



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड



# RFP FOR DEVELOPMENT OF DOCUMENT MANAGEMENT SYSTEM FOR MUNICIPAL CORPORATION, GURUGRAM



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड  
Plot No. 25-A, Electronic City, Sector-18(Part)  
Gurugram



(a state government undertaking/हरियाणा सरकार का उपक्रम)

# Haryana State Electronics Development Corporation Limited

## हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड



### **e-TENDER NO. HARTRON/DS/01/2017-18**

e-Tender Notice for engaging reputed Company/Agency for the job of development of Document Management System on behalf of Municipal Corporation, Gurugram.

Online bids are invited under two-bid system, for development & implementation of Document Management System on behalf of Municipal Corporation, Gurugram from reputed Companies/Agencies, dealing in software application development and Document Management System, through e-tendering.

The Bidders can submit their bid along with requisite documents (Online) as per the dates mentioned in the key dates:-

#### **Key Dates**

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Closing date and time
1	-	Tender Document Download and Bid Preparation	24.11.2017 12:00 Noon	18.12.2017 up to 5:00 PM.
2	Pre Bid Meeting		06.12.2017 at 11:00 AM Venue: <b>HARTRON Technology Park</b> Plot No. 25-A, Electronic City, Sector-18(Part) Gurugram-122 015(India)	
3	Technical Bid Opening	-	19.12.2017 at 11:00 AM.	
4	Technical Presentation & Opening of Financial Bid	-	To be intimated later after examining Technical Bids	

The tender documents can be downloaded free of cost from the portal eProcurement system <https://etenders.hry.nic.in>

The bidders are also required to submit a hard copy of the technical bid along-with duly signed and stamped tender document downloaded from the website in the O/o Sh. M. K. Sardana, Project Manager, Plot No. 25-A, Electronic City, Sector-18(Part), Gurugram within 2 days after closing of submission date, in addition to online bid submission as per the instructions given in the RFP document.

**The address for all the above activities is:-**

**Managing Director**  
**Haryana State Electronics Development Corporation Ltd., (HARTRON)**  
**HARTRON Technology Park, Plot No. 25-A, Electronic City, Sector-18(Part)**  
**Gurugram-122 015(India)**

**IMPORTANT DATES**



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## **1. Instructions to bidder on Electronic Tendering System**

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

### **1.1 Registration of bidders on eProcurement Portal:-**

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in>.

Please visit the website for more details.

### **1.2 Obtaining a Digital Certificate:**

**1.2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**1.2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website - <https://etenders.hry.nic.in>.

**1.2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities.

**1.2.4** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during of bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to **keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**1.2.5** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**1.2.6** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

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- 1.2.7 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company
- 1.3 **Pre-requisites for online bidding:**  
In order to bid online on the portal <https://etenders.hry.nic.in>, the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.
- 1.4 **Online Viewing of Detailed Notice Inviting Tenders:**  
The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://etenders.hry.nic.in>.
- 1.5 **Download of Tender Documents:**  
The tender documents can be downloaded from the eProcurement portal <https://etenders.hry.nic.in>.
- 1.6 **Key Dates:**  
The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.
- 1.7 **Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees of online Bids:**
- 1.7.1 The cost of tender document is Rs. 2500/- to be deposited on line through RTGS/NEFT /DD in favour of Haryana State Electronics Development Corporation and upload scan copy receipt of tender document. Submit proof of payment.
- 1.7.2 Earnest Money of Rs. 25,000/- as specified for the above work to be deposited on line through RTGS/NEFT/DD in favour of Haryana State Electronics Development Corporation while applying for issuance of tender documents also upload scan copy receipt of EMD. Submit proof of payment.

### RTGS Detail:-

HARTRON	
Particulars of Bank Account for payment through RTGS	
Beneficiary Name	Haryana State Electronics Development Corporation Limited
Bank Name	Central Bank of India
Bank Address	Mullahera, Gurgaon, Haryana -122015
Bank Account No.	1739803592
Bank IFSC	CBIN0281204
Hartron Pan Card No:	AABCH1532Q
Hartron GSTIN No.:	06AABCH1532Q2ZH

The bidders shall **quote** the prices in price bid format.

## 2. **INTRODUCTION:**

Municipal Corporation, Gurugram require service for scanning & digitization of approx. 10 lakh pages which include official records documents/files (which may be printed or handwritten) through a document management system; for easy search, retrieval and utilization of information. Accordingly, offers in the form of sealed quotations are invited.

## 3. **SCOPE OF WORK**

A software solution in the form of Document Management System (DMS) is to be developed by the developer/vendor. The scope of services to be provided by the vendor is as under:

**3.1 Requirements analysis:** The developer/vendor is expected to work closely with the user department for gathering and interpreting facts, analyzing end-user information needs, requirements as also other necessary details that would be crucial for the development of the DMS solution and submit the analysis report.

**3.2 Requirements definition:** Once the requirement analysis is done, the vendor is required to clearly define and document the product requirements and get them approved from the department through a SRS (Software Requirement Specification) document which consists of all the product requirements to be designed and developed for the project. The document should specify the modules & sub-modules to be developed by the vendor etc.

