

ANDREW YULE & COMPANY LIMITED
(A Government of India Enterprise)
General Division
8, Dr.Rajendra Prasad Sarani
Kolkata – 700 001

NOTICE INVITING TENDERS

ANDREW YULE & CO. LTD. invites e-Tender from bonafide and reputed **Software Company/Firm** for Development and hosting of Online web based Human Resource Management System (HRMS) under single stage two-part system (**Techno-Commercial Bid and Price Bid**).The details of which are available in Annexure-III “**Scope of Work / Technical Specification**” as specified in this tender document.

Tender document may be downloaded at www.mstcecommerce.com/eprochome/aycl. Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only.

Brief Description: -

Sl. No.	DESCRIPTION	Quantity
1.	<p>Online web based Human Resource Management System (HRMS) and its Implementation consisting of online employee data administration, employee self-service, exit procedure, talent management, etc. which may have the following modules: Employee data administration Leave management Reimbursement management Employee self service Exit procedure (employee separation management) Talent management Training and skill development system Manpower budgeting and control system Analytics and intelligent decision making Data migration from our existing systems like payroll, Performance Management System, Recruitment Portal etc.to the new system with suggested formats.</p> <p>Database to be kept in our Server.</p> <p>Desirable: Linking with our existing payroll and financial accounting system developed in vb.net and Sql-server RDBMS under client-server architecture</p>	1 NO

Schedule of Tender

1.	TENDER NO.	AYCL/GENERAL DIVISION/1/18-19/ET/293
2.	MODE OF TENDER	E-Procurement System Online submission of Techno-Commercial Bid cum Price Bid through www.mstcecommerce.com/eprhome/aycl . The intending bidders are required to submit their offer electronically through this e-tendering portal.
3.	E-Tender No. / Event No.	AYCL/GENERAL DIVISION/1/18-19/ET/293
4.	Date of publication of e-Tender through publication MSTC/AYCL websites and Central Public Procurement Portal	14th November,2018 at 14.00 Hrs.
5.	Date of availability of NIT to the Vendors for downloading	14th November,2018 at 14.00 Hrs.
6.	Earnest Money Deposit	"Earnest Money Deposit" of 10,000/ may be paid by Cash Receipt/D.D. favoring Andrew Yule & Co Ltd, payable at Kolkata.
7.	Last date for Electronic Bid Submission	21st November,2018 at 16.00 Hrs.
8.	Date of Opening of Techno-Commercial bid	21st November,2018 at 16.30 Hrs.
9.	Date of Opening of Price bid	To be intimated to the eligible bidders through email.

List of Annexure

Important Instructions for E-procurement -	Annexure-I
General Information-	Annexure-II
Online Techno commercial Terms-	Annexure-III
General Terms & Conditions-	Annexure-IV
Price Sheet-	Annexure-V

Important Instructions for E-procurement

This is an e-procurement event of ANDREW YULE & COMPANY LIMITED (AYCL)

Bidders are requested to read and agree to all the Terms & Conditions (Annexure- I, II, III, IV) of the Tender Document while submitting the online Bid.

Process of E-Tender:

SPECIAL NOTE: Price Bid and Commercial Bid shall only be submitted in On-Line at www.mstcecommerce.com/eprochome/aycl

- 1) Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU / Govt. depts. → Register as Vendor under AYCL- Filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact MSTC/AYCL (before the scheduled time of the e-Tender).

Contact person (ANDREW YULE & COMPANY LTD):

1. Mr. Subhankar Saha
Assistant Manager (Purchase)
Ph. No: (033) 2242-8210

Mr. Sourav Sarkar
Officer (Purchase)
Phone Number: 9831477628

Email: naushabbin.bin@andrewyule.com

Contact person (E-Commerce, MSTC Ltd):

Mr. Pritam Biswas, Assistant Manager (ERO)
Mobile- 9903248755, email- pbiswas@mstcindia.co.in

Mr. Mayank Jain, Assistant Manager (ERO)
Mobile- 9721277969, email- mhjain@mstcindia.co.in

Mr. Vikash Kumar Jaiswal, Regional Manager (ERO)
Mobile- 9903042449, email- vikash@mstcindia.co.in

HELP LINE NO. (033) 2290 1004

System Requirement:

- i) Windows XP-SP3 or above / Windows 7 Operating System
- ii) IE-7 or above Internet browser.
- iii) Signing & Encryption type digital signature
- iv) JRE 7 update 79 software to be downloaded and installed in the system. Security level should be medium
- v) To enable ALL active X controls and disable 'use pop up blocker' under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)

2. **Submission of EMD & other Documents:**

Within specified Date & Time the bidder may submit the hard copy of the following documents to Senior Manager (Personnel) General Division, Andrew Yule & Co. Ltd., 8, Dr, Rajendra Prasad Sarani, Kolkata-700001.

