

E- TENDER NOTICE No. LF2/511/2017 DT. 12.03.2018

TENDER FOR DEVELOPING MIS FOR LIFE MISSION

LIFE Mission intends to develop Management Information System (MIS) to monitor, execute and control its following components.

- Distribution of Financial assistance for individual houses
- Provision of livelihood enhancement to beneficiary households
- Distribution of land and dwelling units to landless beneficiaries.

All software companies, who have a minimum experience of 3 years in developing MIS systems for various projects of State/Central government projects are invited to submit proposal for developing Management Information System (MIS)/app for geo-tagging which should satisfy all requirements of the above components.

Important dates:

Pre-bid meeting: 19.03.2018, 11 PM

Last Date for Submission: 24.03.2018, 2 PM

Tender Opening: 26.03.2018, 4 PM

This Document Set contains the following:

PAR T	Particulars	Page No.	Remarks
A	General description	3-4	To be retained by the bidder
	Declaration	5	To be submitted in Envelope -1
B	Technical/qualifying bid checklist	6	To be submitted in Envelope -1
C	Cost Price Bid	7	To be submitted in Envelope -2
D	Requirements of the proposed MIS	8	To be retained by the bidder
E	Terms and conditions	9	To be submitted in Envelope-1

PART-A

Preamble:

LIFE Mission intends to develop a Management Information System (MIS) for its components including

- Development of App for Geo-tagging and its functioning
- Distribution of Financial assistance for individual houses
- provision of livelihood enhancement of beneficiary households
- Distribution of dwelling units to landless beneficiaries.
- Online monitoring and reporting of physical and financial progress
- Project dashboards/output indicators of the components (public domain)
- Flexibility to add and modify new projects.
- Others...based on findings during the advancement of the scheme.
- Developing/handholding/additional features for the successful functioning of the project

All software companies/software developers/organisations dealing with developing such software packages and which had installed similar software in at least three government institution/project/NGOs/Government undertakings/companies etc. are invited to provide proposal for developing Management Information System (MIS) which should satisfy all functional requirements of all the above components.

Important dates:

Last Date for Submission: 24.03.2018, 2 PM

Tender Opening: 26.03.2018, 4 PM

Instructions to Bidders

- The project is to be completed within 30 days. There shall be onsite warranty of minimum Three years after these two months. It shall be the responsibility of the bidder to train the officers of the Mission and to handhold them
- The bidders are requested to enclose the copy of the PAN card and GST registration if applicable
- The bidder is required to submit EMD in favour of CEO, LIFE Mission of value 2.5% of the quoted amount
- Selected bidder will have to sign agreement within 7 days from the date of the work order

- The bidders, if required, will have to give demonstration of the software to LIFE Mission
- The bidder should enclose relevant documents wherever necessary.
- The bidder should enclose client list with contact address for reference. Attach photocopies of work orders.
- The selected organisation will have to successfully complete the software development & installation within a period of thirty days from the date of agreement.
- An agreement will be signed between LIFE Mission & the successful bidder regarding warranty, License agreement, source code, Training, time schedule, payment terms, penalty clause etc.
- The warranty period will be Three years after successful completion of the project.
- There is no scope for negotiations on price after final selection of the firm
- During implementation, at least one software professional must be readily available for software maintenance.
- As far as possible, the MIS should be based on commercially available open market software packages.
- The bidder shall be in a position to give the complete source code with documentation to LIFE Mission at no extra cost.
- The successful bidder has to arrange at least one software professional to be available in LIFE Mission state office for the implementation/monitoring & trouble shooting of proposed MIS
- The successful bidder may be required to train LIFE Mission staff on the source code so that in case of unforeseen circumstance, these staff of LIFE Mission can take care of the proposed MIS
- The software should be able to provide various access to users at different level

Qualifying criteria for bidders

- A bidder must have supplied and successfully commissioned MIS software modules for a minimum value of Rs. 5 lakhs
- At least 5 permanent staff in the firm
- Thiruvananthapuram based firm will have preference

Procedure for preparing Quotation documents

It is a two-bid (Envelope-1 and Envelop-2) system. Both the envelopes will be sealed separately and will be enclosed in one main envelope subscribing on it as below. :

MAIN ENVELOPE

Quotations for Management Information System (MIS) for LIFE Mission

To

The Chief Executive Officer
LIFE Mission state office
Secretariat annex-I, 501 C

Envelope - 1

Envelope 1 will contain Part - B (Technical / Qualifying bid documents) documents. This envelope will include

- Declaration by the bidder (Format given)
- Checklist for Technical / Qualifying Bid
- Supporting documents such as registration certificates, EMD DD, Client list, bidders' profile, Proof of experience, Copy of PAN card, copy of GST Registration certificate, etc.
- Terms and Conditions duly signed by the Bidder

Envelope - 2

Envelope 2 will contain Part - C (PRICE bid documents) documents & shall super scribe on it COST / PRICE BID. This envelope will include

- Duly signed Price bid in the exact prescribed format.
- Any other relevant documents which bidder feels it necessary

The price quoted shall be inclusive of all taxes

PART-B

DECLARATION BY THE BIDDER

1. Name of the Firm :
2. No. of Technical Qualified Staff / Engineers :
3. EMD Details (DD No. and Date) in the name of The CEO, LIFE Mission:
4. GST Registration No. :
5. Income Tax PAN :

DECLARATION

This declaration is signed by the undersigned after having duly understood the details given in the document, along with the terms and condition of supply and qualifying conditions for bidder. The quotes are offered after carefully studying the specifications and hence submit on solemn affirmation that, in case of dispute or arbitration of any of clause/condition, the decision of the Chief Executive Officer, LIFE Mission shall be final.