### **3.3 Development of Software:**

The successful Bidder shall develop DMS (Document Management System) specific to the needs of the MC Gurugram. Broadly the scope entails

- a) DMS is required to be web enabled and is to be developed using open source technologies and should follow standard software development life cycle.
- b) DMS provided by the successful Bidder is required to be platform independent and capable of archival, management and retrieval as per the requirements of the tender document.
- c) The modules of DMS are required to be capable of multiple accesses with security features and facility for updation/versioning.
- d) The successful Bidder may be asked to modify or make provisions for additional reports based on search parameters.
- e) All Licensed copy of the application software used, DMS solution and database design as may be developed by the firm or its employees for and during execution of the work shall be provided to HARTRON, the cost will be borne by the firm/bidder and the firm shall execute necessary documents for the same in favour of HARTRON.
- f) Software testing



**3.3.1 Broad features:** The broad features of the envisaged Document Management System (DMS) are as follows:

- i. Creating Hierarchy of Documents like Division, Sub Division, Department, File Type, Document Name etc.
- ii. Upload multiple pages files and option to create Tags.
- iii. Divide multipage file into individual pages and tag them separately.
- iv. Create multiple storage location and option to keep document as per hierarchy.
- v. Create database of files for quick search and search by key words/barcodes, File Name, File Type, Creation Date and defined Tags etc.
- vi. Provisions for selection and storage of subject portion of documents/pages for the correspondence portion of the file being scanned and accordingly creation of thumbnail of the selected image.
- vii. Application compatibility with SSL, which is best security protocol, used for Banking Transaction.
- viii. Access control system.
- ix. Advance Features (Optional) depending upon the user department requirements such as file resizing before upload and encryption of files on server.
- x. The developer/vendor will also be expected to impart comprehensive Training to the users on the developed DMS i.e. to the officers/officials in the department hierarchy and to Hartron operators.
- xi. The DMS prepared by the developer/bidder should take into consideration the most efficient ways to organize and access data.
- xii. The vendor/DMS software developer will have to assist the department for the development, deployment and operations of the DMS and is expected to provide support through a qualified and dedicated manpower at least for a period of one year after the implementation of the software.
- xiii. The DMS solution should be able to do the page level tagging of both noting and correspondence portion of the file which shall have noting pages searchable by number and correspondence portion searchable by date, as per the details mentioned/provided by the department. A thumbnail of the image portion of the subject part in the correspondence portion of the file will be created for reference on index page.
- xiv. Provisions be made for storage and retrieval from cloud.

In addition to the above-mentioned broad scope of work, the Company/Agency is expected to innovate, improve upon and add any additional components that are deemed necessary for the development and implementation of the Software.





**3.3.2 Proposed System:** The system should necessarily integrate the following features for smooth functioning:

The system should allow collection of information along the hierarchy. The system should allow reviewing, commenting and approving by various personnel in the hierarchy. The system should support movement of information across and within department.

- i) Document Maintenance, Management and Accessibility
- ii) The system should ensure that all the documents are digitalized & stored in a structured manner for easy access and retrieval with proper controls.

File searching should be possible by file name, creation date, Document Type and Tags assigned during upload. A thumbnail of the image portion of the subject part in the correspondence portion of the file be created to aid access and retrieval.

The solution should be easy to configure and implement, so as to integrate into existing infrastructure and applications. It should also display archive records in a non-proprietary format that can be read on any operating system, without special software or any viewers, into the foreseeable future. Documents stored in the system should retain its original format and run in its native application when retrieved. The system should duly allow for easy transfer of database and images to any other system.

The solution should offer a comprehensive range of cost-effective services for Document Management System as under:

- Document Scanning
- Data conversion (TIFF to RTF, PDF, HTML, XML)

The solution should include conversion of image files like JPEG, TIFF, PDF etc. to XML, PDF, HTML etc. Following features are required

- Direct upload of Scanned Document to DMS
- Storage of digitized data as per the recommendations of the department etc.
- Provide Image processing libraries that support image enhancements such as changing contrast, zoom in/out, cleaning etc. and other imaging features like compression and extraction etc.
- Facility to upload scanned batches from different field offices with Auto folder/Subfolder creation document filing & indexing on user defined fields.



- System ability to provide Compression of scanned image files in TIF Format.

### 3.3.3 Architecture and Scalability:

- System should be scalable, Multi-tier architecture with each tier fully independent with support.
- The system shall support separate Document/Image server for better management of documents and store only metadata information in database.
- Support distributed Document Repositories for document upload and access at local level, which can be replicated with central repository at scheduled intervals.

### 3.3.4 Storage & Archival of Documents

- Categorization of documents in folders-subfolders. There should not be any limit on the number of folder and levels of sub folder.
- Extensive document and folder level operation such as move /copy, e-mail, download, delete, metadata association etc.
- Indexing of the documents on user defined parameters. The index system should create an organized document filtering system and make retrieval simple and efficient.
- Association of the key words with the documents

### 3.3.5 DMS Administration

- Adequate administrative controls and security features with ability to set access controls at multiple levels.
- It should support multiple levels of access rights like read, create, modify, delete etc. on documents and folders.
- Roles and Privileges: Super User, Administrator Login, Group Manager and User profiles.
- The system shall support extensive reporting facility at document, folder and user level
- DMS should Support various Meta Data Types like Numeric, Float, text etc.

### 3.3.6 Retrieval

A retrieval system should retrieve right documents fast and easy. Documents should be stored in HTML, XML or PDF format.



- Extensive search facility to retrieve documents or Folders/Files

### **3.3.7 Document View & Reporting**

Document viewing should be readily available to those who need it, with the flexibility to control access rights to the system and should be accessible in the office or at different locations over the Intranet or over the Internet.

- Server based Inbuilt Document Image Viewer for displaying image document without native viewer
- Viewer should be platform independent and support all standard browsers.

**3.4 Software Testing:** Before launching of the application, a complete functional testing of all the modules and functionalities be carried out.

**3.5 Security Audit of the Software** is required to be done.

**3.6 Hosting of the software:** The hosting of the software shall be done on cloud based servers. The price of cloud based hosting may be taken by HARTRON/end user at a later stage before making the system live.

## **4. METHODOLOGY**

The system integrator shall be required to independently arrive at the methodology, based on globally acceptable standards and best practices, suitable for the Department by providing state-of-art technology which aids scanning & cloud storage using both contact scanners as well as overhead non contact scanners.

