



ICAR-National Bureau of Plant Genetic Resources
Pusa Campus, New Delhi – 110 012

Phone: 011-25841022, 25849545; FAX: 011-25842495, 25849459;



No.4(301)/Purchase/2017-18

Dated: 24 July, 2020

NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from interested firms under two bid system for procurement of 'AMC of KOHA Software' at ICAR-NBPGR, New Delhi. Manual bids shall not be entertained.

Tender documents may be downloaded from e-procurement website of CPPP <https://eprocure.gov.in/eprocure/appor> www.nbpgr.ernet.in as per the schedule given in CRITICAL DATE SHEET as under:

CRITICAL DATE SHEET

Tender No.	F. No.4(301)/Purchase/2017-18
Name of Organization	ICAR-National Bureau of Plant Genetic Resources, Pusa Campus, New Delhi -110012
Date and Time for Issue/Publishing	24.07.2020 at 02.30 PM
Document Download/Sale Start Date and Time	25.07.2020 at 10.30 AM
Bid Submission start Date and Time	26.07.2020 at 2.30 PM
Bid Submission End Date and Time	18.08.2020 at 02.30PM
Date and Time for Opening of Bids	19.08.2020 at 02.30PM
Address for Communication	Asstt. Admn. Officer (Purchase), ICAR-NBPGR, New Delhi


(Avdhesh Kumar)
Asstt. Admn. Officer (P)

ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES
PUSA CAMPUS, NEW DELHI -110012

Check list for the tender

The bidders are requested to fill the check list for evaluation of technical bid.

Sr. No.	Particulars	Remarks (YES/NO)
01	Whether the tender acceptance letter duly signed uploaded	
02	Whether the scan copy of PAN number uploaded	
03	Whether the firm has GST Number or not	
04	Whether the scanned copies of Income Tax return uploaded as per requirement of the tender.	
06	Whether the scanned copies of user list uploaded	
07	Whether the firm is Black listed by any of the Government Department/Agency	
08.	Whether the proprietor of the firm is SC/ST. In case so please mention in the bid.	

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

1. The Tender form/bidder documents may be downloaded from the <https://eprocure.gov.in/eprocure/app> or www.nbpgr.ernet.in. **Online submission of Bids through Central Public Procurement Portal** (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> and www.nbpgr.ernet.in regularly for any changes/modifications in tender document.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of the amount mentioned against items in the form of Demand Draft/FDR-TDR/BG from any of the Commercial Bank in favour of **Director, NBPGR payable at New Delhi** may be address to **Asstt. Admn. Officer (Purchase), NBPGR, New Delhi** on or before **bid closing date and time as mentioned in the Critical Date Sheet**.
5. The interested Firms are required to deposit (in original) **Tender Fee, if any** (Non-refundable) in the shape of Demand Draft in favour of **Director, NBPGR payable at New Delhi** may be address to **Asstt. Admn. Officer (Purchase), NBPGR, New Delhi** on or before **bid closing date and time as mentioned in the Critical Date Sheet**.
6. The firm should send the original brochures of the product and may be addressed to Asstt. Admn. Officer (Purchase), NBPGR, New Delhi on or before bid opening date and time as mentioned in the Critical Date Sheet along with Tender Fee & EMD.
7. Bidders need not to come at the time of Technical as well as Financial bid opening at NBPGR. They can view live bid opening after login on CPPP e-procurement portal at their remote end. If bidder wants to join bid opening at NBPGR then they have to come with bid acknowledge slip that is generated after successfully submission of online bid.
8. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

9. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
10. Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
11. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
12. Bidders are requested to note that they should necessarily submit their financial bids in the Format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cell with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
13. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
14. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric, encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
15. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
16. Upon the successful and timely submission of bids (i.e. after clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
17. The firms are also required to upload copies of the following documents:-
 - **Technical Bid**
 - a) Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any.
 - b) Scanned copy of Firm's registration, PAN Card, GST No., Tender acceptance letter (Annexure-V).
 - c) Scanned copy of Manufacturers authorization certificate issued by Principal Manufacturer duly verified by the Indian Agent or Manufacturing certificate.
 - d) Scanned copy of Income Tax Statement for the last two/three years.
 - e) Scanned copy of All Annexures with signature. .
 - f) Scanned copy of User List (if any)/Purchase Orders.

g) Scanned Copy of Make and model of all systems, sub systems and additional items should be mentioned in the technical bid and complete technical details should be provided in the form of Brochures and write-ups.

