



DREDGING CORPORATION OF INDIA LIMITED

CIN : No. L29222DL1976GO1008129 GST NO. 37AAACD6021B1ZB

Head Office : DREDGE HOUSE", Port Area, Visakhapatnam - 530 001

Phone : 0891-2523250, Fax : 0891-2560581 / 2565920,

Website : www.dredge-india.com

Reg. Office : Core-2, First Floor, Scope Minar, Laxminagar District Centre, Delhi - 110092

ISO 14001 : 2015

ISO 9001 : 2015

Approved by IRQS



Date: 09.10.2020

Ref.No.: DCI/IT/ E-Office/01/02 2020

To:

M/s NetProphets Cyberworks Pvt. Ltd

C-56/A, Technopolis IT Hub, 6th Floor,

Sector 62, NOIDA -201301.

Kind Attn.: Mr.Amitabh Vira

C E O

Dear Sir,

Sub: -Implementation of E-Office Solution in DCIL-reg.

Ref:- 1) our tender id 2020_MOS_580892_1

2) Your Bid id 2085717 submitted at CPPPortal

3) Your mail dated 1October 2020

With reference to the above, Dredging Corporation of India Ltd. (DCIL) is pleased to place purchase order for Implementation of E-Office Solution in DCIL. The details are given below:

Sl.No.	Description of Work/Item	Quantity	Units	Rate (₹)	Amount excluding tax(₹)
1	Supply of E-Office Product licensed to DCIL as per the scope work for 100 user licenses along with necessary OS and other components	1	Lumps um per unit	18,00,000/-	18,00,000/-
2	Implementation and rollout as per scope of work in Section III of the tender document	1	Lumps um per unit	5,00,000/-	5,00,000/-
3	Offsite Support post go live for one year	1	NO	3,00,000/-	3,00,000/-
	GST @ 18% on the above				4,68,000/-
Total(Including Tax) Rs.					30,68,000/-

Total value of the order is ₹ 30,68,000/- (inclusive of all taxes and duties etc.)

2. The scope of work is as per Annexure-I

3. The terms and conditions are as per Annexure-II

4. This purchase order is sent to you in duplicate. You are requested to sign and send the duplicate copy of the Purchase Order as token of acceptance of the purchase order.

Thanking you,

Yours Faithfully,

For Dredging Corporation of India Ltd.,

V. Sateesh Chander Rao
(V SATEESH CHANDER RAO)

DGM(IT)

V. Sateesh Chander Rao
V. SATHEESH CHANDER RAO

जय मठा प्राधिक (सू.प्र.)
DY. GENERAL MANAGER (IT)

ड्रेडिंग कॉर्पोरेशन ऑफ इंडिया लिमिटेड

DREDGING CORPORATION OF INDIA LIMITED

विभाग: IT-विभाग, विशाखापट्टणम

Scope of Work

DCI intends to implement E-Office solution in the Organization. The solution provides paperless Office environment in the organization and all the work which is being done on papers (Other than ERP) is proposed be done paperless. Initially, DCI plans to start with NIC E-office_Lite (E-file) edition or other software of equivalent functionality. DCI is already having Microsoft Dynamics-365 ERP where leave, tour and personal management system has already been implemented.

The environment in which DCI presently operates is given below.

1. DCI is having four Regional offices and several project offices. The users of these locations will connect to the e-office through VPN/Internet. Other users at Head office will connect through LAN. Users may also connect through internet to access the e-office software.
2. DCI is presently using e-mail solution from NICS (dcil.co.in) for Messaging and Collaboration services.
3. DCI has implemented Microsoft Dynamics D 365 on premise ERP for Finance, Material, HR & Payroll for both Shore and Floating Employees and Projects Modules. The ERP works in Windows Server 2016 Environment and uses active Directory based authentication.