## **5. DOCUMENT MANAGEMENT SYSTEM PLANNING AND IMPLEMENTATION**

- Provide the necessary resources: services, consulting and software to Implement and maintain the Document Management System. The plan shall include total solution for Document Management System.
- Do requirement gathering from user and customize DMS as per requirements of user.
- Conduct sessions to understand user problems and improve the satisfaction level of users.
- Do User Acceptance Test and submit the report to Project Manager.
- The vendor may suggest about the required Hardware specifications for running the Document Management System after completion of the job.
- The vendor will provide support till the completion of the project i.e. scanning & digitization of all the pages provided by the department and will provide dedicated manpower to guide & troubleshoot which includes interaction with MCG officers/officials, creation of unique file no's., barcodes, defining & coding their hierarchy, providing training etc.

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## **6. TRAINING**

The training program should be comprehensive and should be conducted for all users as well as officers of the Department. Vendor shall provide training free of charge to the end user, whenever, required by the user. Vendor is expected to conduct maximum 3-5 training sessions for the end user.

## **7. CHANGE REQUESTS HANDLING**

On successful implementation of the developed modules and user acceptance testing the vendor shall also be optionally required to provide the support for change requests management. During the period if any new module or extra functionality is required to be developed or need of some major changes occurs in the than existing functionalities; that shall be handled under change requests management. During this period the vendor shall facilitate the department with following team members, whenever required:-

- Project Manager/Team lead (Minimum experience 7 year)
- Developer (Minimum experience 3 years)
- Designer (Minimum experience 3 years)
- Tester (Minimum experience 3 years)
- Business Analyst (Minimum experience 4 years)

**Note:** - Bidder must quote the man month cost for change requests management requirement for employing above profiles separately as optional cost.

## **8. INTELLECTUAL PROPERTY RIGHTS (IPR)**

The successful Bidder shall handover the complete software solution to the HARTRON with the source code and the Intellectual Property Rights (IPR) including copyrights of the entire software solution along-with documentation, if any.

## **9. GENERAL REQUIREMENTS**

- The Rates must be valid for the period of 180 days from the date of opening of bid. Any offer falling short of the validity period is liable for rejection.
- The successful bidder shall provide proper documentation, IPR handover to HARTRON that includes Source code, APIs, coding level documentation, etc. Application Source Code along with complete database would be the property of HARTRON and the development Company should hand over all admin, user Id password, hosting, database server details etc. to HARTRON along with all software details, deliverables etc. at the time of deployment of application for future use by HARTRON. The successful vendor will relinquish all ownership of the application developed to HARTRON.



#### **10. SYSTEM DOCUMENTATION**

The selected Bidder shall provide complete documentation of the following:-

- Administrator's Manual: This manual shall provide a complete overview and detailed implementation instructions.
- Operator Manual: This manual shall provide a detailed user friendly operational description of the software as well as other pertinent operational details. The manual shall be short, simple, and shall include pictures showing the various operator procedures.

#### **11. VENDOR RESPONSIBILITIES**

- Nominate a senior person in the capacity of a manager, who will serve as the single point of contact for the department and shall attend all meetings related to the project.
- Plan and execute the project through a suitably qualified technical team. As part of this requirement, submit a project plan and keep it updated at all times.
- Finalize the detailed requirements and suggest any improvements to the processes being followed. Design, develop, test and release the software solution consistent with applicable guidelines of State/ GoI.
- Carry out necessary acceptance tests including certifications (as may be applicable) and report the test results including satisfactory conformance to requirements.
- Provide implementation and other support services, as proposed and mutually agreed upon, to ensure that the solution is rolled out to all the participating stakeholders and is smoothly operational as per the work (project) plan that is agreed upon.
- During the maintenance and support period, successful bidder shall provide IT operations and administration of the installed solution in conformity with the State's IT policies, fix software defects, enhance the software as per an agreed plan and provide such other technical support and hand-holding necessary for the smooth functioning of the overall solution covered under the scope of the project in conformity with the agreed performance criteria.
- The selected bidder agrees to make good any defects and shortcomings in the software that is part of the agreed requirements.
- In the event of a major scope change involving significant time and effort over and above routine maintenance and support, the selected bidder shall facilitate the assessment of impact to technical matters, timelines, Cost and also justify the effort involved. Further, the bidder agrees to implement these changes after obtaining approval from the competent authority. Only in case of significant changes to the solution by Department itself, the request for such change requests shall be accepted.
- Facilitate audit and assessments, as and when required.



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- Submit periodic reports and support project reviews as may be agreed and necessary.

### **12. MD, HARTRON right to accept any Bid or to reject any or all bids.**

The MD, HARTRON reserves the right to accept or reject any or all bids without assigning any reason.

12.1 HARTRON officer/official will be at any point of time, be free to visit the premises where the job is being executed to ensure that the process is followed as specified in the tender. Any fault on part of any tenderer is liable for the cancellation of the order/imposing suitable penalty.

12.2 The HARTRON reserves the right to allot the work to one party or to distribute the work to all the parties as the circumstances demand at the time of allotment of work keeping in view urgency and interest of Corporation as well as capacity of party/bidder.

