



TENDER CALL NOTICE

DEVELOPMENT OF A WEB BASED ACCOUNTING APPLICATION FOR PCCF (KL), ODISHA

**Office of The Principal Chief Conservator of Forests (KL), Odisha, Govt. of Odisha,
Aranya Bhawan, Chandrasekharpur, Bhubaneswar – 751023.**

Short Tender Notice no:5020/28.05.15

SECTION – I

1. INTRODUCTION

Sealed tenders are invited from reputed IT organization to automate the Financial Accounting for expenses done for the Procurement and Processing of the Kendu Leaf on the internet enabled platform. The software should meet the entire requirement starting from Bush Cutting till Contingency. Detailed terms and conditions of the tender can be downloaded from the official websites: <http://www.odishaforest.in> or <http://www.odisha.gov.in/tender>. The bidder has to submit general bid and commercial bid in separate envelopes as prescribed hereunder.

2. SCHEDULE OF EVENTS FOR KL ACCOUNTING APPLICATION

S. No	Information	Details
i.	Hosting of the document on the Notice Board/ Website	In www.odisha.gov.in and www.odishaforest.in
ii.	Address for Submission of Bid	Office of The PCCF (KL), Govt. of Odisha, Aranya Bhawan, Chandrasekharapur, Bhubaneswar – 751023, Odisha
iii.	Cost of TENDER (Nonrefundable)	Rs. 1000/- in form of DD from any nationalized Bank in favour of PCCF (KL), Odisha, Bhubaneswar.
iv.	Earnest Money Deposit	Bank Guarantee for Rs. 50000/- payable in favour of PCCF (KL), Odisha, Bhubaneswar.
v.	Date of Pre-Bid Meeting	16.06.2015
vi.	Last date of submission of bid	22.06.2015
vii.	Opening Technical Bids	23.06.2015
viii.	Date of Presentation	24.06.2015
ix.	Opening of Commercial Bids	To be announced on 24.06.2015

Downloaded tender document can also be used and in that case the tenderer has to submit cost of tender document in shape of bank draft along with the Technical Bid.

3. PURCHASER'S RIGHT TO TERMINATE TENDER PROCESS

- A) The Purchaser reserves the right to accept or reject any proposal, and to annul the TENDER process and reject all proposals at any time prior to award of contract, without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Purchaser's action. The

Purchaser makes no commitment, expressed or implied that this process will result in a business transaction with anyone.

- B) This TENDER does not constitute an offer by the Purchaser. The bidder's participation in this process may result in Purchaser selecting the bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the Purchaser to execute a contract or to continue negotiations. The Purchaser may terminate negotiations at any time without assigning any reason.
- C) Failure on the part of the selected bidder to execute an Agreement within the defined period may result in award of the same work to another agency at the risk and cost of the Bidder.

4. AMENDMENT TO INVITATION BID

- A) At any time prior to the deadline for submission of bids, Authorized Officer reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to the all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.
- B) In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, Purchaser, at its discretion, may extend the deadline for the submission of bids.
- C) If Purchaser deems it appropriate to revise any part of this TENDER or to issue additional data to clarify an interpretation of the provisions of this TENDER, it may issue supplements/corrigendum to this TENDER. Such supplemental information will be made available on websites. **Any such supplement shall be deemed to be incorporated by this reference into this TENDER.**

SECTION – II

5. GENERAL GUIDANCE FOR DESIGN AND IMPLEMENTATION

- A) All components of the development pipeline (compilers, Libraries, Designing tools, testing tools, debugging tools etc.) will be open source. In addition to development the selected partner shall give support to the open sources used for this Project.
- B) The code is expected to be heavily unit tested with $\geq 95\%$ unit test coverage.
- C) FIT (or a similar open tool) based functional tests are mandatory with $\geq 95\%$ code coverage.
- D) Elegant OO design is mandatory. Design patterns should be suitably used. Each class should be less than 300 lines in length and each method should have an average of 15 lines of code (with an acceptable standard deviation of 2). If more than 15 lines are needed to code then a strong exception justification should be provided.
- E) Continuous Integration – All check-ins must trigger a build (including tests). A separate build sever will be maintained. Burn-down charts will be generated from the Build. Every week a tagged build must be made available to Forest department.
- F) Besides Javadoc, a wiki-based design documentation in Mandatory. This must be updated every week. Documentation for every logical piece of construct within the code is Mandatory.
- G) Project management Tool should be used to track each and every bug and change request.
- H) Version control through an open source version control

The software should be developed with the following open source tools / languages / technologies.

