

Request for Proposal (RFP)
Request for proposal (RFP) for Development of a web based solution
for **Data Management**

Centre for Development Studies.



Centre for Development Studies (CDS)
Prasanthnagar,
Ulloor,
Medical College P.O.
Thiruvananthapuram – 695011

Tender Number : CDS/CC/2021-2022/T2

07-12-2021

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Abbreviations & Definitions

In this document and associated documentation, the following terms shall be interpreted as indicated:

- "CDS" means Centre for Development Studies.
- "Solution Provider "means the firms who respond to this tender.
- "Services" means services ancillary to the supply of Data Management software, such as installation, commissioning, maintenance, technical support, training, up-gradation and other obligations of the vendor covered under the Contract.
- "The Goods" means the Data Management Application, which the vendor is required to design, develop, and supply to the Purchaser under the Contract.
- "The Purchaser" means Centre for Development Studies.
- " The Specification" means the specification specified by the purchaser.
- "Vendors" means the firms who respond to this tender.

Section 1
Introduction

The Centre for Development Studies (CDS), Thiruvananthapuram, Kerala, India, is a globally renowned higher education and research institution providing M.A Course in Applied Economics and Ph.D. course in Economics and conducting independent research. Its main objective is to promote research, teaching, and training in disciplines relevant to development.

As a part of our research & training activities, CDS requires publishing different data sets collected from various sources that would be beneficial for both research scholars and the public. Two major datasets that we currently have are one on Migration & the other one on Plantation crops. More datasets will be added in the future. Currently, we preserve this data by keeping the relevant publications, generating excel sheets, storing images and documents on computers that are difficult to distribute and access.

CDS plans to maintain an online platform where all the data from different sources can be efficiently organized, archived & published so that it can be easily accessed by the public.

CDS intends to select a vendor by inviting RFP for the Design, Development, Configuration, Implementation, Testing and Maintenance of Web-Based **Data Management Application**. The Respondent firms shall be invited to submit a Technical Proposal, along with the Financial Proposal. These Proposals will be the basis for selecting a firm for the implementation of Data Management Application.

Information Sheet

SINO	Information	Details
	Date of issue of notification	7-12-2021
	Last date and time for submission of Tender Documents	06-01-2022, 4 PM
	Addressee and address at which proposal in response to Tender notice is to be submitted:	Registrar Centre for Development Studies (CDS)

		Prasanthnagar, Ulloor Thiruvananthapuram - 695011
	Contact Person for queries	Sarath. V Systems Officer Centre for Development Studies (CDS) Prasanthnagar, Ulloor Thiruvananthapuram - 695011 0471-2774200 , <u>9447699342</u> Email: tenders@cds.edu
	Nature of the bid process	Two-Stage Bidding QCBS
	Pre-Bid meeting date	28-Dec-2021
	Date and time of opening of Technical Bid	7- January-2022, 3 PM
	Cost of Tender in the form of a Demand Draft	Demand Draft for Rs:-500/- in favor of "Centre for Development Studies", Thiruvananthapuram
	Earnest Money Deposit (EMD) in the form of a Demand Draft	Demand Draft for Rs:-5000/- in favor of "Centre for Development Studies", Thiruvananthapuram
	Bid Validity Period	180 days from the last date (deadline) for submission of proposals
	Deadline / last date for furnishing performance security	Within 14 days of the date of notice of award of the contract or prior to the signing of the agreement whichever is earlier
	Performance security value (Performance Bank Guarantee)	20% of the contract value
	Performance security validity period	60 days beyond the expiration of the warranty period

Section 2

The scope of work

1. Basic Requirements

Basic Requirements for the proposed solution are as follows:-

- The platform should be able to handle unstructured data in different formats.
- Ability to organize data into different categories & adding metadata along with each dataset.
- Ability to link data from other web sources.
- Ability to create relevant tags & keywords to the datasets.
- Ability to perform a search based on the keywords and filter based on the tags.
- The search feature should be efficient and provide the same performance as we get in popular search engines.
- Display location information using geographic maps.
- Ability to visualize data in tables, graphs & maps based on the type of data.
- Visualizations should be auto-generated and can be configurable from the user interface.
- An User Interface should be provided to CDS officials to
 - Upload the data.
 - Group & tag the data.
 - Modify the data.
 - Publish the data.
- Bulk upload facility should be provided. Datasets in specific format shall be able to upload into the application which will modify/append the existing data sets as per our requirements.
- Standardised access control mechanisms so that only authorised users can publish & modify the data in the platform.
- The public should be able to download the datasets. But the access shall be restricted with user login. The public should be able to create a username/password to access the data.
- Platforms based on open standards & protocols are preferred so that they can communicate and share data with other data portals.
- Multilingual Support.
- Proper data backup mechanisms.

- Presently data are stored excel files and size of each files in certain Kb only. Total volume of data is also comes in the proportional to file size. Each excel may have maximum of 100 rows and 20 column in approximate.
- Data can be storage in file system storage or database storage in the proposed solutions.

1.1 Common features required for the product

1.Reporting and data extraction

- Facilities for free text search
- Include a standard set of reports based on industry best practice
- Have ad hoc reporting capability that is user-friendly and easy to use
- Provide good interfacing mechanism
- Powerful analytics with good dashboards
- Analytical, Statistical & Graphical reports

2.User authorization

- Login facility for CDS staffs for administrative purpose.
- Only authorised users should have administrative privilege in the software.
- Support for a comprehensive access and authorization mechanism, including Single sign-on for all system components
- Ability to define multiple level authority, comprehensive set of user roles and permission lists, and flexible segmentation of data
- Ability to manage access to authorised functions based on the roles represented in the account.
- Ability to manage access to different segments of data depending on the role
- Username and password creation/change feature for public.