### **13. Earnest Money Deposit (EMD)**

- a. The cost of tender document is Rs. 2500/- to be deposited on line through RTGS/NEFT/DD in favour of Haryana State Electronics Development Corporation and upload scan copy receipt of tender document. Submit proof of payment.
- b. Earnest Money of Rs. 25000 /- as specified for the above work to be deposited on line through RTGS/NEFT/DD in favour of Haryana State Electronics Development Corporation while applying for issuance of tender documents also upload scan copy receipt of EMD. Submit proof of payment.
- c. If the validity of the tender is extended the validity of EMD will also have to be extended.
- d. No interest shall be payable by the Corporation on the Earnest Money deposited by Bidder.
- e. Earnest money is liable to be forfeited if, at any time, it is found that the tenderer had, with malafied intention, tried to cheat or otherwise misrepresent to the Corporation.
  - The EMD is liable to be forfeited if the Bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the Tender.
  - The EMD of the unsuccessful Bidders shall be returned by the Corporation within 45 days after placement of contract. Bidders are advised to send a pre-receipt along with their bids to facilitate refund of earnest money in time.
  - The Corporation can change the scope of work, term & condition etc. at any stage before finalization of rates.
  - In case, the date of opening falls on Holiday, Gazetted or subsequently declared, the tender will be opened on the next working day.

### **14. Eligibility Criteria for Bidders:**

#### **14.1 Bidders General Qualifications:**

- i. This e-tender is open to all firms/companies from within India, who are eligible to do business under relevant Indian laws as in force at the time of bidding.
- ii. Firm/company declared by any State/ Central Govt. Department to be ineligible to participate for corrupt, fraudulent or any other unethical business practices shall not be eligible during the period for which such ineligibility is declared.

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- iii. The bidder should be an established organization and must have adequate experience of executing customized software development projects in open source technologies for State/Central Government/ PSU units.
- iv. Breach of general or specific instructions for bidding, general and special conditions of contract with the concerned department/Harttron may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive tender calls.
- v. Breach of any of the conditions of this tender document, work order, arrangement, contract with GOH may attract a proceeding to declare a firm/company ineligible for a certain period or certain number of consecutive tender calls at the option of HARTRON.

### a. Minimum Eligibility Criteria:

Sr. No.	Clause	Document Required
1.	Processing fee for Tender Document should have been submitted	The Payment for Tender Document Fee and eService Fee INR 2,500/- (Rupee Two Thousand Five Hundred Only) (Non-refundable) to be deposited on line through RTGS/NEFT/DD by eligible bidders/company/Agency .
2.	The Bidder must be registered in India under the Companies Act 1956 having its registered office in India or a Partnership Firm registered under the Partnership Act, 1932 or registered under LLP Act, 2008 for the last five years as on 31.03.2017. Certified Copy must be attached.	Attested copy of the Certificate of Incorporation.
3.	The Company/Agency should have average Turnover of Rs. 5 Crores in last 3 Financial Years (2014-15, 2015-16, 2016-17) from IT software development services	<ul style="list-style-type: none"> <li>▪ Audited Balance sheet and Profit &amp; Loss account statement of the Bidder for each of the last 3 audited financial years.</li> <li>▪ Certificate duly signed by Company Secretary of the Bidder confirming the positive net-worth for the last three financial years.</li> </ul>
4.	The Bidder should be a profit making company before tax in each of the last three audited financial years (2014-15, 2015-16, 2016-17).	<ul style="list-style-type: none"> <li>▪ Audited Balance sheet and Profit &amp; Loss account statement of the Bidder for each of the last 3 audited financial years.</li> <li>▪ Certificate duly signed by Company Secretary of the Bidder confirming the positive net-worth for the last three financial years.</li> </ul>

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5.	The Company/Agency must have adequate experience for development & implementation of customized IT software in the last five preceding years in a State/Central Government/ PSU for at least 10 different projects/departments out of which at least five projects should be in the State of Haryana.	<ul style="list-style-type: none"> <li>Work Order / Client Certificate/ Project citations/Define of satisfactory execution &amp; payment recd. etc.</li> </ul>
6.	<p>The Company/Agency must be an established organization and should have experience of executing customized software development project of atleast</p> <p>1 Project of value Rs 1 Crore for Haryana Government department Or 2 Projects of value not less than Rs 40 lacs each for Haryana Government department</p>	<ul style="list-style-type: none"> <li>Work Order / Client Certificate/ Project citations/Define of satisfactory execution &amp; payment recd. etc.</li> </ul>
7.	The Bidder should have all necessary licenses, permissions, consents, NOCs, approvals as required under law for carrying out its business. The Bidder should have currently valid GST No. and PAN No.	Copies of GST No. & PAN No. Undertaking be provided by the bidder that he has all the requisite approvals/ NOCs etc., as required under law to carry out its business.
8.	The Signatory signing the Bid on behalf of the Bidder should be duly authorized by the Board of Directors of the Bidding Company/partner in the case of partnership firm/proprietor in the case of proprietorship firm to sign the Bid on their behalf.	A Certificate from the Company Secretary of the Bidder certifying that the Bid signatory is authorized by the Board of Directors of the Company to do so, with acceptance of board resolution, resolutions number and date/ partner in case of partnership firm/proprietor in the case of proprietorship firm to sign the Bid on their behalf.
9.	EMD should have been submitted.	The Payment for EMD Rs. 25,000/- (Rupees Twenty Five thousand only) can be made online directly through RTGS / NEFT / DD and the bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT/DD to the beneficiary account number as mentioned in the challan.

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10.	The bidder should have minimum 40 regular IT professional employees on its payroll as on 31.03.2017 and should have an office in Tri-city (Chandigarh / Mohali / Panchkula) or NCR.	a. Proof of address of Office location – Electricity bill, Rent Agreement, Water Bill, BSNL telephone bill b. Proof of Head count – Self certificate from company HR head on company letter head
11.	In case the entity is a defaulter in paying any dues to any of the Govt. Departments a) If yes, the bidder is not eligible to bid for the tender b) If no, affidavit to this effect to be submitted	Affidavit signed by authorized signatory as attached at <b>(Annexure-X)</b> to be submitted on non judicial stamp paper of Rs. 10 duly attested by notary public.
12.	Information/documents/experience certificates submitted by entity along with the tender are genuine and true and nothing has been concealed therein.	Affidavit signed by authorized signatory as attached at <b>(Annexure-Y)</b> to be submitted on non judicial stamp paper of Rs. 100 duly attested by notary public.
13.	Selected company should not have been black listed in the last five years by any Government entity in India (Centre / State organizations/ Departments/ Institutions.) for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	Affidavit signed by authorized signatory as attached at <b>(Annexure-Z)</b> to be submitted on non judicial stamp paper of Rs. 10 duly attested by notary public

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for further evaluation.