- **Earnest Money in the form of DD/RTGS/NEFT favoring Andrew Yule & Co. Ltd. Payable at Kolkata. Necessary bank particulars for RTGS/NEFT have been mentioned at Annexure II Page No.8 of this document.**
- **General information under Annexure-II complete in all respect along with desired document shall be uploaded with duly stamped and signed by the bidder at www.mstcecommerce.com/eprochome/aycl**

In case of failure to submit the EMD within the stipulated date, the Tender shall be rejected. In this event the decision of Andrew Yule & Co. Ltd. shall be final.

Bidding in e-Tender:

- a. No interest shall be paid on EMD. EMD of the unsuccessful bidder(s) shall be refunded by ANDREW YULE & COMPANY LTD. EMD to be paid along with the Document within the last date as mentioned in SOT.
- b. The process involves Electronic Bidding for submission of Techno Commercial Bid cum Price Bid.
- d. The bidder should allow to run an application namely an Apple by accepting the risk and clicking on run. This exercise has to be done twice immediately after opening of Bid floor. Then they have to fill up Common terms / Commercial specification and save the same. After that clicking on the Techno-Commercial bid, if this application is not run then the bidder will not be able to save / submit his Techno-Commercial bid.
- e. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "**Save**" to record their Price Bid. Then once both the Techno-Commercial bid & Price Bid has been saved, the bidder can click on the "**Submit**" button to register their bid.
- f. Vendors are instructed to use link in **My Menu** to **Upload Documents** in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.
- g. Once documents are uploaded in the library, vendors can attach documents through *Attach Document* link against the particular tender. For further assistance, please follow instructions of vendor guide.
- h. In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- g. During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- h. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- i. Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can download Technical Comparative statement.
- j. Price bid will be opened electronically on specified date and time given in the NIT. Bidder(s) can download Price Comparative statement.
- k. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

- l. All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. Such successful tenderer shall be called hereafter **BIDDER**.
- m. It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- n. Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- o. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- p. Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

E-tender cannot be accessed after the due date and time mentioned in NIT.

All notices / corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by ANDREW YULE & COMPANY LTD/MSTC LTD. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with MSTC. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).

Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein. No deviation to the technical and commercial terms & conditions are allowed.

ANDREW YULE & COMPANY LTD has the right to cancel this e-Tender without assigning any reason thereof.

The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.mstcecommerce.com/eprochome/aycl of MSTC Ltd.

The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

The bid will be evaluated based on the filled-in technical & commercial formats.

Bidders are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome/mstc of MSTC Ltd. to familiarize them with the system before bidding.

**ANDREW YULE & COMPANY LIMITED
General Division,
General Information**

(This document should be dully filled up and attached along with EMD)

The applicants are required to furnish full information to the queries included in this form. In giving the particulars, the supporting documents/certificates as called for per queries at places, must be tagged with the application for evidencing the information furnished in the application.

1. Name of the firm in full :
2. Address, Telephone No.,
Fax No. & E-mail :
 - a) Address :
 - b) Telephone No. :
 - c) Fax No. :
 - d) E-mail ID :
3. Status of the organization :
4. Trade License No.
**(Please attach a photo
copy of the license)** :
5. Banker's name
 - (a) Name of the Bank :
 - (b) Name of the Branch :
 - (c) Account No. :

Note: A copy of Banker's Certificate to be attached.

6. Sales tax Registration No.

(a) Central :

(b) State / VAT :

7. I. T. Permanent Account No.:

8. Financial Capacity : Year (2017-2018)

(a) Fixed capital :

(b) Working capital :

I/we hereby certify that the particulars furnished by me/us above are true to the best of my / our knowledge and belief and mis-representations of facts will render me/us liable to my/our action as may be deemed fit by Andrew Yule & Co. Ltd. (General Division) & have the sole discretion to reject or accept my/our candidature.