Broad Scope of work:

- 1) Supply of E-office product licences to DCI initially 100 users.
- 2) Providing the system requirements for hosting the product.
- 3) Setting up and hosting e-office in on premises servers of DCI
- 4) Implementation and rollout
- 5) Customizations as per DCI requirements
- 6) DCI digitizing its documents and would like to keep digitized documents in E-office records management system for easy searching and accessing securely.
- 7) Training to DCI administrators on system administration of OS and e-office
- 8) Training of end users in the use of e-office
- 9) Providing documentation including user manual, admin manual etc.
- 10) Trial run and GO Live of E-office.
- 11) Providing of offsite support to DCI post operationalization for a period of one year

DCI Scope:

1. DCI will provide Servers and HW required for running the e-office software.
2. DCI will procure Digital Signature Certificates Class II required by the users for signing the documents in e-office.

The functional requirements of e-office product

1. The e-office product shall preferably work in the present environment in which DCI ERP operates. Presently, Active Directory environment is used for

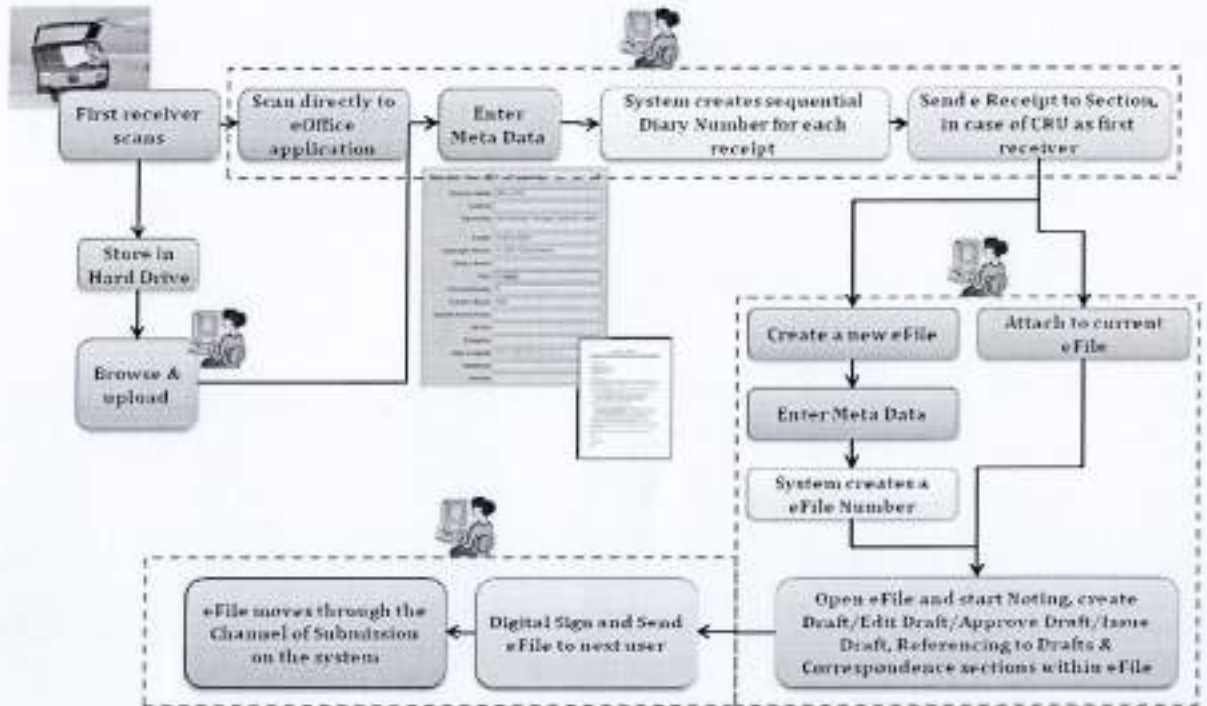
वी. सतीश चंद्र राव
V. SATHEESH CHANDRA RAO
उप महा प्रबंधक (सू. प्रौ.)
DY. GENERAL MANAGER (IT)
ड्रेसिंग कॉर्पोरेशन ऑफ इंडिया लिमिटेड
DRESSING CORPORATION OF INDIA LIMITED
विशाखपट्टणम-VISAKHAPATNAM

authenticating users and Windows server 2016 Standard is on hypervisor running in several virtual machines used for ERP for both sandbox and production environment. SQL Server 2016 Std in clustered mode is used for storing data.

