



## **REQUEST FOR BID**

**(Open E - Tender)**

### **Development of web-based software for Human Resource Information System**

Tender Ref No.: MSRLM/SMMU/HRIS/02/2018

eTender ID: 2018\_MSRLM\_371712

Date: 14 /11/2018

**Issued by:**

**UMED - Maharashtra State Rural Livelihood Mission  
Rural Development & Panchayat Raj Department  
Government of Maharashtra**

5<sup>th</sup> Floor, CIDCO Bhawan, CBD Belapur (South Wing)

Navi Mumbai – 400 614

Tel: 022 27562552

Website: <http://www.umed.in>

## Disclaimer

- 1 The Chief Executive Officer of Maharashtra State Rural Livelihoods Mission (MSRLM), hereinafter referred to as “Tender Inviting Authority (TIA) has issued this Notice Inviting Tender (hereinafter referred to as the Tender Document) for **Development of web-based software for Human Resource Information System.**
- 2 This tender document has been prepared with intent to invite prospective applicants/bidders and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this tender is not an agreement and the purpose of this tender is to provide the bidder(s) with the information to assist them in the formulation of their bids. This tender document does not purport to contain all the information bidders may require. This tender may not be appropriate for all persons or entities and it is not possible for the TIA to consider the investment objectives, financial situation and particular needs of each bidder.
- 3 MSRLM has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested bidders are required to make their own inquiries so that they do not solely rely on the information contained in this tender document in submitting their bids. This tender document includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require.
- 4 This tender is not an agreement by or between the TIA and the prospective bidders or any other person and the information contained in this document is provided on the basis that it is non-binding on the TIA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The TIA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the tender document. Each bidder is advised to consider this document as per his understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this document before bidding. The bidders are also requested to go through this tender document in detail and bring to notice of the TIA, any kind of error, misprint, inaccuracies, or omission in the document. The TIA reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid.

- 5 No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the TIA or any other costs incurred in connection with or relating to its bid.
- 6 This issue of tender does not imply that the TIA is bound to select and technically qualify bids or to appoint the selected bidder, as the case may be, for the project and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- 7 The TIA may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this tender document before bid submission deadline.
- 8 The TIA, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this tender document or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to be part of this document or arising in any way with eligibility of bidder for participation in the bidding process) towards any Applicant or bidder or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.
- 9 The TIA also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any bidder upon the statement contained in this tender document.
- 10 Interested bidders, after careful review of all the clauses of this 'Notice Inviting Bid', are encouraged to send their suggestions in writing to the TIA. Such suggestions, after a review, may be incorporated into this tender document as a corrigendum, which shall be uploaded onto the e-tendering website <https://mahatenders.gov.in>.
- 11 All eligible bidders need to be registered on the following portal to generate login credentials and to download the bid documents for online bid preparation / decryption etc. <https://mahatenders.gov.in>.

## 1. Invitation of Bid

- a) DeenDayal Antoyodaya Yojana, National Rural Livelihoods Mission (DAY-NRLM) is an ambitious mission mode programme launched by Ministry of Rural Development, Government of India for eradication of rural poverty. Maharashtra State Rural Livelihoods Mission is established to implement DAY-NRLM. DAY-NRLM is funded jointly by Government of India & Government of Maharashtra. DAY-NRLM aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and public services. Maharashtra State Rural Livelihoods Mission intends to apply a portion of the proceeds to make payments under the contract for the following services.
- b) The Maharashtra State Rural Livelihoods Mission (MSRLM) has been launched in Maharashtra in July 2011 as a registered organization under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika - endeavors to impact rural poverty through a range of comprehensive and strategic livelihoods interventions in a time bound manner. The Mission aims at eradication of rural poverty by building sustainable institutions of poor and ultimately leading them to sustainable livelihoods. The Mission will engage poor and marginalised communities intensively in these 26 districts, whereas the remaining 8 districts in the state will be covered under a non-intensive intervention strategy in a phased manner.
- c) To begin with 26 districts have been identified that include Palghar, Thane, Ratnagiri, Sindhudurg, Solapur, Osmanabad, Parbhani, Latur, Beed, Jalna, Hingoli, Nanded, Nashik, Nandurbar, Jalgaon, Dhule, Amravati, Buldhana, Akola, Washim, Yawatmal, Wardha, Gadchiroli, Gondia, Chandarpur and Bhandara as the intensive districts for the National Rural Livelihoods Mission (NRLM) and 254 blocks have been identified. The Mission is implemented through a three tier structure comprising a State Mission Management Unit, District Mission Management Unit and Block Mission Management Unit.
- d) MSRLM is looking for agencies to develop the integrated HRIS software. All the required functions of HR shall be available through the software. Development Agency shall do the master data entry of current Records Upto date. MSRLM employees will access the software over web, after required authentication, for performing the required functions. Purpose of the HRIS Software Services is to automate our HR processes and manage HR related information & Activities within the organization for faster delivery and increased efficiency.

- e) The bidders are advised to study this tender document carefully, before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- f) The complete tender document has been published on <https://mahatenders.gov.in>. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and EMD.
- g) Single envelope selection procedure shall be adopted.
- h) The bidder's (authorized signatory) shall submit their offer online in electronic formats for Technical and Financial bids. The tender document fees, and Earnest Money Deposit (EMD) should be submitted online as per the details provided in the bid document.
- i) The TIA will not be responsible for any delay or error in online submission due to any reason. For this, bidders are requested to upload the complete required bid documents well in advance so as to avoid issues like slow speed, or any other unforeseen problems. For queries related to bid submission, the bidders may contact the helpdesk given on <https://mahatenders.gov.in>
- j) The bidders are also advised to refer "Bidders Manual Kit" available on <https://mahatenders.gov.in> for further details regarding the e-tendering process.

