

# ORISSA SPACE APPLICATIONS CENTRE

## TENDER FOR SELECTION OF AN IT/SOFTWARE AGENCY FOR DEVELOPMENT, EXECUTION AND MAINTENANCE OF A WEB BASED SOFTWARE PROGRAMME ORSAC Advt. No. 4/2010

Orissa Space Applications centre invites tender from IT/Software agencies for development, execution and maintenance of an web based software programme to online monitor and manage procurement, processing, storage and disposal of a marketable commodity.

Tender documents will be available from the centre on payment of Rs.1000/- (Rupees One thousand) only in cash w.e.f. 08.02.2010. A complete set of bid documents can also be downloaded from ORSAC website [www.orsac.org](http://www.orsac.org) and [www.orissagov.nic.in](http://www.orissagov.nic.in). Bidders using downloaded bid document shall have to pay Rs.1000/- (Rupees One Thousand only) in shape of DD drawn in favour of "Orissa Space Applications Centre" payable at Bhubaneswar towards cost of bid document.

**Chief Executive**

**TENDER FOR SELECTION OF AGENCY FOR  
DEVELOPMENT, EXECUTION AND MAINTENANCE OF A WEB  
BASED SOFTWARE PROGRAMME**

**ORSAC Advt. No.4/2010**



**Orissa Space Applications Centre (ORSAC)**

**Dept. of Science and Technology, Govt. of Orissa,  
plot no.45/48, Jayadev Vihar,**

**Near GAA, Unit-16, Bhubaneswar-751023, Orissa**

**Tel:-0674-2300733,3293545, Fax-2300681**

**[E-mail-orsac@gramsat.nic.in](mailto:orsac@gramsat.nic.in), Website-<http://www.orsac.org>**

# ORISSA SPACE APPLICATIONS CENTRE

## TENDER FOR SELECTION OF AGENCY FOR

### DEVELOPMENT, EXECUTION AND MAINTENANCE OF AN WEB BASED SOFTWARE PROGRAMME

#### ORSAC Advt. No4/2010

Orissa Space Applications Centre (ORSAC), an autonomous organization under Science and Technology Department, Government of Orissa invites tender (both technical bid and price bid) from IT/Software Development firms to develop, execute, and maintain a web based software programme to online monitor and manage procurement, processing, storage and disposal of a marketable commodity. Agency will be selected based on its proven track record.

- Agency should be a registered entity (Society/Company/proprietary firm/partnership firm). Agency should have substantial experience in the filed of development of web based software programme for online monitoring and management.
- Agency/Firm should have an Annual Turnover of minimum of Rs.50 lakhs, on average, for preceding 2 financial years.
- The Software Organization should have adequate IT skilled manpower, not less than 20, to handle this size of a project.
- The Software Organization must have a registered Office in Bhubaneswar.

Bid documents will be available from the centre on payment of Rs.1000/- (Rupees One thousand) only in cash from 8<sup>th</sup> February 2010. A complete set of bid documents can also be downloaded from ORSAC website [www.orsac.org](http://www.orsac.org) and [www.orissagov.nic.in](http://www.orissagov.nic.in). . Bidders using downloaded bid document shall have to pay Rs.1000/- (Rupees One Thousand only) in shape of DD drawn in favour of "Orissa Space Applications Centre" payable at Bhubaneswar towards cost of bid document. Successful agency shall be required to sign an MOU with such terms and conditions as may be laid down.

#### Important Dates on Tender

<b>Sale of Tender Document</b>	<b>: 08.02.2010</b>
<b>Last Date of sale of Tender</b>	<b>: 20.02.2010</b>
<b>Submission of Tender</b>	<b>: 23.02.2010 up to 1 PM</b>
<b>Opening of Tender</b>	<b>: 23.02.2010 at 3 PM</b>
<b>Technical Presentation</b>	<b>: 24.02.2010 from 10.30 AM onwards (For qualifying agencies)</b>
<b>Opening Price Bid</b>	<b>: 26.02.2010 (Tentative)</b>

**Chief Executive**

## **DEVELOPMENT, EXECUTION AND MAINTENANCE OF AN WEB BASED SOFTWARE PROGRAMME**

### **1. PROJECT BACKGROUND**

Orissa Space Applications Centre is undertaking a project sponsored by the Principal Chief Conservator of Forests (KL), Orissa. The project includes mapping of kendu leaves 'phadies', their command areas, storage godowns, administrative units etc and online monitoring and management of procurement, processing, storage and disposal of kendu leaves in different divisions of the state. The Centre intends to select an IT agency/firm to develop a web based software programme for online monitoring and management of all aspects of the trade.

