

Price Rs. 5000/-



**Board of School Education Haryana,
Bhiwani**

BID DOCUMENT FOR ELECTRONIC TENDERING

Empanelment of Vendors for Cloud/Server Based for Financial Accounting Information Management System (ERP) on SAAS

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SECTION-I

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Notice Inviting Tender

No:

Dated

On behalf of Board of School Education Haryana , Secretary of the Board of School Education Haryana Bhiwani invites tender through E-Tendering under two bid systems from the reputed, experienced & Technologically sound Firms/Companies/Agencies/Societies having adequate infrastructure and Experience of handling the works on cloud/server based for Financial Accounting Information Management System (ERP) on SAAS. The Tender Document is available only at the Board's Website www.bseh.org.in and www.etenders.hry.nic.in and can be downloaded from the Board website for viewing from 27-02-2017 and last date for submission of bid documents is 27-03-2017 upto 11:00 A.M. Any amendment/correction in the Tender Document will be done by the Board Authority through www.etenders.hry.nic.in. Prospective bidders are requested to regularly visit/check the Board's Website. The cost of bid document is 5000/- and EMD to be deposited in Board's Account Number **04791450000663 (IFSC Code HDFC000479)** of HDFC Bank by direct or RTGS (Real time Gross Settlement) and the proof of deposited slip should be enclosed/upload with the tender document. Completely filled-up Bid Document must be submitted only online to Secretary, Board of School Education Haryana, Bhiwani through www.etenders.hry.nic.in. The Technical Bids shall be opened on 27-03-2017 at 11:30 A.M. by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. The Financial Bids for the bidder who's Technical Bids found complete and confirm the eligibility criteria, shall be opened later. No tender by Fax/E-mail will be entertained. Conditional tender will not be accepted. Incomplete bids shall be similarly rejected. The competent authority of the Board reserves the right to accept or to reject any or all bids without assigning any reason.

Secretary

SECTION-II

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

Brief Information on Bid Document.

Sr. No.	Tender No	TD/BS/ACC/BSEH/2015-2016
1	Description	Empanelment of vendors for cloud/server Based for financial Accounting Management System (ERP) on SAAS.
2	EMD	Rs. 2,00,000 (Rs. Two Lac Only) to be deposited through online in HDFC Bank A/C.
3	Tender Document Cost.	Rs. 5000/- (Rs. Five Thousand Only) in HDFC.
4	Pre-Bid Conference	17-03-2017 at 11:00 A.M. in Committee Room of the Board.
5	Last Date of bid Submission	27-03-2017 at 11:00 A.M.
6	Date & Time for opening Technical Bid	27-03-2017 at 11:30 A.M.
7	Date & Time For Demonstration of Capabilities as Part of Technically Bid by Shortlisted Bidders.	30-03-2017 at 11:00 A.M.
8	Venue for Demonstration.	Committee Room of the Board.
9	Date & Time for opening Financial Bid.	03-04-2017 at 11:00 A.M.
10	Tentative Date of Placing of Order.	17-04-2017
11	Tentative Date of Signing of Agreement and Deposit of Performance Security.	27-04-2017
12	Contact Person for any Query Document.	CHIEF ACCOUNT OFFICER, BSEH, Bhiwani. Mob:-09255279234 E-mail: asacc@bseh.org.in

SECTION-IV
BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI
Scope of Work

The following information are required in all section of Account Branch:-

1. Cash Section:

- i. Write of cash book of main account of Board.
- ii. Financial Statement.
- iii. Balance sheet.
- iv. Specimen Signature.
- v. Investment/Reinvestment.
- vi. Correspondence with Banks
- vii. Updation of FDR.
- viii. Transfer Amount in Payment Accounts.

2. Salary Section:-

- i. Salary Bill of Officers/Officials.
- ii. Pay Slip of Officers/Officials.
- iii. All types of Deduction from salary.
- iv. Copy of Challan.
- v. To prepare the arrears of D.A. , Increment & overtime.
- vi. Tax Deduction Statements / Form 16 (Part B)
- vii. Component based statements (GPF/NPS/CPF etc)
- viii. Net Payment statement to Bank
- ix. Earning and Deduction statements.

