NOTICE INVITING TENDER FOR IT SERVICES/SOLUTIONS FOR SRI GURU GOBIND SINGH COLLEGE OF COMMERCE, PITAMPURA, NEW DELHI.

(TWO BID SYSTEM)

Sri Guru Gobind Singh College of Commerce
University of Delhi, Pitampura

To further upgrade IT enabled services, **Sri Guru Gobind Singh College of Commerce** invites tender from Delhi/NCR-based bidders in sealed covers for IT Services/Solutions. Technical & Price Bids should be submitted in separate sealed covers, from bidders who fulfil 'Eligibility Conditions' enclosed as Annexure-A for "Scope of Work" enclosed as Annexure-B, 'General Terms & Conditions' enclosed as Annexure-C. Price Bid to be filled-in the supplied format enclosed as Annexure-D. Both Technical Bid including enclosures as demanded and the Price Bid to be placed in individually sealed envelopes, where each envelope is superscribed with Technical Bid and Price Bid and further both envelopes to be placed in a single envelope and sealed. The envelope to be superscribed as "Offer for **IT Services/ Solutions for SGGSCC"** and has to be addressed to

The Principal,
Sri Guru Gobind Singh College of Commerce (SGGSCC),
University of Delhi, Opposite TV Tower, Pitampura,
New Delhi – 110 088

The complete offer in the prescribed manner should be hand-delivered or couriered/ speed post to reach above office by or before **2 PM on 13th November 2018**. Bids which are not received by the specified time/ date in the above office will not be considered. Such bids will not be even opened.

Technical Bids of all bidders received within specified time/ date will be opened **at 3 PM on 13th November, 2018** by the authorized representatives. Bidders those interested to be present for Technical Bid opening in the Principal's Office, can come over and witness the Technical Bid opening.

Scrutiny of the Technical Bids opened with respect to tender requirements will be carried out by the authorized representatives and bids which are not found compliant to tender requirement even for one reason will not be considered further and shall be rejected.

Bidders found compliant in Technical Bid will be notified on mail/phone for time/ date/ venue for Price Bids opening. Interested Bidders may like to come timely to witness the Price Bid opening on the specified date/time. Total Amount quoted against sl. no. IV of Annexure-D of the Price Bid Performa alone will be readout. Subsequent requests for sharing amount quoted by other bidders will not be entertained.

Tender documents can be obtained from the office of **Principal, Sri Guru Gobind Singh College of Commerce, Pitampura, New Delhi-110034** from **2nd November 2018 to 12th November 2018** during working hours. It may also be downloaded from the college website **www.sggscc.ac.in** and University of Delhi website www.du.ac.in.

Principal
Sri Guru Gobind Singh College of Commerce, Pitampura New Delhi 110034
Dated: - 1/11/2018

"ELIGIBILITY CONDITIONS"

1.0	ELIGIBILITY CONDITIONS/ PRE QUALIFICATION REQUIREMENT (PQR)	
	Only those bidders who meet the **PRE QUALIFICATION REQUIREMENT (PQR)** as specified below, are eligible to quote:	
		Documents to be submitted for scrutiny for compliance
1.1	**MINIMUM THREE YEAR OLD COMPANY IN THE BUSINESS OF IT SERVICES/ PRODUCTS WITH FULL-FLEDGED OFFICE IN NCR ALONG WITH ADDRESS PROOF**	a. Self-attested copy of Registration/ Incorporation certificate in the name of the bidder in Delhi/NCR on or before 23.10.2015. b. Self-attested copy of Certification of Registration/ Incorporation in the name of the bidder in Delhi/NCR. **OR** Self-attested copy of Registration with any tax authority in Delhi/NCR along with the last paid Landline telephone bill or the latest paid Electricity bill or self-attested copy of the lease deed in the name of the Entity for Delhi/NCR based location.
1.2	**INFRASTRUCTURE/ CAPABILITY**	
	The bidders must have the following, as the minimum requirement:	
1.2.1	Qualified & experienced manpower with minimum of BTech/ MCA degree for each of the areas namely Design & Development of Front-end, Back-end developer, Mobile Android & iOS Developer and Testing Resource.	Self-certified List of manpower resource with name, degree, college name for each of the specified fields on the letter head of the bidder, duly signed & affixed with rubber stamp.
Note:		
a	**SGGSCC reserves the rights to visit bidder's premises for physical verification of above** In case of information given in the 'Techno-commercial Bid' is found to be false or not meeting the minimum requirement mentioned in the tender, the bidder is liable to be disqualified and further participation in tendering process may be blocked in such cases	
1.3	**EXPERIENCE**	
1.3.1	Bidder should have developed and delivered website/ mobile Apps of Android and iOS in at least five colleges of Delhi University in the past 3 years i.e. 30.09.2015 to 30.09.2018	a. Self-attested copy of each **Work Order for design & development of website, minimum three in the last 3 years for any college of University of Delhi** b. Self-attested copy of **Work Order for design & development of Mobile APPs, one each of**