3. Customizability/Configurability

To minimise the need/impact of customization/configuration, the proposed software should, wherever appropriate, support

- Flexible customization/configuration capabilities

4. *General Technical Requirements*

- The proposed software should have provision for managing minimum of 1000 users at a time.
- The software to be designed and supplied should conform to industry and preferably in the open-source framework and open technology.
- The proposed software should be a web-based application that complies with industry standard security features.
- All modules in the proposed solution should be developed using the same programming language and framework. Latest and updated technology shall only be used for the development of the application.
- Highest security at User Level, Module Level, Form Level & Database Level
- Data should be entered and validated at the source only once and be used throughout the system(s), and there should be provisions to facilitate and minimise data input.
- Passwords and valuable data should be encrypted.
- To support resource allocation and decision-making, it is mandatory that robust and user-friendly facilities should be available for the system(s) using a web-based environment.
- Support easy reporting with the export facility to a different format like Excel, word, open Office, Pdf, CSV, etc.
- For users, UI should be work on common browsers like IE, Firefox, Chrome and Safari.
- The software should be compatible with desktops, Mobile phones and tabs.
- The application should work on all major operating systems.
- Ensuring the Security of the Application and Database and enabling the CDS to audit all aspects of the application and database as required.
- The application should have data backup feature.

1.2 Hosting of the proposed Software Application

The bidder shall mention the requirement for the hosting of the proposed software solution (server specification, bandwidth, database, webserver etc) even if the cost of hosting charges are not included the RFP. The Proposed application shall hosted by the vendor in the server managed by CDS after

completing user acceptance test. It is the responsibility of the vendor to host the application in the server managed by CDS from testing server after UAT.

2. Details of Data sets

2.1 Plantation Data

Plantation research has been rather scanty in the country. A key problem that affects research in this area is the scant secondary data that is available. While a large volume of data is collected and compiled by different agencies relating to the plantation in the country, there is no unified platform where this is available. An interactive website that allows for easy data extraction would help in improving access to the data. The data should give information on the following output, inputs, market, Trade data, geographical and climate data, and prices for the following crops, **Tea, Rubber, Coffee and spices**.

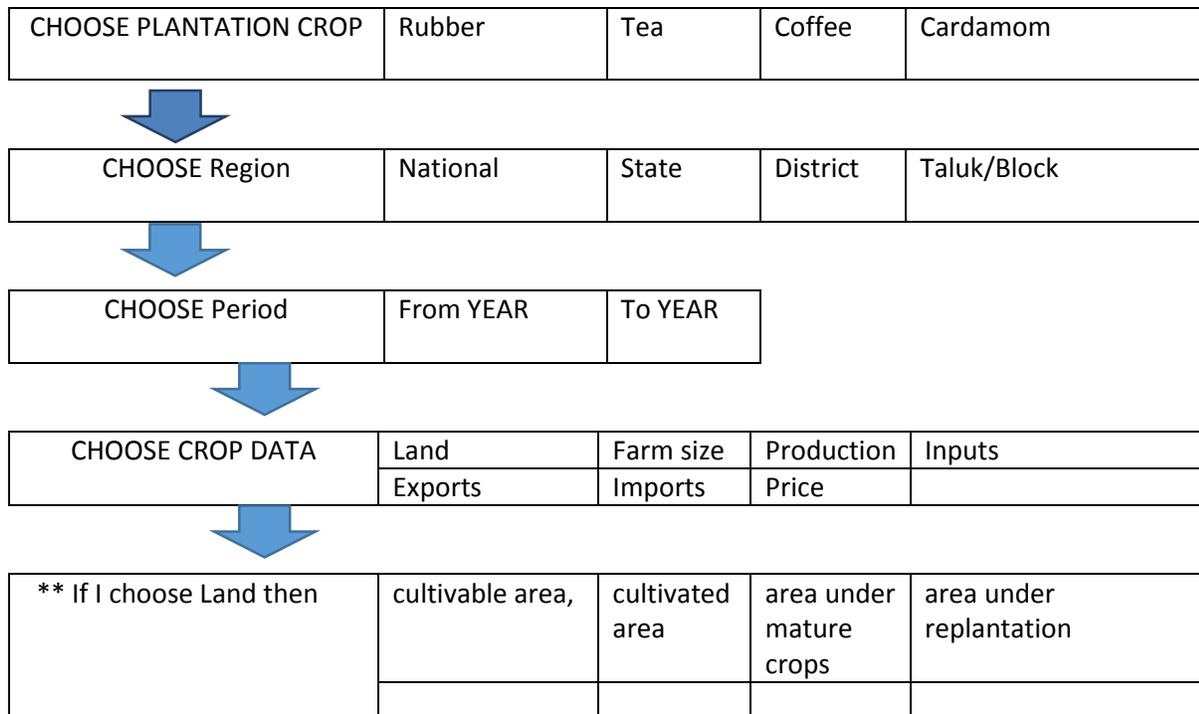
The below shows the basic set of data that can be uploaded using official statistics of the government. The data has to be verified and the source of each data has to be also uploaded for further use. Initially, we shall attempt to do it for one crop Rubber, for which maximum data is available for the last ten years. We would update gradually and achieve full functionality within three years. We would also notify wherever there are data gaps and request concerned agencies to provide data for the same. An exercise of this nature would also bring to the fore the gaps in data as well which could be rectified by the agencies concerned.

1. Year – 1980 to 2019, to continue
2. Region- All India, State
3. Crop –Rubber Tea Coffee Spices (cardamom mainly)
4. Land- cultivable area, cultivated area, area under mature crops, area under replantation
5. Farm size type : small holder number, estates number (by size)
6. Production – total production in volume, total production in value
7. Inputs – labour numbers, cost of labour; irrigation, fertilisers, etc volume and cost
8. Exports- total exports in volume, exports in value, export destination
9. Imports- total imports in volume, total imports in value
10. Price – average price of the year for the output.

11.

Crop	Region	Production	Price	Input	Trade	Land use patterns	Type of management	Climate
Rubber	National	Production (in volume)	Average annual market price	Labour use	Domestic trade	Estates , small holding		Climatic zones
Tea	State	Production (in value)	Monthly prices	capital	International trade	Total number of holdings		Average temperature
Coffee	District	Yield	Average auction prices	Seeds	Trade agreements			Rainfall
Cardamom and other spices	Taluk			Land use	Trademarks			Frost
				Technology use				
				Fertilizer				

2.1.1 Workflow diagram - Plantation



OR

** If I choose Farm type	small holder	estates number		

An illustration

The final data sheet for cultivated area in land and small holders for tea for each state during 2005 to 2010 should look like this.

