

# Sangam Laxmibai Vidyapeet

## Tender document Terms & Condition for engaging ePortal development

Date: 09<sup>th</sup> December 2023

Sangam Laxmibai Vidyapeet (SLV), Engaging “**Educational + Office Automation ePortal Development Agencies/ Companies**” to develop and maintain integrated and automated ePortal system for SLV society and its constituent institutions - School, Junior College, Degree College, Pharmacy College and Engineering College. The ePortal should contain Student affairs, Teaching affairs, Academic and examination functionalities, Alumni, Library, Online payments, HR, Procurements, Stores, Maintenance, e-files system, Self-generation QR Code/Bar Code (for each document & file) and Accounts with workflow management and automation.

The tender is under two Bid Systems i.e. Technical Bid and Financial Bid from reputed experienced, established and financially sound Companies/Firms/Agencies for providing the above services. The Designs & Trademarks located at the addressee for 3 years from the date of taking up the project. 1<sup>st</sup> year – 12 weeks for development and live and testing and maintenance for 40.179 weeks and 2<sup>nd</sup> and 3<sup>rd</sup> year maintenance & upgradation (if required). The contract unless extended further by mutual agreement of the SLV and service provider, on the same terms and conditions or otherwise as mentioned in the tender document. The present requirement attachment is available on the website mentioned in the newspaper advertisement.

### **I. Pre-qualification (PQ) criteria**

1. The company should be in the related business at least for last (5) yrs
2. Should have annual turnover of at least 50 lacs for the last (3) yrs

## **Sangam Laxmibai Vidyapeet**

3. Should have minimum (50) employees, excluding accounts and finance employees, in design and development of Software design in educational field.
4. Should have developed at least (3) educational portals one of them should be Engineering college. The portals should be operational for a period of (1) Year (tenderer must submit the related reference document)
5. Should have relevant certification for quality and security, DEITY / BIS.
6. Any other.
7. The Tenderer must be profit making during the last three years.
8. The tenderer should not have been black-listed by any Govt. departments/PSUs/Corporate bodies etc.

Pre-qualification will be based on the above and it is Pass or fail, no carry forward.

### **II. Evaluation criteria**

PQ -- Pass/fail

Tech bid --- The Best solution provider gets max (40) marks carried forward.

Financial bid --The lowest bidder gets (60) marks

Overall ranking – Tech. bid + Fin. bid.

### **III. Award Criteria**

The contract shall be awarded, with the approval of the competent authority, to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest rate with highly technically strong for which bids are called provided further that the bidder has the capability and resources to effectively carry out the contract works. Further, if two or more bidders quoted the same percentage of service charge, then the tender will be finalized on the basis of clauses – i) Total Turnover [3 Years] in the order

## **Sangam Laxmibai Vidyapeet**

of preference as mentioned. ii) Experience Certificate in terms of value for IT services only will be considered.

### **a. Technical bid**

Compliance with the requirement as per the QRD document available at the website. Weightage (40) marks to be carried forward.

Copies of the following documents should be submitted along with the Technical bid: (All Documents are compulsory):-

- Audited Balance Sheet of last three years
- Audited Profit and Loss Account for last three years
- Income Tax returns for the last 3 years
- Company/Proprietorship/Partnership Registration Certificate
- GST/Service Tax certificate
- Registration Certificate of ESIC and EPFO
- Copy of PAN card
- Valid Labour license issued by Labour Commissioner
- EMD Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft or EMD in favour of "Sangam Laxmibai Vidyapeet" payable at Hyderabad (non-refundable)
- Proof of exemption from Earnest Money Deposit (EMD), if exemption availed
- Experience Certificate & others (if any)

### **b. Financial /Commercial bid**

--- Design and Development

--- Hosting charges per year

--- Annual maintenance charges 3 yrs to be considered for evaluation

--- The portal should be ready and go live within (12) weeks.

--- Financial bid must contain Bank Guarantee (BG) (Security Deposit)

10% of the total bid value. It will be refund to the unsuccessful bidder.

--- Bid response to be valid for two months from the date of submission.

Accordingly BG validity also.

## **IV. Period of Contract**

The Contract shall be valid for a period of three years from the date of signing the agreement or as specified in the agreement. SLV, however, reserves the right to terminate the contract by serving one month's notice in writing, without assigning any reason whatsoever. The contractor has to give 03 month notice in writing if he wants to terminate the contract.

## **V. Payment Procedure**

Payment to the contractor will be on a reimbursable basis. It will be made in the succeeding month within 10 working days after submission of the bill complete in all respects, in triplicate in standardised proforma approved by the government or IT department. The payment will be processed as follows,

1. The portal should be ready and go live within (12) weeks. (70%) payment to make.
2. Three months trial period and implement changes as the user recommends—balance (30%) payment to be made.
3. 2<sup>nd</sup> & 3<sup>rd</sup> year annual maintenance starts—quarterly payment at the end of qtr on user certification.

All the above payments will be released only after a satisfaction report from all users. If a satisfaction report is pending from any of the users or an unsatisfied report comes to the billing under then, an amount of 2% will be deducted from the produce bill under the terms of liquidity damage (LD) as the implementing user found difficulty to implement the process due to errors. After deducting the LD, the bill will be paid.

## **VI. Breach of Contract**

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by SLV besides annulment of the contract.

**VII. Arbitration**

SLV shall not be liable for any delay/inability in delivering its obligations of this contract due to Strike, lockdown, labour problems, transportation embargo or any state of emergency declared in the region or any measures taken by the Government beyond SLV's control. The arbitration proceedings shall be held in accordance with the Arbitration and conciliation Act, 1996 or any amendments/re-enactment thereof. The venue of such arbitration shall be in Hyderabad. SLV is a Society registered under the Society Act, Govt. of Telangana, and accordingly, all notifications order/guidelines of govt of Telangana/SLV as applicable shall also be a part of this tender /Contract.

**VIII. Jurisdiction**

The disputes, legal matters and court matters, if any, shall be subject to Hyderabad, Telangana, India jurisdiction only.

\*\*\*\*\*