### **2. TENDER NOTICE**

This tender notice is for selection of an Agency to develop, execute, and maintain a web based software programme to online monitor and manage procurement, processing, storage and disposal of kendu leaves.

- 2.1 The agencies/ bidders are advised to study the tender document carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 2.2 Interested bidders can purchase bid documents from the centre on payment of Rs.1000/- (Rupees one thousand) only in cash (non-refundable) from 08.02.2010. Bid documents can also be downloaded from our website [www.orsac.org](http://www.orsac.org) and Govt. of Orissa website [www.orissagov.nic.in](http://www.orissagov.nic.in). Bidders using downloaded document shall pay Rs.1000/- in shape of demand draft drawn in favour of ORSAC payable at Bhubaneswar towards cost of bid document.
- 2.3 This Tender document is not transferable.

### **3. INSTRUCTION TO BIDDERS**

- 3.1 The bidders are advised to study the Tender Document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.
- 3.2 ORSAC reserves the right to accept or reject any or all responses without assigning any reason thereof. It also reserves the right to seek further information/details.

- 3.3 Firms/ Organizations if found to have indulged in any corrupt or fraudulent practices or campaigning will have their Tender document not taken up for consideration.
- 3.4 ORSAC will call selected bidders to make a presentation on their strength and capabilities, past experience on similar type projects and their proposed view on the project.
- 3.5 The bidder shall be responsible for all the costs associated with the preparation of the proposal. The client shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.
- 3.6 Mere submission of information does not entitle the bidder to meet an eligibility criterion. ORSAC reserves the right to vet and verify any or all information submitted by the bidder.
- 3.7 ORSAC reserves the right to change, modify, add or alter the bidding process including the right to rank and shortlist the bidders, based on detailed evaluation of capabilities.
- 3.8 No exclusivity rights will be provided nor should be assumed by the bidder at any stage.
- 3.9 Sealed Tender prepared in accordance with the procedures enumerated in Tender document should be submitted to ORSAC, not later than the date and time laid down, at the address given in the Schedule of Events.
- 3.10 The detailed schedule of events is as per this document. ORSAC shall not be responsible for non-receipt /non-delivery of the Tender due to any reason whatsoever.
- 3.11 The scope of work may be altered marginally during actual execution.
- 3.12 Each bidder is required to develop a prototype software programme using data set provided by ORSAC to demonstrate operation of functional aspects of the required system.
- 3.13 The technical evaluation of bidding proposals will be undertaken in the following manner.
  1. Organization-(to be evaluated in scale of 1 to 20)
  2. Project Experience- (to be evaluated in a scale of 1 to 30)
  3. Prototype software programme developed (to be evaluated in a scale of 1 to 50)

Bidders securing 80 or above in the process of above mentioned evaluation will be short-listed for consideration of price bid.

#### **4. SCOPE OF WORK**

To develop a web based software programme Procurement and Storage Management System for Orissa Space Application Center which will generate different reports.

The application should cater to the following functional requirements

- Phadi Management
  - ✓ Phadi Collection, date-wise
  - ✓ Phadi Processing, date-wise

- ✓ Phadi Dispatch, date-wise
- ✓ Reporting, date-wise
- Phadi Transport Management
  - ✓ Transportation Details Tracking
    - Number of Bags dispatched
    - Number of Bags received at Godown
  - ✓ Reporting
- Central Godown Management
  - ✓ Godown receivable tracking, season-wise stock
  - ✓ Stock lifted from Godown (Lot number/ no. of bags)
  - ✓ Sale value realized (Lot number/sale value/Total value) tracking, season-wise stock
  - ✓ Reporting

**Phadi Management:** The application for Phadi management must have the details of the collected kendu leaves; number of Kerry (Kerries) (Each Kerry contains 20 leaves) collected along with the supplier's ID Details which will be maintained at Phadi house level. The details of the Phadi house like how many bags it can contain & the dimension of Phadi house.