### 14.2 In case of changes in taxation laws:

In case there is delay in supply by the successful bidder/supplier and there is any change in the tax implications because of changes in any of the applicable laws of the country, the additional burden/benefit shall be borne/enjoyed by the successful bidder/supplier.

### 15. Evaluation of Bids

The bids will be in two parts (Technical and Financial) as indicated in the Tender. The bids will be evaluated using 70: 30 scoring criteria for technical and financial bids. The technical bids shall be evaluated using Technical Bid evaluation criteria. Only Bidders securing more than 60 marks will be treated as Technically qualified and eligible for opening of financial bids. The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.

An evaluation committee consisting of officials from Department will evaluate the bids of all the bidders both technically and commercially as per the following schedule/pattern.

- Only Technical bid shall be opened on the day of opening of the technical bids.
- Conditional bids shall be summarily rejected.



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- iii. **The Technical bids:-** The documents furnished by each bidder with its Technical Bid and will be examined to see whether the qualifications and specific requirements mentioned in the tender document are fulfilled.
- iv. Technical bids shall be evaluated using '**Technical Bid Evaluation Criteria**'. List of evaluation criteria is given below. The bidders securing more than 60 percent score in technical bid shall be treated as Technically Qualified Bidders.
- v. **The Commercial Bids** of those bidders who satisfy the parameters laid out in the Pre-Qualification cum Technical Bid will only be opened. The place, date and time of the opening of the Commercial Bids shall be notified separately.
- vi. The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.
- vii. Financial Bids that are less than 50% of the average bid price will be disqualified [the average bid price is computed by adding all Financial Bid values of ALL the technically qualified bidders and dividing the same by the number of bidders].
- viii. L1 Calculation shall be done using following formula:-  
The bidder with lowest financial bid (L1) will be awarded 100% financial score. Financial Scores for other than L1 bidders will be evaluated using the following formula:

**Financial Score of a Bidder** =  $\{(Financial\ Bid\ of\ L1 / Financial\ Bid\ of\ the\ Bidder) \times 100\} \%$  (Adjusted to two decimal places)

- ix. The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score
- x. The bidder securing the highest Composite Bid Score will be adjudicated as the Best Value Bidder for award of the Project.
- xi. In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

### Technical Bid evaluation criteria

S No	Criteria	Description	Max.marks
1	Turnover Requirements	Bidder should not be a loss making organization for the last three years. It must be having an average annual turnover of minimum Rs. 5.0 Crore for last three financial years from IT software services. 10 marks shall be awarded for having an average annual turnover of minimum Rs. 5.0 Crore for last three financial years. One mark shall be awarded for an additional slab of Rs. 50.00 Lakhs, limiting to maximum 15 marks.	15
2	e-Governance Experience	<ul style="list-style-type: none"> <li>Bidder's experience of customized software development work in the State of Haryana (1 to 4 projects = 5 pts, 5 to 9 projects = 10 pts, 10 projects or more projects = 15 pts)</li> <li>Bidder's experience of customized software development work for Central / State or PSU units of value more than Rs 20 lac (5 marks for 1 project upto a maximum of 15 marks for 3 projects)</li> </ul>	30
3	Team Strength	Capability of Bidder in supporting successful implementation in State of Haryana with respect to team size. Bidder should have minimum 40 employees on its payroll as on or before 31st March 2017. (10 marks shall be awarded for 40 employees and 1 additional mark for every additional 10 employees limiting to maximum 15).	15

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4	Technical presentation	Presentation about company profile, quality of constitution of team and the technical proposal with special attention paid to approach, methodology and understanding of the requirements. Completeness of the proposed solution relative to other bidders. All activities to be undertaken during development, implementation and maintenance. Capability in executing open source technologies projects for government units.	30
5	Value Addition	What value does the bidder proposes to add in the department with their proposed solution	10
<b>Total</b>			<b>100</b>

### 16. Validity of Rates:

The Rates must be valid for the period of 180 days from the date of opening of bid. Any offer falling short of the validity period is liable for rejection.

### 17. TERMINATION OF JOB

#### 17.1 Termination for Insolvency

HARTRON may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

#### a. Termination for default

- a. Default is said to have occurred
  - If the agency fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof granted by HARTRON.
  - If the agency fails to perform any other obligation(s) under the contract / work order.
- b. If the agency, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from HARTRON (or takes longer period in spite of what HARTRON may authorize in writing), HARTRON may terminate the contract / work order in whole or in part. In addition to above, HARTRON may at its discretion also take the following actions.
  - HARTRON may transfer upon such terms and in such manner, as it deems appropriate work order for similar service to other agency and the defaulting agency will be liable to compensate HARTRON for any extra expenditure involved towards support service to complete the scope of work totally.

### 18. Warranty & Services

1. The Bidder is expected to offer most competitive prices with highest possible discounts for the items.
2. The Bidder can make the necessary modification with the prior permission of department in the required software during the contract period.

INVITATION TO BID



**19. Penalty for delay**

Delay in meeting the timelines defined by the concerned department/HARTRON, beyond the due date of delivery, will invite a penalty of 3% per day of the delayed project value. If the delay is of more than 15 days, then the work may be withdrawn and got executed through other bidder(s) at the risk and expense of the defaulting bidder. Thereafter, the contract will be treated cancelled, Security Deposit will be forfeited and no payment will be made for the supplied material.