CROP	STATE	PERIOD	CULTIVATED AREA (in hectares)	SMALL HOLDERS
TEA	Kerala	2005	1000	12000
TEA	Kerala	2006	1002	11000
TEA	Kerala	2007	1005	12500
TEA	Kerala	2008	988	9800
TEA	Kerala	2009	992	10200
TEA	Kerala	2010	897	15000
TEA	TAMIL NADU	2005	1005	12500
TEA	TAMIL NADU	2006	988	9800
TEA	TAMIL NADU	2007	992	10200
TEA	TAMIL NADU	2008	1002	12500
TEA	TAMIL NADU	2009	1005	9800
TEA	TAMIL NADU	2010	988	10200

CDS admin user should be able to add more variables when required, For instance one to the above data sheet I want to add the area under mature crops. The data sheet would look like this.

CROP	STATE	PERIOD	CULTIVATED AREA (in hectares)	SMALL HOLDERS	AREA UNDER MATURE CROPS
TEA	Kerala	2005	1000	12000	800
TEA	Kerala	2006	1002	11000	802
TEA	Kerala	2007	1005	12500	805
TEA	Kerala	2008	988	9800	788
TEA	Kerala	2009	992	10200	792
TEA	Kerala	2010	897	15000	697
TEA	TAMIL NADU	2005	1005	12500	805
TEA	TAMIL NADU	2006	988	9800	788
TEA	TAMIL NADU	2007	992	10200	792
TEA	TAMIL NADU	2008	1002	12500	802
TEA	TAMIL NADU	2009	1005	9800	805
TEA	TAMIL NADU	2010	988	10200	788

2.2 Migration Data

Data Base on Kerala Migration Based on 20 years of Kerala Migration Survey (1998-2018)

I. Tables on International Migration

a. Emigration

- **Total Emigrants**
 1. Total Emigrants in Kerala
 2. Emigrants by Districts
 3. Emigrants by Taluk
 4. Emigrants by Place of Residence
 5. Emigration Rate by District (per100 HH)
- **Characteristics of Emigrants**
 6. Emigrants by Age
 7. Emigrants by Gender
 8. Emigrants by Household
 9. Emigrants by Religion
 10. Emigrants by Caste
 11. Emigrants by Education
 12. Emigrants by Education and Sex
 13. Emigrants by Marital Status
 14. Emigration by Destination Countries
 15. Emigrants by Gulf and Non-Gulf
 16. Emigration by Destination Countries and Sex
 17. Emigrants by Economic Activity before Migration
 18. Emigrants by Economic Activity after Migration
 19. Emigrants by Major Occupation
- **Impact of Migration**
 20. Emigrants by type of House
 21. Emigrants by Household Assets
 22. Household Remittances
 23. Total Remittances

24. Use of Remittances

b. Return Emigration

- **Total Return Emigrants**

- 25. Total ReturnEmigrants in Kerala
- 26. ReturnEmigrants by Districts
- 27. ReturnEmigrants by Taluk
- 28. ReturnEmigrants by Place of Residence
- 29. ReturnEmigration Rate by District (per100 HH)

- **Characteristics of Return Emigrants**

- 30. ReturnEmigrants by Age
- 31. ReturnEmigrants by Gender
- 32. ReturnEmigrants by Household
- 33. ReturnEmigrants by Religion
- 34. ReturnEmigrants by Caste
- 35. ReturnEmigrants by Education
- 36. ReturnEmigrants by Education and Sex
- 37. ReturnEmigration by Destination Countries
- 38. ReturnEmigration by Destination Countries and Sex
- 39. ReturnEmigrants by Economic Activity before Return
- 40. ReturnEmigrants by Economic Activity after Return
- 41. ReturnEmigrants by Major Occupation

- **Impact of Migration**

- 42. ReturnEmigrants by type of House
- 43. ReturnEmigrants by Household Assets
- 44. Reason for Return Migration

c. Non-resident Keralites (NRKs)

- 45. Total Non-resident Keralitesin Kerala
- 46. Total Non-resident Keralitesby Sex
- 47. Non-resident Keralitesby Districts
- 48. Non-resident Keralitesby Taluk
- 49. Non-resident Keralitesby Place of Residence

50. Non-resident Keralites Rate by District (per100 HH)

II. Tables on Internal Migration

a. Out-migration

- **Total Out-migrants**

- 51. Total Out-migrants in Kerala
- 52. Out-migrants by Districts
- 53. Out-migrants by Taluk
- 54. Out-migrants by Place of Residence
- 55. Out-migrant Rate by District (per100 HH)

- **Characteristics of Out-migrants**

- 56. Out-migrants by Age
- 57. Out-migrants by Gender
- 58. Out-migrants by Household
- 59. Out-migrants by Religion
- 60. Out-migrants by Caste
- 61. Out-migrants by Education
- 62. Out-migrants by Education and Sex
- 63. Out-migrants by Marital Status
- 64. Out-migrants by Destination States
- 65. Out-migrants by Destination States and Sex
- 66. Out-migrants by Economic Activity before Migration
- 67. Out-migrants by Economic Activity after Migration
- 68. Out-migrants by Major Occupation

- **Impact of Out-migration**

- 69. Out-migrants by type of House
- 70. Out-migrants by Household Assets

b. Return Out-migration

- **Total Return Out-migrants**

- 71. Total Return Out-migrants in Kerala
- 72. Return Out-migrants by Districts
- 73. Return Out-migrants by Taluk

- 74. ReturnOut-migrants by Place of Residence
- 75. ReturnOut-migrant Rate by District (per100 HH)

- **Characteristics of Return Out-migrants**

- 76. ReturnOut-migrants by Age
- 77. ReturnOut-migrants by Gender
- 78. ReturnOut-migrants by Household
- 79. ReturnOut-migrants by Religion
- 80. ReturnOut-migrants by Caste
- 81. ReturnOut-migrants by Education
- 82. ReturnOut-migrants by Education and Sex
- 83. ReturnOut-migrants by Marital Status
- 84. ReturnOut-migrants by Destination States
- 85. ReturnOut-migrants by Destination States and Sex
- 86. ReturnOut-migrants by Economic Activity before Return
- 87. ReturnOut-migrants by Economic Activity after Return
- 88. ReturnOut-migrants by Major Occupation

- **Impact of Return Out-migration**

- 89. Out-migrants by type of House
- 90. Out-migrants by Household Assets
- 91. Reason for Return

c. Interstate Migration (ISM)

- **Total Interstatemigrants**

- 92. Total Interstatemigrants in Kerala
- 93. Total Interstatemigrants by Sex
- 94. Interstatemigrants by Districts
- 95. Interstatemigrants by Taluk
- 96. Interstatemigrants by Place of Residence
- 97. Interstatemigrant Rate by District (per100 HH)

2.3 Reference sites

There are many websites available with similar feature mentioned above.