Date:

Signature of the Bidder

Name:

PART-B

CHECK LIST FOR TECHNICAL / QUALIFYING BID

(Please enclose Supporting documents wherever necessary)

Sl. No	Criteria	Yes/No	Remarks
1	Whether the bidder has at least 3 years of experience in website/MIS development? (enclose proof)		
2	Has the bidder supplied and successfully commissioned similar MIS software Enclose photocopies of necessary Work orders		
3	Whether the bidder has enclosed the Demand Draft against EMD in the name of The CEO, LIFE Mission		
4	Whether the bidder has enclosed the cliental list along with the contact addresses?		
5	Whether copy of PAN card and GST Registration (if applicable) enclosed?		
6	Does the bidder agree to give source code with full documentation to LIFE Mission? This handover of source code shall be totally unconditional		

Date:
Bidder

Signature of the

PART-C

Supply of Management Information System (MIS) modules for LIFE Mission

Sl. No.	Modules	Cost
1	Develop the existing Website for life mission	
2	<p>Beneficiary led construction of individual houses</p> <ul style="list-style-type: none">• Incorporating beneficiary details• Generation of sanction order/agreement/fund transfer order and other relevant documents• Fund flow/FTO tracking local bodies and various departments by linking with treasury and bank account• Online monitoring and reporting- both physical and financial progress• Stage wise photo uploading of houses• Developing mobile app based Geo-tagging and linking it to the MIS at two stages of house construction• Providing user id and password to all officials of state, department and LSGIs at state/district/local body level.• Project dash boards/output indicators (Public domain)• Others..based on findings during the advancement of the scheme	
3	<p>Livelihood data base</p> <ul style="list-style-type: none">• Details of beneficiaries (Personal, educational/vocational,employment,health, social, economic)• Skill & livelihood mapping• Social security schemes mapping• Data Bank (Eg.labour bank, social achievement,etc)• Monitoring & Report generation• Others..based on findings during the advancement of the scheme	
4	<p>Allotment of dwelling units to landless beneficiaries</p> <ul style="list-style-type: none">• Land allocation to beneficiaries• Dwelling units allocation to beneficiaries• Monitoring & Report generation• Others..based on findings during the advancement of the scheme	
5	Flexibility &modify and add new projects	

Date:
bidder

signature of the

Name

PART-D

SYSTEM REQUIREMENTS OF THE PROPOSED MIS

- The MIS modules to be supplied should be independent and should have sufficient interfaces so that it is interworking with software developed for various departments
- MIS modules should support multi-user and 100% protection against unauthorized access.
- Every user shall have login name & password.
- The bidder shall ensure to give a MIS as per our requirements
- The source code shall be given to LIFE Mission
- The necessary agreement will be signed
- It should be possible to build the MIS module into a fully integrated system and various modules shall be totally interlinked.
- As far as possible, system shall avoid/remove duplication of work
- Facility shall be provided for System administrator for creation of desired number of Users
- To different user, various privileges can be given by system administrator. He should be able to give access to specific menus & submenus to a user.
- All the transactions such as data entry / modification shall be stored with user names so that accountability of User is possible.
- Well-established backup & security procedures shall be defined. Backup MUST be automatic. Practically there shall be no chance of data loss.
- There should be flexibility to add/remove and modify projects modules and reports within & interlinked with the main module

PART-E

TERMS AND CONDITIONS FORM

1. The offers should be addressed to “The Chief Executive Officer, LIFE Mission, Secretariat Annexe-1, V Floor, 501C” and should be sent in a sealed envelope super scribed “QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: LF2/511/2017”
2. The offer should be sent in a sealed cover with the tender documents.
3. The tenders will be opened on 21th March, 2018 at 3 PM in the presence of the vendors present with authorization letter from the respective firms.
4. No revision of the price bid will be allowed once the price bids are opened.
6. The Chief Executive Officer reserves the right to modify or alter the terms and conditions after short listing of tenderers.
8. For any delay solely because of the vendor in supply & installation of the software, 0.5% penalty on the cost of unsupplied modules per week will be charged subject to a maximum of Rs. 50000/-.
9. The form should be duly filled up and should clearly mention the details offered by the bidder
10. Authorized signatory should sign on all the pages.
11. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
12. The Chief Executive Officer reserves the right to order only some of the MIS modules instead of ordering all the modules. The selection of modules to be procured is the discretion of the director.

13. The Chief Executive Officer reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.

14. The Chief Executive Officer reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

Place

Signature

Date
bidder

Name and Address of the