			Android & iOS respectively, in the last 3 years **c. Self-attested copy of Testimonial issued for each of the 5 jobs described at a. & b. above**
1.4	**FINANCIAL**		
1.4.1	Average Annual financial turnover of bidders of last three years should be equal to or more than **Rs.20 lakh aggregate.**	Self-attested copy of balance sheet or a certificate of turnover by CA for any 3 out of 4 financial years FY 2014-15; FY 2015-16; FY 2016-17; FY 2017-18.
1.4.2	Registration for GST & PAN	1. Self-attested copy of Registration with Registration number for GST. 2. Self-attested copies of Pan Card.
1.5	**UNSATISFACTORY PAST PERFORMANCE**	
	SGGSCC reserves the right to reject the bidders whose services have not been found satisfactory in the past	

2.0 AWARD OF WORK

2.1 For selection of the final bidder on whom the order would be placed, following procedure shall be adopted:

2.1.1 PART I (TECHNICAL BID) Opening comprising:

a. Documents and information required for ascertaining the qualification of the printer as per clause 1.0 of Annexure-A of Eligibility Conditions/ Pre- Qualification Requirement (Pre-Qualification assessment of the bidders shall be done first. If required, SGGSCC reserves the right to visit the bidder's premises to physically verify submission in the 'Technical Bid'). In case the information given in the 'Technical Bid' is found to be false or not meeting the minimum requirement mentioned in the tender, the bidder is liable to be disqualified and further participation in tendering process may be blocked in such cases

b. Acceptance to 'Eligibility Conditions' (Annexure-A); 'General Terms & Conditions' (Annexure-C) and Conformity to "Scope of Work" (Annexure-B), by way of signing and affixing rubber stamp on each page.

Note:

a. Principal, SGGSCC reserves the right to reject the bidders whose services have not been found satisfactory in the past and their offer may not be opened even if received.

b. Bidders to ensure that their offers are complete in all respects. Any deviation or non-compliance may lead to rejection of their offer at any stage.

2.1.2 PART II (PRICE BID) COMPRISING:

Price Bid in a separate Sealed Envelope duly superscribed with "PRICE BID", should contain following: Price Bid as per Performa given in **Annexure D**.

Note: "Price Bid" to have prices only. Any comments / deviations in this Part shall be treated as Null & Void. No claim whatsoever in this regard shall be entertained.

2.1.3 AWARD OF WORK shall be made on the overall lowest compliant bidder.

3.0   PERIOD OF CONTRACT:
        Initially period of contract is for 2 years. It can be extended by 2 more years subject to
        satisfactory performance and mutual consent of both the parties on price escalation

4.0   PRICE EVALUATION
4.1   Prices to be submitted in a separate sealed cover in the enclosed Price Performa
       (Annexure-D).
4.2   The bidders are required to quote essentially for the entire scope of work.
4.3   Price evaluation of the lowest compliant bidder (L-1) would be on the basis of the Total
       Price but excluding GST quoted against **Sl. No. II** of Price Performa (Annexure-D).

5.0   DELIVERY SCHEDULE
        All modules are to be developed, tested and deployed within three months from award
        of work.

6.0   PENALTY – QUALITY
6.1   If the final product is not found to match the quality standards as per industry standards
       and Scope, SGGSCC will not be obliged to accept the job. Only one opportunity will be
       given to rectify and resolves the issues within the time available in hand failing which
       Principal, SGGSCC will be free to explore alternate vendor.

7.0   PENALTY – DELAY
7.1   The delivery schedule given (5.0) will have to be strictly adhered to.
7.2   **Any delay beyond specified schedule for completion of job, will invite imposition of
       penalty, which will be decided by SGGSCC and bidder has to accept the same.**
7.3   Principal, SGGSCC reserves the right to refuse to accept delivery beyond delay of one
       week.

