

**NOTICE INVITING TENDERS**  
**(NATIONAL COMPETITIVE BIDDING)**  
**SHIVAJI COLLEGE, UNIVERSITY OF DELHI**  
**RING ROAD, RAJA GARDEN**  
**NEW DELHI -110027**

Online bids are invited on single stage two bid system for “Human Resource Management Software” (HRMS) at the College.

**MANUAL BIDS SHALL NOT BE ACCEPTED.**

2. **Document Download:** Tender documents may be downloaded from Shivaji College, University of Delhi web site - <http://www.shivajicollege.ac.in/tender.php> and CPPP site - <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>As per CPP portal</b>
<b>Bid Document Download / Sale Start Date</b>	
<b>Pre-bid meeting Date</b>	
<b>Bid Submission Start Date</b>	
<b>Bid Submission End Date</b>	
<b>Bid Opening Date</b>	

**3. Bid Submission:**

**Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.**

Tenderer/Contractor are advised to follow “Instructions to Bidder for Online Bid Submission” provided in the Annexure “I” for online submission of bids.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitor. A breach of this condition will render the tenders of both parties liable to

rejection. Not more than one tender shall be submitted by any licensee / trust or societies / trusts having kinship relationships.

5. Tenderer who has downloaded the tender from the Shivaji College, University of Delhi website <http://www.shivajicollege.ac.in/tender.php> and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app>, **shall not tamper/modify the tender form including downloaded financial Bid template in any manner.** In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shivaji College.

6. Intending tenderers are **advised to visit again** Shivaji College website <http://www.shivajicollege.ac.in/tender.php> and **CPPP** website <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

7. Applicant/ bidder must provide non-refundable demand draft of Rs. 2,000/- (Rupees two thousand only) with their application/downloaded tenders as the cost of tender forms/ documents in favour of **Principal, Shivaji College, payable at New Delhi,** issued by any Nationalized/ Scheduled Bank having validity for three months.

All applicable bank charges are to be borne by the applicant and the applicant shall have any no claim what so ever on this account on Government. In case of re-tendering, the firms, which have submitted the Demand Draft (DD) in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sector undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

*Micro and Small enterprises (MSEs) Units registered with NSIC under their Single Point Registration Scheme for the goods/services at NSIC are exempted from furnishing the Bid Security deposit/ EMD/Tender fee. They should furnish with the Bid (offline) a Notarized copy of the valid registration certificate issued by NSIC in their favors, for the goods/services covered under this Tender document. No other bidders are exempted from furnishing Bid Security/ EMD as mentioned above.*

### **EMD Payment:**

**Earnest Money Deposit of Rs 25,000/-** is to be deposited through Demand Draft in favour of Principal, Shivaji College, payable at New Delhi. Bidders are required to submit the details of EMD (**bearing no interest**) payment at the time of Bid Preparation.

8. The **Hard Copy of original instruments** in respect of *cost of tender document, earnest money or NISC certificate, audited Balance Sheets, Income Tax return for last three years and Undertaking* must be delivered to the **Principal, Shivaji College, Ring Road, Raja Garden, New Delhi – 110027** on or before bid opening date/time as

**mentioned in critical date sheet.** Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non-refundable.

9. The bidders should have the minimum turnover **₹ 12 lakh** (*receipt from providing software services*) in each of the last three financial years (2018-19, 2019-20 and 2020-21). The certificate from Chartered Accountant along with relevant proof for supporting the same shall be submitted.

**OR**

The Bidder should have EXPERIENCE in the **similar field of providing Software** in the Government Departments/University for the last three years. Relevant proof for supporting the above shall be submitted.

a. Three similar completed Software costing not less than the amount equal to ₹ 2.00 lakh.

**OR**

b. Two similar completed Software costing not less than the amount equal to ₹ 3.00 lakh.

**OR**

c. One similar completed Software costing not less than the amount equal to ₹4.80 lakh

**AND**

Audited Balance Sheet and Income tax return for the last three (**2018-19, 2019-20 and 2020-21**).

10. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid, the results of their qualification as well Financial-Bid opening will be intimated later.

11. **Security Amount (Performance Guarantee):** Finalized Bidder will be required to furnish ₹ 25,000/- as performance guarantee in the form DD in favour of Principal, Shivaji College. No interest will be given on the security amount (Performance Guarantee). Performance Guarantee will retain for the three year after successful implementation of software.

12. The college with sufficient justification at its discretion to relax any of the condition/s mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender.

