valid for 90 days from the date of opening the tender.
8. Any clarifications on the specifications, tender conditions etc if any, will have to be sent to NSIC head office, New Delhi, by e-mail dmtisdc2@nsic.co.in forwarded in the name of the Dy. Manager (IT), NSIC Ltd, head office, New Delhi-20.
 9. Pre-bid meeting on tender will be held at 10.00 AM on 02.09.2010 at NSIC Ltd, Head office, New Delhi-20.

GENERAL CONDITIONS AND DIRECTIONS FOR THE GUIDANCE OF TENDERER

NSIC is in the process of "Computerization of it's Single Point Registration Scheme" . In this connection tenders are invited for "Design, Development, Implementation and Testing of Single Point Registration Scheme Web Based Application alongwith Data Migration".

1. Tender in a sealed cover should be submitted as per the scope of work indicated in this tender and in accordance with instructions to Tenderers i.e. as per general conditions and directions for the guidance of Tenderer.
2. Tender must be submitted in a sealed cover containing cover I and II separately and super scribed as " TDesign, Development, Implementation and Testing of Single Point Registration Scheme Web Based Application alongwith Data Migration " The tenderer shall clearly write on cover I as "Technical Bid – for Design, Development, Implementation and Testing of Single Point Registration Scheme Web Based Application alongwith Data Migration" and on cover II as "Financial Bid - Tender for Design, Development, Implementation and Testing of Single Point Registration Scheme Web Based Application alongwith Data Migration" to be addressed to the "CGM(BD), National Small Industries Corporation Ltd, "NSIC Bhawan" Okhla Industrial Estate, Phase III, New Delhi - 20". The Name and address of the tenderer to be written on all the covers.
3. The "To Address" and "From Address" are to be superscribed on all the covers including the main cover i.e., being submitted, failing which the tender will not be considered.
4. The contents of the Tender are placed at Annexure – 1
5. The Tenderer shall quote for all the items indicated in the Tender. Tender responses that do not cover all items shall be summarily rejected.
6. The Tender should be complete in all respects and if the Tender is incomplete the tender shall be rejected.
7. The Tenderer shall sign and affix seal on all pages of the Tender document and a person holding a power of attorney authorizing him to do so, shall make such signature. The letter of authorisation is to be enclosed along with the covering letter of the bid.

8. Only detailed complete offers received prior to closing time and date of the Tender will be taken as valid.
9. Only detailed complete offers received prior to closing time and date of the Tender will be taken as valid.
10. Tenders received through Telegraphic/Fax/E-mail will be treated as defective, invalid and rejected.
11. The amount of Earnest Money Deposit is Rs.25,000/- (Rupees Twenty Five Thousand only). The amount is payable by way of Demand Draft drawn on any Nationalised/Scheduled Bank in favour of the "National Small Industries Corporation". The Demand Draft should be enclosed to the Tender and should not be sent separately.
12. The Earnest Money Deposit of the unsuccessful Tenderers will be refunded without any interest on issue of the work order on the successful Tenderer. The EMD of the successful Tenderer shall be refunded / Adjusted on submission of Security Deposit.
13. EMD of the Tenderer would be forfeited if, The Tenderer is not willing to abide by the terms and conditions of the tender document.
 - a) The Tenderer does not honour the clarifications sought by NSIC.
 - b) Withdraws the Tender before receipt of final acceptance.
14. Security Deposit – Immediately after issued of the work order, the successful bidder shall deposit an amount equivalent to 10% of the accepted tender cost as security deposit after adjusting the earnest money deposited by him against the security deposit. The security deposit shall be deposited in the form of Demand Draft favouring "The National Small Industries Corporation Ltd." payable at New Delhi. The security deposit shall be refunded without any interest after successful completion of the work.
15. NSIC, as per its discretion, may award work order on one or more than one Agency/Tenderer, or award in parts or reject entire process/tender.
16. Eligibility Criteria for Tenderers:
 - a) The Tenderer has to be a well-established software development company agency capable of executing design, developing, testing and delivery including data migration for web based application.
 - b) The tenderer must have a minimum experience of last five years in the field of web based application software development including designing of database and data migration.
 - c) The Tenderer shall have demonstrated the capability and expertise in the field of Web based Software Development. In particular the Tenderer shall have executed minimum of one order per year (value of the works executed shall be minimum of Rupees Five Lakhs) during the three consecutive years

for different clients. The Tenderer shall provide necessary information in support of this along with testimonial for each of such orders from the respective clients, duly certifying the work executed and satisfactorily completed as per respective orders.

