

Central Railside Warehouse Company Limited

Dated: 05.05.2017

(A Govt. of India Enterprise)

Ground Floor, Pragati Maidan Metro Station Building, New Delhi-110001

NIQ DOCUMENT FOR APPOINTMENT OF AGENCY FOR

DESIGN AND DEVELOPMENT OF CRWC INTRANET PORTAL

GROUND FLOOR, PRAGATI MAIDAN METRO STATION BUILDING, NEW DELHI-110001

NOTICE INVITING QUOTATION FOR DESIGN AND DEVELOPMENT OF CRWC INTRANET PORTAL

The Central Railside Warehouse Company Ltd. (CRWC) invites offline quotation under two bid system from professionally competent and financially sound interested reputed IT firms for "Design and development of CRWC intranet portal" as per terms and conditions at the sole discretion of CRWC. The agency shall execute the contract as per the directions and control of the Central Railside warehouse Company Ltd. (CRWC), Ground Floor, Pragati Maidan Metro Station Building, New Delhi-110001.

Name of the NIQ	Design and development of CRWC intranet portal		
Document downloading date & time	09.05.2017 at 12:00 hrs to 1500 hrs of 29.05.2017		
Last date & time of submission of NIQ	29.05.2017 at 15:00 hrs		
Date & time of opening of NIQ (Technical Bid)	29.05.2017 at 15:30 hrs		
EMD	Rs. 3,500/-		
Security Deposit (Rs.)	Rs. 18,000/-		

GENERAL TERMS:

- 1. The NIQ document may be had from the corporate office of CRWC Ltd located at Ground Floor Pragati Maidan Metro Station Building, New Delhi 110 001 free of cost during working hour on or before 29.05.2017. It can also be downloaded from websites www.cewacor.nic.in, www.tenderhome.com and www.crwc.in on or before 29.05.2017 up to 15:00 Hrs.
- 2. The Bidders who wish to download the NIQ form from website may ensure that they fulfill the requirement as per the details specified in the NIQ notice. All such NIQ documents downloaded from the website will be legally valid for participating up to its closure day/time.
- 3. Bidder must submit the copies of referred documents in support of their eligibility of bid. In the event of any document found fabricated/forged/tampered/altered/ manipulated during verification, then he/they himself/themselves would disqualify for future participation in the tender of CRWC works for the next 2 years.
- 4. It will be the responsibility of the bidder to ensure that all the documents supporting eligibility criteria as per terms and conditions of NIQ are furnished. Any information received without proper documents uploaded in the website to satisfy eligibility criteria shall not be entertained.
- 5. Bidder shall submit their offer in physical form on or before the scheduled date and time as mentioned above. Any offer received not as per the terms and conditions of CRWC will be out rightly rejected.
- 6. All the rates must be filled neatly in words & figures and any erasure, correction, interpolation, cuttings &over writing must be initialled.

- 7. Intending Bidders are advised to visit CRWC corporate office, New Delhi for acquainting themselves with the nature of work involved in their own interest before submitting the NIQ.
- 8. CRWC reserves the right to reject any or all the NIQ without assigning any reason and do not bind itself to accept the lowest or any NIQ.
- 9. The tenders are to be submitted in two parts, part–I containing technical specifications and part-II containing financial offer.
- 10. Each page of the documents including specification must be signed by an authorized signatory to the NIQ. The price/financial bid of only technically qualified Bidders will be opened who meet Technical/Qualification Criteria and requirements of technical specification of the NIQ as well. CRWC reserve the right to inspect any tendering unit at any time during working hours, as and when required.

11. For any clarification regarding participation, bidder may contact:-

Landline No:- 011-23480162,37,38,39

Mobile No:- 9654141072

(Yatin K. Patel)

Dated: 05.05.2017

DGM (LOM)

Central Railside Warehouse Company Limited

(A Govt. of India Enterprise)

Ground Floor, Pragati Maidan Metro Station Building, New Delhi-110001

INVITATION TO QUOTATION AND INSTRUCTIONS TO BIDDERS FOR APPOINTMENT OF AGENCY FOR DESIGN AND DEVELOPMENT OF CRWC INTRANET PORTAL

1. The "PRICE BID" of Bidders who qualify in the technical bid only will be opened at a later date and time and will be intimated individually to technically qualified bidders.