**Phadi Processing Management:** The Phadi Processing Management application must have the Phadi house details like date-wise number of Kerries processed, Number of bags produced etc.

**Phadi Transport Management:** The Phadi Transport Management application must have the details of transportation of Phadi will occur with the details of Date, Transit Number, Number of bags Transported, and Godown transported to.

**Central Godown Management:** The Central Godown Management application must have the details of Central Godown like, the capacity and the dimension of the central Godown. No. of bags received date-wise, Bags lifted (where to, buyer or another godown) date-wise, sale value realized, Transit Pass no. with date, etc.

**Central Godown stock Management:** This application must be capable of generating date wise report which will contain Name of the Godown, Opening Stock at Central Godown with season wise break-up, Number of bags to be delivered, Number of bags sold, Sale Value of sold bags, and Number of bags Lifted.

**Administration Management:** This module involves adding of management of Phadi, Range, Division, and Circle. This module will facilitate the administrator to

add/update/delete/suspend Phadi. This will also allow adding Temporary Collection Centre (Phadi) and their management.

**Technical Solution:**

The proposed technical solution should be developed using Open Source platform with additional redistributable components developed on Microsoft platform.

The solution should be built on N-tier architecture with utmost flexibility for future scalability purposes. The user interface for data entry should be in line with Web 2.0 standards involving AJAX components. The user interface should be customizable by administrator of the system. The business layer should be designed in a componentized model to address the growth and scalability features. The database design should ensure handling of high volume data and support multi-dimensional modeling for intelligence reporting (static and canned reporting). The bidder has to demonstrate the static and canned reports during the technical presentation.

**Support:**

The Software Organization should provide support for 3 years and has to provide support at offices during the Phadi Collection, Processing period.

**Submission of Bid:**

Interested firm may submit their offers as explained in the annexure-1.

**Presentation:**

All short-listed applicants will be invited to make presentations before a panel of evaluators for necessary evaluation and selection. The presentation will include organization's strength and capability, similar projects completed, and prototype software programme to be developed on the data set supplied by ORSAC.

**5. PRE-QUALIFICATION CRITERIA**

- 5.1 The bidder shall submit Rs.1,000/- (Rupees one Thousand) only towards the cost of the Tender Document.
- 5.2 The bidder shall either be a Society/firm/company registered under Societies Act/ the Indian Partnership Act/ Indian Companies Act 1956 or as the case may be for at least 5 years as on 31st March 2009.
- 5.3 The bidder shall submit copy of up-to-date VAT registration & clearance certificate, Service Tax Registration certificate, up-to-date service tax return and copy of PAN.
- 5.4 The bidder should have minimum experience of development of 5 web based monitoring and management software programmes. The bidder has to furnish necessary documentary evidence in support of this.
- 5.5 The bidder shall submit the successful completion certificate from the concerned organizations.
- 5.6 The bidder shall submit a copy of the annual return submitted to EPF Commissioner, if applicable.

- 5.7 The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.
- 5.8 The bidding agency must have a minimum of 20 IT skilled manpower. Necessary documentary evidence shall be furnished.
- 5.9 ORSAC, if required at Tender stage, would visit the sites / office locations mentioned by bidder as "Relevant experience" to verify the level of implementation, completeness and details related to the capability of bidder and other aspect of the project.
- 5.10 The bidder should have a registered office in Bhubaneswar.
- 5.11 Consortium bids are not allowed.
- 5.12 ORSAC reserves the right to accept or reject any or all response without assigning any reason.
- 5.13 The application form is required to be submitted on the company's letter head with due signature in every page.

The schedule of events and tender submission procedure are detailed in the annexure-1.

