

No. 01/02/02//AM-12/EDI
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
Udyog Bhawan, New Delhi.

Date: 23/03/2015

TENDER NOTICE

Subject: Tender for award of contract for engaging professionals for software development and related work in DGFT - reg.

Quotations are invited in sealed cover for awarding of contract for engaging professionals for software development and related work in DGFT, Udyog Bhawan, New Delhi as per details given below:

S.No.	Name of Professionals	Number of Post
1	Project Manager Level -1	1 (One)
2	Team Leader Level - 2	2 (Two)
3	Senior Programmer	7 (Seven)

2. The eligible firms may submit their tenders under two bid system (Technical bid and Financial bid) in the prescribed proforma provided in the website as Annexure-I & II respectively.

2. The interested firms may submit bids/quotations in the separate sealed envelopes addressing the undersigned **by 2:30 pm on 23rd April, 2015** in Room No. 302 A, 3rd Floor, H-wing, Directorate General of Foreign Trade, Udyog Bhawan, New Delhi.

3. **The tender would be opened at 3:00 pm on 23rd April, 2015.** The financial bids will be opened only of those firms which qualify in the technical bids. In case of any query undersigned may be contacted on Tele. No. 23061562 ext 392 and through e-mail at akhil.chandra@nic.in

4. The prospective bidders are requested to go through the enclosed Eligibility Criteria and Terms & conditions of the contract carefully. Incomplete or ambiguous bids without documentary proof will not be considered.



(A.C. Jha)

Deputy Director General of Foreign Trade
Tel No.: 1562 ext 392, email: akhil.chandra@nic.in

**THE ELIGIBILITY CRITERIA FOR TENDERS FOR SUBMISSION OF
TECHNICAL BIDS AND FINANCIAL BIDS**

1. The Registered /Operating Office of the Company/ Firm/ Agency should be located in Delhi/NCR;
2. The Company /Firm /Agency should have at least three years experience in providing relevant services to Public Sector Companies/Banks and Government Departments/ Ministries etc.;
3. The Company /Firm /Agency should have its own Bank Account;
4. The Company /Firm /Agency should be registered with Income Tax and Service Tax departments;
5. The Company /Firm /Agency should also be registered with appropriate authorities under Employees' Provident Fund and Employees State Insurance Acts;
6. The Company /Firm /Agency should have the minimum turnover of Rs.50.00 lakh during the year 01.04.2013 to 31.03.2014;
7. The tendering Companies /Firms /Agencies are required to enclose / submit the following documents (self attested) along with the Bid failing which their bids shall be rejected and will not be considered any further:
 - (i) Name of Company /Firm /Agency
 - (ii) Registration Certificate;
 - (iii) Copy of PAN/GIR card
 - (iv) Copy of the IT return filed for the last three financial Years
 - (v) Copies of EPF and ESI certificates;
 - (vi) Copy of the Service Tax registration certificate;
 - (vii) Name of Banker with Account No. and RTGS.EMD worth Rs.1,00,000/- (Rupees One lakh only) in the form of Bank Draft /Banker's Cheque drawn in favour of "Directorate General of Foreign Trade". Failing which the tender shall be rejected out-rightly. The EMD in respect of contractors who do not qualify Technical Bid (First stage) / Financial Bid(Second Stage) shall be returned to them without interest.

TECHNICAL BID FORM

1	Name of Tendering Company/Firm / Agency (Attach certificate of registration)	:	
2	Name of proprietor / Director of Company / Firm / Agency	:	
3	Full Address of Reg: Office Telephone No. Fax No. Email Address.	: : : :	
4	Full Address of Operating Office Telephone No. Fax No. Email Address	: : : :	
5	Banker of Company / Firm / Agency with full address: (attach certified copy of statement of A/c) Telephone No.	: :	
6	PAN / GIR No. (Attach attested copy)	:	
7	Service Tax Registration No. (Attach attested copy)	:	
8	E.P.F. Registration No. (Attach attested copy)	:	
9	E.S.I. Registration No. (Attach attested copy)	:	
10	Financial turnover of the tendering Company / Firm / Agency for the last 3 Financial Years :	:	

11. Details of the major similar contracts handled by the tendering company / firm / Agency during the last three years in the following format:

(If the space provided is insufficient, a separate sheet may be attached)

S. No.	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. in lakh)	Duration of contract	
			From	To
1				
2				
3				

DECLARATION

1. I.....Son/Daughter/Wife of Shri.....
Company/Firm/Agency mentioned above is competent to sign this declaration
and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the
tender and undertake to abide by them;

3. The information/ documents furnished alongwith the above application are
true and authentic to the best of my knowledge and belief. I/We, am / are well
aware of the fact that furnishing of any false information/ fabricated document
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law and also losing EMD.

Signature of authorized Signatory

Date:

Full name

Place:

Seal.

FINACIAL BID PERFORMA

1. Name of Company/Agency/Firm :
Address & Telephone No.:
2. Details of Earnest Money Deposit Rs. 1,00,000/- (Rupees one lakh only)
DD No. & Date:
Drawn on Bank:
3. Bidders shall quote only rate of per month per person in the financial bid and shall not mention the details of taxes such as Service Tax, Educational cess etc.