NOTE: 1.If the date fixed for opening of tenders is declared a holiday, the tenders will be opened on the next working day following the holiday at the same time.

- 2. The agency shall execute the contract as per the directions and control of the Central Railside Warehouse Company Ltd. (CRWC), New Delhi.
- 3. The NIQ form having detailed terms and conditions of the contract incorporated therein, can be seen and downloaded from CRWC's website http://www.crwc.in ; CWC's website http://www.cewacor.nic.in and also can be seen at http://www.tenderhome.com

Note:

- a) The Central Railside Warehouse Company Limited (CRWC), New Delhi-110001 may at its sole discretion extend the validity of the NIQ by a fortnight and such extension shall be binding on the bidder. If required, the validity period shall be further extended as mutually agreed.
- b) If the date upto, which NIQ is open for acceptance happens to be a holiday, the NIQ will be deemed to remain open for acceptance till the next working day.
- c) If any NIQ is withdrawn, modified or any change is made during the period of validity of the NIQ before its acceptance, the earnest money of such Bidders shall stand forfeited and the NIQ be summarily rejected.
- d) The bidder should furnish proof of fulfilment of eligibility criteria and self attested copies of credentials along with the bid.
- e) Submission of false, dubious, forged or tampered documents by the bidder shall lead to the disqualification of the NIQ and action by the CRWC shall be taken against such erring bidder.
- 4. Central Railside Warehousing Company Ltd. (CRWC) is a subsidiary of Central Warehouse Corporation (A Government of India Undertaking) established and incorporated on under the Companies' Act, 1956 to promote and provide seamless supply chain management system and rail

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based logistics within India. CRWC proposes to award contract for Design and development of CRWC intranet portal to an eligible bidder.

5. BIDDING PROCESS

5.1 The NIQ shall be submitted in a Master Envelope super-scribed as "NIQ for "Design and development of CRWC intranet portal"" addressed to the Deputy General Manager(LOM), Corporate Office, Central Railside Warehouse Company Ltd. Ground Floor, Pragati Maidan Metro Station Building, New Delhi-110001 on or before 1500 hrs. on 29.05.2017 containing two separate sealed envelopes (1) First envelope containing the "Technical bid" having NIQ documents with documentary evidence and various documents as are listed and required to be furnished as mentioned in bidding criteria of the NIQ. Each and every page of NIQ and all the documents enclosed must be signed by the bidder. The cover should be super-scribed as "Technical Bid for "Design and development of CRWC intranet portal"" (2) Second envelope containing the price bid with the item rates as per schedule given under Annexure-1 of the NIQ form super-scribed as "Financial Bid for "Design and development of CRWC intranet portal"" All the rates must be filled neatly in words & Figures and signed. Cutting & overwriting, if any must be initialled. NIQ not accompanied by all the specified enclosures intact duly filled and signed shall be liable for rejection.

5.2 Cover-I, Technical Bid

- (a)Papers indicating constitution of the firm. Copy of IT Return (For which year) in the name of the firm / Registration in case of proprietorship firm; partnership deed in case of partnership firm; memorandum and articles of association in case of company.
- (b) Documents indicating ongoing Projects in hand as well as of past showing requisite experience during last 2 years i.e 2015 and 2016/2017. These documents will be used for technical evaluation as per the Technical evaluation Criteria mentioned in Annexure 2 of this NIQ. The experience certificate issued by the said organization shall invariably bear name and designation of the issuing authority along with sign and stamp.
- (c) The Income Expenditure or Profit & Loss Statement for the preceding two financial years 2016-17 and 2015-16 duly certified by Chartered Accountant in proof of requisite annual turnover.
- (d) Solution proposed by bidder for "Design and development of CRWC intranet portal" covering scope of work mentioned in this NIQ. This will be used for Technical evaluation as mentioned in Annexure 2.
- (e) Power of Attorney for signing the NIQ documents, if required.
- (f) Certified copy of PAN of the Bidder issued by Income Tax Authority.
- (g) A certified copy of PAN based copy of Service Tax Registration / code No.
- (h) The bidder is required to furnish a self-certificate certifying that they are not black listed in any Central/State Govt., PSU or local self-Govt. department/ autonomous body as on date of down loading NIQ documents.
- (i) Income Tax Return filed during last two Financial Years 2016-17 and 2015-16.
- (j) The sufficient documents in support of the information required under Annexure- 2 and elsewhere should be submitted.
- (k) The Technical evaluation Compliance/Check List dully filled as attached in Annexure 2
- (I) The valid technical bids will be scrutinized to shortlist eligible agencies. Shortlisted eligible agencies shall be asked to make a presentation to the committee of their proposed project plan, wherein they have to present at least 2 proposed layouts and designs and intranet portal for the website.
- (m) The bidder are required to disclose whether they are registered or not under "Small Scale Industrial Undertaking" and "Micro Small Medium Enterprises" If registered, certificate of registration be enclosed. Further, MSME's having valid registration certificate is exempted from the payment of Earnest Money Deposit.