(Signature of the Applicant)
Office Stamp/Seal.

Place :

Date ;

List of Enclosures:

Annexure II (A)

The following are to be submitted to Senior Manager (Personnel), Andrew Yule, General Division, Head Office, 8 Dr. Rajendra Prasad Sarani, Kolkata 700001 Unit, in a sealed envelope.

1. EMD *

*Bidder may request for exemption from submitting EMD (Refer details given in Sl No 1 of Annexure-IV, General terms & condition).

3. Customer List

4. Confirmation of our Technical Specification. Offer should be made as per our requirements.

Our Bank details for making RTGS payment.

Bank Name and Address	AXIS BANK LTD, DALHOUSIE KOLKATA, WEST BENGAL - 700001
IFSC Code	UTIB0000153
Account No	153010200007160
Account Name	ANDREW YULE & COMPANY LIMITED

TECHNO-COMMERCIAL TERMS FOR SUPPLY OF HRMS SOFTWARE
(*To be filled online in MSTC portal*).

SL NO	TERMS & CONDITIONS	VENDOR RESPONSE
1	The quoted price should be FOR Andrew Yule & Company Limited, 8, Dr. Rajendra Prasad Sarani, Kolkata 700001 .	AGREE
2	<p>Bidders should be registered under Goods and Services Tax Act 2017 (GST Act) and rules there under. Bidder shall prepare and submit Tax Invoice as prescribed under the said GST Act and Rules. Bidder shall file all Returns correctly within the statutory time limit prescribed under the GST Act and also deposit the tax in time. Purchaser will reimburse the applicable CGST and SGST or IGST paid provided the return is filed in time and the tax payable is also deposited in time. CGST and SGST or IGST amount will not be reimbursed or will be deducted along with interest at appropriate rate from the further bills in case Purchaser loses Input Tax Credit due to any fault of the Bidder. Bidder will be fully responsible with cost and consequence for any of his mistakes, omission or any non-compliance under the applicable GST Act and Rules and will make good any loss incurred by Purchaser due to reasons attributable to him.</p> <p>SGST and CGST or IGST shall be paid as applicable at actual at the rates prevailing on the date of Invoice. Bidder shall prepare Tax Invoice in triplicate in which "Duplicate for Transporter" in original shall accompany the consignment. "Original for Recipient" Tax Invoice (in original) shall be submitted to Purchaser for processing the payment.</p> <p>All benefits accruing to Bidder due to introduction of GST Act shall be passed onto Purchaser</p>	REMARKS
3	You have to supply free trial of the software for 15 days. After satisfactory operation of the software final delivery will be made by you.	AGREE
4	Liquidated damage - In the event of any delay on the part of the Bidder to complete the supply within the agreed delivery date, Bidder shall be liable for LD @ 0.5% (half percent) of the Order value per week of delay or part thereof, subject to a maximum of 7.5% (Seven and a half percent) of the Order value. The LD shall be applicable on the total Purchase Order value and not on the value of undelivered portion. Applicable GST shall be payable by Bidder on the LD amount. LD amount shall be calculated from last date of actual despatch of materials, irrespective of whether billing value is completed or not.	AGREE
5	Guarantee: Bidder hereby warrants to the Purchaser that the Software has been designed, engineered and supplied in a manner so as to perform all its obligations under this Order using the skill, care and diligence to be expected of appropriately qualified and experienced professional engineers and manufacturers with experience in work of a type, nature and complexity similar to the work in accordance with good modern engineering principles and practices of international standards, using material and goods for incorporation	AGREE