8.0   LATEST UPDATES
8.1   All corrigenda, addenda, amendments, time extensions, correspondences, clarifications,
       changes, errata, revisions etc. to the tender will be hosted on the SGGSCC website
       (www.sggscc.ac.in). Bidders should regularly visit the websites till the date of
       submission of the bids to keep themselves updated.

9.0   EXTENSION/ALTERATION MODULES
9.1   Modules in the software can be added/altered as per the college requirement.
9.2   Any other addition/alteration in the present software can be discussed and rate /time
        schedule will be finalized with the mutual consent of the vendor and the college
        authorities.

Annexure-B

"SCOPE OF WORK/ TIME SCHEDULE"

S.No.	Module	Description	Platform/Interfaces

1	Timetable, Attendance & Internal Assessment System	Application must have Student and Faculty Login to be able to make timetable, mark daily attendance lecture-wise, submit internal assessment and publish several kinds of report. Attendance must be editable, realtime. Multiple Excel based reports should be permissible. An additional Admin interface to manage. The system should be complaint with CBCS framework with support for Core/Generic Paper. System should be comprehensive, robust and realtime. Customized UI and Interface for each application. Vendor must provide training to all staff for at-least 7-10 days and should be present for any troubleshooting in college premise. The scope includes AMC of the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contract.	Android Native App iOS Native App Mobile Response Web Interface
2	Notices & Assignment System	Application must have provision to send one way Notices from Admin to Faculty/Students with Push Notification. Faculties can share one way messages with file attachment with students. System should be comprehensive, robust and realtime. The scope includes AMC of	Android Native App iOS Native App Mobile Response Web Interface

		the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contract.	
3	Salary & PF System	Application must have provision for Faculty to view Salary & PF with dynamic Salary Slips on Mobile. Access to be authenticated by OTP. System should be comprehensive, robust and realtime. The scope includes AMC of the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contracts.	Android Native App iOS Native App
4	Student & Faculty ID Card System	Application must have provision for college to capture information from Faculty & Student and generate Student & Faculty ID Cards. Dynamic PDFs should be generated for each user with QRCode/Barcode. System should be comprehensive, robust and realtime. The scope includes AMC of the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contract.	Android Native App iOS Native App Mobile Response Web Interface
5	Placement & Internship System	Application must have provision of a comprehensive Campus Placement & Internship Portal to manage complete	Android Native App iOS Native App Mobile Response Web Interface

		process.	
		The scope includes AMC of the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contract.	
6	Faculty Profile System	Application must have provision to make comprehensive faculty profile year-wise with all sections including but not limited to research, academic, publications and more. Should be integrated with College Website in a dynamic fashion. The scope includes AMC of the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contract.	Mobile Response Web Interface
7	Parent Report System	Application must have provision to send automated SMS to parents for short attendance cases.	Mobile Response Web Interface
8	Faculty Leave Management System	Application must have provision for faculties for intimation of leave to administration with leave balance visible at all times, provision to update annual leave balance and view complete system at any time. The scope includes AMC of the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contract.	Android Native App iOS Native App Mobile Response Web Interface
9.	College Website Redesign &	College Website must be redesigned and developed	Mobile Response Web Interface

		Development	with latest design standard. Should be mobile responsive. Must be integrated for certain sections with the College Management System. Should have a dedicated CMS to manage dynamic sections. The scope includes AMC of the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contract.	Integration with Other Systems
10.	Examination Form		Application must have provision for students to be able to fill and submit their examination form with maximum fields pre-populated. The form must be adhering to the DU Examination Form format and should be downloadable as PDF.	Mobile Response Web Interface
11.	College Fee Portal		Application must have provision for students to be able to pay their course, hostel, mess and other kinds of fee, via an integrated mechanism. System should be able to integrate with 3rd Party payment gateways and should be seamlessly integrated to minimize manual effort and reconciliation. The scope includes AMC of the module by the vendor, any issue faced to be resolved within 48 hours of the intimation, and charges for same should be at one rate per year for the term of the contract.	Mobile Response Web Interface Integration with Other Systems
12	IT Infrastructure		Dedicated Server space with sufficient RAM and	

		Processing Power, Server Space, Auto Backup and SSL service for handling approx. 3000 concurrent users. Server should be based out of India. Email Service for sending approx. 5 lakh emails per annum.	