## 2. Key Events and Dates

Sr. No.	Information	Details
1.	Date & Time for Commencement of Downloading Tender Document	Date: 14/11/2018      Time: 11.30 AM
2.	Tender Reference Number	MSRLM/SMMU/HRIS/02/2018
3.	eTender ID	2018_MSRLM_371712
4.	Last date & Time for sending requests for clarifications	Date: 20/11/2018      Time: 11.30 AM
5.	Date, Time and place of Pre- Bid Conference	Date: 20/11/2018      Time: 11.30 AM
6.	Last date & time for downloading	Date: 30/11/2018      Time: 11.30 AM

	the Tender document	
7.	Last Date (deadline) & Time for submission of bids	Date: 30/11/2018      Time: 11.30 AM
8.	Date and Time for Opening of technical bids	Date: 01/12/2018      Time: 11.30 AM
9.	Date and Time for Opening of Financial bids	Will be published on <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>
10.	Address for Communication	<b>State Mission Manager-Procurement</b> Maharashtra State Rural Livelihoods Mission, 5 <sup>th</sup> Floor, CIDCO Bhavan (South Wing), CBD Belapur, Navi Mumbai – 400614, Maharashtra Email:pravingodse.msrlm@gmail.com

### 3. Other Important Information related to Bid

<b>Sr. No.</b>	<b>Information</b>	<b>Details</b>
<b>1.</b>	Tender Fee	Rs. 3600/- (Rupees three thousand six hundred only) to be paid online on the e-tendering portal at the time of submission of the tender
<b>2.</b>	Earnest Money Deposit (EMD) (to be paid online)	Rs. 60,000/- (Rupees sixty thousand only) to be paid online on the e-tendering portal at the time of submission of the tender.
<b>3.</b>	Bid Validity Period	90 days from the date of opening of the technical bid
<b>4.</b>	Performance Security	5 % of the total value of the contract
<b>5.</b>	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft	Within one week from the date of supply order. The Performance Security shall be valid for 30 days after the completion of contract.

**R.Vimala IAS**  
**Chief Executive Officer**  
**Maharashtra State Rural Livelihoods Mission**

## **Instructions to Bidders**

This section includes all the important information required to bid for this project.

### **2.1. General Information and Guidelines**

- a) The TIA invites bids from eligible bidders as per the criteria defined in clause 5.2 of this tender document.
- b) Any contract that may result from this bidding process will be effective from the date of Signing of Contract and shall, unless terminated earlier in accordance with its terms, continue for a period of one year which may be extended by one year as per the decision taken by the TIA based on performance of the bidder.
- c) The TIA reserves the right to extend the *Term* on mutually agreed terms at the sole discretion of the TIA, subject to any obligations under applicable law.
- d) All information supplied by the bidders may be treated as contractually binding on the bidders, on the successful award of the assignment by the TIA on the basis of this tender document.
- e) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the TIA. Any notification of preferred bidder status by the TIA shall not give rise to any enforceable rights by the bidder. The TIA may cancel this public procurement at any time prior to a formal written contract being executed by or on its behalf.
- f) No bidder shall submit more than *one Bid* for this tender.

### **2.2. Consortium Conditions: Not Applicable.**

### **2.3. Tender Document Fees**

The bidders are requested to pay a Tender fees specified in clause 3 through the e-Tender Portal's Payment Gateway. The Tender fee is non-refundable. The tender document can be downloaded free of cost from the portal: <https://mahatenders.gov.in>, on registration. The bids that are not accompanied by the tender fee shall be considered non-responsive and will be rejected. *Exemption from tender fee is applicable as per Government of India / Government of Maharashtra resolutions / notifications. Bidders should submit relevant documents or claiming exemption from tender fee.*



## 2.4. Earnest Money Deposit (EMD)

The bidders are requested to deposit the EMD as mentioned in clause 3 through the Online Payment Gateway as integrated in the <https://mahatenders.gov.in> e-tendering solution.

- a) The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
- b) The EMD should be valid for 180 days from the date of technical bid opening.
- c) *Exemption from EMD is applicable as per Government of India / Government of Maharashtra resolutions / notifications. Bidders should submit relevant documents or claiming exemption from EMD.*
- d) The bids submitted by bidders who are not exempted as mentioned above and without the prescribed EMD, will be rejected.
- e) The Unsuccessful bidder's EMD will be returned within 120 days from the date of opening of the commercial bid.
- f) The EMD of successful bidder will be returned after the award of contract and submission of the Performance Security in the form of Bank Guarantee / Demand Draft within specified time and in accordance with the format given in the tender document.
- g) The EMD may be forfeited:
  1. If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
  2. If successful bidder fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee / Demand Draft within specified time in accordance with the format given in the tender document.
  3. If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the TIA regarding forfeiture of the EMD shall be final and binding upon bidders.
  4. If during the bid process, any information is found false/fraudulent/mala fide, then the TIA shall reject the bid and, if necessary, initiate action.

## 2.5. Contact Details

For any clarifications & communication with regards to the tender document, the bidders are expected to communicate at the contact information provided below:

S. No	Particulars	Details
1	Name & Designation	Ramdas Dhumale - State Mission Manager-HR Pravin Godse - State MissionManager -Procurement
2	Office Address	Maharashtra State Rural Livelihoods Mission, 5th Floor, CIDCO Bhavan (South Wing),CBD Belapur, Navi Mumbai – 400614
3	Email ID	<a href="mailto:pravingodse.msrlm@gmail.com">pravingodse.msrlm@gmail.com</a>
4	Phone No.	Phone : 022-27562552/54

## 2.6. Pre-Bid Queries and Pre-Bid Meeting

The TIA will host a Pre-Bid Meeting for queries, if any, by the prospective bidders. The date, time and place of the meeting are specified in clause 2. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts / seek clarifications or additional information, necessary for them to submit their bid. The bidders shall send their pre-bid queries as per the schedule specified in the tender document clause 2. The response to the prebid queries will be published on <https://mahatenders.gov.in>. No telephonic queries will be entertained. This response of the TIA, against the Pre-Bid queries, shall become integral part of tender document.

## 2.7. Response to Pre-Bid Queries / Corrigendum / Amendment to the Tender

At any time prior to the deadline (or as extended by the TIA) for submission of bids, the TIA for any reason, whether at its own initiative or in response to clarifications requested by the bidder, may modify the tender document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this tender. Such supplements, amendments / corrigendum to the tender document, issued by the TIA would be displayed on <https://mahatenders.gov.in>. and shall be deemed to be incorporated by this reference into this tender document.