Examples

(a) <https://data.imf.org/regular.aspx?key=61227424>

(b) <http://epwrfits.in/index.aspx>

(c) <https://www.dbie.rbi.org.in/>

3 Project Implementation

3.1 Stages of implementation

Prospective Bidder must deliver campus management software based on the requirement of CDS. They should develop a Solution Specification after a requirements study and get it approved by the purchaser. Prospective Bidder should provide Hard Copy / Soft Copy of Reports at various stages of each process as required by CDS.

The following section outlines the stages of implementation of the selected solution.

1. Study Phase – The successful solution provider shall study the functional requirements by interacting with concerned officers at CDS for a proper understanding.
2. Submission of SRS (Software Requirement Specification) document and approval
3. Design and develop the software
Based on the system study, the solution provider needs to develop the software
4. Implementation Phase:
 1. Implementation / establishment of approved modules
 2. Mapping of requirements with the proposed software solution.
 3. Configuration of the system to meet the Institute requirements
 4. Collecting master data and loading the same into the system.
 5. Setting up of needed MIS reports and dashboards
5. System Acceptance Phase: User Acceptance Test (UAT)

1. Successful completion of the contract will be gauged through a series of formal acceptance tests performed on all aspects of the system
2. Bidder must host the services from its own testing server.
3. The integration should be completed before the official launch of the application
4. Software acceptance test shall comprise of
 - Verification of the software
 - Performance tests
 - Other tests as may be deemed necessary by Purchaser.
6. The complete documentation of the system has to be produced as per industry standards at the time of completion of implementation.
7. Hosting the application in the production server.
8. Go-Live : Software is ready to use
9. Understanding additional requirements and change requests.
10. Issue monitoring and resolution

3.2 Development And Deployment schedule

S.No.	Milestone	Timelines T = Date of work order/Agreement
1	Preparation of SRS and submission	T+ 30 days
2	SRS Approval	T+ 40 days
3	Portal Design and Development	T+ 150 days
4	Security Audit	T + 160 days
5	UAT and Go Live of portal	T+ 180 days
6	Warranty	One year from Go-Live
7	Annual Maintenance	For 3 years after the warranty period

3.3 Warranty Support

The warranty period of one year counts from the date of successful launching/commissioning of the website. During the warranty period, the bidder shall give all assistance for effecting the modifications (if any) suggested by the Authority and to take actions to fix the additional bugs (if any). The Bidder shall also do the necessary fine tuning of the website and give necessary follow up trainings for all user

groups of the website. The bidder shall also create the User manuals for various user groups as downloadable from the website

3.4 Annual Maintenance Contract

- (a) The AMC period will start upon expiry of the warranty period. During AMC period Successful bidder shall maintain a Helpdesk via phone and Remote Support Tools during office hours for sorting out issues pertaining to the users. Successful bidder shall also give all assistance for effecting the additional modifications (if any) suggested by the Authority and to take action to fix the bugs (if any).
- (b) Initial AMC is for a period of 3 Years. Further the AMC period is extendable on prorata basis and evaluating indicators such as timely support & maintenance as per user requirement, user friendliness of website, acceptance by the industry, provisions for adopting changes etc.

4 Responsibility of CDS

CDS will provide to the prospective Solution provider;

1. Authorised Contact Person to coordinate information sharing and other processes between the Prospective Bidder and CDS.
2. Work with the selected vendor for the system requirements and design sessions and hand over all required information, data in correct format as required by the vendor.
3. Sign-off of deliverables on time for the vendors.
4. Office space and other provisions for the delivery teams during the interaction phases with CDS.
5. Prompt approval and payment of fees as agreed in the final contract.
6. Any other mutually agreed requirements as and when required

Section 3

Selection of solution provider

Selection of solution provider to design, develop and implement Web based Data Management Application for CDS is through two-part bid system- Technical Bid and Financial Bid. There are minimum eligibility criteria to apply for this tender process.

The tender process is as given below.

1. Short listing solution provider based on eligibility criteria.
2. Evaluation of the technical bid
3. Evaluation of Financial bid
4. Final evaluation using QCBS (Quality cum Cost Based Selection). L1 criteria will be based on a weighted score of 70% for technical evaluation and 30% for financial.

1. Minimum Eligibility Criteria:

1. The Solution provider should be a Public Limited/ Private Limited / Partnership/Proprietary firm or company or a Society or a startup registered in India prior to 1st October 2018. Individuals are not eligible to participate.

[Mode of Proof: Copy of Registration/Incorporation]

2. The Solution provider should have been in the Software Development area at least for last three years as on 1 October 2018

[Mode of Proof: Documentary proofs to be submitted.]

3. The Solution provider should have 'successfully carried out' at least 3 (three) Web based database project for clients in India or aboard during the last 3 years (2018-2021).

[Mode of Proof: Copy of Agreement/Work Order/Project Completion Certificate/any other relevant document.]

Note: The term 'successfully carried out' means the Solution provider should have implemented the project and agreed to maintain it for a minimum period of one year after the Go-Live of the proposed software solution.

4. The Solution provider should own the copyright of the source code of the solution. The firm should be able to make changes as and when required in any of the components of the software/source code being utilised for the purpose, throughout the term of Agreement.

[Mode of Proof: Certificate of the Copyright to be submitted.]

5. Average annual turnover of the Solution provider in each of the last 3 years (i.e. 2017-18, 2018-19 and 2020-21) should be at least Rs.50 lakhs. The firm should be a profit-making concern during this period.

[Mode of Proof: Certified Copies of Audit Reports/Income Tax Returns/ any other relevant document.]

6. The Solution provider should not have been debarred or blacklisted by any government department/agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

[Mode of Proof: The Solution provider should give an undertaking for this.]