Common to All Applications above:
- **Integration with 3rd Party SMS System**
- **Integration with Bank's Payment Gateway**
- **Realtime & Robust with ability to bear concurrent load of 3000+ users**
- **Interfaces to be Android Native, iOS Native and Mobile Responsive Web Interface**
- **Admin Interfaces for all modules needed**
- **Excel based custom reports for all sections**
- **Quick & Dedicated resolution of bugs, issues encountered on daily basis**

Annexure-C

"GENERAL TERMS & CONDITIONS"

1.0 SUBMISSION OF OFFER

Your offer should be complete in all respects as prescribed in the tender. Offer should be either typed or written legibly in English. Alterations/ over-writings, if any, in the tender should be attested by the person signing the tender. Tenders with alterations etc., not authenticated as above may be rejected by SGGSCC.

2.0 PRICE

2.1 Price quoted should be firm.

2.2 All prices quoted should be inclusive of all taxes, duties, etc., as applicable, except GST applicable, which should be indicated separately in the column provided in the Price Performa enclosed as Annexure-D.

2.3 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

2.4 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to **Sl. No. 2.3 and 2.4** above.

2.5 If there is such discrepancy in an offer, the same shall be conveyed to the bidder with target date up to which the bidder has to send his acceptance on the above lines and if the bidder does not agree to the decision of the purchaser, the bid is liable to be ignored.

2.6 Price to be filled-in as per the Price Performa enclosed as Annexure-D. Change in Performa is not allowed.

2.7 Offers not fulfilling any of the above conditions are liable for rejection.

3.0 TAXES

3.1.1 It is mandatory to comply with all taxes applicable for the required services. Your Price should be all inclusive, **except GST**. The amount towards GST should be indicated separately in the specified place in Price Performa enclosed as **Annexure- D**.

3.2 To enable SGGSCC to avail GST Input tax credit, Bidder shall submit GST complaint Tax invoice containing all the particulars as stipulated under Invoice Rules of GST Law. Such invoice shall be submitted within one week of sign-off of the project, in the name of SGGSCC.

3.3 Bidder shall deposit GST amount as per schedule (i.e. by or before 20th of the next month) and confirm by way of letter or email to college that they have deposited the GST amount as prescribed in GST laws and subsequently email SGGSCC copy of Qrtly GSTR-1 filed carrying invoice details pertaining to SGGSCC within the stipulated time for relevant period as per GST Law.

3.3.1 In case GST credit is delayed/denied to SGGSCC or subsequently recovered from SGGSCC due to non/delay in filing of GSTR-1 Return or delay in/non-payment of tax to Govt. by bidder or for any other reasons not attributable to SGGSCC, in such case any financial implication on SGGSCC on account of delay/loss/recovery from SGGSCC of such GST Credit along with interest levied/leviable on SGGSCC till the time GST credit is available to SGGSCC, shall be recovered from the bidder's future bills and/or adjusted against GST amount not paid as indicated above.

3.3.2 Irrespective of refund of GST Credit and interest thereon to SGGSCC by GST portal upon subsequent declaration of such invoice by Bidder in his GSTR-1 for any period after due date of such return and/or payment of GST thereon by Bidder on GST portal, the notional interest for delayed period of GST credit (i.e. delay for the period when GST credit is actually allowed and the period when GST credit should have been allowed had bidder declared such invoice in his GSTR-1 and paid tax thereon in the relevant month as per GST law) shall be recovered from bidder.

3.3.3 GSTIN of SGGSCC will be provided to the successful Bidder by the office of SGGSCC along with work order.

4.0 PRICE ESCALATION CLAUSE

4.1 All the prices quoted by the bidders shall be in Indian Rupees and shall be final and binding and not subject to any price escalation. However, for increase in the scope of work beyond the originally specified in the tender shall be mutually settled between bidder and the college and agreed payment for such additional work shall be made by the SGGSCC to the bidder.

5.0 VALIDITY OF OFFER

5.1 Your offer should be valid for at least 60 days from the date of opening of the Bid.

6.0 TERMS OF PAYMENT

6.1 100% payment shall be made within 30 days from the date of receipt of bills post completion of the job satisfactorily. All payments shall be subject to Statutory Deductions as per norms.