- 1) Junit / JSPUnit Test Framework
- 2) Eclipse IDE / Netbean IDE
- 3) Java / J2EE (Open jdk) code should be compatible with future releases
- 4) Tomcat Application Server
- 5) Application APIs
 - a) **Struts 2**
 - b) **Spring 3**
 - c) **Hibernate 4**
- 6) Version Management (Mercurial / any)
- 7) Project Management Tool
- 8) Javadoc / Doxygen / JSPDoc: API documentation

- 9) **Database as PostgreSQL with PostGIS should only be used.** No Other Database or Spatial Database should be used.
- 10) If required the spatial database extender for PostgreSQL, PostGIS would be used to add KL functionalities into the Kendu Leaf accounting software.
- I) The system should be developed on Linux OS, three tire Information Architecture – standard browser based front end thin clients, Tomcat Application Server based middle ware and PostgreSQL based backend distributed database will be the platforms for development.
 - 1) J2EE – MVC (Model View Controller) architecture support should be provided with JSP Components.
 - 2) The XML & JSP should be compliant with XHTML and should provide support to all browsers.
- J) The solution should provide installation scripts, which will enable it to be effortlessly installed on both windows and Linux Machine.
- K) Although the development effort will be on Linux the solutions should seamlessly and effortlessly integrate and run on both windows and Linux Platform.
- L) The solution should be highly concurrent and be able to take advantage of multi-core processors. Take advantage of parallel processing for time consuming task.
- M) The Application should be compatible to the core business processes, in real-time, using common databases maintained by a database management system.
- N) The Application should have the collaboration functionality included, and accepted standards for business document and transaction exchange through EDI (Electronic Data Interchange or the newer and more capable Web services / SOA protocols and standards.

SECTION – III

6. ELIGIBILITY CRITERIA

A) GENERAL:

- 1) The bidder shall submit Bank Draft for Rs.1000/- (Rupees Thousand) only towards TENDER Paper cost drawn in favour of PCCF (KL), Odisha, Bhubaneswar.
- 2) The bidder shall submit Bank Guarantee for Rs.50,000/- (Rupees Fifty Thousand) only towards the EMD from a local branch of any nationalized Bank in favour of PCCF(KL), Odisha, Bhubaneswar valid for 180 days from the date of opening of the technical bid.
- 3) The bidder should be registered under Companies Act, 1956 or a registered firm. It is mandatory for the bidder to have a registered office in Odisha with fully operational establishment and support office. Necessary documentary evidence must be submitted.
- 4) Minimum turnover of the bidder for the last financial year (FY 2013-14) ending on 31st March 2014 must be at least Rs.40 Lakhs/- (Rupees Forty Lakhs) from Application development and Maintenance (ADM) . The Bidder shall submit copies of audited Balance Sheets and Profit and Loss Accounts/ Annual Reports.
- 5) Bidder must have experience in the development and maintenance of software and web application involving any State Govt./PSU/Central Govt. /International Company/Companies in association with Govt. Copies of Work orders and successful completion certificate for the project proof must be enclosed.
- 6) The Bidder must possess an ISO 9001: 2008. Must submit the required copy of registration certificate.
- 7) The Bidder should have valid PAN, Service Tax Registration and VAT Clearance Certificate and Up-to-date IT Return Certificate. Copies of the Certificates to be submitted.

B) TECHNICAL:

- 1) Must have experience in Object Oriented based software Development.
- 2) Must have experience in Open Source based software development.
- 3) Must have experience in software development in Java/J2EE Technologies based applications.
- 4) Must have experience in developing multi-threaded, scalable, net-centric applications.
- 5) Must have experience in software development distributed database application using PostgreSQL

- 6) Must have experience in software development experience in windows and Linux platforms and should have developed cross-platform applications.
- 7) Must have experience in software development with proven competencies in Tomcat Application server.

The Bidder must provide the certificates/client satisfactory declaration for above mentioned (1 to 7) criteria.

- 8) The Bidder should have qualified and experienced IT professionals in the same domain and modules to successfully complete the Project. Necessary documentary evidence must be submitted.

The Bidder must provide the undertaking/declaration from the Head-HR.

- 9) The Bidder must have proven competencies in developing Java based Application (Online / Offline) for any Government Department or Public sector undertaking or Private companies. Certificates from the concerned authorities must be submitted along with bid.

The Bidder must provide the certificates/client satisfactory declaration.

- 10) The Bidder should have successfully designed, developed, and implemented a minimum of three of the following
 - a) JAVA/J2EE Technologies
 - b) Core Java based multi-Threaded server application
 - c) Database Management
 - d) Framework Development
 - e) Tool Development
 - f) Open Source based Project

- 11) The Bidder must have prior expertise on Design, Implementation and Support of Licensed ERP Solutions. Should have certified Resources with experience and expertise on that Particular ERP product.

The Bidder must present their projects, meeting the above mentioned compliance (10&11) to the Purchaser.

- 12) Commercial bids of bidders qualifying in the eligibility criteria will be opened. The bidder quoting lowest price will be selected for a technical presentation.

C) FINANCIAL:

The Contract will be a fixed Price contract. All applicable levies and taxes will be included in the prices to be indicated against each item. Time and Material cost will not be accepted.

SECTION – IV

7. SCOPE OF WORK and TECHNICAL CRITERIA (SWTC)

A) FUNCTIONAL REQUIREMENTS

KL organization of the Forest Department wishes to automate the Financial Accounting for expenses done for the Procurement and Processing of the Kendu Leaf on the internet enabled platform. The key reason identified for seeking a centralized, end-to-end solution is to bring in seamless integration for the various processes being followed at Odisha Forest Department and to support the growth IT systems of the Department.