2. The e-office software shall replace the existing manual handling of files with the electronic system. The product shall manage complete life cycle of the Files from creation of files, movement of files, digital signing of the notings/approvals/documents with DSCs until archival of files.
3. DCI is digitizing its documents and the software should support for storing, searching, retrieving the digitized documents securely by the authorized users.
4. The activities related to files/documents/notings that should be supported minimum is given below.

1. Create a File (as a Workflow object)
2. File and Shadow file movement
3. Send File Within Hierarchy to anyone or Mark File (Sending a file outside Hierarchy)
4. Set Reminders and alerts based on pre-defined characteristics
5. Notification on File action (Approval / Rejection)
6. Pendency check
7. Set Preferred List
8. Add Documents to File
9. Create and merge Part files
10. View different sections of files (correspondence and notesheet) as per user preference
11. Search File based on various parameters
12. Search Documents based on various parameters
13. Content search feature
14. Creation of Letters /File /DAK
15. Add Letters /File /DAK to File
16. Assign a Letters /File /DAK to the concerned person for processing
17. Attach a Letters /File /DAK in a file for reference.
18. Convert Letters /File /DAK to a File at any level
19. Filed Letters /File /DAK(Lodging)
20. Generate various MIS Reports to present the analysis of day-to-day activities of a department such as files, correspondences on various dimensions such as time period, department/ division/ section, subject, person, etc.
21. Files Dashboard With Search
22. Track full life cycle of any File or DAK
23. Pull a file/DAK directly for immediate action
24. Generate reports based upon various parameters like Pendency, Officers, Duration, Approved/Rejected/Disposed and others
25. Reports for monitoring the process, performance, analysis and improvement
26. Reports for use / submission to various authorities
27. Printing and Download facility for reports

eFile Process




V. SATHEESH CHANDER RAO
 இயக்குநர் (தகவல்)
 DY. GENERAL MANAGER (IT)
 டிரெசிங் கார்பரேஷன் ஓஓஓ டிவிடிடி லிமிடெட்
 DRDCCING CORPORATION OF INDIA LIMITED
 விசாகப்பட்டினம்-VISAKHAPATNAM

Main Terms and Conditions

1. Period of the contract 50 days from the date of issue of work order.
2. Date of completion of work : Within 50 days from the date of issue of Letter of Intent. Or such other date as may be intimated by the Company depending on the volume of the work.
3. Payment 95% of the Contract Value Payment will be made on supply, installation, customization, Operationlization of the Software as per the scope of work Balance 5% will be made on submission of Performance Bank Guarantee for 5% of the contract value from any scheduled bank
4. Security Deposit 10% of the total landed cost payable by ECS/NEFT/RTGS or by way of Bank Guarantee on any Scheduled Bank enforceable at Visakhapatnam payable after the issuance of Purchase order.
5. **Liquidated Damages:** Time is the essence of this contract. The contractor should complete the execution of the work and the same is to be handed over the company within the time schedule specified in the tender document. In case of delay in completion of the work, LD will be levied as under:-
 - a) 1% of the contract value per week of delay on the value of the contract. Seven days shall constitute a week. Proportionate LD will be recovered for any delay for a part of the week.
 - b) Liquidated damages will be recovered being pre-estimated cost.
 - c) In case of delay beyond 15 days over and above the stipulated time schedule, the Company reserves the right to cancel the contract at the risk cost of the party and undertake the work with any other party. In such cases, the EMD/ Security deposit submitted b the party will be forfeited and the party shall have no claim for the same.
 - d) For levy of liquidated damages, the decision of DCI will be final and binding on the party whether or not DCI suffers any financial loss.
6. Penalty : Apart from the above, penalty will be imposed as stated in the tender document for non-performance/ deficiency in performance as described in the tender document. Penalty as and when levied is required to be paid within 7 days from the date of intimation of the same, failing which it would be recovered from the Security Deposit submitted by the bidder along with interest @ 15% from the date of levy till the date of recovery from security deposit.
7. Deductions for shortfall/deviations:- If the execution of the work is not as per the agreed Plan/ or defective or damaged/ there is any shortfall/deviation from the scope of the work and/or as agreed upon between the parties, and the work is accepted with such defect/damage/deviations/shortfall etc., the Company may deduct such amount towards such damages/ defects/ shortfall/deviations based on the total cost and the decision of DCI will be final and binding on the party whether or not DCI suffers any financial loss due to said the defects or damages or deviation from agreed plan.
8. Statutory Approval: M/s Netprophet Cyberworks shall obtain all the required statutory and other clearances/ approvals as may be required from the respective Competent authorities. The bidder shall be responsible for complying with the all