- d) The Tenderer should have a turnover of Rupees Ten Lakhs for the last three years.
- e) The tenderers should enclose copies of the following documents or otherwise the offer shall be summarily rejected.
1. A covering letter on the letter head of the firm.
 2. Self-attested copies of both TIN No. & PAN Card.
 3. Facilities available.
 4. Details of Manpower available, with qualification/experience etc, as per Annexure-II.
 5. Copies of Agreements / Work orders executed of similar nature during last three years – 2007-08, 2008-09 and 2009-10.
 6. EMD of Rs. 25,000/- (Rs. Twenty five Thousand only) in the form of Demand Draft in favour of **The National Small Industries Corporation Ltd., New Delhi payable at New Delhi.**
17. Only qualified Tenderers shall make a presentation at NSIC on their capabilities and step by step project execution plan, prior to opening of the financial bid. The time date and venue shall be communicated by the NSIC well in advance so as to facilitate and to make their presentation.
18. The time frame for completion of the above Work/Service will be 120 working days from the date of placement of Work Order.
19. Scope of work includes one year AMC charges for first year.
20. Further AMC for next subsequent years shall be awarded at 10% of work order amount, if the performance of the Contractor found satisfactory for the previous year.
21. Web space, domain name etc. are provided by NSIC to Agency/Tenderer at the time of awarding work order.
22. The selected tenderer/institution has to carry out the developmental works at their end and shall be responsible through their representative in reporting the progress of the developmental works every fortnight. This is time bound and under any circumstances extension will not be granted.
23. The successful Tenderer shall be fully responsible for the work carried out and subcontracting the same is not permitted.

24. The successful Tenderer shall carry out the work at their own place as per their convenience and should maintain utmost secrecy and should not divulge the information to anybody. The responsibility of man power engaged in work will be with the successful tenderer.
25. If successful Tenderer fails to carry out/complete the work within the stipulated time, penalty up to maximum of 1% of the order value shall be deducted for delay of 10 days or part thereof.
26. The taxes applicable if any in respect of execution of the Work/Service shall be payable on submission of proof of payment to the Government Account.
27. The payment will be made within 30 days from the receipt of Invoice/Bill on successful completion of work in all respects and work completion certificate issued by the Project Manager.
28. If any dispute or difference arises between the parties with regard to the construction, meaning interpretation or termination of the agreement, recovery of dues or any part thereof the same shall be referred by either party to the Chairman cum Managing Director of the NSIC who shall refer the matter for adjudication to the sole arbitrator, who can be an employee of serving or retired of the NSIC or of other Public Sector Undertaking or law faculty member of Government universities or an advocate or a retired judge. There shall be no objection to the said appointment of the arbitrator. The award of the sole arbitrator so appointed shall be final and binding on the parties to agreement. The cost and expenses of arbitration shall be borne by the Tenderer.

The Venue of the Arbitration shall be at Delhi and the Court at Delhi shall have exclusive jurisdiction to decide the matter relating to the Arbitration referred above.

SECTION - 2

DEFINITIONS AND GENERAL CONDITIONS DEFINITIONS

1. Tenderer: Refers to the Person or the Firm or the Company to whom this Tender document is issued.
2. Contractor: Refers to the Person or the Firm or the Company with whom the Work order is placed for "DESIGN, DEVELOPMENT, IMPLEMENTATION AND TESTING OF SINGLE POINT REGISTRATION SCHEME WEB BASED APPLICATION ALONGWITH DATA MIGRATION" and shall be deemed to include their successors, representatives, heirs, executors, administrators and permitted assigns, as the case may be.
3. NSIC Refers to National Small Industries Corporation Ltd, New Delhi.
4. Project: Refers to Project "Computerization of Government Purchase Web Based Application".
5. Project Manager: Refers to the official of NSIC for execution of the work.
6. Start Date: Refers the date on which the successful Tenderer submits letter of acceptance to NSIC on placement of work order.
7. Completion Date: Refers to the date on which the work is completed in all respects and work completion certificate issued by the Project Manager.
8. RS: Refers to Response Sheet for Rate – Financial Bid.