3. Pension Section:-

- i. To maintain the pension register.
- ii. Income tax Register.
- iii. To maintain the new pension Registration and Disposal.
- iv. To calculate the pension of Retired Officers/Officials.
- v. To Calculate the Income tax.
- vi. To adopt the Haryana Govt. letter regarding D.A.

4. Cheque Section:-

- i. This Section required “Cheque Preparing Programme “ and Payment via RTGS/NEFT through programme (Single and Bulk payment.)
- ii. Cheque Cancellation System.
- iii. Nil Voucher’s entry system in daily expenditure ledger.
- iv. Issue instead cheque preparing system.
- v. Creastal reports for cheque printing.
- vi. Cheque Searching & Modification programme.

Required Reports:-

- I. Daily Expenditure Ledger report.

- II. Daily Head wise Expenditure report.
- III. Datewise Expenditure report.
- IV. Other information will be provided in the office, if required.

5. Budget Section:-

After receiving of Income & Expenditure statement of all budget head maintained by the Board (branches) after then budget will be prepared in every financial year.

The solution should handle different types of vouchers such as:-

Cash Voucher, Bank Voucher, Journal Voucher, Purchase Voucher, Sales Voucher, etc.

It should also generate statements such as payment & receipt reports, trial balances, profit and loss statements, and balance sheets periodically.

Main features of financial management-

- a) Budget – allocation , reallocation
- b) Accounts – balance sheet , profit and loss , cash flow
- c) General ledger
- d) Accounts payables and receivables
- e) Depreciation

6. G.P.F. Section:-

- i. Allotment of WPF Account Numbers.
- ii. Monthly Deduction of GPF subscribes and advance received from salary bills.
- iii. Monthly deduction adds in last month balance.
- iv. Month wise liability register maintain and quarterly interest given on all GPF accounts.
- v. GPF account wise ledger maintain from liability.
- vi. Annually GPF statement gives to all employees after the ending of each financial year.
- vii. Advance and withdrawal give day to day on demand of employees as per GPF rules.

7. Human Resource Management:-

This module offers recruitment to retirement life cycle management of employees.

- a) Service Book – Promotion, Increment, Transfer etc.
- b) Attendance & Duty Allocation.
- c) Leave Management with request / approval work-flow
 - i. Leave Definition
 - ii. Leave Policy
 - iii. Leave Application & Processing
 - iv. Leave Calculation

Instructions to bidders on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. The digital signature of the authorized user will be binding on the firm.
2. Tender document can be downloaded from website <https://etenders.hry.nic.in> or from Board website www.bseh.org.in.
3. The bidders are strictly advised to follow date and time as indicated in the online notice for inviting tender. The date and time shall be binding on all bidders.
4. The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries and all terms and conditions except the rates (price bid).
5. The bidder shall quote the prices in price bid format.
6. If a bidder fails to complete the online bid preparation at submission stage on the stipulated date and time, his/her bid will be considered as bid not submitted, and hence need not to appear during tender opening stage.
7. For further details please log in <https://etenders.hry.nic.in>

SECTION-V

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

General Terms & Condition.

1. Eligibility Criteria for the bidders:-
 - The Firm must be in existence for minimum last 5 Years.
 - The Firm must have turnover of Rs. 60 Lac at least in each year for last Three years Attach copies of document.
 - The Firm must possess Service Tax Number, PAN, TAN. (Attach Copies)
 - The Firm must possess at least Five Years of same work experience. The firm must produce work order, certificate from appropriate authority supporting related work experience. The firm should have performed the government/PSU department/Limited Company projects successfully.
 - If any of the vendor at any time found or declared 'black listed' by any of the government organization/institutions/university by any of the reasons or so, then the same vendor shall also be treated as black listed from our organization and further tender would be treated terminated and complete EMD would be forfeited.
2. Undertaking on affidavit of Rs. 10 that the firm has never been black listed.
3. The firm will provide service with quality up to the satisfaction of concerned authority.
4. The Firm is required to abide by all the terms and condition given in the bid document and will start the project within 7 days from the date of award of contract.
5. Each Document attached with the tender shall be numbered.
6. Tenderer must sign all the pages of tender document.
7. Cost of this bid document is Rs. 5000/- which is to be deposited in Board's Account Number 04791450000663. (HDFC, Main Branch, Bhiwani)
8. (EMD) of Rs. 200000/- (Rs. Two Lac Only) is to be deposited in Board's Account Number 04791450000663 (HDFC, Main Branch, Bhiwani)
9. The job will be completed within 3 month from the date of award of contract.
10. After award of contract, the firm will deposit Performance Security as 10% of the total cost of tender as BD (Bank Draft) within ten days, from the award of contract.