श्री. सतीश चंद्र राव
V. SATISH CHANDER RAO
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 ०५, GENERAL MANAGER (IT)
 इंडिया कॉर्पोरेशन लिमिटेड
 DALCOING CORPORATION LIMITED
 विशाखापट्टणम-विशाखापट्टणम

clearances obtained by them and also all the applicable/prevaling laws, rules, regulations, policies, procedures and guidelines of the Govt. of India and state where the service is provided .

9. Intellectual Property Rights: M/s Netprophets Cyberoworks shall indemnify DCI from any claim against it by any third party for any infringement into the Intellectual Property Rights of the party in respect of any software used by the bidder in connection with the contract with DCI.
10. Force Majeure:- If at any time before the actual stipulated date of delivery, the completion of the work is delayed due acts of God, war or other hostilities, civil war, flood, typhoons, hurricanes, storms, earthquakes, tidal waves, landslides, tsunami, fires all the foregoing, irrespective of whether or not these events could be foreseen, at the date of issue of the work order, and in any such case, both the parties will discuss regarding a mutually acceptable new date of delivery. However, if cumulative above force majeure delays exceed 75 days, DCI has the right to rescind the contract. The contractor cannot claim and DCI is not liable to pay for any damages of whatsoever nature that may have been suffered by the contractor due to Force Majeure.
11. Arbitration: Should any dispute or difference arise between the Corporation and the Tenderer in connection with this contract, or as to the rights and liabilities of the parties hereto, (except matters which are referred to as final in this document) shall be referred to a sole Arbitrator, the same to be appointed by the Chairman-cum-Managing Director, Dredging Corporation of India Ltd., Visakhapatnam and the award of the Arbitrator shall be final and binding upon the parties hereto, subject to provisions of the Arbitration and Conciliation Act, 1996 (Act 26 of 1996). The Arbitrator shall give a reasoned award. It shall be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. The Arbitrator any from time to time with the consent of the parties enlarge the time for making and publishing the award. The sole Arbitrator is prohibited for awarding any interest in the award either for the pre-reference period or pendelute. The venue of the arbitration shall be Visakhapatnam.
12. Jurisdiction Of Courts. All matters with reference to this contract will be in accordance with the prevalent Indian Laws and all disputes will be subject to the Jurisdiction of Visakhapatnam only.
13. All other terms and conditions are as per tender document

वै. सतीश चंद्र राव
V. SATISH CHANDRA RAO
उप-प्रबंधक (सि.एल.)
DY. GENERAL MANAGER (S.L.)
इंजिनियरिंग डिपार्टमेंट, सी.एल. विभाग
DREDGING CORPORATION OF INDIA LIMITED
विशाखापट्टणम-5 (आंध्रप्रदेश)