N.B. It shall be CDS's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof if required. The Solution provider may furnish modes of proof other than the ones indicated above, but it shall be entirely up to CDS whether to accept them or not.

The Solution provider must meet the requirements of all the above 6 Minimum Qualifying Criteria. If the Solution provider does not meet the requirements of even one of these criteria, they shall stand disqualified, and the Bid will not be taken up for the further process.

2. Evaluation of Technical bid

CDS will evaluate and compare the bids determined to be substantially responsive and compatible. It is CDS's intent to select the proposal that is most responsive and suitable to the project needs. CDS reserves the right to reject any or all proposals on the basis of any deviations.

- CDS will carry out a detailed study of the Technical proposal received in order to determine whether the solution offered is suitable and compliant with the requirements.
- The CDS has the right to ask the bidder to demonstrate similar software developed by the firm.
- The CDS has the right to invite each bidder who qualified the eligibility criteria to make a presentation on the proposed solution. The purpose of such presentation and demonstration

would be to allow the bidders to present their proposed solutions to the CDS and the key points in their proposals. This will enable the CDS to understand the suitability of the solution offered by the vendors.

Each Proposal will be examined on the following criteria:

1. Understanding of the Project Objective and Scope of work
2. The capability of the Bidder and Deployment Plan – Experience and Capability of the proposed team in similar projects and technologies and relevant certifications, if any, of the project team which might help in project delivery.
3. Feasibility and Technical Viability of the Proposed Technical Solution: This will include the Bidder’s Design, Development and Implementation plan, its deployment of sound project management strategy, the quality, responsiveness, responsibility, reliability and comprehensiveness of the proposed technologies, adherence to standard Information Systems Security Policies, etc.
4. User friendliness in Access, Ease of use and Scalability of the prototype demonstrated (If any) or similar projects carried out earlier during the technical presentation
5. The hardware and software environment proposed for deployment.
6. Based on the presentation, demonstration, evaluation by the user and the assessment of the technical proposal submitted by the solution provider, CDS will evaluate the solution against the parameters mentioned below, and appropriate score will be marked against each item. Only those bidders whose score is greater than or equal to 50 (Pass Score), will be considered for financial bid evaluation.

The technical evaluation score shall be based on the assessment of the following criteria:

SINO	Criteria	Basic evaluation	Max Marks	Evaluation methods and Supporting documents required
1	Project experience of the bidder in web Based database Software Solutions	Years of experience - 3 to < 5 year (5 Mark) =>5 year (10 Marks) Experience in working with Government/ autonomous	15	Copy of any Work completion certificate or equivalent.

		bodies/PSU – (5 Marks)		
2	Certifications of the Bidder:	(a) CMMi Level 3/4/5 - (4 Mark) (b) ISO 27001 certifications (Information Security Management System) - (5 Mark) (c) ISO 9001 Certification (3 Mark)	12	Copy of certificates
3	Experience in Design & Development, and successful implementation of web based software projects	The number of projects completed satisfactorily. Completed More than 10 projects: (15 Marks) Completed More than 5 projects: (10 Marks) Completed more than 3 projects : (5 Marks)	15	Completion Certificate / work order to be submitted should have been obtained from the Head of the respective institution / authorised signatory.
4	Post Implementation Support	Satisfaction of previous clients	8	Collecting information from clients
5	Presentation of the Bidder based on the proposal submitted	1. Presenting company profile, products, clients etc. 2. Presentation of vendor's own developed software solution (currently in use by some clients) 3. Presentation of proposed solution. 4. Technology - Application architecture, technology used etc	45	Presentation and the proposal submitted.
6	Value adds	Potential value adds that can be offered by the bidder	5	Demonstration

3. Evaluation of financial bids:

The financial bid shall be opened of only those bidders who have been found to be technically eligible and scored pass mark in the technical evaluation. The financial bids shall be opened in the presence of representatives of technically qualified Bidders, who may like to be present.

Final scoring using QCBS method for each bid shall be done as below:

Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points, as per the technical evaluation criteria. The bidder who has quoted the lowest price in the financial bid will be assigned a score of 100. The other bidders will be assigned a score relative to the score of the bidder with the lowest quote as below:

$$F_s = 100 * F_l / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated

F_l = The price of lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

Combined QCBS Evaluation

The score of the technical evaluation would be given 70% weight, and the financial proposal would be given 30% weight. The weighted combined score of the Technical bid, including presentation (Ts), and Financial proposals (Fs) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 70 \% * T_s + 30 \% * F_s$$

On the basis of the combined score, bidders will be ranked, and the bidder with the highest Combined Score shall be declared as the selected bidder. In the event that two or more Bidders with the same final score, the Bidder with more marks in the technical evaluation shall be selected. In the case of refusal by the successful bidder or inability to accept the offer or the successful bidder not responding within a specified time, the bidder next in rank will be invited. The CDS's decision in all matters pertaining to the evaluation process would be final.

4. Cost of the product

Price quoted in the bid should cover all the cost incurred by the bidder during the entire period of service such as the cost for design, development, customization / configuration, implementation of the software, training, documentation and one year warranty support. AMC charges for three years shall be

mentioned separately. Total cost of the product is the sum of the cost of development, deployment, one year warranty and three year AMC support. All the requirements mentioned in the scope of work in the tender need to be completed in time by the solution provider.No extra amount will be paid additional to the amount quoted other than taxes applicable. All the prices quoted by the vendor shall be in Indian Rupees and not be subject to any price escalation. Any other changes or requirement informed by the CDS in later period need to be carried out by the solution provider and CDS will pay additional amount. This amount for the additional work shall be mentioned in the financial bid as Man-Day basis.