11. For any further clarifications about the tender, may be contacted Chief Accounts Officer, BSEH Bhiwani.
12. The Secretary, Board of School Education Haryana, Bhiwani reserves the right
 - a) To negotiate with bidders as per negotiation policy.
 - b) Committee will judge the technical/professional eligibility of the firm.
 - c) To change/add any clauses/items/condition on the bid document.
 - e) Either to execute the project or not.
13. Arbitrator: Chairman, Board of School Education Haryana, Bhiwani or his nominee will be the sole arbitrator in case of any dispute.
14. The contract will be subject to Bhiwani Jurisdiction only.
15. Penalty Provisions:-
 - a) If the work is not completed within the period of 90 days after the date of award of contract, then penalty will be imposed of Rs. 1000/- per day
 - b) If the work is not satisfactory after completing the job, the Secretary is empowered to forfeit the total payment of performance Security or which he deems fit.
16. The bidder must submit an undertaking on a stamp paper of Rs 100/- as per the given format in.
17. No TA/DA will be paid for the job/bidding process.
18. The tenderer should quote clearly in figures as well as words the rate tendered by them only in Price Bid & not in technical Bid under any circumstance failing which the tender shall be summarily rejected.
19. Performance Security shall be returned to the agency on the expiry of the contract period on furnishing the usual clearance/ no demand certificate by the firm.
20. The Vendor should provide facilities for the Data Security:
 - a. Data Backups
 - b. Stringent access control policies
21. The Firm shall conduct a training need assessment of BSEH's core team members as well as administrative users/staff etc. as a component of the process improvement & change management process. Training needs should be continuously refined & frequently re-confirmed with the end-user commonly & the core team as the project progress. Even after acceptance & user training period is completed. It will be good if the vendor deputed personnel to oversee customization & other problems that may arise subsequently without any extra cost.

22. The vendor will identify and provide integration of new software with existing software or system, if any, wherever required. Information regarding existing software will be provided to the Vendor by BSEH when requested by the Vendor or otherwise.
23. The Vendor will be responsible for migrating all required data from database of legacy software, if any, to the database for new software. The migration should be done through scripts and should be a repeatable exercise, as it may be carried out for acceptance testing and later again for final implementation. The new software and legacy software will run in parallel for a period of time before use of legacy software is stopped completely. For modules where no legacy software is available, need for retrospective conversion of information has to be identified by the vendor. The vendor must include any special programs or software design. BSEH will be responsible for any data entry required for retrospective conversion. The database maintained by vendor in the new software. There should be personnel deputed by the vendor to oversee conversion of the legacy data and or retrospective data.
24. In case resources are available, BSEH may like to run a system test cycle after the Vendor has performed system testing. The vendor has to make the System Test Plan and Cases used by it for system testing available to BSEH. The Vendor must remove and defects found by the BSEH project team during system testing in maximum two days time.
25. BSEH project team would like to run at least two cycles of acceptance testing and will fully participate in implementation efforts by the Vendor. It will aid the Vendor in ensuring that the software developed by the Vendor is tested and the end-users are trained to use it effectively and efficiently within 15 days of acceptance of award of contract without any extra payment or cost.
26. List of at least 2 qualified service engineers with detail of qualification & having five or more than 5 years of experience in the relevant field as per Performa enclosed. The qualifications & experience of resident engineers deputed to BSEH will be verified. Copies of Qualification & experience certificate have to be attached.
27. Payment will be made after satisfactory completion of the job.
28. 30% of the total payment shall be released after satisfactory installation of the program/ on the completion of work duly certified by the competent authority. The rest 40% will be paid after six months on satisfaction of the smooth running of the program. The rest 30% will be paid after one year on the satisfactory completion, smooth running and maintenance of Program.