Any such supplement / corrigendum / amendment will be binding on all the bidders. The TIA will not be responsible for any misinterpretation of the provisions of this

tender document on account of the bidders' failure to update the bid documents based on changes announced through the website.

In order to allow bidders a reasonable time to take the supplement / corrigendum / amendment(s) into account in preparing their bids, the TIA, at its discretion, may extend the deadline for the submission of bids.

## **2.8. Completeness of Response**

- a) The bidders are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- b) The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of its bid

## **2.9. Bid Preparation Cost**

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by the TIA to facilitate the evaluation process, and in negotiating a definitive Service Agreement (SA) and all such activities related to the bid process. This tender document does not provide any kind of commitment on behalf of the TIA, to award a Contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of the Contract for implementation of this project.

## **2.10. Right to Termination**

The TIA may terminate the bid process at any time and without assigning any reason. The TIA makes no commitments, expressed or implied that this process will result in a business transaction with anyone. This tender document does not constitute an offer by the TIA. The bidder's participation in this process may result in the TIA selecting the bidder to engage towards execution of the contract. In the event of such termination, EMD of all bidders shall be returned, without any interest.

## **2.11. Authentication of Bids**

The original bid will be signed by a bidder's person duly authorized to bind the bidder to the Contract. The bid will then be uploaded on the e-tendering portal.

## **2.12. Interlineation of Bids**

The bid shall contain no interlineations or erasures. In case of any overwriting, the place needs to be signed by the Authorized signatory.

## **2.13. Late Bids**

Deleted

## **2.14. Patent Claim**

In the event of any claim asserted by a Third Party/ Distributors /Suppliers /Agents /Authorized dealers of infringement of copyright, patent, trademark or industrial design rights or any part thereof, the bidder shall expeditiously extinguish such claim. If the bidder fails to comply and the TIA is required to pay compensation to a third party resulting from such infringement, the bidder shall be responsible for such compensation, including all expenses, costs associated with court cases and lawyer fees etc. The TIA shall give notice to the successful bidder on any such claim and recover it from the bidder, if required.

## **3. Bid Submission Instructions**

### **3.1. Online Bid Submission**

- a) The bidder shall submit the bid online through e-tendering Portal <https://mahatenders.gov.in>
- b) To view- Tender Notice, Detailed Time Schedule, Tender Document its supporting documents etc. , kindly visit following e-Tendering website <https://mahatenders.gov.in>
- c) The bids submitted, shall comprise of the following 2 envelopes:
  - **Envelope A:** Technical Bid (Refer clause 3.3 for documents to be submitted as per the format specified in this tender document)
  - **Envelope B:** Commercial Bid (in the format provided in this tender document)

The bidder should ensure that all the required documents, as mentioned in this tender document, are submitted along with the bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejection of the bid submitted by the bidder.

- d) It is required that all the bids submitted in response to this tender document should be unconditional in all respects, failing which the TIA reserves the right to reject the Bid.
- e) It shall be the responsibility of the bidder to re-check that each page of the requisite document uploaded as a part of the bid is stamped and duly signed by an authorized signatory
- f) Modification and Withdrawal of Bids -
  - i. Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.
  - ii. Resubmission of bid shall require uploading of all documents including price bid a fresh.
  - iii. If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
  - iv. The Bidder can withdraw its bid before the closure date and time of receipt of the bid by uploading scanned copy of a letter addressing to the Officer Inviting Bid citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.
- g) The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.

### **3.2. Eligibility Criteria**

The bidders shall fulfill all of the following eligibility criteria independently, as on the date of submission of bid.

- a) Bidder should be a Proprietary firm /Partnership firm/ Pvt.Ltd / Limited Company/Corporate body legally constituted and should be registered with the appropriate registration authority;
- b) Bidder must have a minimum average annual turnover of Rs. 50 lakhs during last three financial years (FY 2015-16, 2016-17 & 2017-18).
- c) Bidder should be registered under GST
- d) Bidder should have PAN
- e) The bidder should have successfully developed and implemented/implementing human resource information. system for at least 3 organisations having at least 100 employees on roll
- f) Bidder has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for providing as on the date of submission of bid

### **3.3. Technical Bid (Envelop - A)**

Following documents should be submitted online (Envelope A) as per the instructions on the portal and in this tender document.

- a) Tender Form as per Annexure-1.
- b) Details of the firm in Annexure-2
- c) Turnover certificate issued by chartered accountant firm for the FY 2015-16, 2016-17 & 2017-18 in Annexure-4.
- d) GST registration certificate
- e) PAN card copy
- f) Performance statement for successfully developed and implemented/implementing human resource information. system for at least 3 organisations having at least 100 employees on roll in Annexure-3 supported by copies of purchase orders/satisfactory certificates issued by the clients/Invoice copies.
- g) Declaration on non-judicial stamp paper of Rs.100/- specifying that the bidder provider has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for providing as on the date of submission of bid.(Annexure-6)

### **3.4. Financial Bid (Envelop - B)**

- a) Commercial/price offer must be submitted online at <https://mahatenders.gov.in> as per the instructions on the portal.
- b) Rates should be quoted in the Commercial Bid format as per Annexure-5 of this tender document and in accordance to the details and terms and conditions as mentioned in this tender document (hence, the bidder is expected to understand the tender in all respects).
- c) The rates quoted and accepted will be binding on the Tenderer for the stipulated period and on no account any revision will be entertained till the completion of the agreement period
- d) Any taxes to be deducted at source by MSRLM at the rate fixed by the appropriate Govt. i.e. State/ Central shall be deducted at the time of payment against the services.