- 1) The software should meet the entire requirement starting from Bush Cutting till Contingency.
- 2) Provision for enhancement should be there so as to incorporate any additional feature in the software.
- 3) Suitable testing measures will be adopted for testing.
- 4) The accounting application should work on WEB (Online) and as well as in STANDALONE (Offline).
- 5) The application should be easily maintainable and should be robust.
- 6) The proposed software should allow field DFOs to place their requisition of funds under different heads & the PCCF (KL) to allocate Fund to DFO's as and when required.
- 7) Each expense by the DFO and Ranger should be tracked when and where expenses have been done on basis of a Predefined Expense Head.
- 8) The Expense type should customizable and should be easily maintainable.
- 9) The process improvements leading to enhanced operational efficiency (across functions) is key thrust area.
- 10) Various formats of Reports should be generated from the software. The Reports should be dynamic in Nature. Below mentioned are some of the few predetermined reports.
 - a) Account Statement
 - b) Reports by Date
 - c) Expense Report
 - d) Report by Expense Type

B) TECHNICAL REQUIREMENT

- 1) The solution architecture should be built on sound architectural principles enabling fault-tolerance, high-performance and scalability both on the software and hardware levels and must be loosely coupled so as to integrate additional systems in future.

- 2) Solution architecture must support web services standards including XML, SOAP, UDDI and WSDL.
- 3) The system architecture should include adequate security covering management of identity, threat and vulnerability. The architecture should cover network, host, application and data security.
- 4) The design of backend Database should only be with PostgreSQL & if necessary on PostGIS Spatial Extension.
- 5) As the System would be accessed in Remote areas with dense Forest, offline option should be enabled to allow the officers to enter the Expense and then Sync to the Centralized Server once the Connectivity is established.
- 6) For Offline Mode Datagram packets concept should be used to implement a connectionless packet delivery service. Each message is routed from one machine to another, based solely on information contained within that packet.
- 7) The bidder should provide software environment in which the proposed solution is intended to be developed in the Technical Bid and also mention the compatible set of hardware to be put in place by the Purchaser to host the solution.
- 8) Proper Sync Framework should be used for Bi-Directional Sync Feature and the process should be used seamless and automated once connection is established.
- 9) The Application should be a Centralized Server based web application which would run in **Enterprise Linux** Platform with **Database as PostgreSQL with PostGIS** and should be compatible with Java based **Three Tire Architecture application model using Struts, Spring and Hibernate**.
- 10) The application should be deployed on two physical servers with a pair Tomcat instances running on each.
 - a) The rationale is that the front end load balancer will distribute load between the two physical hosts.
 - b) Each physical server has an Apache web server and two tomcat Servlet engines.
 - c) Apache will serve static content either from an NFS mounted disk or from a replicated file system using something like RepliWeb.
 - d) Apache will load balance between the two local tomcats but if these become overloaded or crash it can forward requests on to the other physical server.
 - e) Load balancing and Failover (Clustering Tomcat Servlet engines) should be taken into consideration.
- 11) Integration of Online and Offline Solution

This solution should be taken into consideration only if the network connectivity is not available. Once the Network is established data from the offline standalone

server is transferred either manually by clicking the Sync Button, else can be auto transferred to the Centralized Server.

- a) Datagram packets are should be used to implement a connectionless packet delivery service.
 - b) Each message should be routed from one machine to another, based solely on information contained within that packet.
 - c) Keeping the diversified standalone system into consideration, it should be taken into consideration to assign a unique Identification code to each standalone Instance, which would be useful to validate data duplicity and incontineny.
 - d) Sync framework with bi-directional sync would use **Unique Identifier (GUID)** instead of auto-incremented integers.
 - e) Import and Export Functionality would be enabled to upload the standalone data into the main Web Server in Excel / CSV format.
- 12) Bulk Posting should be allowed in the form of Excel / CSV file upload and the accounting software should automatically take that into consideration.

C) GENERIC REQUIREMENT

- 1) Database Replication – Application driven database replication routines among servers located at different locations across the network for all identified data elements will be developed, for failsafe operation of the system in times of hardware failures like disk crashes and system outages.
- 2) Automated software packaging and deployment tool
- 3) “Garbage Cleaning” of unwanted data from backend database must be done automatically at periodic intervals as a back ground process or as an Invoked utility.
- 4) Failsafe restart and shutdown of any server any time without affecting other servers and network operations. Any crash of server machine should not bring down the rest of networks / servers operations. Failure of server must be detected automatically by build-in mechanisms.
- 5) Number of Logins from each client machine and Client ID with time period/stamping must be logged in.
- 6) Data entry in all fields will be validated for correctness. Once sufficient data is keyed in into any field the cursor should automatically be moved to the next editable field.
- 7) All entries into the system will be through user Input screen provided as part of the application software.

D) TECHNO-COMMERCIAL SPECIFICATIONS

The requirements of Account modules of the KL Servers and its Associates are as follows. Bidders should provide the compliance for the stated requirements as per the table below.

