

(A Government of India Enterprise)
27, RAJENDRA NATH MUKHERJEE ROAD
KOLKATA - 700 001 (WEST BENGAL)
TEL: (033) 2248 5841-44; FAX: (033) 2210 3961
E-MAIL: info@bbjconst.com; Website: www.bbjconst.com

Tender No.	NIT/DGM(P-V)/HRMS/2019	Date:	04.03.2019
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NOTICE INVITING TENDER

e-Tender under **two-bid system** (i.e. "Techno-Commercial Part" & "Price Part") are invited from reputed software companies for design, development & implementation of Web Based Application System for HRMS, ATTENDANCE AND LEAVE MANAGEMENT SYSTEM as per details given in "Scope of Work"/ "BOQ-1", at our Head office as per details hereunder:

01.	NAME OF WORK	Design, Development & Implementation of Web Based Application System for HRMS, Attendance And Leave Management System in BBJ.	
02.	COST OF TENDER DOCUMENT (NON-REFUNDABLE)	NIL	
03.	EARNEST MONEY DEPOSIT	Rs.5,000/- (Rupees five thousand only) by Pay Order/ Demand Draft/ Banker's Cheque in favour of "THE BRAITHWAITE BURN AND JESSOP CONSTRUCTION COMPANY LIMITED" payable at Kolkata. MSME/ NSIC/ SSI units will be waived from submitting EMD subject to submission of declaration of UDYOG AADHAR MEMORANDUM (UAM) number on CPPP.	
04.	MODE OF SUBMISSION	Offline submission at BBJ-HO	
05.	Date & Time Schedule:	Date of Publishing NIT & Tender Documents	05.03.2019
		Document download Start Date	05.03.2019 - 10:00 HRS
		Start Date of submission of bid document	06.03.2019 - 10:00 HRS
		End Date for submission of bid document	07.03.2019 - 17:00 HRS
		Date of opening of Technical Bid	08.03.2019 - 11:00 HRS
		Date of opening of Financial Bid	To be notified later

(A. Neogi)
DGM (P-V)

INSTRUCTION TO THE BIDDERS**1.0 SUBMISSION OF BID:**

Bids to be submitted offline at **The Braithwaite Burn And Jessop Construction Co. Ltd., 27, R. N. Mukherjee Road, Kolkata – 700001**. Tenders to be submitted in **two parts**:

a) TECHNO-COMMERCIAL PART: The Techno-Commercial part will consist of -**i) PRE-QUALIFICATION CRITERIA OF THE BIDDER**

Documentary evidence satisfying the Pre-Qualification Criteria (PQC) should be provided as per of Technical Bid. Any bidder not qualifying PQC criteria will be rejected and price bid will not be opened.

- ✓ Minimum 5 years of experience in Design, Development & Implementation of similar kind of web applications.
- ✓ Has successfully implemented similar kind of web-based application in multisite environment in any of the Govt. / PSU / large private sector in last three years.
- ✓ The bidder should have adequate knowledge on **Tally.ERP9** accounts and payroll system.
- ✓ Strong programming skill in ASP.NET etc. and proficiency in database applications like MySQL, MS-SQL etc.
- ✓ Technically qualified and well experienced manpower for design and development of web-based application.
- ✓ Copy of PAN & GST registration certificate require to submit.
- ✓ Copy of IT return filed for the last 3 financial years require to submit.
- ✓ Credential showing no. of work order agreement with name of customers required to provide for meeting pre-qualification criteria.
- ✓ Declaration that the bidder has not been blacklisted or put on Holiday by any Govt. organization, Public Sector Undertaking in past three years.
- ✓ The bidder should have proper established office with qualified staff at Kolkata.
- ✓ Signed copy of tender document as a token of acceptance.

ii) IT REQUIREMENT FOR IMPLEMENTATION OF THE PROJECT

Our existing IT infrastructure is adequate for implementation of this project. But some changes require on our IT infrastructure as below:

- ✓ The implementing agency has to install the project on our existing server and have to configure the server for Remote Desktop Connectivity (web server) for remote users.
- ✓ Unique IP address / addresses may require to configure on our router and FortiGate 80E series UTM firewall using port forwarding system.

b) PRICE-PART -

Properly filled up BILL OF QUANTITY (BOQ-1) duly signed to be submitted in Financial part.