### **3.5. Validity of Bid**

The bid shall be valid for a period of 180 days from the date of opening of the technical Bid. A bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, the TIA may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

### **3.6. Corrections / errors in Commercial Bid**

- a) The bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the last date for submission of bids.
- b) The quoted price shall be corrected for arithmetical errors by TIA.
- c) In cases of discrepancy between the prices quoted in words and in figures, amount written in words shall be considered.
- d) The amount stated in the Commercial bid, adjusted in accordance with the above procedure and as stated in Annexure-5 of this tender document, shall be considered as binding on the bidder for evaluation.

### **3.7. Price and Information**

- a) All the prices will be in Indian Rupees.
- b) The prices, once offered, must remain fixed and must not be subject to change for any reason whatsoever within the period of the validity of the bid and the contract. No revision of the fee shall be made on account of any variations in costs of labor and materials, currency exchange fluctuations with international currency or any other cost component affecting the total cost in fulfilling the obligations under the contract. A bid submitted with an adjustable price quotation or conditional bid shall be rejected as non-responsive.
- c) All costs incurred due to delay of any sort, which is attributable to the bidder, shall be borne by the bidder.
- d) The price quoted by the bidders shall be valid for a period of one year.

### **3.8. Language**

The bid should be submitted by the bidder in English language. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the bid, the English translation shall govern. If any documentary evidence for

'Experience' is in other languages, a true translation of the copy, attested by Notary shall be enclosed.

### **3.9. Conditions under which Tender is issued**

- a) This tender document is not an offer and is issued with no commitment. The TIA reserves the right to withdraw the tender document and change or vary any part thereof, at any stage. The TIA reserves the right to disqualify any bidder, should it be so necessary at any stage.
- b) The timing and sequence of events resulting from this tender document shall ultimately be determined by the TIA.
- c) No verbal conversations or agreements with any official, agent, or employee of the TIA shall affect or modify any terms of this tender document and any alleged verbal agreement or arrangement made by a bidder with any agency, official or employee of the TIA shall be superseded by the definitive agreement that results from this tender process. Verbal communications by the TIA to bidders shall not be considered binding on it, nor shall any written materials provided by any person other than the TIA.
- d) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the TIA or any of their respective officials, agents, or employees arising out of or relating to this tender document or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- e) Until the Contract is awarded and during the validity of the Contract, bidders shall not, directly or indirectly, solicit any employee of the TIA to leave the office or any other officials involved in this tender process in order to accept employment with the bidder, or any person acting in collusion with the bidder, without prior written approval of the TIA.

### **3.10. Right to the content of Bids**

All bids and accompanying documentation of the Technical bids will become the property of the TIA and will not be returned after opening of the Technical bids. The TIA is not restricted in its rights, to use or disclose any or all of the information contained in the bid and can do so without compensation to the bidders. The TIA shall also not be bound by any language in the bid indicating the confidentiality of the bid, or any other restriction on its use or disclosure.

### **3.11. Non-Conforming Bid**

A bid may be construed as a non-conforming bid and ineligible for consideration if:



- a) It does not comply with the requirements of this tender document.
- b) It does not follow the format requested in this tender document or does not appear to address the requirements as specified by the TIA.

### **3.12. Disqualification**

The bid is liable to be disqualified in the following cases or in case the bidder fails to meet the requirements as indicated in this tender document:

- a) The bid is not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
- b) During the validity of the bid, or its extended period, if any, the bidder increases the quoted prices.
- c) The bidder qualifies the bid with own conditions.
- d) The bid is received in an incomplete form, offered product sample received after due date not accompanied by all the requisite documents, or the bidder has quoted only for a part of the project.
- e) The information submitted in the Technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
- f) The Commercial bid is enclosed with the Technical bid.
- g) The bidder tries to influence the bid evaluation process by unlawful /corrupt / fraudulent means at any point of time during the tender process.
- h) In case any one bidder submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified,
- i) The bidder fails to deposit the Performance Security in the form of Bank Guarantee or Demand Draft or fails to enter into a Contract within 15 Days of the date of issue of Letter of acceptance /Supply order or within such extended period, as may be specified by the TIA.
- j) Any form of canvassing / lobbying / influence / query regarding short listing etc. will be treated as disqualification. While evaluating the bids, if it comes to the TIA's knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid, then the bidders so involved are liable to be disqualified for this Contract as well as for a further period of four years from participation in any of the tenders floated by the TIA.

- k) If the Technical bids contains any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

### **3.13. Acknowledgement of Understanding**

By submitting the bid, each bidder shall be deemed to acknowledge that bidder has carefully read all sections of this tender document, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

## **4. Bid opening and Evaluation process**

### **5.1 Bid Opening**

On the date and time specified in the tender notice following procedure will be adopted for opening of tender for which tenderer is free to attend him self or depute an authorized officer as his representative.

### **5.2 Opening of Envelop – A (Technical Bid)**

Envelope No. A (Technical bid) of the bidders will be opened in the presence of tender opening authority through- e tendering procedure.

### **5.3 Evaluation of Technical Bid**

The evaluation of the technical bids will be carried out in the following manner:

- a) The bidders' technical bid will be evaluated as per the qualification criteria spelt out in clause 3.3. The bidders are required to submit all required documentation in support of the criteria specified as per the formats specified in this tender document for technical evaluation.
- b) In any case, in the event of any deviation from the factual information provided by the bidder in technical bid, the deviation can reject the bid and also ban the bidder from participation in any future tenders in the state of Maharashtra.
- c) At any time during the bid evaluation process, the committee may seek verbal / written clarifications from the bidders. The committee may seek inputs from their professional experts in the evaluation process. The committee or authorized representative(s) have the rights to inspect the unit of the bidders who have submitted tenders, before taking any decision regarding empanelment.
- d) The committee reserves the right to do a reference check of the past experience stated by the bidder. Any feedback received during the reference check shall be taken into account during the technical evaluation process.

- e) The technically shortlisted bidders will be informed of the date and venue of the opening of the commercial bids through a written communication.

#### **5.4 Opening of Envelop - B (Commercial Bid)**

This envelope of technically qualified bidders shall be opened as per e-tendering procedure after opening of Envelope No. A (Technical bid). The date and time of opening of commercial bids will be communicated by the TIA via email, to the eligible tenderers.