Sl no.	Specifications	Whether Complied? Yes/No , with Details
1	KL Server Software and all its associate KL Applications Server Software should run as a native 64-bit application on 64-bit Industry Standard Enterprise Linux Server Operating Systems with a Full, Unrestricted and Unconstrained Perpetual License Support to the Minimum Required numbers of Processor Cores in the CPU / CPUs of the Physical Server Computers on which the KL Server Software and its associates are installed on a high availability and Failover Clustering mode with Full Functionality; to support approximately 100 - 150 Concurrent Remote / Online Desktop.	
2	Minimum support for the Enterprise Server may not be less than Eight Numbers of Processor Cores in the Recommended Physical Server Computers under High Availability and Failover Clustering Mode.	
3	Necessary Service level Warranty, Upgrades, Updates and Support is to be ensured continuously for a minimum period of 5 years.	
4	It should be possible to be deployed in all Industry Standard Virtualized environment and Platforms, i.e. on Type-1 Hypervisors and / or Type-2 Hypervisors of Microsoft, VMware, Citrix, Xenproject etc.	
5	Proper Sync Framework should be used for Bi-Directional Sync Feature and the process should be used seamless and automated once connection is established.	
6	Datagram packets are should be used to implement a connectionless packet delivery service.	
7	The Application should be a Centralized Server based web application which would run in Linux Platform with Database as PostgreSQL and should be compatible with Java based Three Tire Architecture application model using Struts, spring and Hibernate.	
8	The software should support various out of the box web services that are used to share resources over a local network or the	

	Internet. It must be Compatible to all types of OGC Compliant Web Servers.	
9	Should be capable of maintaining historical / legacy data version management and conflict detection / resolution.	
10	Should have out-of-the-box, end user applications and services for spatial data management, visualization, and spatial analysis.	
11	“Garbage Cleaning” of unwanted data from backend database must be done automatically at periodic intervals as a back ground process or as an Invoked utility.	
12	Failsafe restart and shutdown of any server any time without affecting other servers and network operations. Any crash of server machine should not bring down the rest of networks / servers operations. Failure of server must be detected automatically by build-in mechanisms.	

E) KEY PERFORMANCE INDICATOR

The key performance indicators of developed Web Based Enterprise GIS System are as mentioned in the table below. Bidder has to provide compliance to the performance indicators for their proposed application.

Sl.	Client User Activity	Perform ance Level	Whether achievable within the Suggested Solution Architecture? Provide details
1	Menu Navigation: Display of Appropriate Menu as per defined user privilege Protocols	< 3 Sec	
2	Screen Opening: Display of data entry screen from the opened menu	< 4 Sec	
3	Field Navigation: Navigation between data entry filed in the screen	< 4 Sec	
4	Screen Navigation: Navigate to and from different data entry screen and menu screen	< 4 Sec	
5	Transaction Completion: Saving Transaction after data entry	< 7 Sec	
6	Data integrity response as per defined protocol created on RDBMS	< 7 Sec	
7	Look up/Display response: displaying items from tables	< 7 Sec	

8	All types of query/search and retrieval: both SQL and Non-SQL	< 12 Sec	
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F) DELIVERABLES

- 1) Software Requirement Specification (SRS)
- 2) The application is to be hosted in the FITGC's Data Centre O/o PCCF, Odisha
- 3) Complete Flow of the Solution with Source Code
- 4) Database Architecture with Clustering Feature
- 5) Javadocs generated from code
- 6) Test Plans / Test Cases / Test Reports
- 7) User Acceptance Testing (UAT) as per standard practice in Software Development.
- 8) Training and Handholding

SECTION – V

8. INSTRUCTION TO BIDDERS

A) EVENT SCHEDULE & COST OF BIDDING

- 1) The Vendor shall bear all costs associated with the preparation and submission of its bid and PCCF (KL) shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 2) All bidding events shall be as per the Schedule of Events stipulated in this TENDER only.

B) PROPOSAL VALIDITY AND SECURITY

- 1) Technical and Commercial Proposals shall remain valid for a period of six months from the date of Technical Bid opening specified. The Authorized Officer shall reject the Proposal as being non -responsive if it is valid for a shorter period.
- 2) In exceptional circumstances, prior to expiry of the original proposal validity period, the Authorized Officer can request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing to or by facsimile to the listed contact information of the bidders. In such an event, the Bidders shall not be permitted to modify the Proposal, but shall be required to extend the validity of the Proposal for the extension period.
- 3) The Bidder shall furnish, as part of its Proposal, a Bid Security (EMD) of Rs.50,000/- (Rupees fifty thousand only) in the form of Bank Guarantee (as per Annexure – 6) in favour of PCCF (KL), Odisha, Bhubaneswar’.
- 4) The EMD shall remain valid for a period of 180 days from the date of opening of the Technical Bid.

C) PRE BID MEETING

- 1) The vendor’s designated representatives are invited to attend the Pre-Bid Meeting at their own cost, which will take place at the venue and time stipulated in the Schedule of Events of this TENDER only.
- 2) The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 3) The bidders are requested to submit any queries in writing to reach the Authorized Officer on or before the date and time as stipulated in the schedule of events of this TENDER, as it may not be practically possible at the Pre-Bid meeting to answer all the queries instantly.
- 4) Any modification of the Proposal documents which may become necessary as a result of the Pre-Bid Conference shall be made by the Authorized Officer

exclusively through the issue of an Addendum which should be collected by bidder from the PCCF (KL) under acknowledgement.

- 5) Pre Bid Queries are to be submitted by the bidders before designated date by e-Mail only and these queries should be specific with respect to the TENDER and under the following tabular format only in an MS Word File Attachment.

Sl. No.	TENDER Document Reference by Sections & Page Numbers	Exact Contents of TENDER requiring Clarification	Points to be Clarified with its justification.