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Procurement policy for Micro and Small Enterprises (MSEs), October, 2012, will be adopted, wherever applicable and in accordance with Government guidelines. As per policy, 20% of procurement of annual requirement of goods and services is earmarked for micro and small enterprises and a sub target of 4 % procurement of goods and services out of the 20 % is earmarked to MSE's owned by SC/ST enterprises.

As per procurement policy, MSE's having valid Udyog Aadhar Memorandum shall be provided all the benefits available for MSE's.

Tenderers submitting bids under SC/ST category should furnish certificate of SC/ST status in the name of the proprietor (in case of proprietorship firm), partner/(s) with more than 50% stake (in case of partnership firm) and director/(s) with more than 50% equity stake (in case of limited companies).

5.3 COVER II- FINANCIAL BID:

Financial Bid in Annexure 1 duly signed by the bidder under seal should be submitted.

6. EMD & SD:

6.1 EARNEST MONEY DEPOSIT:

The bidder should furnish an EMD of Rs. 3,500/- (Rupees Three Thousand Five Hundred Only) in favor of Central Railside Warehouse Company Ltd, payable at New Delhi, in form of a Demand Draft from a Nationalized Bank with Technical Bid. The successful bidder may opt for adjustment of the EMD towards Security Deposit in terms of this contract. EMD cost of all unsuccessful bidders will be refunded back after decision on Quotation is taken. In case the EMD is not actually credited in the accounts as specified above and confirmed on or before the date and time as specified in NIQ, the Quotation shall not be considered further irrespective of the bidders claim that the same has been transferred to the aforesaid account but due to fault of the bank it is not credited.

6.2 SECURITY DEPOSIT:

- a) The successful bidder shall furnish, within a fortnight of acceptance of his NIQ, security deposit of Rs. 18,000/- (Rupees eighteen Thousand Only) towards successful performance under the contract, failing which the contract shall be liable to be cancelled at his/their risk and cost and also subject to such other remedies as may be available to the Company under the terms of the contract. The agency at his option may deposit 50% of the prescribed security at the time of award of contract and the balance 50% may be paid by deductions from his/their admitted bills @ 10% or more.
- b) CRWC shall be entitled to appropriate the whole or any part of the security deposit of the Contractor in the circumstances hereinafter provided without prejudice to any other remedy or right. CRWC shall be entitled to recover any loss or damage that CRWC may suffer or sustain by reason of the failure of the Contractor to observe & in performance of the Terms and Conditions of the contract or any amount that may become due to CRWC under or by reason of the Terms and Conditions of the said contract from the amount of his security deposit.
- c) The security deposit shall be in favour of Central Railside Warehouse Company Ltd., New Delhi in the form of demand draft issued by any scheduled/ nationalized bank and payable at New Delhi.
- d) It is also made clear that no interest is payable on the amount of security deposit or any other amount withheld or lying with CRWC in any form under the contract.
- e) In the event of security deposit found insufficient or if the same has been wholly forfeited, the balance of total sum recoverable, as the case may be, shall be deducted from any sums due or which at any time thereafter may become due to the agency under this contract or any other contract in operation with CRWC. Should that sum also be not sufficient over the full amount recoverable, the agency shall remit to the CRWC on demand the remaining balance due.