Standard Software Development Procedures to be followed like:-

1. Design and prototype including Database Design, screen layouts and associated procedures (on the basis of provided SRS and other materials).
2. Development and internal testing.
3. Integration testing.
4. Data migration.
5. Deployment and Implementation support.
6. Installation and acceptance testing.

Deliverables:-

1. SRS (Software Requirement Specification (Revised)).
2. Software program with source code.
3. Database in CD/ Electronic format.
4. Installation of the software.
5. Databank modules in CD/ Electronic format.
6. Training & supply of user manual.

CONTENTS OF BID

Technical Bid

1. Covering letter containing
 - a) Tenderer Name and Address.
 - b) Proof of Delegation to sign the bid document on behalf of the Firm/Company.
 - c) Bid Validity (Minimum 90 Days).
 - d) Confirmation to all clauses of the bid
2. Proof of Incorporation (self-signed photocopy).
3. Proof for Eligibility Criteria mentioned in clause 16.
4. Self-attested copies of both TIN and PAN No.
5. Copies of the Audited Statement of Accounts.
6. Copies of the Work/Purchase orders from the respective clients.
7. EMD in the form of Demand Draft towards Bid Security.
8. Cost of Tender document in case of downloading of the document from the website.
9. Details of facilities and Man power available, with Qualifications/Experience etc, as per Annexure II.
10. Required Earnest Money Deposit (or) Attested copy of the SSI/NSIC Certificate for claiming EMD and tender document fee exemption.
11. Additional Information, if any.

Price/Financial Bid

1. Rate quoted by the Tenderer (RS -01) – Financial Bid.

Sl. No.	Name of the Employee	Designation	Qualification	Experience

Details of Facilities available:-

Place

Signature of the Tenderer: _____

Date

with Seal

SCOPE OF WORK

The scope of work involves development of an online web solution for automation of the process of Government Purchase scheme (Single Point Registration Scheme).

The solution will have the following modules:

- **USER MODULE**
- **ADMINISTRATOR MODULE**
- **INSPECTION AGENCIES MODULE**
- **BRANCH MODULE**
- **ACCOUNTS MODULE**

ADMINISTRATOR MODULE

Administration Module would provide access to the NSIC Branches, Zones, Inspection Agencies and the Accounts Department of NSIC Branches. The administration module will have the following sub-modules:

- Administrator Panel
- Zonal Head Panel
- Branch Panel
- Branch Account Panel
- Accounts Panel

ADMINISTRATOR PANEL**Manage Instructions**

Administrator will be able to manage the instructions related to following application forms for units and branches.

- Registration Form
- Amendment Form
- Renewal Form
- Capacity Verification Form
- Competency Certificate Application Form

The Administrator should have the facility to manage the following masters:

- Zone Master
- Branch Master
- Manage User
- Inspection Agency
- Cover letter Format
- Registration Fees
- Membership Renewal Fees
- Amendment Fees
- Competency Certificate Fees
- Capacity Verification Fees
- Mailer Format
- Inspection Limit
- Inspection Report Limit
- Registration Period

MANAGE LISTS

Admin should have the functionality to manage some lists to provide useful information:

- SSI List of reserved items
- Registrar of Firm with contact details
- Registrar of Company with contact details
- DIC Offices with contact details
- MSME DIC Offices with contact details

PRINT REQUEST

The administrator should have the functionality to print the GP Certificates

REPORTS

Administrator should have access to all reports available in the system.

- Registration Forms Filled
- Amendment Forms Filled
- Renewal Forms Filled
- Competency certificate forms filled
- Capacity verification forms filled
- Companies list
- Payment Report
- Users List
- Inspection agencies list.

UPDATE PROFILE

Using this, the administrator should be able to update his own profile.

ZONAL HEAD PANEL

The Branch head will have access to the following:

- Branch Master
- Generate Certificate
- Validate Monetary Limit Set By Branch

BRANCH ADMINISTRATION PANEL

VIEW INSTRUCTIONS for Application Forms

Branch will get facility to view the instructions to fill the application forms for units. Forms will be of five types:

- Registration Form
- Amendment Form
- Renewal Form
- Capacity Verification Form
- Competency Certificate Application Form

VIEW IMPORTANT LISTS

Branch should have the facility to view the following lists of useful information:

- SSI List of reserved items which comes under SSI
- Registrar of Firm with contact details
- Registrar of Company with contact details
- DIC Offices with contact details
- MSME DIC Offices with contact details

NEW REGISTRATION

Branch will be able to fill the registration form for a new unit.