Section 4

Bid Submission Process

1. Contents of the Technical Bid

1. Tender document fee
2. EMD (Earnest Money deposit)
3. Bidder profile as per Annexure I
4. Eligibility criteria as per Annexure II with supporting documents.
5. Indicative of Software Requirements – Indicating actual requirement matches with proposed solution of the bidder as Annexure III
6. Proposed product details including programming language, the database used, hosting details and other information as Annexure IV
7. The Technical Proposal of the Solution provider
 - a. Detailed profile of the Bidder, their products clients etc.
 - b. Names of the organisations where they have installed a similar application which is currently running and maintained by the bidder.
 - c. The technology used to develop and implement the application (Web server, database, programming language used etc)
 - d. Hosting Requirement: The bidder shall mention the requirement for the hosting of the proposed software solution (server specification, bandwidth, database, webserver etc)
 - e. The hardware and software environment proposed for deployment will have to be mentioned indicating the merits / reasons for suggesting the same for the requirements of CDS.
 - f. The proposed plan for the detailed study of the functional requirements of CDS, Design / Development / customization of software, testing and implementation, training and post implementation support are to be detailed with timelines.
 - g. Any deviation from the requirements of CDS needs to be mentioned in the proposal.

- h. Details of three staffs (name, qualification, expertise and experience) of the solution provider working for developing similar software solutions.
- i. The steps taken to ensure security features to prevent hacking and defacement of the system and the plan for Security Auditing are to be highlighted in the Technical Proposal.
- j. Potential value adds that can be offered by the bidder.
- k. Documents supporting eligibility criteria and evaluation of technical bid.
- l. Any other document, information relevant to this Tender.

2. Contents of the Financial bid

1. General information about the bidder and price Bid form as per Annexure V

3. Method of Submission of Bid

Interested Company/ firms may submit their documents satisfying the technical bid requirements in a sealed cover super scribed with "Technical Bid for Database Management Software". Documents satisfying the Financial bid requirements is needed in another sealed cover super scribed with "Financial Bid for Database Management Software ". Thereafter, both the envelope should be placed in a third sealed cover super scribed with "Tender for Database Management Software". This cover shall be addressed to **Registrar, Centre for Development Studies, Prasanth Nagar, Ulloor , Medical College PO, Thiruvananthapuram 695011** and sent by registered post or by courier to CDS or submit directly at CDS, Thiruvananthapuram by 4.00 PM on 06-01-2022(last date).

4. Pre-Bid Clarification:

The firms, interested in participating in the tender may contact the Systems Officer through email for any clarification / query with regard to the tender document within 10 days time from the issue of the tender notice.

5. Pre-Bid Meeting

1. CDS will host a Pre-Bid Meeting.
2. It is not mandatory for bidders to attend this meeting.
3. The meeting will be held at CDS on 28 December 2021 at 2 PM
4. The purpose of the meeting is to provide bidders with information regarding the tender and the software requirements and to provide each bidder with an opportunity to seek clarifications

regarding any aspect of the tender. However, CDS reserves the right to hold or not to hold the pre-bid meeting.

6. General Conditions to submit the bids

1. If the Solution provider deliberately gives incorrect or misleading information in his bid document or wrongfully creates circumstances for the acceptance of the proposal, then CDS reserves the right to reject such a bid document at any stage and also blacklist / debar the Solution provider from future tenders.
2. Each envelope prepared for submitting the bid should clearly indicate the name and address of the firm to enable the 'Bid' to be returned unopened in case it is received "Late" or due to any other reason.
3. The Solution provider is not allowed to submit multiple proposals or bid through a consortium.
4. Solution provider is not allowed to sub-contract any part or whole of this proposal.
5. The bid received through email or without sealed cover will be rejected.
6. The EMD of the rejected Proposals will be refunded. CDS reserves the right to accept any Bid under this tender in full or in part or to reject any tender or all tenders without assigning any reason whatsoever.
7. Bids shall be received up to the time and date specified in the Tender. CDS shall not be responsible for any postal delay about non-receipt / non-delivery of the bid.
8. The bid received beyond the due date and time of submission will be rejected. Bid in the event of the due date of receipt and opening of the Bid being declared as holiday for the CDS, then the due date of receipt / opening of the Bids will be the next working day at the same time.
9. All the pages of the bid document shall be continuously numbered and submitted as a package.
10. The Bid documents duly signed and stamped on each page shall be submitted in original. Any amendment and / or an addition made to the Bid documents are not permissible after the opening of the Bid. Incomplete Bid will be rejected.
11. Information, references and certificates from the respective clients , certifying the technical, delivery and execution capability of the Solution provider , should be signed and affixed with a seal and the contact numbers of all such clients should be mentioned. CDS

may also independently seek information regarding the performance of the bidder from their clients.

12. Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the tendering authority shall not be considered.
13. Any effort, on the part of the bidder or his agent, to influence or to pressurise CDS shall result in rejection of the application. Canvassing of any kind is strictly prohibited.
14. CDS reserves the right to accept or reject any Bid and also to alter any or all of the terms and conditions without assigning any reason, therefore.
15. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the purchaser in the evaluation of the financial Bids.
16. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by CDS to facilitate the evaluation process, and in negotiating a definitive Contractor and all such activities related to the bid process. CDS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. Exclusion / disqualification of bids.

1. The purchaser shall exclude/ disqualify a Bid, if: -
 - a. The information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
 - b. The information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
 - c. The bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
 - d. The Bid materially departs from the requirements specified in the bidding document, or it contains false information;
2. A Bid shall be excluded / disqualified as soon as the cause for its exclusion/ disqualification is discovered.
3. Every decision of the purchaser to exclude a bid shall be communicated to the concerned bidder through email.

8. Changes in the bidding document

1. In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the purchaser shall publish such modification or clarification on the CDS website.
2. In case, clarification or modification is issued to the bidding document, the purchaser may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.
3. Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or resubmit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the purchaser, provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

9. Tender Document Fee

The cost of the tender document is Rs:- 500/- (Rupees three thousand only is to be submitted in the form of Demand Draft drawn in favour of “Centre for Development Studies” payable at Thiruvananthapuram.

10. Earnest Money Deposit (EMD) / Bid security:

1. EMD or Bid security is Rs.5000/- (Rupees Twenty Five Thousand Only) should be submitted as Demand Draft drawn in favour of “ Centre for Development Studies” payable at Thiruvananthapuram.
2. The bid security of a bidder lying with the purchaser in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.
3. The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.
4. The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases: -
 - a. When the bidder withdraws or modifies its bid after the opening of bids;
 - b. Misrepresents facts or submit fabricated / forged / tampered / altered / manipulated documents during verification of tender process.