13. The quoted amount must be inclusive of all charges by whatever name called mentioned in tender documents excluding GST.

14. In case of tie between two or more bids, preference will be given to the organization(s), which has/ have charitable objectives or which is/ are non-profitable non-government and non-profitable government organization.

15. The requirements from HRMS are mentioned in technical specifications. The bidders are requested to present demo software in the pre-bid meeting after considering college's requirement and latest technology in HRMS. The open source software will not allow to participate and it must be developed in-house as per the requirements of College.

Further, bidders are requested to submit undertaking that software includes all features mentioned in technical specifications in the pre-bid meeting.

17. The finalized bidder will complete the testing after uploading actual data provided by the college for the financial year 2021-22.

The finalized bidder will be responsible for import of all employee master data to HRM software and generate monthly salary/all report (including statutory report) from April 2021 to March 2022(paid month) under test run within two months after award of work order.

18. The finalized bidder will provide the HRM software for the finance year 2021-22 onwards.

19. The competent authority has decided to give AMC at the rate of 15% of software value for all technical/statutory updates & support after one year of successful implementation of software. The finalized bidder will provide all technical/statutory support and update the software during the one year without additional charges.

20. Payment schedule of HRM software will be as under :-

- a) 50 % of finalized amount after generation of all reports for the finance year 2021-22.
- b) 35 % of finalized amount after successful implementation of software and training.
- c) 15% after 6 months of successful implementation of software.

21 . The following are details for Human Resource Management software **(Phase – I)**

S.no	Particulars	Numbers (appx.)
1.	Total Employees	400 - 450
2.	Contributions/deductions applicable to respective employees	10 -15
3.	Option for customized allowance/ deductions head (if applicable)	2-5
4.	Provident Fund subscribers (applicable to employees appointed upto 31 <sup>st</sup> Dec 2003)	150- 180
5.	New Pension Scheme (NPS) (applicable to employees appointed on or after 01.01.2004 )	120-150

**Other terms & conditions shall be mutually decided with the lowest bidder or accepted bidder. The College reserves the right to accept/reject the tender in partial form or in total without assigning any reason thereof.**



**OFFICIATING PRINCIPAL**

## **SUBMISSION OF TENDER**

**The tender shall be submitted online in two part, viz., technical bid and financial bid.**

All the pages of tender being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

### **TECHNICAL BID**

The following documents are to be furnished by the bidder along with **Technical Bid** as per the tender document:

- 1) Signed and Scanned Copy of Tender fee and EMD.
- 2) Signed and Scanned copy of GST certificate, PAN No. etc.
- 3) Signed and Scanned Copy of Incorporation certificate shall be submitted. (partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm, Registration certificate /Trade license certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU).
- 4) Signed and scanned copy of supporting documents as mentioned at point 9 of NIT (Page No. 3).
- 5) Signed and scanned copy of Tender Acceptance Letter. (**Annexure -I**)
- 6) Signed and Scanned Copy of undertaking that software includes all features mentioned in technical specifications (**Annexure –II**).
- 7) Signed and scanned copy of Undertaking duly attested by Notary on a non-judicial stamp paper of value of Rs.100/- for privacy of all employee data provided by the college for the software. In case of breach of privacy of data, the company will indemnify the same.

## **FINANCIAL BID**

### **Schedule of financial Bid in the form of BOQ XXXX .xls**

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xls along with this tender document at <http://eprocure.gov.in/eprocure/app.> Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded financial Bid template in any manner.** In case, the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the college.

<b>S.no</b>	<b>Particulars</b>	<b>Bid to be quoted by bidder (in Rs.)</b>
1.	<b>Human Resource Management software under Phase - I</b>	
2.	<b>Human Resource Management software under Phase - II</b>	25% on Phase I quoted amount (fixed)

**The competent authority has decided to award the contract to lowest bidder or selected bidder based on quoted amount of Human Resource Management software under Phase – I .**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**The Principal,  
Shivaji College, University of Delhi  
Raja Garden, Ring Road  
New Delhi - 110027**

**Sub: Acceptance in respect of Terms & Conditions of Tender Document of  
“Human Resource Management Software” (HRMS)**

**Ref: NIT NO- .....Dt. ....**

**Sir,**

- i. I/We have downloaded the tender document(s) for the above mentioned ‘Tender/Work’ from the web site <http://eprocure.gov.in/eprocure/app> .
- ii. I/We hereby certify that I/We have read all the terms and conditions of tender document (including all annexure(s), schedule(s), drawing(s), etc.), which shall form part of the contract and I/We shall abide hereby all terms & conditions contained therein.
- iii. The Corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
- iv. I/We hereby unconditionally accept all the terms and Conditions of above mentioned tender document and corrigendum(s) as applicable.
- v. In case, any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of earnest money deposit.
- vi. I/We confirm that our bid shall be valid up to 120 days from the date of opening of cover-1, Techno-commercial Bid.
- vii. I/We confirm that our bid as indicated in the BOQ is after all development charges by whatever name called excluding GST.