- 6) Keeping with the space constraint of the meeting space, maximum two people per bidder are allowed in the Pre Bid Meeting Sessions.
- 7) The Bidders / their representatives are requested to carry a copy of the TENDER with them for their ready and handy reference.

D) BID OPENING

- 1) The TENDER Evaluation Committee(s) shall evaluate the Technical Bids, Presentation and commercial bids. The Evaluation Committee(s) may choose to conduct negotiation or discussion with any or all the Bidders.
- 2) The decisions of the Evaluation Committee(s) in the evaluation of the Commercial bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee(s).
- 3) At the date, time and location of the bid opening as specified in the TENDER, the Evaluation Committee(s) shall open the Proposals, in the presence of Bidders' designated representatives who choose to attend.
- 4) The Bidders qualified as per the eligibility criteria would only be called for Technical Presentation.
- 5) After evaluation of technical bids, the commercial bids, as specified in this TENDER, will be opened. The date and time of opening of the commercial bids will be announced at a later date, and the bids will be opened in the presence of the Bidder's representatives who choose to be present.

E) SOURCE CODE AND IPR

The ownership of source code of all applications developed/customized for Kendu Leaf Accounting Software should be transferred to the Authorized Officer. In the event of termination of contract, during the contractual period, vendor shall submit source code of all applications.

9. GENERAL INFORMATION

- 1) The bidder shall submit Bank Guarantee for Rs. 50,000/- (Rupees Fifty Thousand) only towards the EMD from a local branch of any nationalized Bank in favour of Principal Chief Conservator of Forests (KL), o/o PCCF, Odisha, Bhubaneswar valid for 180 days from the date of opening of the technical bid.
- 2) Except Bank Guarantee, no EMD shall be accepted in form of DD/BD/Cheque/Cash or in any other form. TENDERS without EMD shall be treated as non-responsive and will not be accepted.
- 3) The Authorized Officer shall not entertain any request for escalation in cost/price on account of any reason during the period of validity of bid.
- 4) The Authorized Officer reserves the right to accept or reject any or all responses without assigning any reason.
- 5) No consortium bidding will be allowed for the execution of the project.
- 6) The EMD is refundable to unsuccessful Bidders within 1 (One) month after awarding the Contract to the successful bidder, thereafter to be known as Vendor.
- 7) The Authorized Officer may decide to undertake the Security Audit at a later stage. The charges for the same shall be borne / paid by purchaser separately. However, it will be the responsibility of the vendor to rectify all the points raised by the security auditor and make the software audit compliant.
- 8) Necessary infrastructure will be provided by this office for hosting of the software.
- 9) Vendor has to provide free of cost one year warranty and AMC for the software from the date of successful hosting of the software.
- 10) The Vendor shall provide resource deployment for implementation and training to 100 users for a period of 3 months from the date of commissioning.
- 11) After the 3 months initial period, additional support may be required by this office as per the category of resources mentioned in the TENDER document.

10. PAYMENT TERMS

Sl no.	DELIVERABLES	PAYMENT
1.	Requirement Specification document	10% of cost towards Application Development and Customization of Kendu Leaf Account Software
2.	Detailed Study Report, SRS with Software prototype	20% of cost towards Application Development and Customization of Kendu Leaf Account Software

3.	Software Development, Integration and Hosting	50% of cost towards Application Development and Customization of Kendu Leaf Account Software
4.	UAT Approval and Training	Balance 20% of cost towards Application Development and Customization of Kendu Leaf Account Software

11.DOCUMENTS TO BE SUBMITTED WITH GENERAL BID

- 1) The documents as per the pre-qualification criteria along with all the supporting documents from Clause no. 6.a of Section – III
- 2) Bidder’s Profile (Annexure – 1)
- 3) Self-Declaration (Annexure – 2)
- 4) Representative Authorization Letter (Annexure – 3)
- 5) Acceptance of Terms & Conditions of the bid documents (Annexure – 4)
- 6) Bank Guarantee (Annexure – 6)

12.DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

- 1) Software environment and hardware requirement to host the proposed solution.
- 2) Proposed Methodology & Time Line (Annexure – 5)
- 3) Copies of work orders and successful completion certificates from clients
- 4) Design / Deployment Architecture Diagram of the Proposed Accounting Software.
- 5) Any other documents as per the requirement described in this TENDER Document.

13.DOCUMENT TO BE SUBMITTED WITH COMMERCIAL BID

- 1) The Commercial Bid is to be submitted strictly and only as per the format Prescribed in (Annexure – 7)
- 2) Submission of Bid in other format will not be considered and may be rejected.
- 3) If the Bidder has any doubt on Commercial Bid Documents and the Prescribed Format of its Submission, it must be get clarified without by the bidder in the PBQ Meeting.

14.CLARIFICATION OF BID:

To assist the examination, evaluation and comparison of bids the Authorized Officer may at its discretion, ask the vendor for clarification of its bid. The request for clarification and the response shall be in writing and no change in price and substance of the bid shall be sought, offered or permitted.

15.TAXES AND DUTIES

Taxes and duties payable will be indicated separately.

SECTION – VI

16. TERMS AND CONDITION

A) CONTENTS OF TENDER DOCUMENT

The Bidder is expected to examine the TENDER Document carefully. Failure to furnish all information required as per the TENDER Document may result in the rejection of the Bid.