	<p>into the system which are new unused and so that such Software shall conform in all respects to the standards and codes of practice referred to in Technical Specifications and existing as on the date of commencement.</p> <p>Any part, parts or whole of the Software found defective due to faulty Design, Materials or Workmanship within 30 months from the date of last dispatch or 24 months from the date of commissioning, whichever is earlier, for Software shall be repaired or replaced by the Bidder at Site in full or part as required by the Purchaser.</p> <p>All costs involved for such repair or replacements at Site shall be entirely to Bidder's account and work shall be executed to the Purchaser's entire satisfaction.</p> <p>Warranty period shall be extended by the period taken for rectifying such defects and the repaired / replaced Equipment or Parts shall be further warranted for a period of 12 months from the date of repair / rectification or up to end of Warranty period, whichever is later.</p> <p>If proper repair of the installation of new parts in place of faulty ones is not possible immediately, Bidder shall, at his own expense, carry out a provisional improvement with the Purchaser's/Customer's concurrence and shall carry out final improvement in accordance with Purchaser's instructions as soon as operating conditions permit.</p> <p>If the Bidder fails to remedy the defect(s) within a reasonable period, the Purchaser shall proceed to take such remedial action as may be necessary, at the Bidder's risk and expense and without prejudice to any other rights which the Purchaser may have against the Bidder under this Order.</p> <p>In the event of any latent defects observed in the Software during the post Warranty Period, such defects will be expeditiously rectified / replaced at mutually agreed terms and conditions.</p> <p>In the event terms and conditions of any Warranty / Guarantee issued by the Bidder being contrary to or in contravention of the terms and conditions mentioned herein, such terms and conditions as mentioned herein shall override, supersede and prevail over the terms and conditions of the Warranty / Guarantee issued by Bidder.</p> <p>Bidder shall furnish a Performance Bank Guarantee as per Purchaser's format for 10% of Order value towards satisfactory performance of the Software at least 30 days prior to claiming the final payment. Performance Bank Guarantee should be established by a nationalized / schedule bank acceptable to the Purchaser.</p> <p>In case of any replacements / repairs / modifications carried out during warranty period, no reimbursement will be made by Purchaser for the cost of materials / services and GST thereon.</p>	
6	<p>Payment Terms: 10% of the Order value shall be released as advance against unconditional acceptance of Letter of Intent / Purchase Order and against submission of an Advance Payment Bank Guarantee for 10% of Purchase Order</p>	REMARKS

	<p>amount also on submission of Execution schedule based on Order Negotiation.</p> <p>70% of the Order value along with proportionate GST shall be paid on pro-rata basis after 120 days from the date of successful installation of software at and after resolution of technical problems encountered during course of implementation and functioning of the software and meeting requisite technical requirements as mentioned in the Purchase Order.</p> <p>Balance 20% or 30 % of the Order Value if advance not taken by the bidder(subject to deduction, if any) shall be paid, along with proportionate GST, on successful completion of Performance Guarantee period of 2 (two) year.</p>	
8	ANNUAL MAINTENANCE CONTRACT (AMC) to be provided after expiry of warranty period	AGREE
9	<p>Scope of AMC:</p> <p>Maintenance of existing Code.</p> <p>Bugs fixation as and when crop up (if any)</p> <p>Solving day-to-day operational issues.</p> <p>Version control of the application source code</p> <p>Version control of Operating Systems to be used (windows etc.)</p> <p>Version control of web browsers to be used (windows explorer, google chrome, Firefox etc)</p> <p>Development of add-ins to the application</p> <p>Periodic releases</p> <p>Documentation</p> <p>Performance enhancements based on data volume or otherwise.</p>	AGREE
10	Payment & Terms of AMC: The price breakup and year wise AMC cost with bi-annual payment terms for 5 (five) years after expiration of warranty should be mentioned clearly. The cost of AMC will be considered while determining L1 bidder.	REMARKS
11	Risk Purchase Clause: The company reserve the right to impose risk purchase clause as " For delay in execution / supply we shall have every right to do the same through some other agency/s which shall deemed fit and the additional cost of the same (Incidental/Consequential) shall be to your account which with respect to our intimation or observation whatsoever. Please confirm acceptance.	AGREE
12	Legal Clause-Any contract entered against this tender will be as per the following legal condition. It is recorded that this purchase order/contract/ agreement is executed and concluded by and between the parties hereto at premises NO. 8, Dr. Rajendra Prasad Sarani, Kolkata 700001 and in the event of any dispute arising out of this agreement between the parties only the appropriate civil Court in the City of Kolkata shall have the exclusive jurisdiction to entertain, try and determine the said proceedings in exclusion of all other	AGREE