2.0 Conditional tenders may be rejected and no additional clause will be entertained.

3.0 The successful bidder shall not sub-contract the selling and support procedure for the entire duration in BBJ.

4.0 **VALIDITY OF TENDER: – 90 (ninety) days** from the date of opening of tender or for a further period if mutually accepted.

(A. NEOGI)
DY. GENERAL MANAGER (P-V)

SPECIAL CONDITION OF CONTRACT**1. DEFINATIONS AND INTERPRETATION:**

In this Tender Document, as hereinafter defined, the following words and expressions shall have the meaning as under:

- a) "**BBJ**" shall mean The Braithwaite Burn And Jessop Construction Company Limited having its registered Office at 27, Rajendra Nath Mukherjee Road, Kolkata - 700 001.
- b) The "**TENDER**" shall mean the proposal submitted by the Tenderer/ Bidder/ Supplier/ Dealer/ Agency in response to BBJ's Notice of Invitation to this Tender Document.
- c) The "**ORDER**" shall mean a written Purchase/Work Order issued by BBJ.
- d) The "**TENDERER/ BIDDER**" shall mean the firm or Company (hereinafter called Tenderer) whose Tender has been accepted by BBJ.

2. DETAILED SCOPE OF WORK

BBJ with the due course of time there has been increasing in number of employees and number of established center's across the country which has further increased the simultaneous activities performed pertaining to Employee enrollment, Compensation, Regular promotions, Transfer activities, Resignations at HQ (HR) and at campus level HR. there are several reports that are ought to be fetched on weekly as well as Monthly basis for further submission and hence forth timely updation of data is a pre requisite for the same. With the installation of the said module of HRMS, the details of the staff shall get automatically updated as the staff at any of the concerned campus can view their respective details pertaining to personal profile, details pertaining to their salary, status of Provident fund and leaves information and if required can get necessary timely updation done related to their personal details or up gradation of qualification their concerned HR as and when required. Moreover, to bring in transparency and parity in procedures followed for Leave Management and Attendance records across campuses can easily be accessible at HQ (HR) for record of the same.

2.1 Scope of Work for implementing agency

- ✓ The implementing agency requires to provide an application/ package as per our requirement.
- ✓ Implementation of HRMS with below aspects to be implemented. A brief list of description but not limited, is given below:
 - a) Employee data administration (for 1000 employees)
 - i) Leave & attendance management
 - ii) Full & final settlement
 - iii) User defined reports
 - iv) HR Functions
 - v) Transfer orders
 - vi) Office order, office notice, circulars, IOM etc.
 - vii) Reporting – Organization Chart
 - viii) Work flow
 - ix) Data import & export
 - x) User Rights
 - xi) Uploading of employees documents
 - xii) Employees full personal information
 - xiii) Employees full working information

- b) Employee self-service login: Employee will be able to apply for TDS, will be able to receive pay slip, news & announcements can be seen.
- c) Employee Exit Management: Employee can place the request of exit online. Request can be approved & rejected by the authority. Clearance from different department can be taken.
- d) Training Module: Training details organized in the Company is kept in a detailed way.

All the above modules are to be integrated with the finance.