**20. Payment Terms:**

- i) 10% payment will be processed in Advance as mobilization funds along with the work order
- ii) 20% payment will be processed after preparation of SRS and approval from the concerned department.
- iii) 40% payment will be processed on development of the software and its successful execution.
- iv) Balance 30% Payments will be processed after security audit.
- v) All payments will be made subject to deduction of TDS (Tax Deduction at Source) as per Income-Tax Act 1961 and other taxes, if any, as per Government of India rules.

**21. Jurisdiction:** - All disputes will be settled with the jurisdiction of Panchkula or Chandigarh only.

**22. Terms & Conditions**

- 1 The development work of Document Management System should be completed within stipulated time period.
2. The HARTRON reserves the right to withdraw/revoke/cancel the whole or any part of the Tender at any stage without assigning any reason.
3. A senior level Consultant must be engaged by Firm/Agency for supervision of work on regular basis.
4. Bi-monthly Progress Report should be submitted by Firm/ Agency for monitoring the work progress.
5. The documents to be digitized will normally be in the size of A4/ A5 in stitched files/ volumes.
6. While on the assignment, the Firm/ Agency will not make or retain any digital copy of the documents/ records for any purpose, whatsoever except for submitting the Hard Discs to the Client Department, Haryana as per terms of the job.



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7. Firm/Agency will depute one qualified person for Support after the successful completion of the job.
8. The Bidder shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practice used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management, technical and engineering practices. It shall employ appropriate advanced technology and safe and effective equipment, machinery, material and methods. The Bidder shall always act, in respect of any matter relating to this Contract, as faithful advisors to HARTRON and shall, at all times, support and safeguard HARTRON's legitimate interests in any dealings with Third parties.
9. HARTRON reserves the right to access the performance of the bidder prior to commencement or in between the work progress. The assessment may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. HARTRON reserves the right to cancel the work order assigned to the bidder at any time which includes the time after the completion of assigned work without assigning any reason for the same. In case the work order is cancelled then the costs incurred will be borne by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from the HARTRON.
10. The selected bidder shall not, without HARTRON's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample of information furnished by or on behalf of HARTRON in connection therewith, to any person other than a person employed by the Bidder in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purpose of such performance.
11. The selected bidder or his employees will not disclose the content of documents given for scanning/archiving and the details of HARTRON software, to any person or allow its unauthorized use. The selected bidder should not also disclose the above to any of its existing or future clients.
12. The selected bidder shall indemnify the HARTRON against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/ hardware/ manpower etc. and related series or any part thereof.
13. If the selected bidder is not able to fulfill its obligations under the contract, which includes non-completion of the work, HARTRON reserves the right to select another bidder to



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accomplish the work. Any costs, damages etc. resulting out of the same shall have to be borne by the selected bidder.

14. Alternations if any in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.

### 23. **APPLICABLE LAW**

The work order will be governed by the laws and procedures established by Hartron and State of Haryana, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

### 24. **Schedule and time line for delivery of the project**

Project has to be completed within timelines. Components for completion of project and various milestones is as under from the date of award of contract including testing and implementation of the proposed system:

S No	Milestone	Time
1	Analysis of the Project	T+1 week
2	Submission of Detailed Project Plan	T+2 week
3	i) Any suggestions for changes by Department and Sign Off and acceptance by Department. ii) Resubmission after modifications suggested by Department and After Modification Sign Off and acceptance by Department	T+3week
4	Preparation of data design and application architecture for the system, development of appropriate screen layouts and forms for the users, further coordination and collection of any required data from MCG, Gurugram.	T+6 week
5	Development & finalization of the DMS	T+14 week
6	Modification/Updations as per requirement and Implementation such as Hosting on cloud server and Security Audit and also Hosting on the local Server/System and provide training.	T+16 week
T: Start date of Project		

Mid Term Review & Audit and Midterm evaluation may be done to critically review the progress of the work and performance of the successful bidder. Hartron, at its discretion may also appoint third party for the same. The bidder will have to provide access to all information that may be required by Hartron/third party to successfully complete the review/audit.

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## **Section 2: Bid Requirements**

**1.** Offers are invited for on behalf of Haryana State Electronics Dev. Corpn. Ltd., (HARTRON) from the reputed Companies/Parties as '**Associates**' for the Development of Document Management System.

- 1.1 The Bidder must quote for the complete job as per the Tender Document. Offer for part job shall not be considered and will be rejected without further reference.
- 1.2 The Bid Documents are not transferable and the cost of the tender document is not refundable under any circumstances.
- 1.3 Telex/E-Mail/Fax bids and incomplete bids will be summarily rejected.
- 1.4 All pages of the Bid being submitted must be signed and sequentially numbered by the Bidder.

### **2. Contents of Bid**

The Bids prepared by the Bidder shall comprise of the following two components:

2.1 Technical Bid comprising the following are to be filled as per the formats provided in the Tender Document.

- i) Bidder must enclose duly filled and signed Annexure 'A'.
- ii) Earnest Money
- iii) Bidders Particulars (Annexure-T1)
- iv) Bid Form (Annexure-T2)
- v) Bidder must also enclose the required documents as defined in Eligibility Criteria for Bidders (Clause 14).
- vi) Bidder presentation

2.2 Commercial Bid

2.2.1 Commercial Bid for Development of Document Management System Job (**Annexure-C1**).

The Technical and Commercial Bid must be sealed in separate envelop and then both the bids should be put in envelop mentioning "Bid for Development of Document Management System".