SGGSCC reserves the right to make payment through E-mode. Successful bidder shall be required to furnish the account details with all relevant information along with a photocopy / cancelled copy of one leaf of the company's cheque book.

7.0 ARBITRATION

7.1 In case of failure to arrive at amicable settlement, dispute of any kind whatsoever which arise between SGGSCC and the bidder in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contractual obligations whether before or after the termination, abandonment or breach of the Contract, shall be referred through prior notice in writing by either party to Arbitrator who will be College Principal or a nominee appointed by him.

8.0 Any dispute in respect of which a notice to commence arbitration has been given, in accordance with sub-clauses shall be finally settled by Arbitration.

8.0 Any dispute shall be referred to the sole arbitration of Principal of the College or a nominee appointed by him, within 45 days of the receipt of the notice invoking arbitration.

8.1 Subject as aforesaid, the Arbitration proceedings shall be conducted;
  8.1.1 In accordance with the rules of procedure of the Indian Arbitration and Conciliation Act 1996.
  8.1.2 The place of Arbitration shall be the place from which the contract is issued or such other place as the Arbitrator at his discretion may determine.
  8.1.3 The language of the Arbitration Proceedings shall be English.
  8.1.4 The law governing the arbitration proceeding shall be the Indian law and
  8.1.5 The cost of arbitration shall be borne equally by the parties.
  The award of the Arbitrator shall be final and binding upon the parties to the dispute and shall be enforceable in any court of competent jurisdiction as decree of the court.
8.2 Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract not affected by the issues governing arbitration unless they otherwise agree.

9.0 EFFECT AND JURISDICTION OF CONTRACT

9.1 The law applicable to this contract shall be the laws in force in India. The courts in Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this contract.

10.0 CONTRACT TERMINATION

10.1 SGGSCC reserves the right to terminate the contract any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to.

11.0 AUTHORISED OFFICER

11.1 The Principal, SGGSCC or any other officer nominated by Principal, SGGSCC shall be the authorized officer with regard to the Contract. The decision of the authorized officer shall be final and binding on the bidder. The authorized officer shall hold all the meetings in Delhi only.

15.0 CONTACT PERSONS:
For any clarification, bidders may contact the following officials of SGGSCC:
- **Ms. Vandana Kalra (Assisstant Professor)**
  Tel.: 9971777056

Annexure-D

"Price Bid"

"PRICE PERFORMA FOR IT SERVICES/ SOLUTIONS FOR SGGSCC"

S.No.	Items Description as per description	Design &	AMC for

		Development Cost, all inclusive, but excluding GST In rupees	One Year in rupees
1	Design & development of Timetable, Attendance & Internal Assessment System as specified at Sl.no. 1 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the module		
2	Design & development of Module Notices & Assignment System as specified at Sl.no. 2 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the module		
3	Design & development of Salary & PF System as specified at Sl.no. 3 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the module		
4	Design & development of Student & Faculty ID Card System as specified at Sl.no. 4 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the module		
5	Design & development of Placement & Internship System as specified at Sl.no. 5 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the module		
6	Design & development of Faculty Profile System as specified at Sl.no. 6 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the module		
7	Design & development of Parent Report System as specified at Sl.no. 7 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the module		
8	Design & development of Faculty Leave Management System as specified at Sl.no. 8 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the module		
9	Design & development of College Website - Redesign & Development as specified at Sl.no. 9 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the Website		
10.	Design & development of Examination System as specified at Sl.no. 10 of Annexure B of Scope of Work including completion within the specified schedule and AMC of the		

	Module		
11	Design & Development of College Fee Portal System as specified at Sl. no. 11 of Annexure-B of Scope of Work including completion with in the specified schedule and AMC of Module		
12	Cost of IT Infrastructure & services as specified at Sl. no. 12 of Annexure-B in INR on lumpsum basis		N.A.
I	**Sub Total A & B Separately in space provided**		
II	**Total (A+B) excluding GST**		
	Amount in Words:		
III	**GST Applicable (quote GST Amount)**		
IV	**Total Amount for A+B including GST**		
	Amount in Words:		

Pl. Note:
1. **Price Bid of the bidders who are compliant to tender terms as per Annexure-A and have quoted in the above prescribed Price Performa and those who quoted for all items alone will be considered**
2. **Lowest Compliant Offer will be evaluated based on the amount quoted against sl. No. II i.e. Total amount (A+B) against sl. No. II, excluding GST**