**SCHEDULE OF EVENTS AND PROCEDURE FOR SUBMISSION OF TENDERS**

**Schedule of events**

<b>Sale of Tender Document</b>	<b>: 08.02.2010</b>
<b>Last Date of sale of Tender</b>	<b>: 20.02.2010</b>
<b>Submission of Tender</b>	<b>: 23.02.2010 up to 1 PM</b>
<b>Opening of Tender</b>	<b>: 23.02.2010 at 3 PM</b>
<b>Technical Presentation</b>	<b>: 24.02.2010 10.30 AM onwards (For qualifying agencies)</b> <b>Venue- ORSAC conference hall</b>
<b>Opening Price Bid</b>	<b>: 26.02.2010 (Tentative)</b>

**Address for Submission of Tender**

**Chief Executive**

**Orissa Space Applications Centre (ORSAC)**

**Plot no.45/48, Jayadev Vihar**

**Near GAA, Bhubaneswar-751023, Orissa**

**Tel:-0674-2300733,3293545, Fax-2300681**

**[E-mail-orsac@gramsat.nic.in](mailto:E-mail-orsac@gramsat.nic.in), Website-<http://www.orsac.org>**

**PROCEDURE FOR SUBMISSION OF TENDER DOCUMENT:**

The tender document shall be submitted in three parts in separate sealed covers as described below.

**Envelope-A:** This envelope shall contain the following documents and super scribed "Essential Qualifications"

1. Tender Paper Cost:
  - (a). Demand Draft/ORSAC's Cash Receipt  
(Please tick as the case may be)
2. Registration Certificate (Photocopy) of being a Society/Firm /Company
3. Photocopy of VAT registration certificate
4. Photocopy of Service Tax Registration Certificate
5. Photocopy of Service Tax Return (2008-09)
6. Photocopy of PAN
7. Acceptance of terms & conditions contained in the Tender (EQ: Format-1)
8. Declaration of ineligibility for corrupt and fraudulent practices (EQ: Format-2)
9. Authorization in favour of representative, if applicable (EQ: Format-3)
10. Audited statement of accounts for the FY 2008-09 & 2007-09.
11. Auditor's certificate regarding annual turnover of minimum Rs.100 lakhs
12. Income Tax Return (Copies) for the FY 2008-09 & 2007-09.

13. Tender Notice and related documents signed at each page
14. Bidder's Profile (EQ: Fomat-4)
15. Documentary evidence of minimum IT skilled manpower strength (20)

**Envelope-B:** This envelope shall contain following documents and super scribed "Technical Proposal"

1. Profiles of similar projects completed (TP: Format-A)
  2. Certificate in Proof of completion of work relating to development & execution of web based online monitoring and management system.
  3. Methodology to adopt.
  4. Time period for development of the S/W programme
- (All above documents are to be typed in bidder's letterhead)

**Envelope-C:** This envelope shall contain Price Bid in prescribed format.

**Lastly, all the three sealed envelopes shall be enclosed in another envelope to be properly sealed with super scribed "Tender for Development of Software" and submitted to the centre**

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**Bidders are requested to watch out ORSAC web site for change of events / additional information from time to time.**

**EQ: FORMAT-1**

*(To be typed on the Letterhead paper of the Applicant, including full postal address,  
Telephone and FAX numbers and e-mail address)*

To,

**Chief Executive**  
**Orissa Space Applications Centre (ORSAC)**  
**Plot no.45/48, Jayadev Vihar**  
**Near GAA, Unit-16, Bhubaneswar-751023, Orissa**  
**Tel:-0674-2300733, 3293545, Fax-2300681**

Subject: **Tender for “Development, Execution and Maintenance of a Web based Software Programme”**

Dear Sir,

Having examined the Tender notice and documents, I/we, the undersigned, offer to participate in the tender for **“Development, Execution and Maintenance of a Web based Software Programme”** in full conformity with the said Tender.

I/We have read the provisions of the Tender and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our Tender offer shall not be given effect to.

I/We agree to abide by this Tender, consisting of this letter, the detailed response to the Tender and all attachments, for a period of one year from the date fixed for submission of Tender as stipulated in the Tender

This application is made with the full understanding that:

- (a) Bids by qualified Agency will be subject to verification of all information submitted for qualification and bidding;
- (b) ORSAC reserves the right to reject or accept any application, cancel the qualification process, and reject all applications and ORSAC shall not be liable for any such actions.