#### **5.5 Award Criteria**

- a) After evaluation process indicated in clause 5.3, 5.4, the TIA will award the Contract to the bidder who has quoted lowest cost (L1 Bidder) (total of all the services).
- b) The TIA reserves the right to accept or reject any tender without assigning any reason.
- c) If at any time during the period of contract, the price of tendered item is reduced or brought down by any Law or Act of the Central or State Government or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform the TIA / Purchaser immediately about such reduction in the contracted prices. The TIA / Purchaser is empowered to reduce the rates accordingly.

#### **5.6 Right to accept any Bid and to reject any or all Bids**

The TIA reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the TIA's action.

#### **5.7 Notification of Award**

- a. Before expiry of the bid validity period, the TIA will notify the successful bidder(s) in writing, by registered / speed post or by fax or by email that its bid have been accepted by the Tender Inviting Authority also briefly indicating therein the essential details like description, specification & services and corresponding accepted prices. This notification is undertaken by issuing a Letter of Acceptance (LOA) by the Tender Inviting Authority.
- b. The successful bidder, upon receipt of the LOA, shall furnish the required performance security if required in the form of Bank Guarantee or Demand Draft

and submit an agreement in the prescribed format within ten days, failing which the EMD will be forfeited and the award will be cancelled.

- c. The Notification of Award shall constitute the formation of the Contract.

### **5.8 Contract Period**

The contract shall be for the period of initially 3 years from the date of notification of award of contract. The contract will be renewed every year based on the performance of the agency. Contract may be extended further as per the need of the mission if agreed by both the parties.

### **5. Agreement:**

Successful bidder will have to execute an agreement on non-judicial stamp paper of Rs. 100/-(stamp duty to be paid by tenderer) in favour of Maharashtra State Rural Livelihoods Mission within 15 days from the date of intimation received by them from MSRLM that their tenders have been accepted.

### **6. Performance Security Deposit**

- a) The successful bidder shall at his own expense, deposit with the TIA, a Performance Security in the form of Bank Guarantee or Demand Draft of value mentioned in the clause 3.
- b) The TIA shall also be entitled to make recoveries from the Performance Security on the following grounds:
  - 1. Any amount imposed as a fine for irregularities Committed by the bidder.
  - 2. Any amount which the TIA becomes liable to the Government /Third party on behalf of any default of the bidder or any of his/her/their agent/ employees or staff.
  - 3. Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
  - 4. Any other outstanding amount.
- c) Once the amount under this clause is debited, the bidder shall reimburse the performance security to the extent the amount is debited within 15 days of such debit by the TIA failing which it will be treated as breach of agreement and may lead to termination of agreement with forfeiture of all amounts including interest free Performance Security in favor of the TIA.
- d) The Earnest Money deposited at the time of bid submission would be given back without interest to the bidder on payment of Performance Security in the

form of Bank Guarantee or Demand Draft as per the details specified in this tender document

## **7. Force Majeure**

The successful bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful bidder. Such events may include, but not be limited to, acts of the TIA in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful bidder shall promptly notify the TIA in writing of such conditions and the cause thereof. Unless otherwise directed by the TIA in writing, the successful bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **8. Delivery Period and place:**

Please refer to Annexure-A (ToR)

## **9. Payment Terms**

Please refer to Annexure-A (ToR)

## **10. Schedule of Requirement:**

Please refer to Annexure-A (ToR):

## **11. Liquidity damages: -**

Service provider must finish the work of development of Software and master data entry work to the satisfaction of SMM-HR within the 2 months. Any delay by the service provider shall render the service provider liable to be charged liquidated damages @ 1 % per week or part thereof subject to a maximum of 10% of supply order value which will be deducted from the payment due.

## **Annexure –A**

### **Terms of Reference for Human Resource Information System**

#### **1. Introduction:**

The Swarnajayanti Gram Swarojgar Yojana, better known as the SGSY programme, was restructured into the National Rural Livelihoods Mission by the Government of India in 2010. Conceivably, the largest poverty reduction programme for women in the world, the National Rural Livelihoods Mission (NRLM) aims at reaching nearly 70 million rural households in 29 states of India that account for 85% of the rural poor households in the country. The NRLM will be funded jointly by the Government of India and Government of Maharashtra.

The Maharashtra State Rural Livelihoods Mission (MSRLM) has been launched in Maharashtra in July 2011 as a registered organization under the aegis of the National Rural Livelihoods Mission (NRLM) – Aajeevika - endeavors to impact rural poverty through a range of comprehensive and strategic livelihoods interventions in a time bound manner. The Mission aims at eradication of rural poverty by building sustainable institutions of poor and ultimately leading them to sustainable livelihoods. The Mission will engage poor and marginalised communities intensively in these 26 districts, whereas the remaining 8 districts in the state will be covered under a non-intensive intervention strategy in a phased manner.

To begin with 26 districts have been identified that include Palghar, Thane, Ratnagiri, Sindhudurg, Solapur, Osmanabad, Parbhani, Latur, Beed, Jalna, Hingoli, Nanded, Nashik, Nandurbar, Jalgaon, Dhule, Amravati, Buldhana, Akola, Washim, Yawatmal, Wardha, Gadchiroli, Gondia, Chandarpur and Bhandara as the intensive districts for the National Rural Livelihoods Mission (NRLM) and 254 blocks have been identified. The Mission is implemented through a three tier structure comprising a State Mission Management Unit, District Mission Management Unit and Block Mission Management Unit.

#### **2. Background:**

MSRLM is looking for agencies to develop an integrated HRIS software such that the software is hosted and maintained by the MSRLM. Service Provider should develop the software and complete the master data entry via import . MSRLM employees will access the software over web , after required authentication, for performing the required functions. Purpose of the HRIS Software Services is to automate our HR processes and manage HR & related information within the organization for faster delivery and increased efficiency.