- c. When the bidder does not execute the agreement within the specified period;
 - d. When the bidder fails to commence the supply of the goods or service or execute work as per work order within the time specified;
 - e. When the bidder does not deposit the performance security within specified period and if the bidder breaches any provision of the code of integrity, prescribed for bidders, specified in the bidding document.
5. Notice will be given to the bidder with reasonable time before bid security deposited is forfeited.
6. No interest shall be payable on the bid security.
7. The Purchaser shall promptly return the bid security after the earliest of the following events.
- a. The expiry of the validity period of bid security;
 - b. The execution of an agreement for procurement and performance security is furnished by the successful bidder.
 - c. The cancellation of the procurement process; or the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

11. Opening of Bids

1. The Bids shall be opened by the purchaser on the date and time mentioned in the tender document in the presence of the bidders or their authorised representatives who choose to be present.
2. The purchaser shall conduct preliminary scrutiny of the opened technical Bids to ensure that the: -
- a. The bid is accompanied by EMD and cost of the tender
 - b. The bid is valid for the period, specified in the bidding document; bid is unconditional, and the bidder has agreed to give the required performance security; and other conditions, as specified in the bidding document are fulfilled any other information which the purchaser may consider appropriate.
 - c. The Bidders will be short-listed based on Pre-qualification criteria. The short-listed bidders will be considered for further evaluation. The shortlisted bidders shall be informed through email.

Section 5

Acceptance of the successful bid and award of the contract

As soon as a Bid is accepted by the purchaser, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement on a non-judicial stamp of requisite value and furnish an unconditional and irrevocable Performance Bank Guarantee within fourteen days.

The bid security of the bidders whose Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed, and its performance security is obtained.

1. Signing the contract

1. Contract finalisation and Award: CDS shall reserve the right to negotiate with the Bidder whose proposal has been ranked best value bid on the basis of Technical and Financial evaluation. On this basis, the draft contract would be finalised for award and signing.
2. After CDS notifies the successful bidder that its proposal has been accepted, CDS shall enter into a contract between CDS and the successful bidder incorporating all clauses, pre-bid clarifications and the proposal of the bidder.
3. Failure of the successful bidder to agree with the draft Legal Agreement and Terms & Conditions of the Tender be the sufficient grounds for the annulment of the award, in which event CDS may award the contract to the next best value Bidder or call for new proposals from the interested bidders. In such a case, CDS shall invoke the EMD of the most responsive bidder.

2. Performance Bank Guarantee / Performance security

1. The Solution provider shall at its own expense, furnish within fourteen (14) days of the date of notice of award of the contract or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Bank acceptable to CDS, payable on demand, for the due performance and fulfillment of the contract by the bidder.
2. This Performance Bank Guarantee / Performance security will be for an amount equivalent to 20% of the contract value. All charges whatsoever such as premium, commission, etc. with respect to the Performance Bank Guarantee shall be borne by the bidder.

3. The performance bank guarantee shall be valid until the end of six months after the expiration of the contract period.
4. The Performance Bank Guarantee may be discharged/ returned by CDS before the expiry of the same as stipulated above upon being satisfied that there has been the due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
5. In the event of the Bidder being unable to service the contract for whatever reason, CDS would evoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of CDS under the Contract in the matter, the proceeds of the PBG shall be payable to CDS as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract. CDS shall notify the Bidder in writing of the exercise of its right to receive such compensation within 14 days, indicating the contractual obligation(s) for which the Bidder is in default.
6. CDS shall also be entitled to make recoveries from the Bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.

3. Termination of Contract

1. Termination for Default : If the Solution provider fails to carry out the award / work order in terms of this tender within the stipulated period or any extension thereof, as may be allowed by CDS, without any valid reasons acceptable to CDS, then CDS may terminate the contract after giving one month notice, and the decision of CDS on the matter shall be final and binding on the Solution provider. Upon termination of the contract, CDS shall be at liberty to get the work done at the risk and expense of the Solution provider through any other agency and to recover from the Solution provider compensation or damages.
2. Termination for Insolvency: CDS can terminate the contract if the Solution provider becomes bankrupt and / or losses the desired state of insolvency, with a notice of 15 days. CDS, in such cases of termination, will not be responsible for any loss or financial damage to the Solution provider resulted due to the termination. CDS will also, in such cases have the right to recover any pending dues by invoking the performance bank guarantee or any such instrument available with CDS.

Section 6

General Terms and Conditions

1. Payment terms

- 10% upon approval of SRS
- 60% upon successful UAT and acceptance by CDS.
- 20% on successful launch after user training
- 10% for operations and maintenance support (payment to be made at the end of the one year of warranty)
- Payment during AMC will be half yearly after completing each half year.

2. Penalty

Vendor shall have to pay liquidated damages to the Purchaser @ half percent (0.5%) of the contract value per week inclusive of all taxes, duties, levies, etc. for late delivery or beyond the delivery period. There shall be an upper ceiling of ten percent(10%) of the contract value for the penalty to be deducted for any orders. The Purchaser reserves the right to cancel the entire order or part thereof if the delay exceeds two weeks from the due date of delivery. All statutory taxes and duties shall be payable by the Vendor and/or recoverable from the payment to be made to the Vendor.

3. Service level agreement (SLA)

Service level agreement will be part of the contract between CDS and the selected solution provider. SLA will be prepared in mutual understanding between CDS and the solution provider for the smooth running of the project throughout the contract period.

4. Jurisdiction

The jurisdiction for the purpose of settlement of any dispute of differences whatsoever in respect of or relating to or arising out of or in any way touching this contract or the terms and conditions thereof or the construction and/or interpretation thereof shall be at Thiruvananthapuram.

5. Indemnity

The vendor shall, during the subsistence of the agreement, indemnify the Purchaser from all the claims, losses and damages caused by the negligence of vendor's personnel to any person or property arising

out of the use or possession of the equipment or location by vendor or its personnel, as also arising out of any defect in title to the goods.

6. Confidentiality

The vendor shall keep confidential any information obtained under the contract and shall not divulge the same to any third party. In the case of non-compliance of the confidentiality agreement, the contract is liable to be repudiated by Purchaser. The Purchaser shall further have the right to regulate vendor staff.