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### BUSINESS DETAIL

(Annexure-'A')

1. **Name of the Bidder:** \_\_\_\_\_
2. **Incorporation as Sole Proprietor/Partnership/Private Limited or Limited Firm:** \_\_\_\_\_ **in the year** \_\_\_\_\_ **at** \_\_\_\_\_
3. Whether any Legal/Arbitration/proceeding is instituted the Bidder or the Bidder has lodged any claim in connection with works carried out by them. If yes, please give details.
4. Whether the bidder complies with the requirement of Registration under the Contract Labour (Regulation and Abolition) Act : Yes/No
5. Bidder's Profile:

Address	:	
Name of Premises/Building/Village	:	
Area/Locality/Taluka/sub-Division	:	
Town/City/District	:	
State/Union Territory	:	
Name of the top executive with designation	:	
Telephone No's.	:	
E-mail address	:	
GST No.	:	
PAN No./TIN No. of the Company (Please attach photocopy)	:	

BUSINESS DETAIL



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6. List of minimum four Development of software System for government departments– furnish detail of such projects in each of the last three years:

S. No.	Year	Name of the client with address and phone no.	Software Developed (Brief Detail)	Project Start Date	Project Completion Date
1.					
2.					
3.					
4.					
5.					
6.					
7.					

7. EMD details:

Particulars	Amount (Rs.)	Draft No.	Date	Bank	Branch
EMD					

Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

8. Checklist for Technical bid evaluation

S#	Clause	Documents Required
1.	The Bidder's turnover for last three financial years from IT software services and bidder's profitability statement.	Audited Balance sheets / Turnover certificate from CA
2.	The Bidder's experience of development of customized software development projects in the State of Haryana	Work orders or successful completion certificates
3.	The Bidder's experience of development of customized software projects of Central / State or PSU units of value more than Rs 20 lac	Work orders or successful completion certificates
4.	Local address and manpower capacity of the bidder	Relevant address proof and self declaration for manpower

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**9. Any other details:**

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**Date:**

**Signature of Tenderer**

Name : \_\_\_\_\_

Status/ Designation : \_\_\_\_\_

**(Seal)**

**Note :** Furnish separate profiles, if desired.

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**(Enclose with Technical Bid)**

**Annexure – T1**

**BIDDERS PARTICULARS**

**BIDDERS SHOULD FURNISH ANSWERS TO ALL THE QUESTIONS BELOW.**

BIDDERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE ENTRY WILL BE LIABLE TO BE IGNORED.

**1. Tender No. HARTRON/DS/01/2017-18**

**2. What is your permanent Income Tax A/C No.** : \_\_\_\_\_

**3. GST & PAN NO.** : \_\_\_\_\_

**4. Please indicate Name & full address of your Banker** : \_\_\_\_\_  
\_\_\_\_\_

**5. Business name and Constitution of the firm.**

***Is the firm registered under:-***

(a) The Indian Companies Act, 1956 (b) The India Partnership Act, 1932 (Please also give name of partners) (c) Any act, if not who are the owners. (Please give full names and address).

**6. State whether required Computer related Hardware and manpower is held for the execution of the job.**

**7. For Partnership firms state whether they are registered or not registered under Indian Partnership Act, 1932. Should the answer to this question by a Partnership firm be in the affirmative, please state further:-**

- (a) Whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
- (b) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partners who signed the tender to refer dispute concerning business of the partnership to arbitration.

**PARTICULARS**



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- (c) If the answer to either (a) or (b) is in the affirmative furnish a copy of either the partnership agreement or the general power of attorney as the case may be.

**N.B.:**

- (1) Please attach to the tender a copy of either document on which reliance is placed for authority of partners or the partners signing the tender to refer disputes to arbitration. The copy should be attested by a Notary Public or its execution should be admitted by Affidavit on a properly stamped paper by all the partners.
- (2) Where authority to refer disputes to arbitration has not been given to the partners signing the tender the tenders must be signed by every partner of the firm.

**8. Mention specifically that whether the price tendered by you is to the best of your knowledge and belief, not more than the price usually charged by you for the job of the same nature. If not state the reasons thereof, if any, also indicate the margins of difference.**

**9. Please confirm that you have read all the instructions carefully and have complied with accordingly.**

**Signature of Witness:**

Full name & address of  
Witness in Block letters

**Signature of Tenderer**

- (1) Full name and address of the persons  
Signing **(In BLOCK letters)**
- (2) Whether signing as Proprietor/Partner  
Constituted Attorney/duly authorized  
by the Company.  
**(seal)**

Date:  
Place:

PARTICULARS



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**(Enclose with Technical Bid)**

**Annexure-T2**  
**BID FORM**

**Date:**\_\_\_\_/\_\_\_\_/\_\_\_\_

**Managing Director**  
**Haryana State Electronics Dev. Corpn. Ltd.,(HARTRON)**  
**Hartron Technology Park**  
**Plot No 25A, Sector -18(Part),**  
**Gurugram-122015.**

Sir,

Having examined the Bidding Documents of Tender **HARTRON/DS/01/2017-18**, we, the undersigned, offer for Development of Document Management System in conformity with the said Bidding Documents for same as may be ascertained in accordance with the Schedule of Prices provided in the Commercial Bid from time to time.

We undertake, if our bid is accepted, to commence the work immediately as specified in the work order within 01 week calculated from the date of receipt of your Notification of Award.

We agree to abide by this bid for a period of one years and it shall remain binding upon us and may be accepted at any time before expiration of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. We also understand that you have the right to split the total order among the Bidders.