#### **3. Requirements:**

Currently Maharashtra State Rural Livelihoods Mission (MSRLM) have Approx. 2500 number of employees in NRLM intensive districts. In two years the organization may grow up to 4000 employees. There are 26 NRLM intensive districts in the mission and state mission management unit is head office located at CBD Belapur, Navi Muimbai. MSRLM would require a **web based software** to manage all HR related activities, as per the MSRLM requirements. Software should include Dashboard for all employees based on role and online reports in each module for managers/HR, supporting them to track subordinates activity status. The proposed HRIS system/software must provide the following functionality as part of the software:

Sl. No	Module	Features/specifications
1	Recruitment & Application Management Module	<p>Functionality to manage the Recruitment process followed at MSRLM for Manpower Requisition including Short listing application, managing Interview details and Reference Check</p> <p>a) <b>Invitation of Online Applications:</b> Enable to call online application form the open market candidates for the requirement process. Agency should develop online master application form with Dropdown of approx. 30 positons and make it available for the open market candidates.</p> <p>b) <b>Short listing of Candidates:</b> Able to do short listing of candidates based on various filtering criteria like qualification, age group, city, gender, experience, skills etc.</p> <p>c) <b>Group Discussion and Personal Interview:</b> Manage Group discussion and interviewer details, schedule interviews, and capture the Group discussion and interview results.</p> <p>d) <b>Internal Job Promotion (IJP):</b> Enable to call online application form from internal staff for the Internal Job Promotion (IJP) and do the short listing of candidates based on various filtering criteria like qualification, age group, city, gender, experience, skills etc and send them call letter for selection process.</p> <p>e) <b>Manpower Requisition:</b> Enable to raise manpower requisition specifying various criteria like qualification details, skill sets and responsibility details, experience, gender and age group requirements among other requirements.</p> <p>f) <b>On Hold and Rejected Candidate Database:</b> Able to mark the recruitment status of candidate as in process, on hold, rejected etc. Maintain database of On Hold and Rejected Candidates. These can be purged as per our requirements.</p> <p>g) <b>Background verification and Reference Check:</b></p>

Sl. No	Module	Features/specifications
		Enable to create a database of questions that need to be asked during Background verification and Reference Check and capture the Reference Check results.
2	Employee Master Database Module:	<p>Functionality to capture and maintain all the required information about an Employee. This information will be part of the Employee Database the backbone of the software.</p> <ul style="list-style-type: none"> <li>a) <b>Employee General Information:</b> Maintain all basic information about an Employee such as -Name, Employee Code, Father's/Spouse's name, Qualification, Experience, all Contact Addresses, E-mail Addresses, Mobile Numbers, Blood Group, Photo, Department, Role, UID, Designation, DOJ, DOB, Candidate's Social category and Selection category, Posting history, Job role, Location etc.</li> <li>b) <b>Employee Salary Structure:</b> Capture Employee Salary Structure details covering all Earning and Deduction heads and Benefits</li> <li>c) <b>Employee Dependents' Details:</b> All information about Employee Dependents that is required for Payroll, PF, Insurance and Reimbursement perspectives</li> <li>d) <b>Employee Payroll Information:</b> Important information like Bank Details, Account Number, PF and ESIC Number, PAN Number, etc.</li> <li>e) <b>Past Employment Details:</b> Important information of past employment including Employer Name, Salary Structure and Positions held etc.</li> <li>f) <b>Past Training Details:</b> All information on Trainings attended by the employee.</li> <li>g) <b>Attachments:</b> Facility to attach Education certificates, Experience Certificates, Cast Certificates (if applicable), Cast Validity (if applicable), Non-creamy layer (If applicable), Agreement, Last three months' salary slip, Resume, Contract renewal letter, Increment Letter, any other letter/ Documents. Facility to scan photograph or signature and attach the same to the HR software.</li> <li>h) <b>Online Reservation roster:</b> Enable to maintain position wise social and vertical reservations and it will be helpful to show post wise and category wise vacancies in system.</li> </ul>
3	Performance Appraisal Management Modules	Functionality to manage the Performance goal identification, setting and appraisal of the employees at the organization as per annual appraisal cycle.



Sl. No	Module	Features/specifications
		<p>a) <b>Manage KPI and set KRA:</b> Define as many KPI as required, define measurement criteria, weightage and ratings as required. These can be designation specific or Employee specific.</p> <p>b) <b>Potential Traits:</b> Define as many Potential Traits for higher roles or additional roles mapping as required, define measurement criteria, weightage and ratings as required. These can be designation specific or Employee specific</p> <p>c) <b>Manage Appraisal:</b> The appraisals should be managed online with ability to record all Appraisal related data. Can record achievements against each KPI set, conduct Self-Appraisal, do Performance Review Planning, Potential Appraisal and Overall Performance Appraisal with automated notifications and alerts by automated letter by mail and SMS.</p> <p>d) Flow of PMS will be as per the approved HR Manual and approved policy of MSRLM. HR manual available on <a href="http://www.umed.in">www.umed.in</a></p>
4	Confirmation & Contract Renewals Module	<p>Functionality to manage the confirmation, contract renewal of the employees.</p> <p>a) <b>Confirmation:</b> Facility to confirm Employees and capture related details. Notifications for delays, list of due employees.</p> <p>b) <b>Probation Extension:</b> Facility to extend Probation of an Employee. Alert and Notifications for delays, list of due employees.</p> <p>c) <b>Contract Renewal:</b> Automate Contract Renewal of Employee. Bulk process should be possible. Alert and Notifications for due employees by automated letter by mail and SMS.</p>
5	Leave and Attendance Module	<p>Functionality to capture the leave details and link to attendance record.</p> <p>a) <b>Leave Management:</b> Employee should be able to view leave balance, apply for leave and cancel leave if required. Workflow should be in place for leave approval. Manager and HR should be able to do bulk activities for set of employees.</p> <p>b) <b>Linking with biometric Attendance data:</b> An inbuilt import module which should help for importing attendance data from biometric attendance machine, CSV or XLS or any db file format that is commonly</p>