- viii. I/We hereby unconditionally provide the AMC at the rate of 15 % of software value for all technical/statutory updates & support after one year of successful implementation of software subject to satisfactory report.
- ix. I/We hereby certify that all employees' data provided by the college will be used only for the software of the college. I/We is/are solely responsible for the privacy of data.
- x. I/We hereby certify that all the statements made and information supplied in the enclosed Annexures and additional data etc. furnished herewith are true and correct.
- xi. I/We hereby certify that all technical specification/requirement will be adhered during the development/supply of software.
- xii. I/We understand that you are not bound to accept the lowest bid you may receive.
- xiii. I/We certify that comply with the eligibility requirements are as per tender documents.
- xiv. I / We do hereby declare that our Firm has no any relative in your institution.
- xv. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking

**Seal and Sign of Agency**

## **TECHNICAL SPECIFICATIONS**

The following are modules and requirement of Human Resource Management software (HRMS) :- **Under PHASE -I**

1. **EMPLOYEE DATA MANAGEMENT** - Master Record, View, Edit, Enable/disable option Generate master Report
  
2. **SALARY GENERATION MODULE** *(As per Central Government rules)*
  - Monthly Salary generation from Master Record with Editing Option (view – update- confirm – saved)
  - All contribution/deductions list –update before monthly salary generation
  - Individual Salary Slips
  - Individual Pay registrar for the month/year
  - Bank text file/excel file
  - Arrears of Salary
  - Supplement Salary
  - Comparison of Salary from previous month and reports for difference (increase/decrease)
  - Customized report of annual salary
  
3. **INCOME TAX MODULE**
  - Monthly Income tax calculation from projected Income
  - Auto pickup of Income tax in monthly salary with editable option
  - Preparation Quarterly TDS returns with update version(Income Tax department)

- Projected Income Tax for the finance year of employees
- Form 16 as per Income tax act.

#### 4. PROVIDENT FUND MODULE *(As per GPF rules)*

- Pickup monthly contribution (Mandatory/ Additional) in Provident Fund Module
- Calculation of Interest as per GPF rules
- Provident Fund withdrawals/loan/ final withdrawal list for the Finance year
- Individual Provident Fund Statement for the Finance year
- Consolidated Provident Fund Statement for the Finance year

#### 5. STATUTORY REPORT

- Monthly New Pension Scheme (NPS) contribution file as per latest version of NSDL
- Public Financial Management System (PFMS) monthly file/report
- Preparation Quarterly TDS returns with latest version (Income Tax)

#### 6. GENERATE REPORT monthly/yearly in Excel/PDF format

- Monthly contribution/deductions report
- Salary report for the finance year for the Balance sheet
- Reports for UGC/Delhi Administration
- Email tab for monthly salary slip to all employees
- Email tab for Individual Provident Fund statement to all employees

- Email tab for Projected Income Tax and Form 16 Part “A” & “B” to all employees
- Any others reports not covered in above.
- ❖ Administrative login and Module wise login with restrictions.
- ❖ Data Freeze for the financial year after closing of books of account.
- ❖ The finalized bidder will be responsible for import of all employee master data to software and generate monthly salary/all report (including statutory report) from April 2021 to March 2022 under test run.

**The college reserves the rights to update the list or add the requirement during the year after successful implementation of software without any additional charges.**

The college will plan to update the Human Resource Management software (HRMS) in **PHASE –II** that will provide the following features :-

1. Employees web-login/app.

- ✓ for monthly salary slips, Form 16 Part “A” and Part “B” and Provident Fund statement (download in pdf)
- ✓ for Projected Income Tax and Provident Fund balances (only view)
- ✓ for Leave balance (only view)
- ✓ Online submission of spouse information/family declaration by the employee.
- ✓ Online leave apply by the employee

2. Leave Module to maintain leave records of all college employees

3. Leave applied by the employee and day end report for administration approval for necessary action. (with hierarchy information/approval)