- ✓ The program will be developed / coded on ASP.NET or any other language and the Database will be MySQL or MS-SQL. **Bidder require to mention language and database use on the technical bid.**
- ✓ The database and developing language technology used on the package should not require to procure any license. **The implementing agency require to confirm that "for implementing the project, no license required to procure".**
- ✓ Multi-level approval system for each e-document, as decided by the Company. Separate E-Mail require to forward, as per hierarchy of management, automatically, using the package.
- ✓ Payroll data will be provided on XLS / XLSX format. The package require to provide pay slip for each employee on "employee self-service" section.
- ✓ The project will be installed on our server. The server required to configure as web server for access from project sites and works etc.
- ✓ All employees / end users could open / run / access the program, as per requirement, form any computer under LAN or with internet connectivity.
- ✓ The vendor should provide access to raw data, so that in the event BBJ decides to change the software in part or whole, the existing data can be easily updated and seamlessly ported to the new software to allow for future maintenance and updates in case of any eventuality.
- ✓ The package should be accessible from latest version of Internet Explorer.
- ✓ Regular backup and recovery of the complete database and application software to be built in. Complete protection against data losses.
- ✓ Training to the employees and/ or authorized Personnel responsible for management of HRMS, IT Infrastructure, End user personnel, administrative personnel, related documentation including handing over strategy.
- ✓ The system requires to capture all user data, when users are creating/ editing/ viewing/ printing of anything using the package.
- ✓ Different audit procedure requires to follow on the package and corresponding facilities require to provide.
- ✓ The implementing agency shall draw up a systematic training plan and prepare the detailed curriculum in consultation with the HR Department for the users training and IT Department for system administrators, installation, backup etc.
 - The training curriculum shall exhaustively cover the functioning of the HRMS usage scenarios, and the respective user-level access details, to ensure users are provided with hands-on training on all the modules related to their day-to-day operations and procedures of the system and can easily perform their respective functions on the system.
 - Unless otherwise informed by BBJ, the training location shall be the registered office only.
 - Training programs shall be designed in consultation with the HR Department of BBJ, so that the on- going / regular operations are not unduly affected and all users are trained before the system is made operational.

- User Manual, Training Manual, FAQ, online help, Webcasts, and other in both online and physical documentation format for the different types of users would be prepared and provided by the implementing agency.

Technical and other features of the project

- ✓ Implementing agency require to provide different type of user defined security level (BBJ will provide permission as per predefined security level) with different type of access facilities (i.e. Create, Alter, Create / Alter, Display, Print, Display / Print, Full Access, Preview etc.) of the package.
- ✓ Backlog data entry / generation of e-document require to restrict on no. of days, as days mentioned on the security level settings.
- ✓ All employee details captured on the master and on different transaction procedure, require to save as e-document. Scan copy / soft copy of all documents require to save using the package and could retrieve as per requirement.
- ✓ A set of updated data including the package required to take backup as per requirement, for future installation, if required.
- ✓ The application required to be multi-user and platform independent.
- ✓ The Company will be the sole owner of the customized package after completing implementation and handing over of the project.
- ✓ The application required to be hosted / installed in our server, which also required to be configured for Remote Desktop Connectivity (web server) for remote users.
- ✓ The application required to run from any computer connected to the server by LAN or Static IP based WAN and from any compatible web browser.
- ✓ Performance of the system should not be degraded as traffic, number of users, no of content records increase or number of simultaneous users.
- ✓ System should support various types of file formats such as .doc, .ppt, pdf, picture files, webcasts, multimedia files, audio, video files, etc.
- ✓ System should have a robust search mechanism supported through creation of repository schema and taxonomy management for the HRMS content repository.
- ✓ Compliance with Gol standards and guidelines for ICT application and infrastructure.
- ✓ Follow the data transparency principles as per Gol guidelines.

3. **COMPLETION PERIOD**

Duration of the execution of service delivery by Transition partner under this contract shall be **01 (one)** month from placement of LOA/Order, whichever is earlier.

4. **PAYMENT TERMS**

Payment may be made after complete implementation of each module / modules of the project and on submission of Invoice within 30 (thirty) days from date of submission of bill. The payment shall also be made after deducting necessary taxes applicable, if any. Copy of all project related papers, receiving of documents by concerned department required to be submitted. All payments will be made on receipt of documents as per order & certification thereof by P&A Dept. & IT Dept.

5. **SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE**

EMD as submitted by the successful bidder shall be treated as Security Deposit cum Performance Guarantee (SD-PG). The SD-PG shall remain valid for 12 (twelve) months from the date completion of entire contract period plus 15 days and shall be released after completion of the same upon submission of 'no claim certificate'.

For unsuccessful bidder, EMD shall be released on finalization of the contract.