	courts. Please confirm acceptance.	
13	Validity of Offer: Your offer should be valid 180 days from date of your offer.	REMARKS
14	<p>Delivery: Bidder shall strictly adhere to the delivery terms mentioned, it being expressly understood and agreed by and between Bidder and Purchaser that the Order for Software and Spares are being awarded to the Bidder on the basis of representation made by the Bidder to the Purchaser specifically agreeing and accepting timely delivery and that timely delivery is the essence of the Order.</p> <p>The effective date for delivery shall be reckoned from the date of Letter of Intent / Purchase Order. Software and Spares shall be delivered by the Bidder within one month from the date of Letter of Intent / Purchase Order. All supplies shall be in sequence of erection and as per bar chart to be mutually agreed so as to achieve schedule of completion. Bidder shall co-ordinate with the Purchaser and shall synchronise all the activities including supplies to ensure that commissioning of the Software by the Purchaser / Customer takes place in a timely manner.</p>	REMARKS
15	EMD to be paid by DD/RTGS within scheduled date. Please mention DD no. or RTGS details in the remarks.	REMARKS
16	EMD to be adjusted against the outstanding dues between the vendor & AYCL. Please write accepted in the remarks field if agreed.	REMARKS
17	EMD be waived as our turnover more than Rs50crore. Please mention the turnover of last year in the remarks. Also upload supporting document.	REMARKS
18	EMD to be waived as per our attached MSME certificate. Copy of certificate to be attached.	REMARKS
19	<p>Bank Guarantee: Bidder shall establish and furnish an Advance Payment Bank Guarantee for 10% strictly as per Purchaser's format from any Nationalised / Scheduled Bank approved by Purchaser, prior to claiming advance payment, which shall be kept valid for three months beyond the delivery completion schedule or actual delivery date, whichever is later.</p> <p>Bidder shall establish and furnish a Performance Bank Guarantee for 10% strictly as per Purchaser's format from any Nationalised / Scheduled Bank approved by Purchaser, which shall be kept valid for six months beyond Warranty Period.</p>	REMARKS
20	<p>Transportation: Bidder shall arrange the transportation of all software its own cost up to Site on CPT basis.</p> <p>Bidder shall inform ODC parts, if any, along with dispatch locations during order finalisation.</p>	REMARKS
21	After opening of techno commercial bid all the bidders have to provide demo of the software.	AGREE
22	After evaluation of the techno commercial bid and after evaluating the demo of the software M/s AYCL shall decide the eligibility of the bidders and their price bid shall be opened.	AGREE

GENERAL TERMS AND CONDITIONS

EMD: of Rs. 10000/- (Ten Thousand) be submitted as EMD. For bidders already enlisted with AYCL, having outstanding amount more than the EMD amount or who have already submitted the EMD against our earlier tenders or those who have security deposit with Andrew Yule may apply for adjustment of the same.

Bidders who are MSMED units may apply for exemption from furnishing EMD by making a specific request in writing and enclosing the necessary document in support of the same.

Bidders whose turnover is more than Rs: 50 crores may apply for exemption from furnishing EMD by making a specific request in writing and enclosing the necessary document in support of the same.

If reason for non-submission of EMD or adjustment against the outstanding balance for EMD is not mentioned in Techno-commercial bid of tender, the tender may be rejected.

NON TRANSFERABLE TENDER

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the vender, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Company.

COMPLETENESS OF TENDER DOCUMENT

- a) The Bidder is expected to examine all instructions, forms, terms, conditions, and specifications in the Tender document. Failure to furnish any information required by the Tender document or submission of a tender offer not substantially responsive in every respect to the tender document will be at the Bidder's risk and may result in rejection.
- b) All tenders must be absolutely clear and complete failing which the same will not be considered.
- c) All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
- d) Rates quoted by the tenderer in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.
- e) Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be written both in figures and in words. In case of figures the word Rs. would be written before the figures of rupees and the word Ps. after decimal figures, eg., Rs 2.15 Ps. In case of words, the word Rupees should precede and the word paisa would be written at the end. Unless when

the rate is in whole rupee and followed by the words only, it would be invariably be up to two decimal places.