The vendor shall not divulge to any person handling other divisions, subsidiaries or groups of the vendor and its service support agency any information obtained by it in the course of the execution of its work and all the information gathered by the vendor shall be treated as professional communication and confidential. Any violation of this clause shall be liable to cancellation of the contract and invoke the bank guarantee without notice to the vendor.

7. Intellectual property rights:

All intellectual property rights for the work performed under this tender shall lie with CDS. Any software, hardware, data, awards, certificates, patent, etc. shall be absolute property of CDS. The Successful bidder will transfer to CDS all Intellectual Property Rights in the Software developed. The bidder shall relinquish to CDS the source code of the developed portal within 7 (seven) days from the date of acceptance of the system. The source code supplied to the CDS shall at all times be a complete, accurate, and up-to-date copy corresponding exactly to the current production release of the software.

8. Force Majeure

1. The Terms and Conditions mutually agreed upon in this assignment shall be subject to Force Majeure.
2. Neither the CDS nor the Solution provider shall be considered in default in the performance of its obligation hereunder for such period as Force Majeure conditions prevail, if such performance is prevented or delayed because of war, hostilities, acts of terrorism, revolution, civil commotion, general strike, epidemic, accident, fire, wind, flood, earthquake or because of any law or order proclamation, regulation or ordinance by any Government or of any subdivision thereof or any order by Court of Law, any act of God and State or any

other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected.

3. In the event of the occurrence of any of the Force Majeure conditions mentioned in above Para, the Party affected shall, by notice in writing, intimate the other party within 30 days of the occurrence of such event. Similarly, a notice will be sent within 30 days of cessation of Force Majeure.
4. Should one or both the Parties be prevented from fulfilling their contractual obligations by a state of Force Majeure lasting continuously for a period of forty-five days, the parties shall consult with each other regarding the future implication of this contract.

Annexure I
Bidder Profile

(To be submitted in letterhead of the applicant)

SINO	Item	Description
1	Name of the Firm :	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Company website	
4	Branch office Details (if any)	
5	Correspondence/ contact Address	
6	Name of the chief executive	
7	Date of Establishment of the Firm	
8	Status of the Firm	Private/Public/Partnership/ Proprietary / Society / startup
9	Details of Contact person (Name, designation, address etc.) Telephone Number and Mobile Number Fax Number e-mail	
10	GST registration number and PAN number of the firm	
11	Tender Fee details	Date: Bank Name and Branch Place:

12	EMD Details:	Date: Bank Name and Branch Place:
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Declaration

I/We certify that all the particulars furnished above are true and correct.

Name, designation and Signature with Seal of Authorized Signatory

Date.....

Place.....

Annexure II

Minimum Eligibility Criteria

(The first sheet shall be on the letterhead, and all pages have to be authenticated at the bottom)

1. Whether the Solution provider is a Private/Public Limited Company/Partnership Firm / Startup registered in India prior to 1st October 2018 : YES/NO.
 - a) Mode of Proof enclosed:
 - b) Available at which page number of the Document

2. Whether the Solution provider has been in the Software Development for at least 3 years i.e. as on 1st October 2018: YES/NO
 - a) Mode of Proof enclosed:
 - b) Available at which page number of the Document

3. The Solution provider should have 'successfully carried out ' at least 3 (three) Web based database project for a client in India or aboard during the last 3 years (2018-2021).

SI No	Name and Brief Description of the Project including client details	Contract value and period	Scope Of work	Mode of proof	Available at which page of the document

Note: The term 'successfully carried out' means the Solution provider should have implemented the project and agreed to maintain it for a minimum period of one year after the Go -Live of the system.

4. The firm should own the copyright of the source code of the solution. The firm should be able to make changes as and when required in any of the components of the software/source code being utilised for the purpose, throughout the term of Agreement. YES/NO
- a) The Solution provider should give an undertaking for this.
 - b) Available at which page number of the Document
5. The annual turnover for the last 3 years i.e. 2018-2019, 2019-2020 and 2020-2021

Financial Year	Turnover (Rs. lakhs)	Available at which Page of the document
2018-2019		
2019-2020		
2020-2021		

6. Whether the Solution provider has been debarred or blacklisted by any government department/agency in the past 3 (three) years (2018-2019 to 2020-2021) on account of fraudulent or corrupt practices or inefficient/ineffective performance?
- YES/NO
- a) The Solution provider should give an undertaking for this.
 - b) Available at which page number of the Document

Declaration

I/We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I/we understand that if any of the above details are found to be false or misleading, our bid is liable to be summarily rejected at any stage and my/our company is liable to be blacklisted/debarred by CDS for at least 3 years.

Signature with Seal of Authorized Signatory

Name :

Designation :

Date.....

Place.....

Annexure III

Indicative of Software Requirements

SINO	Functionality	Availability in the Proposed software (Yes/No)	Remarks
1	Keyword Search		
2	Display location information using geographic maps		
3	Group and tag data		
4	Publish and modify data by authorised users		
5	Organising data based on categories and adding metadata		
6	Graphical representation of data		
6	Provision of user creation by the public for accessing data sets.		

Annexure IV

Details of the Proposed Software solution

SINO	Item	Details
1	Features of the solution	
2	Technology , Architecture	
3	Database used	
4	Programming language, web server and operating system details	
5	Hosting Requirements	

Annexure V
Financial offer

SI No	Item	Description
1	Name of the Firm	
2	Address	
3	Telephone number and email address	
4	Contact person	

1. Cost of the proposed solution

SINO	Item	Amount in Digits (Without Tax)	Amount in words
1	Design, develop, implement and one year warranty support		
2	AMC charges for the software for 1 st year		
3	AMC charges for the software for 2 nd year		
4	AMC charges for the software for 3 rd year		
	Total Amount		

(Taxes applicable will be extra)

2. **Charges for customisation for the additional features which are not mentioned in the tender in Man-Day basis is Rs:-.....**
3. **Approximate yearly Percentage (%) increase (Maximum) in the AMC charges (with respect to the previous year) for the 4th year onwards is**

Note:

- 1) The Amount should be mentioned in figures and words (both). In the case of any contradiction in words and figures, during the evaluation of the proposals, the amount in **words** would be taken into consideration.

Signature with Seal of Authorized Signatory

Name :

Designation :

Date.....

Place.....