Whenever, the security deposit falls short of any specific amount, the agency shall make good the deficit so that the total amount of security deposit shall not at any time be less than the specified amount.

f) The security deposit shall be refunded to the agency only after due and satisfactory performance of the services and on completion of all obligations by the agency under the terms of the contract.

7. ELIGIBILITY CRITERIA:

(Proof to be submitted with the technical bid as mentioned under point no. 5.2, each paper attached to be signed and seal to be affixed by the bidder, to be submitted in a separate sealed cover marked as Technical bid)

- a. The bidder should be in the business of website design/web portal design/Intranet portal design for minimum preceding two years.
- b. The bidder shall have a minimum annual sales turnover 30 lakh in total. Copy of the audited Annual Accounts to be enclosed as a proof.
- c. The bidder will be required to demonstrate the template of the applications during the technical evaluation phase and should satisfy the minimum score.

Relevant documents supporting eligibility criteria are to be submitted along with the technical bid.

8. BID EVALUATION-:

8.1 Vendors should be ready to give a presentation before the technical committee at a given notice. Vendor's team would be expected to reply to all the queries raised by the technical evaluation committee during this presentation. The purpose of such presentations would be to allow the bidders to present their proposed solutions to the committee and orchestrate the key points in their bids.

8.2 EVALUATION OF TECHNICAL BID (Maximum marks: 100)

The evaluation of the Technical bid will be based on the weight age for each component, as indicated below. Minimum marks to qualify in the technical evaluation stage is 60 % in each of the following criteria i.e. a, b & c.

- a) Understanding and Compliance with requirements and scalability (maximum 30 points) the proposal should address each work area in sufficient detail to demonstrate a clear understanding of the statement of work. The bidder should provide evidence of sufficient planning to show that work will be accomplished as required and on schedule, utilizing all available resources. Specifically, the proposal from the bidder will be evaluated on whether it addresses each requirement and goal set forth in the scope of work.
- **b)** Design templates (maximum 40 points) the design templates presented by the bidder should demonstrate compliance with all the mandatory requirements and also demonstrate extra capabilities. During the presentation, one technical person from the vendor organization should be present to answer queries and to demonstrate various capabilities.

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c) Experience and Ease of Management (maximum 30 points) the applicant will be expected to provide details their past experience in specific contracts of this type. They will also be asked to Provide information on performance in these contracts, and present testimonials from previous or existing clients. They will be asked to furnish details of key personnel, both supervisory and technical. Resumes of personnel must include education, experience, background, accomplishments, and other pertinent information.

NOTE:

- The bidders' technical solution proposed in the bid document will be evaluated by the Technical Evaluation Committee (TEC) as per the requirements specified in the NIQ. The Bidders are required to submit all required documentation in support of the evaluation criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for technical evaluation.
- The committee may seek oral clarifications from the bidders. The primary function of
 clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out
 of the evaluation of the bid documents. Oral clarifications provide the opportunity for the
 committee to state its requirements clearly and for the bidder to more clearly state its bid.
 The committee may seek inputs from their professional, technical experts in the evaluation
 process.

The Technical Committee Decision will be final for Technical evaluation of the bidder.

Technical Evaluation Compliance/check list is attached in the Annexure 2 which is to be submitted dully filled by the vendor in response to this bid.

8.3 EVALUATION OF FINANCIAL BID

The price/financial bid shall be evaluated to find out the L1 considering the total amount payable at the rate quoted by the bidder under Annexure -1 for all the items.

9. OBJECTIVES OF THE PROPOSED DESIGN AND DEVELOPMENT OF INTRANET PORTAL

Reduce and eliminate operational inefficiencies inherent in manual systems. Allows checking/uploading several kind of information for CRWC Employee's so that users can check news, important documents, circulars, info, suggestions etc.