- f) In case of discrepancy in the figures and words the amounts mentioned in words will be taken as final.
- g) The price quoted in the tender will remain firm during the currency of contract including the extended period if any. Escalation is not admissible during the period of the contract, towards increase in the rates of the materials and labour or any other charges during the contract period including the extended period if any.
- h) All pages in technical and price bids shall be stamped with the official company seal and duly signed by the authorized signatory.
- i) The Technical Bid should be complete to indicate that all products and services asked for are quoted and should give all required information including technical data, design flow chart, technical specifications, data sheet of the quoted products in an organized and neat manner. No documents, brochures, leaflets, etc. should be submitted in loose form.
- j) The prices quoted in the price bid should be without any conditions.
- k) The price bid must be filled in completely, without any error, erasures or alterations
- l) Tenderer should quote only all-inclusive lump sum price, inclusive of GST, travelling expenses etc.
- m) The price offer shall be on a fixed price basis, inclusive of all taxes, no price variation should be asked for relating to increase in GST, etc.
- n) All expenses to be incurred by the contractor during the period of consultancy, viz., study, generation and distribution of response sheets/questionnaires, data collection, interaction, analysis, preparation of reports, presentations, providing suitable number of copies of reports to AYCL, visits to various places, stay, travel, etc., and any other expenditure incidental to their services/ preparation of reports shall be borne by the contractor. No additional compensation/reimbursement shall be paid/ done on this account.
- o) It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Tender. The Bidder must include and complete all parts of the price bid in a clear and accurate manner. Omissions, errors, misrepresentations, or inadequate details in the Bidder's cost proposal will be considered as valid ground for rejection of the Bidder's proposal. Costs that are not clearly identified will be borne by the Bidder.
- p) The bids prepared by the tenderer and all correspondence and document relating to the bids exchanged by the bidder and the Company shall be written in English.

CLARIFICATION OF OFFER

The bidders/prospective bidders may seek clarification on matters relevant to the tender through email. All such email should be addressed to the contact person mentioned in section-1. While all attempts will be made to provide clarification to the bidder, the Company, reserves, its right to respond or not to respond to any email received from the bidder.

To assist in the scrutiny, evaluation and comparison of offer, the Company may, at its discretion, ask some or all Bidders for technical clarification of their offer. The request for such clarification and the response shall be in writing or by mail. To speed up the response process, the Company, at its discretion, may ask for any technical clarification to be submitted by means of fax/email by the Bidder. In such cases, original copy of the document describing the technical clarification must be sent to the Purchaser by means of courier / in person in addition to the copy sent in fax/ email.

Note:

1. Bidders have to provide copies of supporting documents against each criterion mentioned above, without which bid may be rejected. The minimum qualification score for the Technical Bid would be 50. However, the Competent Authority may increase or decrease the qualifying score depending upon the response.
2. Company reserves the right to judge, appraise and reject any or all proposals at any stage at its discretion and the bidder(s) will not have any right to raise any claim or dispute in this regard.
3. With regard to the Reputed Private Companies as at Item 6 above, the Committee appointed for the evaluation of the presentation will discuss and decide.

EVALUATION OF TECHNICAL BIDS

Bids received will be opened on the specified day in the presence of representatives of the bidders, who choose to be present as per the schedule stipulated. Subsequently a detailed analysis will be carried out. Based on responses to Annexure II, TECHNO-COMMERCIAL TERMS FOR SUPPLY OF HRMS SOFTWARE of the Tender Document, Bidders will be short listed for further technical evaluation. Proposals which do not meet Minimum Eligibility Criteria will not be considered for further technical evaluation. The short-listed bidders will be called for making a presentation to a committee set up by AYCL. The technical bid will be analyzed and evaluated, based on which the Relative Technical Score (RTS) shall be assigned to each bid. Technical Bids receiving a RTS greater than or equal to a score of 60 (cut-off marks) will be eligible for consideration in the subsequent round. The Parameters of the Technical evaluation are broadly as per the following table.