Sl. No	Module	Features/specifications
		<p>used by all attendance machines. Scheduled upload of files or auto upload should be possible.</p> <p>c) <b>Facility of Online Attendance:</b> Enable to capture online attendance of staff through web .</p> <p>d) <b>GPS enable Attendance system for field staff:</b> Enable to capture automatic attendance and field visit of field staff through GPS. Register mobile SIM will connect to server through GPS and mark their attendance &amp; field visit automatically.</p>
6	Employee Self Services	<p>a) <b>Self Service:</b> Employee Login, Profile management, dashboard, tour management, Salary history, leave management, appraisals, Monthly Report, Registration, notifications etc.</p> <p>b) <b>Role base:</b> The application access, functional and views available should be decided based on role of employee such that it eases the core HR related functions the employee needs to perform in his role.</p>
7	Transfers Modules	<p>a) Provide facility to employees to do the request for transfer and his / her supervisor will do the recommendation for the further process by HR department.</p> <p>b) Facility to Transfer an Employee to any other Office due to promotion or any other reason and his transfer history will be capture automatically</p>
8	Training & Development	<p>Functionality to manage the employee skill development training, induction</p> <p>a) <b>Training Report:</b> Enable to create employee wise training completion report in their tenure and department wise training completion report.</p> <p>b) <b>Training Resource person list :</b> Enable to call online application form the open market candidates for the selection process of training resource person. The system should be able to do short listing of candidates based on various filtering criteria like qualification, age group, city, gender, experience, skills etc.</p> <p>c) <b>Training Masters:</b> Masters driven software and enable us to define various masters like Training Needs Identification Sources, Training Types and also define as per our needs fields that shall come when we collect Employee feedback.</p> <p>d) <b>Trainers Details:</b> Define as many Trainers as possible, categorize them and collect as much information about them as required</p> <p>e) <b>Training Budget:</b> Define Training Budget in terms of</p>

Sl. No	Module	Features/specifications
		<p>money value and hours</p> <p>f) <b>Training Calendar:</b> Provision state, district and block wise to prepare and publish a Training Calendar.</p> <p>g) <b>Training Record:</b> Facility to record details of Training Attended by Employees. These details should reflect on Employee profile</p> <p>h) <b>Training Feedback:</b> Facility to record Feedback given by Employees.</p> <p>i) <b>Notification of Training: System</b> should be enable to send notification by mail and SMS to employees.</p>
10	Disciplinary Action Module	Record any Disciplinary action incident, action taken and other details and helps us build its history.
11	Exit and Separation Management	<p>a) <b>Separation Details:</b> Record separation related information - date of resignation, type of separation, notice period details, reason, etc.</p> <p>b) <b>Exit Interview:</b> Document the exit interview.</p>
12	Employee Tour and Travel Management	<p>Functionality to plan advance tour program &amp; to maintain monthly dairy &amp; Report, prepare and submit TA/DA claim</p> <p>a) Employee should be able to prepare advanced tour diary and request Travel Advances.</p> <p>b) During the month the employee should be able mark deviations from tour diary.</p> <p>c) System should capture attendance data from biometric, GPS and online attendance data and to integrate leave and holidays etc. in monthly dairy.</p> <p>d) At the end of the month employee should be able to generate TA DA claim at month end based on Tour diary, Biometric, GPS, Online Attendance data, leave &amp; Holidays data etc.</p>
13	HR Letters	System to generate all important letter through our software like Offer letters, Appointment Letters, Increment Letters, Award Letters, Contract renewal letter and conformation letter. Transfer Letters, F&F letters.
14	Work Flow Customization	Should provide configurable workflows for all applicable modules, which will be specific to user roles, functionality and location.
15	Report submission by Employee	Monthly Report: Monthly and field visit report will be submitted by the employees on the system
16	Assets Management	System will be enable to maintain and do the management of assists given to employee.

**Technology: .Net, Angular, BootStarap with MySQL Database**

#### **4. Implementation Support:**

- HRIS Software will be developed by the agency and the ownership ship will be fully with MSRLM & hosted by MSRLM.
- Maintenance - The Agency should maintain the software for a year may be extended as required after deployment for support or any queries. Any updates to functionality or changes in requirement after roll out of software, will be incorporated as Change Requests (CR). This should be quoted separately as “CR Cost” as per day rate. It can be charged for number of days of customization involved in implementing a CR with prior approval by SMM HR after successful rollout of the change. All the bug fixes or issues arising out of CR should be fixed in the same cost and cannot be charged separately.
- Master data entry: Service Provider shall enter all the initial Masters data before rolling out the system. The data would be provided in XLS & or sql file format.
- Support: On call support should be available on working week day with 2 hours resolution SLA. Issue tracking system should be established for the support for a period of 1 year and may be extended as required
- Software would be primarily used over web but for any issues that may be needed only physical presence, Service Provider representative have to visit SMMU at CBD Belapur.
- Data Backup: Auto backup on Weekly. System should take auto backup on Weekly and Daily Basis
- Data Security: Sufficient provision made against any external attacks and prohibiting anybody apart from MSRLM employees from accessing the data directly or indirectly. The data cannot be shared with any other party for any purpose.

#### **5. Training Support:**

- The Service Provider shall provide extensive Training to approx. 60 users for using the application before roll out of the system. One training session may be arranged at CBD Belapur office. This training cost should be factored in into the per user usage cost.
- Software/Service Provider must provide process flow and process notes for each and every module after customization.
- At the start, implementation charts out the Training Map and by the end, Implementation users gain valuable expertise of the usage of the software.

#### **6. Schedule for completion of tasks:**

The selected agency shall roll out the implementation of all the modules after customization within 2 months from the date of issue of the purchase order/supply order.

#### **7. Data services & facilities to be provided by MSRLM:**

Database of all employees relating to the entering of Employee Master data creation and policies of Maharashtra State Rural Livelihoods Mission (MSRLM) shall be provided to the HRIS agency. HRIS software will hosted by MSRLM or at his authorized service provider.

### 8. Payment clause:

Payment will be made in following tranches. Payment will be made after the receipt of invoice along with the satisfactory completion / installation report from SMM-HR.

