

**INVITATION FOR QUOTATIONS FOR SUPPLY OF
GOODS UNDER NATIONAL SHOPPING PROCEDURES**

To

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR “Learning Resources Development Portal”

1. You are invited to submit your most competitive quotation for the following:-

Sr. No	Description of Goods	Specification	Qty	Delivery Period	Place of Delivery	Installation Requirement if Any
1.	Learning Resources Development Portal	eLearning System, Attendance Management System, Student Leave Management System, Student Data Repository System, College Fees Management System, Integration with Existing System, Handheld information system Please find detailed specification on Annexure I	1	28/03/2019	IT Cell, JAU, Junagadh	Installation in existing Server.

2. Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this invitation for quotations is issued.

3. **Bid Price**

a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.

- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) Sales tax in connection with the sale shall be shown separately.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The Prices shall be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation.
5. **Validity of Quotation**
- Quotation shall remain valid for a period not less than 15 days after the deadline date specified for submission.
6. **Evaluation of Quotations**
- The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
- (a) are properly signed ; and
 - (b) conform to the terms and conditions, and specifications.
- The Quotations would be evaluated for all the item together.
- Sales tax in connection with sale of goods shall not be taken into account in evaluation.
7. **Award of contract**
- The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
8. Payment shall be made immediately after delivery of the goods.

9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
10. You are requested to provide your offer latest by 18:00 hours on 29/01/2019.
11. General Terms and Conditions as well as Specific Terms and Conditions listed in Annexure – I, II and III must be followed by the bidder.
12. We look forward to receiving your quotations and thank you for your interest in this project.

Quotation must be delivered to the address below by 18.00 hrs. on 29/01/2019, along with a cover-letter and supporting documents in an envelope indicating “**IDP - Quotation for the Learning Resources Development Portal**”.

Director (IT)
Information Technology Cell,
Junagadh Agricultural University
Junagadh – 362001,
Gujarat, India.
Tel: +91-285-2672080-90(Ext.487)

Name: Prof. K. C. Patel, Director (IT)

Address:
Information Technology Cell,
Junagadh Agricultural University,
Junagadh - 362001
Tel. No.: 0285-2672080-90 (Ext.487)

FORMAT OF QUOTATION

Sl. No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs.	Total Amount (Rs.)	
						In Figures	In Words
Total							
Sales Tax							

Gross Total Cost: Rs.....

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. (amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier

Annexure I

Learning Resources Development Portal Specifications

eLearning Management System

- Faculty and Students should be able to interact using proposed system.
- Faculty can able to share material, lecture notes or related material to targeted batch/semester/course etc.
- Portal should be able to manage pdf / video / image / zip material
- Faculty should be able to create open group for interact with students.
- Reports : How many students enrolled for open group, List of student who has accessed material or not

Attendance Management System

- There should be proper assignment and management of Course, Semester, Resource, Time table, Department, Class, Division, Batch, Subject coordinator and class counsellor ,Lecture Schedule, Subject Selection etc.
- There should be proper management of theory and practical lectures.
- Faculty should be notified on dashboard/via email, if pending attendance.
- There should be proper management of Lecture alteration/Suspend/Merge class
- There should be Elective subject management facility
- Should be facility to link with Lecture planning during filling the attendance.
- Faculty should able to fill the attendance for taken lecture as following way.
 - Entering CSV roll call number of ABSENT/PRESENT students.
 - Checked in list of ABSENT/PRESENT students.
 - Uploading of excel file with predefined header for multiple lecture.
 - Capturing image of handwritten number of roll call (Absent/Present) students through mobile app.
- There should be provision of fill the attendance using Web API also.
- There should be maintaining the proper channel of query like unlocking/locking/subject report/accessibility.
- Reports should be printable as well as excel file as per the requirement.

Student Leave Management System

- Students should able to put their application of leave online with necessary documents for class room and hostel.
- Leave application should escalate as per the role and responsibility.
- Leave of student should be effect with student attendance as per the nature of leave like medical/sport/event/casual etc.
- There should be template for Sending SMS to student or patents after approval.

College Fees Management System

- Fees can be collected course-wise for each student
- Structure of fees should be defined for different criteria like Course, Semester, and Gender etc.
- Students should be able to pay Fees either online or offline mode.
- Students should receive SMS and email alerts of fees transactions
- Fees collection should be applicable for different colleges.
- System should produce report like Daily Fees collection, Bank-wise collection, Outstanding fee, Cancelled fees receipt, Fees Structure, Budget Head wise report, date wise report with advanced parameters etc.

Student Data Repository System

- There should be import data functionality for repository system of Student data.
- User should be able to add, delete, update and search the as per the requirement.
- There should be functionality of uploading of Scanned material of student data with specified parameter of type of materials like admission memo, mark sheet, joining report, transcript, notification, degree certificate etc.
- There should be dynamic functionality of creation of type of material and specified field during upload.
- There should be advanced search functionality.

Integration with Existing Software

- There should be ability to integrate with/part of existing software using Web API etc.