S.No.	Resource Category	No of persons	Educational & qualification	Experience	Role	Rate quoted (In Ruppes)
1.	Technical Manager Level 1	1 (one)	B.Tech/MCA/M.Tech in Computer Science/IT	He/she should have 6 years experience in area such as Java, J2EE, XML, JSP, Servlet, Applet and other Cyber Security Tools.	Responsible for Project.	
2.	Tech Lead Level 2	2 (Two)	B.Tech/MCA/M.Tech in Computer Science/IT	He/she should have 5 years experience in area such as Java, J2EE, XML, JSP, Servlet, Applet and other Cyber Security Tools.	Responsible for technical execution of the project and coordination with his team members.	
3.	Senior Programmers	7 (Seven)	B.Tech/MCA/M.Tech in Computer Science/IT	He/she should have 3 years experience in area such as Java, J2EE, XML, JSP, Servlet, Applet and other Cyber Security Tools.	Responsible for testing and implementation alongwith technical guidance to programmers.	

Note: Doubt, if any, may please be clarified from Shri A.C.Jha, Deputy Director General of Foreign Trade, DGFT, Room No.302 A, Udyog Bhawan, New Delhi (Tel. No.23061562 ext 392) before submitting financial bids so as to avoid rejection of the same , at the time of evaluation of bids.

Signature of authorised Signatory

Date:

Place:

Full name with seal

TERMS AND CONDITIONS

1. The contracting firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent to this department.
2. The contracting firm will be bound by the details furnished to this department while submitting the tender or at subsequent stage. In case, any of such documents furnished by the Company/Firm/Agency/Contractor is found false at any stage, it would be deemed to be a breach of terms of contract making it liable for legal action besides termination of contract.
3. Financial bids of only that Company/Firm/Agency/Contractor who are technically qualified shall be evaluated.
4. The contracting firm has to provide manpower as per the requirement. The manpower required is to be deployed by the firm within two week of issue of the work order or as specified in the work order.
5. The Contracting firm will provide manpower after proper screening by Directorate General of Foreign Trade.
6. The Contracting firm shall depute a coordinator who would be responsible for immediate interaction with the department so that optimal services of the persons deployed by the firm could be availed without any disruption. The service provider (Contractor) shall arrange for a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.
7. The Contracting firm shall replace immediately any of its personnel who are found unacceptable to this department because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from Directorate General of Foreign Trade.
8. The Contracting firm shall submit proper background verification check for Educational & Qualification and experience, and shall be responsible for complete antecedents in respect of all personnel who will be deployed by it in this department before commencement of work.
9. The Personnel being provided by the firm under various categories will work under the supervision of Directorate General of Foreign Trade.
10. The Personnel deputed to work would observe the working days/hours of Directorate General of Foreign Trade. However, in exigencies of work, they may be required to attend work of the department on Saturdays, and other holidays, if required. Honorarium, overtime etc. for the work done on holidays or beyond office hours are not admissible to the deployed professionals. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions in a month, one day's wage shall be deducted.
11. The Contracting firm shall be solely responsible for the payment of wages to the deployed personnel and ensure its timely payment thereof.
12. The contracting firm will be responsible for compliance of all statutory provisions relating to minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the personnel deployed by it in this department.

13. The Contracting firm shall be solely responsible to adhere to all the rules and regulations relating to labour practices and service conditions of its personnel and at no time shall it be the responsibility of Directorate General of Foreign Trade.
14. Engagement of professionals will purely be on contract basis for a period of six months which can be extended further. They will not be entitled to any claim, right, preference, etc over any job / regular employment of Directorate General of Foreign Trade.
15. If the work is found unsatisfactory or, if contractor dishonour the contract, the security money will be forfeited and the job may be entrusted to another contractor without giving any notice to the contractor. In this regard the decision of this department will be final and binding on the contractor.
16. The contracting firm will submit the bill, in triplicate, in respect of a particular month in the first week of the following month for settlement of the bill.
17. Payments to the service provider would be strictly on certification of attendance and satisfactory work signed by the section/officer with whom the outsourced personnel is attached. A proportionate deduction would be made from the bill for the absence of person's deployed by the service provider.
18. The Tax Deduction at Source (TDS) shall be deducted as amended from time to time and a certificate to this effect shall be provided to the contractor by this department.
19. The successful Bidder will have to deposit a performance security Deposit (PSD) for a sum of Rs.2,00,000/- (Rupees 2 lakh only) at the time of placing the work order within 15 days of the receipt of the formal order. The PSD will be furnished in the form of the Bank Guarantee drawn in favour of 'Directorate General of Foreign Trade'. The PSD should remain valid for a period of 60 days beyond the date of completion of all the contractual obligation of the contracting Contractor.
20. Making the lowest bid will not automatically result in a contract. The contract will arise only when the lowest bid is accepted by the competent authority and the said acceptance is communicated to the tenderer.
21. The department reserves right to terminate the contract without assigning any reasons at any point of time and also reserves right to withdraw/relax any of the terms and conditions mentioned above.

(A.C.Jha)

Deputy Director General of Foreign Trade.
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