29. The company shall be solely responsible for the payment of all taxes and duties, license fees, octroi etc. incurred until completion of the job in all respect. However, Income Tax will be deducted at source by the Board as per provision of Income tax Act/Rules in force. Vat/Service tax shall be paid extra by the Board.
30. The allotment of work for one year after the date of award of contract in the first instance which can be extended for next one year depending on the satisfactory performance/Services provided by the firm/Company.

Sl. No.	Name	Technical Qualification	Area of Specialization	No. of years of experience	Area of Experience	Date of joining the firm.

List of Clients with name, complete address and contact person with telephone number where the company is currently maintaining more than two locations in Haryana or Punjab region as per the Performa enclosed. Copies of two such work order or any other documentary evidence from Govt. Departments/ Public Sector Undertakings at two locations must be attached.

Sl. No.	Name of the Organization/ Govt. dept/PSU with contact person with tel. No.	Details of equipment and Nos. (Servers and clients) and stand alone PCS, laptops, printers, other peripherals	No. of resident engineers provided	Period of contract	Contract value (Rs. In lacs)

SECTION-VI

BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

TECHNICAL BID

To

The Secretary,

Board of School Education, Haryana

Bhiwani

Subject: Technical Bid.

Dear Sir,

Please find enclosed the documents as per list given below:

1. Tender Cost
2. EMD
3. Registration Number/Proof of existence of last five years.
4. Service Tax Number, PAN, TAN Number.
5. Document supporting last three year turnover of Rs. 60 lac each year.
6. Last five year experience certificate with satisfactory work completion.
7. Undertaking on non-judicial stamp Paper of Rs. 100/-.

Dated _____

Signature of Bidder _____

Name of Bidder _____

Address of Bidder _____

Mobile No _____

Seal of Company/Firm

SECTION-VII
BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI
Financial Bid

(To be kept in a Separate Sealed Cover)

To
The Secretary,
Board of School Education, Haryana
Bhiwani

Subject: Financial Bid for Cloud Based for Financial Accounting Information Management System (ERP) on SAAS

Having examined the tender documents, terms and conditions stipulated therein etc., the under signed offers to provide the rates, for all work mentioned at scope of work at page 5 & 6 of tender document and abide all term and conditions, given in tender document.

Sr. No.	Description	Rates (Inclusive)
1.	One time implementation/Set up Charges for Cloud Based for Financial Accounting Information Management System (ERP) on SAAS	In Words _____ In figure _____
2.	Annual Maintenance Charges.	In Words _____ In figure _____
	Total Amount	In Words _____ In figure _____

Certified that the items, for which rates have been quoted, are to meet the specifications prescribed by the Board.

Dated _____

Signature of Bidder _____

Name of Bidder _____

Address of Bidder _____

Mobile No _____

Seal of Company/Firm

SECTION-VII
BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI
Financial Bid

(To be kept in a Separate Sealed Cover)

To

The Secretary,
Board of School Education, Haryana
Bhiwani

Subject: Financial Bid for Server Based for Financial Accounting Information Management System (ERP) on SAAS

Having examined the tender documents, terms and conditions stipulated therein etc., the under signed offers to provide the rates, for all work mentioned at scope of work at page 5 & 6 of tender document and abide all term and conditions, given in tender document.

Sr. No.	Description	Rates (Inclusive)
1.	One time implementation/Set up Charges for Server Based for Financial Accounting Information Management System (ERP) on SAAS	In Words _____ In figure _____

Certified that the items, for which rates have been quoted, are to meet the specifications prescribed by the Board.