Handheld Information System

- All module should be capable with mobile application (android platform) at least Informative.
- Some of module need to interaction then it should be.
- GUI of mobile application should be attractive, user-friendly and easy accessible.
- There should be Functionality of Push and Pull notification.

Annexure II

General Terms and Conditions

01. Junagadh Agricultural University (hereinafter referred to as “JAU”), for its various Departments (hereinafter referred to as “the purchaser”) for their requirement of intend to invite for supply and installation of Web Portal at JAU, Junagadh.
02. Government of India has received a financing from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the National Agricultural Higher Education Project (NAHEP) and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this invitation for quotations is issued.
03. Each bidder shall submit only one quotation.
04. The items subjected to requirements and the same may be purchased or may not be purchased without assigning any reason.
05. The purchase orders placed on any date during the validity of the RFQ at the rate, terms and conditions of the RFQ.
06. At the time of order, If in any case the quoted item is not available in the market, the successful bidder will have to supply higher version/specification of that item in the quoted cost in the same time duration with prior approval of Purchaser.
07. Purchase committee reserves the right to get clarification from the bidder.
08. Successful bidder failing to provide after sales services would be permanently blacklisted.
09. The bidders are encouraged to visit at ordering site before quoting for the assessment of feasibility of the quoted item. However, no any excuses will be acceptable regarding the performance to fulfil the objective of the quoted items.
10. There should be no discrepancy in price quoted under similar period and similar supplies under the territorial jurisdiction of Gujarat state.
11. The World Bank has right to inspect accounts and records of the bidders, suppliers and contractors.
12. In case of dispute, the base of arbitration must be the guideline of procurement recommended by the ICAR-NAHEP will be the final.
13. **Bid Price :**
 - a) The contract shall be for the full quantity as described. Corrections, if any, shall be made by crossing out, initiating, dating and rewriting.
 - b) All duties, taxes, all freight, packaging and forwarding, transit insurance, installation charges, applicable taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) GST in connection with the sale/service shall be shown separately.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The Prices shall be quoted in Indian Rupees only.
14. **Validity of Bid :** Bid shall remain valid for a period not less than 30 days after the deadline date specified for submission.

15. **Documents to be submitted for eligibility :** Your quotations will be considered upon the provision of the following documents duly signed by the authorized representative, failure in providing the requested documents may constitute grounds for disqualification of quotations;
- a) Quotation letter duly signed by the authorized representative -(Mandatory)
 - b) Bidder's details with contact no, email, address etc. (Mandatory)
 - c) Copy of company registration certificate. (Mandatory)
 - d) Copy of PAN card. (Mandatory)
 - e) Copy of GST Certificate (Mandatory)
 - f) Detailed information on the implementation plan (Mandatory)
 - g) Copies of Income Tax Returns for the last Financial Years having an average annual turnover equivalent to three times of quoted price or more. (Mandatory)
 - h) Three reference letters where services provided in Government Organization in the past 5 years. (Desirable)
 - i) Annexure – I, II and III (Mandatory)
16. **Evaluation of Bids :**
- a) The Purchaser will evaluate and compare the bids determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions, and specifications.
 - b) The Quotations would be evaluated separately for each item.
 - c) GST in connection with sale of goods/services shall not be taken into account in evaluation.
17. **Award of contract**
- a) The lowest price is not the criteria and emphasis would be placed on quality and specifications of the material. The Purchaser will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
 - b) Notwithstanding the above, the JAU reserves the right to accept or reject any bids and to cancel the quoting process and reject all bids at any time prior to the award of contract.
 - c) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.
18. **Security Deposit:** Successful bidder has to submit 5% of purchase order value as a Security Deposit in the form of a demand draft/ bank guarantee from a Nationalized bank within 10 days preferably having a branch at the Junagadh, which should be valid for a period of 1 year. Bank guarantee in favour of "Junagadh Agricultural University Fund Account", payable at Junagadh from any Nationalized bank and will be informed by purchase office at the time of giving purchase order and provide performance security form.
19. **Refund of Security Deposit:** The amount of security deposit will be refunded after completion of standard warranty period (or warranty period specified in item specification) starting from successful installation of item, after writing a letter to the Office where in instruments/machinery installed.
20. **Forfeiture of Security Deposit:** The security deposit will be forfeited if, successful bidder fails to supply the items within the delivery period and/or supplier fails to comply specifications of instruments and/or supplier fails in successful installation/demonstration of the instruments/ machinery and/or supplier fails to

provide satisfactory post sale services and support or fail to replace the defective piece/ service the instruments/ machinery before warranty period.