Marks Distributions:(Maximum Points 100)		
Criteria	Criteria Points	(Max Marks)
1. The bidder should have Online web based Human Resource Management System (HRMS) and its Implementation with the following integrated modules:		60
a. Employee Data administration	5	
b. Employee online Leave Management	5	
c. Reimbursement management & Exit Procedures	5	
d. Employee self service	5	
e. Talent Management & Training and Skill development system	20	
f. Manpower budgeting and control system & Analytics and intelligent decision making	5	
g. Integration & Data migration from our existing payroll system, Performance Management System, Recruitment Portal etc. to the new system with suggested formats.	10	
h. Database to be kept in our Server.	5	
2. Satisfactory Services Certificate from Organizations where bidder has successfully completed similar assignment.		5
a. Satisfactory Services Certificate by 5 Clients in organizations with employees strength of 300 - 500	5	
b. Satisfactory Services Certificate by 3 Client in organizations with employees strength of 300 - 500	3	
c. Satisfactory Services Certificate by 2 Clients in organizations with employees strength of 100 - 300	2	
d. Satisfactory Services Certificate by 1 Clients in organizations with employees strength of 100 - 300	1	
3. Track of being in the Business for at least 5 financial years:		5
a) Being in the Business for 5 years or more	5	
b) Being in the Business for less than 5 years	1	
4. Average Turnover in last 3 years (2017-18, 2016-17 and 2015-16):		5
a) 15 lacs and above	5	
b) Less than 15 Lacs	0	
5. Experience of working with Public sector / Central / State Governments		10
a. 5 or more organizations	10	
b. 3 – 4 organizations	3	
c. 1 – 2 organizations	1	
6. Presentation to Technical Evaluation Committee/ Representatives of AYCL		15
Marks to be awarded by the Duly appointed Committee	15	
TOTAL TECHNICAL SCORE		100

PRICE FORMAT FOR SOFTWARE:

Sl. No.	DESCRIPTION	UNIT (Qty)	Basic Price (RS.)	GST (%)	Total per unit cost (T)
1.	Online web based Human Resource Management System (HRMS) and its Implementation consisting of online employee data administration, employee self-service, exit procedure, talent management, etc. and its integration with finance.	1 NO	(a)	(b)	$T = a+a*b/100$

L-1 DETERMINED BASED ON ABOVE FORMULA IS PROVISIONAL. BASIC PRICE SHOULD BE ALL-INCLUSIVE BASIS APART FROM GST ONLY.

ACTUAL L-1 WILL BE DETERMINED ON LANDED COST BASIS CONSIDERING OTHER CHARGES DUE TO CHANGE IN PAYMENT TERMS, ENTRY TAX AND ANY OTHER COMMERCIAL TERMS.

(i) EVALUATION CRITERIA

- a) The technical and financial scores secured by each bidder will be added using weightage of 60% and 40% respectively to compute a Composite Bid Score.
- b) The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:

$$B_n = 0.60 * T_n + 0.40 * F_n$$
Where
 B_n = overall score of bidder, T_n = Technical score of the bidder (out of maximum of 100 marks) and F_n = Normalized financial score of the bidder
- c) The bidder with lowest qualifying financial bid (L1) will be awarded 100% financial score. Financial Scores for bidders other than L1 will be evaluated using the following formula:
Normalized Financial Score of a Bidder:

$$F_n = (\text{Financial Bid of L1} / \text{Financial Bid of the Bidder}) \times 100$$
 (Adjusted to two decimal places)
- d) In the event of the composite bid scores are in tie, the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

(i) SHORT LISTING OF TECHNICALLY QUALIFIED BIDDERS

The Technical Evaluation Committee will short list technically qualifying Bidders and Price bids of such Bidders will only be opened. The Tender Committee will determine whether the price bids are complete, correct and free from any computational errors and indicating correct prices in local currency (Indian Rupee).

MANDATORY REQUIREMENTS & FINANCIAL CRITERIA

- a) The provisions of the following clauses of the Tender Document must be adhered to without deviations, failing which the Bid shall be considered to be non-responsive and shall be rejected.
- b) The annual turnover of the bidder during three preceding financial years shall be equal to or more than Rs.15 lakh : - (i.e. 2015-2016, 2016-2017 & 2017-2018 (or) financial years ending 31.12.2015, 31.12.2016 & 31.12.2017)
- c) The net worth of the bidder as per the audited annual financial results during preceding three financial years should be positive: - (i.e. 2015-2016, 2016-2017 & 2017-2018 (or) years ending 31.12.2015, 31.12.2016 & 31.12.2017).

Failure to meet the above Qualification criteria will render the bid to be rejected. Therefore, the Bidder shall in his own interest furnish complete documentary evidence by way of copies of relevant certificates, payment proofs, Balance Sheet, including Profit & Loss Account, etc. in support of their fulfilling the qualification criteria as given above

PLEASE ENSURE THAT ALL THE ABOVE INSTRUCTIONS ARE STRICTLY

ADHERED, IF NOT, YOUR BID WILL BE REJECTED

AYCL reserves the right to cancel the tender and/or to accept and/or reject any bid without assigning any reason whatsoever.