Dated _____

Signature of Bidder _____

Name of Bidder _____

Address of Bidder _____

Mobile No _____

Seal of Company/Firm

SECTION-VIII

(ON A STAMP PAPER OF Rs. 100/-) UNDERTAKING

Tender No. -----

Dated:

To
The Secretary
Board of School Education Haryana,
Bhiwani-127021

(Name of the Firm/Agency/Company)
Name of the tender
Due Date of Tender

Dear Sir,

1. Having read the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required Services for the work with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement as early as possible or being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will give a Bank Draft of 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent Re-placement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisDay of2017

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

SECTION-IX

AGREEMENT

This Agreement entered into the ____ day of ____ 2017 between The Board of School Education, Haryana, Bhiwani (hereinafter referred To as BOARD which expression shall include its successors and Assignees) through its Secretary on one part and M/S _____ Incorporated under the Companies ACT, 1956 (herein after referred to As the Company which expression shall include its successors and Assignees) on the other part. Whereas the BOARD is desirous of getting the work of preparation For Cloud/Server Based for Financial Accounting Information Management System (ERP) on SAAS and the _____ has agreed to undertake the said job, on terms and conditions mentioned Herein after.

1. GENERAL CONDITION:-

- The Firm must be in existence for minimum last 5 Years.
 - The Firm must have turnover of Rs. 60 Lac at least in each for last three years Attach copies of document.
 - The Firm must possess Service Tax Number, PAN, TAN. (Attach Copies)
 - The Firm must possess at least three Years of similar work experience. The firm must produce work order, certificate from appropriate authority supporting related work experience. The firm should have performed the government/PSU department/Limited Company projects successfully.
 - If any of the vendor at any time found or declared 'black listed' by any of the government organization/institutions/university by any of the reasons or so, then the same vendor shall also be treated as black listed from our organization and further tender would be treated terminated and complete EMD would be forfeited.
2. Undertaking on affidavit of Rs. 10 that the firm has never been black listed.
 3. The firm will provide service with quality up to the satisfaction of concerned authority.
 4. The job will be completed within three month from the date of award of contract.
 5. The firm will not leak any data/information, if found so, the EMD will be forfeited and all payment will be stopped and firm will be blacklisted and appropriate legal action will be taken against the firm.
 6. Firm is required to abide all the term and condition given in the document with proper signature and stamp and will start the project within 7 days of award of contract.
 7. Cost of this bid document is Rs. 5000/- which is to be deposited in Board's Account Number 04791450000663 though Debit/Credit/Net banking mode of payment.

8. (EMD) of Rs. 200000/- (Rs. Two lac) is to be deposited in Board's Account Number 04791450000663.
9. After award of contract, the firm will deposit Performance Security as 10% of the total cost of tender as BD (Bank Draft) within ten days, from the issuance of award of contract.
10. For any further clarifications about the tender, may be contacted Chief Accounts Officer, BSEH Bhiwani.
11. The Secretary, Board of School Education Haryana, Bhiwani reserves the right
 - a) To negotiate with bidders as per negotiation policy.
 - b) Committee will judge the technical/professional eligibility of the firm.
 - c) To change/add any clauses/items/condition on the bid document.
 - d) Either to execute the project or not.
12. Arbitrator: Chairman, Board of School Education Haryana, Bhiwani or his nominee will be the sole arbitrator in case of any dispute.
13. The contract will be subject to Bhiwani Jurisdiction only.
14. If any time during contract period vendor back out or delay the job unnecessarily for any unjustified reason, Secretary will have the power to impose any penalty as he deems proper beside forfeit of Performance Security.
15. Penalty Provisions:-
 - a) If the work is not completed within the period of three month then penalty will be imposed of Rs. 1000/- per day
 - b) If the work is not satisfactory after completing the job the Secretary empowered to forfeit the payment of performance security or which he deems fit.
16. No TA/DA will be paid for the job/bidding process.
17. The payment will be made after completing the job

Signature of the Board Authority_____

Signature of Bidder_____

Name of the Board Authority _____

Name of Bidder _____

Designation of the Board Authority_____

Designation of Bidder_____

Board of School Education Haryana,

Address of Bidder_____

Bhiwani-127021

Witness Signature _____

Witness Signature _____

Witness Name _____

Witness Designation _____

Board of School Education Haryana,
Bhiwani-127021

Witness Name _____

Witness Designation _____

for and behalf of Bidder

Draft for approval Please.

Dy. Secretary (Exam)

C.A.O. (Account)

A.S.(Acc.)

SSE-I

SSE-II

Secretary

W/Chairman