B) AMENDMENT OF BIDS

Bids once submitted cannot be amended. However, in case of some administrative Exigencies, the client may decide to take fresh bids from all the Bidders before actually opening of the Technical and Commercial Bids.

C) LANGUAGE OF BID & CORRESPONDENCE

The Bid will be prepared by the Bidder in English language only. All the documents relating to the Bid (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & Client will be in English language only.

D) BID CURRENCIES

Prices shall be quoted in INDIAN RUPEES, exclusive taxes, levies etc. Taxes, levies etc. if any, chargeable should be shown separately as percentage of the basic price or taxes as the case may be.

E) FORMAT AND SIGNING OF BID

1. The Bidder shall prepare the Bid as per the Performa appended to this document neatly typed and shall be signed by an authorized signatory/ies on behalf of the Bidder.
2. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid.
3. The Bid shall contain no interlineations, erasures or overwriting, in order to correct error made by the Bidder. All corrections shall be done & initialed by the authorized signatory after striking out the original words / figures completely.

F) SEALING AND MARKING OF BIDS

The Bidder shall seal & mark various parts of the Bid as follows:

1. General Bid/Eligibility shall be sealed in a covering envelope (Envelope-1) super-scribed with words “General Bid for Kendu Leaf Accounting Application Development”
2. Technical Bid shall be sealed in a covering envelope (Envelope-2) super-scribed with words "Technical Bid for Kendu Leaf Accounting Application Development”
3. Commercial Bid shall be sealed in a covering envelope (Envelope-3) super-scribed with words “Commercial Bid for Kendu Leaf Accounting Application Development”

4. Every envelope and forwarding letter of various parts of the Bid shall be addressed to:

To

The Principal Chief Conservator of Forests (KL), Odisha,

Govt. of Odisha,

Aranya Bhawan,

Chandrasekharpur, Bhubaneswar-751016

5. If the envelopes are not sealed and marked as required above, Client will assume no responsibility for the Bid's misplacement or premature opening.
6. Bids sent through Telex / Telegrams / Fax / Email shall not be acceptable.
7. The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.
8. A Bidder who packs its Bid in a manner other than what has been described in para 6.6. above, may face rejection of the Bid.

G) DEADLINE FOR SUBMISSION OF BIDS

1. Bids will be received at the specified address not later than the date and time specified in the schedule of events of this TENDER only.
2. The Authorized Officer may, at its discretion, extend this deadline.
3. Bids must be received at the Office of The Principal Chief Conservator of Forests (KL), Odisha, Govt. of Odisha, Aranya Bhawan, Chandrasekharpur, and Bhubaneswar-751016 not later than the time and date specified in the Schedule of Event. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day. If the Bids are sent by Speed Post or Registered post or courier, it should reach the purchaser on or before the scheduled last Date and Time fixed for receipt of Bids as per the Schedule of Events. The purchaser shall not be responsible for any delay in transit when Bids are sent through post/ Courier.

H) LATE BIDS

Any bid received by after the deadline for submission of bids prescribed only as per schedule of Events of this TENDER will be rejected.

I) MODE OF SUBMISSION OF BIDS

The Bids could be sent by Speed Post/Registered Post or can be dropped personally. In any circumstances the bid must reach to the office on or before last date of submission of Bid. Bids sent by Telex or Fax or E-mail mode will be rejected.

J) MODIFICATION & WITHDRAWAL OF BIDS

Bids cannot be withdrawn during the interval between its submission and expiry of Bid's validity period, as specified.

K) RIGHT TO ACCEPT/REJECT THE BID

PCCF (KL) reserves the right to either accept or reject any or all bids without assigning any reason for such action.

L) SIGNING AN MOU & PERFORMANCE BANK GUARANTEE

The successful bidder, thereafter to be known as 'Vendor', shall execute an agreement incorporating the terms and conditions of the TENDER for execution of the work. The format of the agreement will be supplied later on. The successful bidder shall have to deposit a performance bank guarantee representing 5% of the contract amount valid for one year issued by a local branch of any nationalized bank. The date of signing the agreement will be reckoned as date of commencement of contract.

M) LIQUIDATED DAMAGES

In the event of delay attributable to the Vendor (except in case of force majeure) in execution of work, specified in this Contract / furnishing of deliverables, the Vendor will be liable to a penalty @2% of the value of work order in respective phases, for every week of delay up to a maximum of 10%, after which the Purchaser will be at liberty to cancel the award. For the purpose of this clause, part of a week shall be considered to be a full week.

N) DISQUALIFICATION OR REJECTION OF BID

The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this TENDER:

- a) Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- b) If it is incomplete and required documents are not furnished.
- c) During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
- d) If misleading or false statements/ representations are made as part of eligibility criteria.
- e) Proposal is received in incomplete form
- f) Proposal is received after due date and time at the designated venue
- g) Proposal is not accompanied by all the requisite documents
- h) If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.
- i) If bidder provides quotation only for a part of the project.