21. **Warranty:**
 - a) Normal commercial warranty/ guarantee shall be applicable from the date of commissioning/installation for respective item.
 - b) Further, any complaint shall be attended within a response time of 48 hours on 24X7 basis during warranty period.
22. **Payment:** The payment of item/items will be made after successful supply, commissioning/installation and satisfactory performance of the quoted items as per the requirement of the ordering party. However, any request regarding the advance or partial payment will not be entertained in any circumstances.
23. **Delivery/Installation:**
 - a) Free delivery to the consignee.
 - b) Maximum delivery/installation period of specified item is within 15 days from the date of purchase order.
 - c) The application for extension of delivery period shall be sent to concern ordering office of Junagadh Agricultural University at least 5 days prior to the expiry of delivery period of each item. The officer in charge, who is placing the order reserve the right to extend period or reject the deal and their decision in the matter, shall be final and binding to all.
24. **Training and Demonstration:** Supplier has to perform on-site live demonstration/ training.
25. **Dispute:** In case of any dispute, final decision of The Procurement Unit, Junagadh Agricultural University, Junagadh – 362 001 will be binding upon all. In case of any dispute arises in respect of this RFQ, a suit in that behalf shall be subject to Junagadh Jurisdiction.
26. **All rights are reserved with the University Authority to accept or reject any or all the tenders received without assigning any reasons thereof.**

Annexure III

Specific Terms and Conditions:

1. **Installation of the Web Portal :** The solution should provide installation scripts, which will enable it to be effortlessly installed on both Windows or Linux machines.
2. **Multi-user Environment:** The software system should support multiple users with least performance reduction under best architecture.
3. **User Interface:** The software must have a simple and easy to understand interface for the users. There should be ample facilities to support, assist and navigate or guide the users through the entire system. The software should provide extensive on-line help facilities for each screen, function, field and context. There should be a mechanism to simplify and support data entry.
4. **Software & User Documentation:** The vendor should supply a set of all software and user documentation in CD based softcopy and the approved copy of the final set in one hardcopy. All the software artefacts should be regularly maintained to highlight revisions and the causes of revision. The vendor will ensure that the documents are kept current as per the changes /modifications in the software.
5. **Supply of Source Code :** The source code for the customised portion of the application software if any should be provided with proper documentation explaining the functions of each module/routine. Necessary instructions for incorporating any modification changes in the software and its compilation into an executable/installable product should be explained clearly. All source code of customised portion of the software if any will become a proprietary item of JAU. It must be understood that the software will be developed for the Junagadh Agricultural University ,Junagadh as a dedicated and a classified project.
6. **Demo of the Software :** The bidders have to give demo of the software and the proposed solution along with the time schedule for development/customization of the same as per the requirements of JAU. The bidders may be shortlisted based on the demo, proposed solution and other parameters.
7. **Hands on Training on the Software:**
 - a) The bidder shall provide hands on user training to the JAU staff on mutually agreed dates and timings.
 - b) The Training Plan shall be mutually decided between JAU and the Bidder.
 - c) During training, user manuals for the Software shall be provided by the successful bidder.
8. **Post Installation Support/Warranty :**
 - a) The Bidder shall be responsible for installation, administration and maintenance of the customised Software for a period of 1 year after successful implementation of the same.
 - b) During the warranty term, the bidder shall perform all the upgrade/new version update free of cost.
 - c) Any call shall have to be attended within 24 hours and any software issue shall be resolved within 3 days or as mutually decided upon. In case the solution requires more time, the bidder should report to the concerned nodal officer within given time frame in writing with the requisite details for approval.
 - d) Up-gradation of Software: Any modifications and/or enhancements / up-

gradation required by JAU in the software during support period shall have to be incorporated by the successful bidder free of cost during warranty period.

- e) Selected bidder will be required to incorporate amendments and enhancements from time to time and also to attend to any problem in day to day functioning of the system during this period free of cost during warranty period.

9. **Acceptance :**

- a) Application Software Acceptance Testing: Delivery of the application software will be at JAU. The product will be subjected to a mutually acceptable Acceptance Testing Procedure (ATP). JAU will work out the details of testing jointly. JAU will issue a product acceptance certificate on successful completion of testing of each release. The warranty for the product will commence from the date of issue of final acceptance certificate consequent to the final release.
- b) Data and Knowledge Base creation: Minimum historical data entry for automated system to start up would be the responsibility of the vendor. The vendor shall provide necessary hand holding support to JAU during this phase.

10. **Annual Maintenance Contract :**

On expiry of warranty period, the vendor on the charges quoted and accepted under this contract shall provide maintenance of the software. During the AMC period, the bidder shall be responsible for management and maintenance of software.

11. **Conditions During Warranty :** The system should fulfil the following conditions during the warranty and subsequent Annual Maintenance Contract (AMC):

- a) All enhancements and rectifications to the application software keeping in view the change in policies and processes will be covered by the Warranty.
- b) The Warranty will be a comprehensive contract undertaken by the vendor from a long-term perspective. This implies that the vendor shall be legally bound to support the customer for keeping the system up & running under all circumstances.
- c) Any failure in the system or sub-system thereof should be rectified within one week of lodging a complaint, including loading of operating software, if required.

12. **Timeliness :**

Timeliness of execution and delivery are very crucial in this development as concurrent software development activities are planned to be executed and the outputs of all these developmental activities are to be periodically integrated to achieve the total system in an incremental method. As such, agreed delivery schedules are of paramount importance and should be strictly adhered to.

13. **Audit :**

- a) The JAU/World Bank has right to audit the Application /Source Code by the suitable Security Auditor.
- b) The bidder has to ensure compliance of Information Security according to policy of the JAU and mitigate the risk, if any, within the stipulated time without any additional cost to JAU.