- **Financial Bid:-**

a) Price Bid as BoQ.xls



(Avdhesh Kumar)
Asstt. Admn. Officer (P)

**Annual Maintenance contract (AMC) of KOHA software:
TECHNICAL TERMS & CONDITIONS.**

1. The Annual maintenance and Annual Support/Development /Upgradation contract includes preventive as well as corrective maintenance of KOHA Software with latest version. AMC shall cover for keeping the systems active & free from any defects/disturbance, any unscheduled call for corrective and /or preventive maintenance service.
2. Preventive maintenance will be carried in two blocks on half yearly basis each at the beginning of the block. The firm engineer will render at least two visits in a year. Preventive maintenance shall be clubbed together if the corrective maintenance complaint received by the service provider coincides with preventive maintenance schedule. Preventive maintenance will be done in a planned manner and the Service Provider will inform the Customer in advance (Except holiday/Saturday and Sunday).
3. Service provider will supply all the new release/New version/updates of software free of cost.
4. The vendor must have experience in implementing and automating KOHA software at least five libraries in India. Kindly attach valid purchase orders or completion certificates.
5. Following feature are running in the implemented KOHA software in NBPGR Library
 - a.) It is enabled Google Jacket, or local image.
 - b.) No restriction on number of records & housekeeping users.
 - c.) It is able to generate and print Bar-coded patron Cards.
 - d.) It is able to perform Automatic Indexing.
 - e.) It is enable Flexible reporting and Faceted Search.
 - f.) It have an offline circulation module.
 - g.) It is facilitated OPAC.
 - h.) It is integrated with e-mail for alerts and circulation notifications and reminders.**Service provider should ensure that above mentioned features /services of KOHA run properly during AMC period.**
6. Service providers also ensure that different reports from KOHA will also be provided as and when required.
7. To run Acquisition module in KOHA: Patron requests for procurement and approval process, generate the list approval document in pdf format. If approved, select from list of registered vendors for supply of books. Prepare supply order (with terms & condition printed on backside of supply order.
8. Barcode implementation
9. **Agreement:** The selected service Provider shall have to sign an agreement on non-judicial stamp papers of Rs. 100.00 (one hundred) containing details of terms & conditions after issue of Purchase order to begin AMC.
10. The initial period of Agreement will be two year from the date of intimation, extendable to a further period depending on performance of the firm and the mutual agreement of the NBPGR and the agency with such modifications as may be felt necessary. However, during the period of agreement, there can be no change to the terms and conditions of the contract.
11. **Payment:** AMC payment is to be released half yearly basis after providing the satisfactory services against the presentation of full set of proper bills in triplicate in favour of Director NBPGR.
12. **Penalty for Failure:**
 - (a) The Service provider will ensure 90% uptime in respect of service. The uptime will be completed on calendar month basis in a non-cumulative manner.

The down time penalty charges if not rectified within 2 days – Rs. 100/- per day penalty shall be imposed & deducted from their bill.

‘Terms & Conditions are acceptable’

Dated

(Authorized signatory of the firm)

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Sr. No.	Name of item	Quantity	Per unit price* (in figures/words) (as per BOQ)
01	AMC of KOHA Software	01	

- Items should be of reputed make and suitable for high end elite users
- Tax extra as applicable should be indicated separately in the column provided.

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with NBPGR.



ICAR-National Bureau of Plant Genetic Resources
Pusa Campus, New Delhi – 110 012

Phone: 011-25841022, 25849545; FAX: 011-25842495, 25849459;



No.4(301)/Purchase/2017-18

Dated: 24 July, 2020

Name of the Firm _____

Registered/Postal Address _____

1	Permanent Account Number (PAN)	
2	Service Tax Registration No., if applicable	
3.	Bank Details	
4	Bank Name	
5	Branch Address	
6	Account Number	
7	Type of account (current/saving)	
8	MICR No.	
9	RTGS/NEFT code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. _____

Name of Tender/Work:

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc...) which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender documents/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our Firm has not been black-listed/debarred by any Govt. Department/Public sector undertaking.
6. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject that bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

S.No	Description	Quantity
1.	AMC of KOHA Software	01