- j) Commercial proposal is enclosed with the same envelope as technical proposal.
- k) Bidder tries to influence the proposal evaluation process by unlawful/ corrupt /fraudulent means at any point of time during the bid process
- l) Canvassing in connection with Bid is illegal and strictly prohibited and the bid submitted by the Bidders, who resort to canvassing will be rejected.
- m) In case any one bidder submits multiple proposals or if common interests are found in two or more
- n) Bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.
- o) Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract within stipulated date of notice of award of contract or within such extended period, as may be specified in the TENDER.
- p) If the bid security envelope, response to the pre-qualification criteria, technical proposal and the entire documentation (including the hard and soft/electronic copies of the same) submitted along with that contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.

O) FORFEITURE OF EMD (BID SECURITY)

EMD submitted by the bid may be forfeited under the following conditions:

- 1) If the bidder withdraws the bid before the award of the job.
- 2) In the case of a successful bidder if it fails to accept award of work.

P) ISSUE OF WORK ORDER

The successful bidder will be notified to submit security deposit representing 20% of the estimated value of the job in shape of bank guarantee pledged to the PCCF (KL), Bhubaneswar Odisha issued by a local branch of any scheduled bank. Final work order will be issued on receipt of security deposit.

Q) AWARD OF WORK

- 1) The finalization of the Proposals will be done by a committee constituted by PCCF (KL) Odisha, for this purpose.
- 2) The contract will be awarded to the Successful bidder, whose bid has been determined as the best technically and lowest commercially acceptable bid.

R) INTERPRETATION OF THE CLAUSES

In case of any ambiguity in the interpretation of any of the clauses in Proposal Document or the Contract Document, interpretation of the Committee shall be final and binding on all parties.

S) ACCEPTANCE

The Acceptance Tests, which shall involve testing of each module of each Application System with live and test data, shall be conducted by the Bidder in the presence of a person's nominated by the committee.

T) PENALTY CLAUSE

If the Solution Provider is not executing the contract to the satisfaction of the committee then the committee may invoke any or all of the following clauses.

- i. Forfeit the Security Deposit or
- ii. Terminate the contract without giving any notice.

U) TERMINATION FOR DEFAULT

The Society may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Solution Provider, terminate the Contract in whole or part:

- i. If the Solution Provider fails to deliver any or all of the Software solutions within the period(s) specified in the Contract,
- ii. If the Solution Provider fails to perform as per the performance standards.
- iii. If the Solution Provider, in the judgment of the Society has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

SECTION – VII

17.MISCELLANEOUS

A) SINGLE TENDER

In case only one bid is found to be eligible on evaluation of technical bid, PCCF (KL) ODISHA reserves the right to consider the bid.

B) RESOLUTION OF DISPUTES AND ARBITRATION

The matter regarding any disputes, differences, claims and demands shall be referred to the sole arbitrator. The award of the sole arbitrator shall be final and binding on both the parties. The Principal Secretary, Forest & Environment Department, Government of Odisha shall be the sole Arbitrator.

C) LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of Bhubaneswar Court only.

D) BINDING CLAUSE

All decisions taken by PCCF (KL) ODISHA regarding the processing of this TENDER and award of contract shall be final and binding on all concerned Bidders. Conditional TENDERS shall be summarily rejected.

E) CONFIDENTIALITY

Any information pertaining this office that comes to the knowledge of the vendor in connection with this contract, will be deemed to be confidential and the Vendor will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The vender shall ensure due secrecy of information and data not intended for public distribution. The affidavit to this effect should be submitted along with security deposit.

F) FORCE MAJEURE

This clause shall mean and be limited to the following in the execution of the contract;

- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Tempest, Lightning or other natural physical disaster
- Restrictions imposed by the Government or other statutory bodies, which is beyond the control of the Vendor, which prevent or delay the execution of the order by the consultant

G) INNOVATIONS

The successful vendor needs to be proactive while rendering services and innovative while doing the developments & consulting. The successful vendor shall suggest various enhancements to the existing scope which would be useful for PCCF (KL) Odisha, and citizen in terms of development & integration. In case of enhancement

beyond the existing scope, unit rates would be referred from the rate contract submitted by the selected vendor in the Commercial bid of this TENDER.

H) SOFTWARE RELEASE PHILOSOPHY

A release is an operational version of a system or part of the system that demonstrates a subset of the capabilities provided in the final product. The software will follow the agile development cycle. The release cycles and tasks achieved in each release can be described by the DP in the proposal to this TENDER.

I) TIME FRAME FOR DEVELOPMENT

The total duration of the development activity is 15 weeks from the start of the work. The work statement will be executed from the start of the development contract whereas the work statement would end once the Training is complete.

Sl.	Activity	Time-line
1.	Issue of PO and Contract Signing	T 0
2.	Project Planning and Boot Camp	Week1
3.	Business Requirement Gathering	Week 2
4.	Detailed Design	Week 3
5.	Development of the Accounting Software	Week 9
6.	'Train the Master Trainers' for Core personnel on Demo Panels and Simulator Platform	Week 10
7.	Unit Testing and Integration Testing	Week 11
8.	Rolling out of Initial Application Feeds / Beta Feeds to all clients over web	Week 12
9.	Full Application Development, Deployment and Crash Testing	Week 13
10.	User Acceptance Testing	Week 14
11.	Final Application Deployment and Go- full live	Week 15
12.	Comprehensive Warranty for 5 Years	Week 20 onwards

J) PLATFORM UPGRADATION

During software development, it is likely that some of the platforms chosen for implementation may become obsolete or newer versions with enhanced functionalities may become available. In such case, switching over to the newer version should be done in discrete steps without affecting the total time plan and cost of the contract.