6. PENALTY FOR DELAY

For any delay in supply, installation and commissioning of the ordered items, BBJ will charge penalty @0.5% (zero decimal five percent) of the order value per week or part thereof, subject to a maximum of 5% (five percent).

7. FIRM PRICE

Rates shall remain firm & shall not attract escalation due to any reason in pursuance of this contract from the date of order.

8. Taxes & Duties:

The contractor shall be exclusively responsible for payment of all Taxes, Royalties etc. (except Goods and Service Tax) that may be levied from time to time according to the Laws & regulation now in force & also hereafter to be imposed, increased or modified from time to time. Nothing will be payable extra by the Company in respect of any duties/ taxes to be imposed on procurement of materials for execution of contract.

9. GOODS AND SERVICE TAX (GST)

Without prejudice to stipulation in General Conditions of Contract, the quoted price shall be exclusive of **Goods and Service Tax**. The GST as legally leviable & payable by the bidder under the provisions of applicable law/ act shall be paid extra by BBJ as per bidder's bill. Bidder shall quote their rate after considering the input tax credit on their input materials and services.

The bidder shall get registered with the GST authorities and the registration certificate shall be submitted along the bid documents (techno commercial). Bid without GST number shall be cancelled.

At present GST-TDS is applicable. Deduction of GST-TDS at source would be enforced from the running bills at the rates prescribed. The GST (i.e. SGST, CGST or IGST) amount shall be shown separately in invoice and also submit proper **Tax Invoice as per section 31 of CGST Act, and Rule 46 of CGST Rules, 2017 to get Input Tax Credit by BBJ.**

Bidder shall raise their tax invoice in regular interval as per contract condition and uploaded their supply invoice in GSTN Portal through GSTR-1 return with 10th of next month. Mismatch in return of BBJ due to any reason attributable to bidder, the same shall be recovered from Bidder's bill.

11.1 NEW LEVIES / TAXES

In case Government imposes any new levy / tax after award of the work during the tenure of the contract, BBJ shall reimburse the same at actual on submission of documentary proof of payment subject to the satisfaction of BBJ that such new levy/tax is applicable to this contract.

10. CONFIDENTIALITY:

Consultant further undertakes to limit the access to confidential information to those of its employees, who reasonably require the same for the proper performance of the Contract provided however that Consultant shall ensure that each of them has been informed of the confidential nature of the confidentiality and non-disclosure provided for hereof.

11. TERMINATION OF CONTRACT

In case the successful bidder fails to comply any of its respective Contractual obligation

within stipulated time frame, for reasons solely attributable to the breaching party, the non-breaching party reserves the right to terminate the contract by giving 10 days' notice, provided the failure is not cured within such 10 days' notice period, without any valid reason provided by the breaching party within 7 days of end of stipulated time frame. In the event of either party terminating the Agreement, BBJ will make payments of all dues to the successful bidder for all services rendered as of and up to the date of termination, as per contracted terms.

12. **JURISTICTION OF COURT**

The Courts at Kolkata shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

13. **IMPORTANT NOTES:**

(A) BBJ reserves the right to:

- (i) Accept or reject any bid received at its discretion without assigning any reasons whatsoever.
- (ii) Increase/ decrease/ alter the job description/ scope of work with corresponding change in the value of contract.
- (iii) Postpone or extend the above-mentioned date, split and distribute the work among more than one bidder without assigning any reason what so ever.
- (iv) May ask for further qualification during techno commercial scrutiny of bids received.
- (v) BBJ shall not be responsible for any delay, loss, damage for bids sent by post.
- (vi) BBJ shall not be liable for any expenses incurred by bidder for delivery of materials or during preparation of bid irrespective of whether it is accepted or not.
- (vii) Canvassing i.e. soliciting favour, seeking advantage etc. in any form is strictly prohibited and any bidder found to have engaged in canvassing shall be liable to have his bid rejected summarily.
- (viii) If the bidder deliberately gives any wrong information in his tender to create circumstances for the acceptance to his bid, BBJ reserves the right to reject such application.

(A. NEOGI)
DY. GENERAL MANAGER (P-V)