Sl. No.	Particulars	Frequency
1	Software development Cost and one-year maintenance and support service	One-time cost based on the scope of work specified in the ToR. Development Cost and maintenance and support charges will be released as under as under 1)50% amount after successful deployment and free flow working of HRIS Software. 2)30 % after 6 months from the successful deployment of HRIS software. 3)20% after 1year from the successful deployment of HRIS software.
2	Customer CR (change request/ customization charges over and above scope of work specified in ToR)	It can be charged Quarterly for number of days of Support or customisation involved in implementing a CR with prior approval by SMM HR after successful rollout of the change
3	Maintenance and support service charges after one year	Payment will be made on quarterly basis.

9. Confidentiality: The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within three (3) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the MSRLM

10. Documents generated by software to be the Property of the Employer: All plans, drawings, specifications, designs, reports, and other documents generated by software shall become and remain the property of the MSRLM, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof.

### **Annexure – 1: Tender Form**

**(To be submitted on the letterhead of the bidder)**

To

UMED - Maharashtra State Rural Livelihoods Mission

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Chief Executive Officer,  
Maharashtra State Rural Livelihoods Mission,  
5th Floor, CIDCO Bhavan, South Wing,  
CBD Belapur, Navi Mumbai - 400614  
Maharashtra

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide web-based software for Human Resource Information System to Maharashtra State Rural Livelihoods Mission, CBD Belapur, Navi Mumbai under the above-named Contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in Envelop No. B which is made part of this tender.

We undertake, if our tender is accepted, for web-based software for Human Resource Information System to Maharashtra State Rural Livelihoods Mission, CBD Belapur, Navi Mumbai in accordance with the delivery schedule specified in the tender document.

If our tender is accepted, we undertake to submit the performance security deposit in the form, in the amounts, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender and your Acceptance of Tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed

Date:

In the Capacity Of:

Duly authorized to sign this bid for and on behalf of

Signature & Seal of Bidder

**Signature & Seal of Bidder**

**Annexure – 2**

**Bidders Information & performance statement**

<b>Particulars</b>	<b>Details</b>
Name of bidder	
Full Address with Telephone and email id	
Year of Registration/Incorporation	
Website	
Status of bidder (individual / proprietorship / partnership /private limited /society etc	
Permanent account number	
GST registration number	
Annual turn over of last three financial year i.e. 2015-16, 16-17 & 17-18	

**Signature and seal of the Bidder**

**Annexure-3**

Proforma for Performance Statement for the period of last 3 years

Sr. No.	Order Placed By (Full address of Purchaser)	Order No & date	Description of software /service	Order value	Date of completion of delivery as per order	Actual date of delivery of goods/servies	Reason for delay if any

Note: Attach completion certificate / invoice copy along with the copy of Work order order)



**Annexure-4**

**Format for submission of Turnover certificate**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s. (name of bidders firm) is having registered office at (detailed office address). The turnover of the (name of firm/bidder) for the last three financial year is as under

<b>Sr. No.</b>	<b>Financial Year</b>	<b>Turnover in lakhs</b>
1	2015-16	
2	2016-17	
3	2017-18	
	Average Turnover	

Signature of the Chartered Accountant

Name of the Firm

Registration No.

Date:

Place:

(Seal of the Chartered Accountant)

**Annexure – 5: Format for Financial Bid (On bidder’s letter head)**

Date:

To  
Chief Executive Officer  
Maharashtra State Rural Livelihoods Mission  
5th Floor, CIDCO Bhavan, South Wing  
CBD Belapur, Navi Mumbai – 400614  
Maharashtra

**Subject:** Submission of Financial Bid for web based software for Human Resource Information System to MSRLM

**Ref:** Your invitation for bid MSRLM/SMMU/HRIS/2018-19 dated /11/2018

**Dear Sir,**

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under.

**A) Development of Modules:**

Sr No	Particulars	Unit	Quantity	Unit rate in Rs. without GST	Total Amount in Rs. without GST
1	Development of Web based online HRIS Software with all modules specified in ToR and one-year maintenance and support service	One-time cost lumpsum	01		

**B) Customisation charges / Change request Charges:**

Sr No	Particulars	Unit	*Appr. Quantity per year	Unit rate per manday Rs. without GST	Total Amount in Rs. without GST
1	Customization / change request charges after Any updates to functionality or changes in requirement after Development & roll out	Per manday	50 mandays		

**C) Maintenance and Support Service:**

Sr No	Particulars	Unit	*No of years	Rate per year	Total Amount in Rs. without GST
1	Maintenance and support service after one year	Per year	03		

**D) Summary of cost:**

Sr No	Particulars	Total Amount in Rs. without GST
A	Development of Modules, Hosting & Maintenance	
B	Customisation charges / Change request Charges:	
C	Maintenance and Support Service:	
	Total Amount without GST in Rs.	

\*quantity mentioned is approximate and for evaluation purpose only. It may change as per the requirement of Mission.

We agree to provide above mentioned services in accordance with the technical specifications as per the terms & conditions mentioned in the tender documents for a total contract amount Rs. \_\_\_\_\_ (amount in figure) (Rs. \_\_\_\_\_ amount in words) within the period specified in the tender document.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Date:**

**Seal:**

Authorized Signature of the Bidder

**Annexure –6:**

**DECLARATION FORM**

I / We .....having my our  
.....office at.....do  
declare that I / We have carefully read all the terms & conditions of tender of the  
Maharashtra State Rural Livelihoods Mission , Navi Mumbai for **web based software  
for Human Resource Information System to Maharashtra State Rural Livelihoods  
Mission, CBD Belapur, Navi Mumbai**. The approved rate will remain valid during the  
contract period. I will abide with all the terms & conditions set forth in the tender  
document.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We  
are derecognized/black listed by any State Government or Central Government  
Department/ Union Territory/ Local Authority/ Central and State Government  
Undertaking or Government Organizations for participating in the tender process as  
on date. I/We agree that the Tender Inviting Authority can forfeit the Earnest Money  
Deposit and or Performance Security Deposit and blacklist me/us for a period of  
three (3) years, if any information furnished by us proved to be false at the time of  
inspection/verification and not complying with the Tender terms & conditions.

Date:

Seal

Authorised Signature of the bidder