10. SCOPE OF WORK

Design and Development of CRWC Intranet Portal

- Bilingual –Hindi/English
- Least portal opening time
- Around 15-200 user login creation
- Welcome page with user login

• Home page with flashing new announcements eg:

- MD's Desk Section
- Employees Birthday Section flashing best wishes for current and notifying upcoming birthday
- o Latest Update Section, etc.
- o Such as new joining in company and farewell etc.
- Clean, functional and easy to use design
 - The entire website should be dynamic in nature with a CMS (Content Management System). The content management Infrastructure should give the flexibility to modify the design.
 - Responsive/Compatible to multiple size screens (computer, tablet, mobiles and any other)
 - o Support to all browsers such as IE, Mozilla, and Chrome etc.
- Department wise Employee Directory
 - o Image
 - o Name
 - o Designation
 - Place of Posting
 - o Phone Number
 - o Email Id
- Map showing PAN India CRWC Terminals
- Birthday Calendar
- Holiday Calendar (categorized in current and archived-year wise)
- Document Repository categorized in current and archived (year wise) for
 - o Circulars
 - o Policies
 - Notices etc.
- Training Section It will contain training related notifications only
- Knowledge Base and Manuals Repository (Department wise)
 - o Such as for Finance & Accounts Department
 - Accounting Manuals
- Forms Repository (It will contain different form templates which employee may download)
 - Leave Application
 - o Late Sitting/Working on Sunday(s) and Holiday(s) approval
 - o Stationary Monthly Requisition
 - o On Duty
 - o Tour
 - Contingent Voucher

- Photo gallery
- Search Facility
- Important Links to CRWC. In and CRWC Email etc.
- Admin Control panel with user interface to create/update/delete user and edit/update/delete contents etc from front end.
- The Intranet Portal should be designed and developed based on Open Standard to facilitate Backend integration with various applications developed for CRWC from time to time
- Any other related addition/modification and useful feature required
- **11. Acceptance Testing:** Intranet portal developed will be tested by CRWC or its appointed agent/representative with required technical and other capabilities to inspect, test and evaluate the intranet portal and determine whether it satisfies the acceptance criteria as agreed upon in the work plan. Vendor will rectify the deficiencies and other deviations from work plan identified by CRWC immediately and not later than 10 days from the date of intimation by CRWC. Reevaluation will be done by CRWC or its representative and if deficiency is not rectified, CRWC will be at liberty to invoke suitable penalty clauses and/or cancel the contract without further notice. Payment release will be subject to CRWC conveying acceptance after evaluation.

12. CONSTITUTION OF THE FIRM

- a. The Service Provider shall at the time of NIQ, declare, whether they are sole proprietary concern or registered partnership firm or a Company. Power of attorney in favour of the person authorized to bid on behalf of the proprietorship firm or board resolution in case of a Company should be submitted.
- b. The Contractor shall not, during the currency of the contract, make without the prior approval of the CRWC, any changes in the constitution of the firm, the Contractor shall notify to the CRWC, the death/resignation of the partners/directors immediately on the occurrence of such an event. In the absence of receipt of such notice/approval, the CRWC shall have the right to terminate the contract as soon as it comes to know of it.

13. SUBLETTING

The Contractor shall not sublet, transfer or assign the contract or any part thereof, without the prior written approval of the CRWC. In the event of the Contractor contravening this condition, the CRWC shall be entitled to rescind the contract and/or place the contract elsewhere on the Contractor's account and their risk and cost and the Contractor shall be liable for any loss or damage which the CRWC may sustain in consequence or arising out or such replacing of the contract.

14. LIABILITY FOR LABOR AND/OR PERSONNEL ENGAGED BY THE SERVICE PROVIDER

It may be noted that CRWC is merely engaging the services for Design and development of CRWC intranet portal and is not liable for any labour and/or personnel engaged by the service provider. CRWC shall be fully indemnified by the Contractor against all the payments, claims and liabilities, whatsoever incidental or direct arising out of or for compliance with or enforcement of the provisions of various labour related Acts or similar other enactments of the country as they are at present from time to time, to the extent they are applicable to the establishment/work in the CRWC.

15. EXIT CLAUSE:-

The agreement can be terminated by either party by giving 30 days advance notice or charges in lieu thereof. But this option however shall not be exercised by either Party without due approval from competent authority of CRWC.

During termination of the contract, the agency should provide existing code backup (intranet) as per the requirement and demand of CRWC.

16. CONFIDENTIALITY -:

It may be noted that Design and development of Intranet portal is highly confidential in nature and the disclosure of sensitive information pertaining to any of these to any unauthorized officials / third parties is completely prohibited. No information will be divulged to any one, other than those authorised by CRWC to receive such information.