Amendment in Unit

If needed, the branch can apply for amendment on behalf of a unit.

Renew Membership

Branch can renew the membership of any unit whose membership has expired.

Competency Certificate Application

Branch can fill the application form to generate competency certificate for specific tender on behalf of a unit.

Capacity Verification Application

Branch can fill the application form to generate capacity verification certificate for specific tender in behalf of unit.

Certificate Print

Branch can take view/ print certificate. To print registration, amendment or renewal certificate, branch will need print access from the administrator.

REJECTED COMPANIES

Branch will get the list of rejected companies.

WAITING COMPANIES

Branch will have access to the list of companies with waiting status

ACCEPTED COMPANIES

Accepted companies can be of four types as per their inspection status:

- Inspection DATE TO BE ISSUED**
- Inspection PENDING**
- Inspection INPROCESS**
- Inspection COMPLETE**

BRANCH ACCOUNTS

Branch account will have access to manage the monetary limit for registration, renewal, amendment, Competency certificate and Capacity verification process.

The monetary Limit set by the Branch Accounts will have to be approved by the Zonal Heads.

ACCOUNTS DEPARTMENT

Accounts department will have access to view the unit listings by their payment type. They can search the unit by unit name also.

Accounts department will also have access to view the payment by zone and branch also with complete details of payment.

INSPECTION AGENCY PANEL

Inspection Agency will have access to the following features:

Inspection DATE TO BE ISSUED

Inspection Agency will be bale to allocate the Date of inspection to a specific unit

Inspection PENDING

Inspection Agency will be able to view the list of units to whom Inspection date has been issued but Inspection has not been done.

Inspection INPROCESS

Inspection Agency will be able to view the list of units for whom Inspection has been done but Inspection Report has not been filled in.

Inspection COMPLETE

Inspection Agency will be able to view the complete inspection report of any unit.

Payment Details

Inspection Agency will have access to the Inspection fees payment status of the units.

WEB PORTAL

Web portal will provide the functionality to fill application, renewal, amendment, capacity verification and competency certificate form online.

It will have the following features:

Registered Companies Search

Any user can search registered companies by name and will be able to view the store details off companies.

Important Lists

User will get be able to view the useful information with regards to SMEs and GP scheme :

2. SSI List of reserved items which comes under SSI
9. Registrar of Firm with contact details
7. Registrar of Company with contact details
7. DIC Offices with contact details
8. MSME DIC Offices with contact details

New Registration

Units can fill the registration form from here. On successful submission of the form a unique reference number will be provided to the Unit.

Track Application

Using the Unique Reference number, a unit can check the status of their application .

Member Login

Registered Companies will be able to log into the Members Area using the login credentials provided to the m. The features available in the Members Area are:

- *Company Detail*
Member can view their profile
- *Unit Details*
Member can manage all their units related information.
- *Amendment in Unit*
If required, member can request the amendment in unit by filling in the Ammendment Form.
- *Renew Membership*
If membership of unit expired, member can generate a request to renew their membership from here to the branch.
- *Competency Certificate Application*
Unit can fill the application form to generate competency certificate for specific tender. They will have to provide the complete details for competency certificate with the details of tender for which they need certificate.
- *Capacity Verification Application*
Unit can fill the application form to generate capacity verification certificate for specific tender. They will have to provide the complete details for capacity verification with the details of tender for which they need certificate .

Apart from the above listed features, the system should also have the following features

AUTO MAIL & SMS ALERTS.

Auto Mail & SMS alerts should be built in at every stage

UPLOAD FILE

There should be facility for uploading relevant documents in all the Forms being filled in by the Units.

PAYMENT GATEWAY

Payment Gateway should be integrated at all the stages where payments are being accepted from the Units.

TECHNOLOGY TO BE USED

ASP.Net

MS SQL Server 2005

Ajax 1.1

Javascript

Silverlight

Crystal Reports

Financial Bid

Sl. No	Description	Rate (in Figures)	Total (in Figures)	Total (In words)
1.	Design, Development, Implementation and Testing of Single Point Registration Scheme Web Based Application alongwith Data Migration			
	Amount (Rs.)			
	Tax			
	Grand Total (Rs.)			

Place

Signature of the Tenderer: _____

Date

with Seal