**Dated**\_\_\_\_\_ **Day of** \_\_\_\_\_ **2017** \_\_\_\_\_

**Signature & Seal**

**(in the Capacity of)**

**Only Authorized to sign bid for and on behalf of**\_\_\_\_\_



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### ANNEXURE – C1

### COMMERCIAL BID

To

**Managing Director**  
**Haryana State Electronics Dev. Corpn. Ltd.,(HARTRON)**  
**Hartron Technology Park**  
**Plot No 25A, Sector -18(Part),**  
**Gurugram-122015.**

**Ref: Tender No. HARTRON/DS/01/2017-18**

Sir,

### **We declare:**

- We hereby offer the following rates for DEVELOPMENT OF DOCUMENT MANAGEMENT SYSTEM for Scanning/tagging of legacy documents of Municipal Corporation. (Taxes Extra, if applicable):-

### **Rate for the development of Document Management System:**

The bidders are requested to give the rate as under:

Sr. No.	Description	Rate	Taxes	Amount
1.*	Complete Software-DMS development, implementation and technical support upto one year.			
	Rates for Technical Support after one year (on yearly basis) may also be provided.			
	Man month rates for Handling Change requests for following profiles <ul style="list-style-type: none"> <li>Project Manager/Team lead</li> <li>Developer</li> <li>Designer</li> <li>Tester</li> <li>Business Analyst</li> </ul>			

**\*L1 will be calculated on the basis of rates mentioned at S.No.1 above.**

- We hereby certify that we have read and understood the terms and conditions of the tender and the conditions of the Contract applicable to the tender and we do hereby undertake to supply as per these terms and conditions.





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3. Certified that the Bidder is:

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.

**Or**

a partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

**Or**

a company and the person signing the tender is the constituted attorney.

**NOTE:** Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.

4. We do hereby undertake that until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the Contract shall constitute a binding Contract between us.

5. We agree to abide by all the conditions mentioned in this Tender Document issued by the Hartron and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein). We understand that HARTRON is not bound to accept the offer and that HARTRON has the right to reject the offer without assigning any reasons whatsoever.

**Dated:** this \_\_\_\_\_ day of \_\_\_\_\_ 2017

**Signature of Bidder**

**Details of enclosures:**

**Name:** \_\_\_\_\_

**Full address:** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Fax No.** \_\_\_\_\_



(a state government undertaking/हरियाणा सरकार का उपक्रम)

**Haryana State Electronics Development Corporation Limited**  
**हरियाणा राज्य इलेक्ट्रॉनिक्स विकास निगम लिमिटेड**



**Annexure - X**

**Affidavit**

(On non-judicial stamp paper of Rs. 10/-)

I,

\_\_\_\_\_S/o

R/o \_\_\_\_\_on

behalf of the entity \_\_\_\_\_do hereby solemnly  
and declare as under:-

1. That I hereby confirm that my/our firm/ company M/s \_\_\_\_\_ have not been convicted of any non-bail able offence, by any of the courts.
2. That I hereby confirm that my /our firm / company M/s \_\_\_\_\_ have not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
3. That I hereby confirm and declare that none of my/ our group/sister concern / associate company is participating / submitting this tender.
4. That I hereby confirm and declare that my / our firm / company M/s \_\_\_\_\_ has not been black listed/ de-listed or put on holiday by any institutional agencies/ Govt. Deptt./ Public Sector Undertaking, in the last Two years.
5. That I hereby confirm and declare that my/ our firm / company M/s \_\_\_\_\_ We have paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no arrears of such rents, royalties, taxes and revenues due and outstanding



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and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.

Place:

Dated:

Deponent

Verification: Verified that the above statement of mine is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent



(a state government undertaking/हरियाणा सरकार का उपक्रम)

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**Annexure-Y**

**AFFIDAVIT**

(To be submitted by bidder on non-judicial stamp paper of Rs. 100/-)

Affidavit of Mr. \_\_\_\_\_

S/o \_\_\_\_\_ R/o \_\_\_\_\_

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s \_\_\_\_\_ having its Head Office/Regd. Office at \_\_\_\_\_.
2. That the information/documents/Experience certificates submitted by M/s \_\_\_\_\_ along-with the tender for \_\_\_\_\_ (Name of work) \_\_\_\_\_ to the Corporation are genuine and true and nothing has been concealed.
3. I shall have no objection in case the Corporation verified them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case the Corporation demands so, for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.
5. I shall have no objection in case Corporation verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards EMD and Performance Guarantee from the Zonal Branch / office issuing Bank and I/We shall have no right or claim on my submitted EMD before the Corporation receives said verification.



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Annexure-Z

**Affidavit**

(On non-judicial stamp paper of Rs.10/-)

I, \_\_\_\_\_ S/o

R/o \_\_\_\_\_ on

behalf of the entity \_\_\_\_\_ do hereby solemnly  
affirm and declare as under: -

1. That I hereby confirm that my/our firm/ company M/s \_\_\_\_\_ have not been convicted of any non-bail able offence, by any of the courts.
2. That I hereby confirm that my /our firm / company M/s \_\_\_\_\_ have not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
3. That I hereby confirm and declare that none of my/ our group/sister concern / associate company is participating / submitting this tender.
4. That I hereby confirm and declare that my / our firm / company M/s \_\_\_\_\_ has not been black listed/ de-listed or put on holiday by any institutional agencies/ Govt. Deptt./ Public Sector Undertaking, in the last Two years.
5. That I hereby confirm and declare that my/ our firm / company M/s \_\_\_\_\_ has paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no arrears of such rents, royalties, taxes and revenues due and outstanding



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and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.

6. That in the past five years prior to the date of this application, I or any principal of the entity has not been deemed to be in default on any contract, or have not been forcefully terminated from any contract of any Organization.
7. That I hereby confirm and declare that my /our firm / company M/s \_\_\_\_\_ has not been blacklisted/ debarred by any central, state Government department/organization.
8. That I hereby confirm and declare that my/our firm / company M/s \_\_\_\_\_ that there has been no litigation with any Government department/ organization on account of similar services.
9. That I hereby confirm and declare that my / our firm / company M/s \_\_\_\_\_ has not undergone any legal proceedings of whatever kind in the past three years.
10. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues. May take any appropriate legal action against me.

Place:

Dated:

Deponent

Verification: Verified that the above statement of mine is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place:

Dated:

Deponent