17. OWNERSHIP-:

The CRWC shall be the first and exclusive owner of the solution created in this agreement. This does not include the Intellectual Property of pre-existing material (like third party Software, Tools, etc). The source code, text, design, trademarks, photos and graphics in editable mode, or other artwork furnished in designing of the new website as well as related documentation shall be owned by the CRWC, who will retain the right to modify, upgrade and reengineer the complete solution based upon the customized code provided upon completion of the successful Design and development of Intranet portal by bidder.

18. PERIOD -:

The period of contract for "Design and development of Intranet portal" will be for a period of two months from the date of awarding work to the successful bidder and Central Railside Warehouse Company Limited (CRWC), New Delhi – 110001 may at its sole discretion to extend/renew further period of one month if required with the same terms and condition.

19. TIME FRAME FOR COMPLETION OF WORK:

Dated: 05.05.2017

Required timeframe for completion of work from the date of issue of Work Order:-

SI. No.	Description of Service	Timeframe (Days)
1	Design and development of Intranet portal	60 working days

NOTE -:

- 1) The timeframe are indicative and may vary depending upon availability of information/approvals from concern head.
- 2) Post Go-Live, There will be 3 months defect Liability period of the application. During this period the implementing agency would provide all support to CRWC.

20. MILESTONES AND PAYMENT SCHEDULES FOR IMPLEMENTATION PHASE

S. No.	Payment Milestones for the Implementation phase	% Payment of Sub-total for Services Provided During Implementation Phase
1	On Completion of Design and development of Intranet portal and Successful Go-Live including submission of Source Code and other project relevant documents	90 %
2	Post completion of 3 months Defect liability period	10 %

21. ADDITIONAL SERVICES

The agency shall also provide any additional valuation related services not specially provided for in this contract for which the remuneration shall be payable at the rates as may be settled by mutual negotiations. The absence of an agreement being reached on the rates for such additional services will not confer a right upon the service provides to refuse to carry out or render such services. The decision of M.D, CRWC with respect to the rates for extra/substituted items of work will be final and binding.

22. ARBITRATION

Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, instructions, etc. mentioned in this contract; the quality of work-man ship or any other question, claim, right, matter or thing whatsoever in any way rising out of or relating to the contract; specifications, operating

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instructions, orders or these conditions; and the execution concerning the maintenance contract, the execution or failure to execute the same ,whether arising during the progress of the work or after the completion or abandonment thereof, shall be referred to the sole arbitration of some other person appointed by the M.D, CRWC ,willing to act as such arbitrator. There will be no objection if the arbitrator so appointed is an employee of CRWC and that he had to deal with the matters to which the contract relates and that in the course of his duties as such, he had expressed views on all or any of the matters in dispute or difference. The award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.

	Financial Bid for Design and development of Intranet portal				
S. No.	Description of Service/Product	Amount (in Rs. In figures)	Amount (Rupees) In words		
	CRWC Intranet portal design and development (Note : This part includes deployment, Testing, defect fixing & Travel expense to CRWC office in Delhi and NCR)				
Total	Total amount (in Rs.)				
Above given amount is exclusive of all Taxes					

Note:	1.	Service tax will be payable extra as per applicable rates.	
Date - :			
Place - :			
		Name) -:
(Signatu	re aı	nd seal of the bidder OR Authorized representative)	

ANNEXURE-2

Dated: 05.05.2017

TECHNICAL EVALUATION COMPLIANCE/CHECK LIST-:

S	Evaluation Criteria	Marks	Compliance(Y/N)
1	Understanding and Compliance with requirements and scalability		
		15	
	a)Coverage of Scope of Work as mentioned in this NIQ		
	mentioned in this MQ		
	b)Approach and Methodology for design and	15	
	development of Intranet portal		
2	Design templates		
	a) Design of template prepared as per the requirement.	20	
	b)Way of presentation by technical		
	person from bidder side	20	
3	Experience and Ease of Management a) Experience in the design and development of		
	Intranet portal field	15	
	i) 2 years – 3 years : 05 Marks		
	i) 3 years – 4 years : 10 Marks		
	i) 4 years – 5 years : 15 Marks		
	b)Testimonial received from previous clients for the design and development	5	
	of Intranet portal work		
	c)Resumes of persons who will handle CRWC project	10	