Any genuine changes made by ORSAC in the interest of project with respect to the technical requirement during the course of project implementation will be acceptable.

We hereby declare that all the information and statements made in this proposal are complete, true and correct and accept that any misinterpretation contained in it may lead to our disqualification.

<Signature of Authorized Signatory>

<Name>

<Designation>

<Contact Address>

<Telephone Numbers ( Mobile & Land)>

Company Seal

**DECLARATION**

*(To be typed on the Letterhead paper of the Applicant)*

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

To,

**Chief Executive**

**Orissa Space Applications Centre (ORSAC)**

**Plot no.45/48, Jayadev Vihar**

**Near GAA, Unit-16, Bhubaneswar-751023,Orissa**

**Tel:-0674-2300733, 3293545, Fax-2300681**

Ref:           **Declaration Letter for Agencies for “Development, Execution and Maintenance of a Web based Software Programme”**

Dear Sir,

This is to notify you that our Firm / Company intends to submit a proposal in response to your Tender Reference No: -----  
----- In accordance with the above we would like to declare that:

a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment

b) We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

Sincerely,  
[BIDDER'S NAME]  
Name  
Title  
Signature  
Date  
Company Seal

EQ: Format-3

**(AUTHORIZATION Letter in the Letterhead of the applicant in favour of representative)**

Date : \_\_\_\_\_

Ref : \_\_\_\_\_

To,

**Chief Executive  
Orissa Space Applications Centre (ORSAC)  
Plot no.45/48, Jayadev Vihar  
Near GAA, Unit-16, Bhubaneswar-751023,Orissa  
Tel:-0674-2300733,3293545, Fax-2300681**

**Sub: Development, Execution and Maintenance of a Web based Software Programme**

Ms. /Mr. \_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference No. -----  
----- . S/He is also authorized to attend meetings and submit technical and commercial information as may be required by ORSAC in the course of processing above said application.

Thanking you,

Authorised Signatory

\_\_\_\_\_

Representative Signature

\_\_\_\_\_

Signature attested

**BIDDER'S PROFILE**

*(To be typed on the Letterhead paper of the Applicant)*

- 01 Name of the Firm/Company
- 02 Year Established
- 03 Address of Office
- 04 Telephone No.
- 05 Fax No.
- 06 E-mail Address
- 07 Website
- 08 Sectors' in which the company/firm has provided similar services to Govt./ PSU/ Agencies in India
- 09 No. of full time personnel currently under employment
- 10 No. of years of proven experience of providing similar Services
- 11 Certifications (ISO 9001:2000, if any)

**Authorized Signatory**

## **PROFILES OF SIMILAR PROJECTS COMPLETED**

1. Name of client
2. Name of the Project
3. Brief Description of the Project
4. Scope of the Project (Activities Involved)
5. Details of Solution and Methodology Adopted
6. No. of Locations at which Project is being/was implemented
7. Resource Base
  - Total area
  - Total number of villages/Tahasils
  - Total number employee deployed for the project
  - Total number of System/SW used in the project
  - Name of software used in the project
8. Value of the project (INR)
9. Date of award of contract
10. Date of commencement of the project
11. Date of successful completion of the project
12. If not completed, expected date of completion
13. Name of the person who can be referred to from Clients' side, with Name, Designation, Postal address, Contact phone, FAX number, e-mail id etc.

*Attach Additional Sheets and Annexure, if required.*

**Authorized Signatory**

**ORISSA SPACE APPLICATIONS CENTRE**

**Tender for Selection of an Agency for Development, Execution and Maintenance of a Web based Software Programme**

**PRICE BID**

Description	Professional fee (Rs)	Taxes if any
<b>Development &amp; Execution of the software programme</b>		
<b>Maintenance of the software system for 3 years</b>		
<b>Training and handholding for 1 year</b>		

<Signature of Authorized Signatory>

<Name>

<Designation>

<Contact Address>

<Telephone Numbers ( Mobile & Land)>

Company Seal