K) MULTI-USER ENVIRONMENT

The software system should support multiple users with least performance reduction under three-tier architecture.

L) TESTING SUPPORT

The testing of the entire software will be carried out at Forest Department, Bhubaneswar. Support of the development engineers/professionals of the bidder should be made available during the testing. All shortcoming and bugs noticed during testing will have to be rectified by the Bidder.

M) 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 online help facilities for each screen, functions, field and context. There should be mechanisms to simplify and support data entry including proposed default values and prompts for posting of recurring entries.

N) SECURITY

The developer should identify extremely sensitive data in consultation with the forest dept. and chalk out a strategy for storing the same in a high security environment in consultation with the customer. The design should allow substitution of encryption and decryption mechanisms by newer, customized solutions that might be developed by Forest Department and could be both software and hardware based.

O) ROLE AND RESPONSIBILITIES

Sl No	Activities as per scope	Responsibilities	
		Bidder	OFD
1.	Award of Contract and Authorization to initiate the project	S	P
2.	Project Kick-off and Submission of High Level Project Plan	P	S
3.	URS/SRS/Design Document Development	P	S

SI No	Activities as per scope	Responsibilities	
		Bidder	OFD
4.	URS/SRS/Design document Acceptance	S	P
5.	Procurement and Installation of Software	P	S
6.	Procurement and Installation of Hardware	S	P
7.	Data Migration and data Model Development	P	S
8.	Application Development and Testing	P	S
9.	Training	P	S
10.	Data Centre Management and Maintenance	P	S
11.	Warranty and Support	P	S
P = Primary, S = Support			

18. TRAINING SERVICES

A professional CBT (Computer Based Tutorial) on the use of application software should be made and provided by the Bidder before the final sign off.

- a) The CBT will be used to impart on-site training for all the short listed users of the system.
- b) Training of staff is essential for ensuring that the software developed is actually put to use. Hence, the selected bidder shall also ensure a proper hands-on training to the designated end-users on the solution implemented so as to make them well conversant with the functionalities, features and processes built in the solution.
- c) Training could have multiple sessions as per the need and requirement of the project/application. Hence, selected bidder shall conduct Training Needs Analysis of all the concerned staff and draw up a systematic training plan. There should be sufficient number of trainers in every training session for conducting the training program.

- d) Training methodology will be an interactive workshop. The success of the training will be determined by the ability of the participants to clearly understand how to use the system with minimal help.
- e) The content of the training plan and schedule shall be mutually decided by the department and the selected bidder later at an appropriate time period.
- f) The space for training will be provided by the department. The requisite training infrastructure like computers, projector with screen shall be provided the Service Provider in remote areas.
- g) The selected bidder shall provide training material (role base); the language of training material shall be in Hindi and English.
- h) The bidder shall ensure that all the training documentation in Hardcopy and Softcopy is in place (user training, operation procedures, visual help-kit etc.).

We expect Rational and Complete Biddings from all eligible Bidders.

PCCF (KL), Odisha

Annexure - 1

BID FOR KENDU LEAF ACCOUNTING APPLICATION

BRIEF BIDDER'S PROFILE

01	Name of the Firm/Company	
02	Year Established	
03	Address of Registered Office	
04	Telephone No.	
05	Fax No.	
06	E-mail Address	
07	Website	
08	Name of the Proprietor/Director	
09	PAN number	
10	TIN number	
11	No. of full time personnel currently under employment	
12	No. of years of Proven experience of providing similar Services.	
13	Annual turnover FY (14 – 15)	

Signature of the Bidder

Date:

Place:

GENERAL BID

Annexure - 2

BID FOR KENDU LEAF ACCOUNTING APPLICATION

SELF DECLARATION

Date: _____

Ref: _____

To

PCCF (KL), Odisha,
Govt. of Odisha,
Aranya Bhawan,
Chandrasekharapur,
Bhubaneswar – 751023

In response to the invitation no. _____, DT: _____, I, Ms.
/Mr. _____, as a _____, I / We hereby declare that
our company _____ is having unblemished past record and was
not declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular
period of time.

Signature of the Bidder

Date:

Place:

GENERAL BID

Annexure - 3
BID FOR KENDU LEAF ACCOUNTING APPLICATION

REPRESENTATIVE AUTHORIZATION LETTER

Date: _____

Ref: _____

To

PCCF (KL), Odisha,
Govt. of Odisha,
Aranya Bhawan,
Chandrasekharapur,
Bhubaneswar – 751023

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, DT: _____. S/He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,
Authorized Signatory

Representative's Signature

Signature attested

GENERAL BID

Annexure - 4
BID FOR KENDU LEAF ACCOUNTING APPLICATION

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE BID

To

PCCF (KL), Odisha,
Govt. of Odisha,
Aranya Bhawan,
Chandrasekharapur,
Bhubaneswar – 751023

Sir,

I have carefully gone through the Terms & Conditions contained in the Bid Document [No. _____] regarding Implementation of KENDU LEAF ACCOUNTING APPLICATION.

I declare that all the provisions of this Bid Document are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Signature of the Bidder

Date:

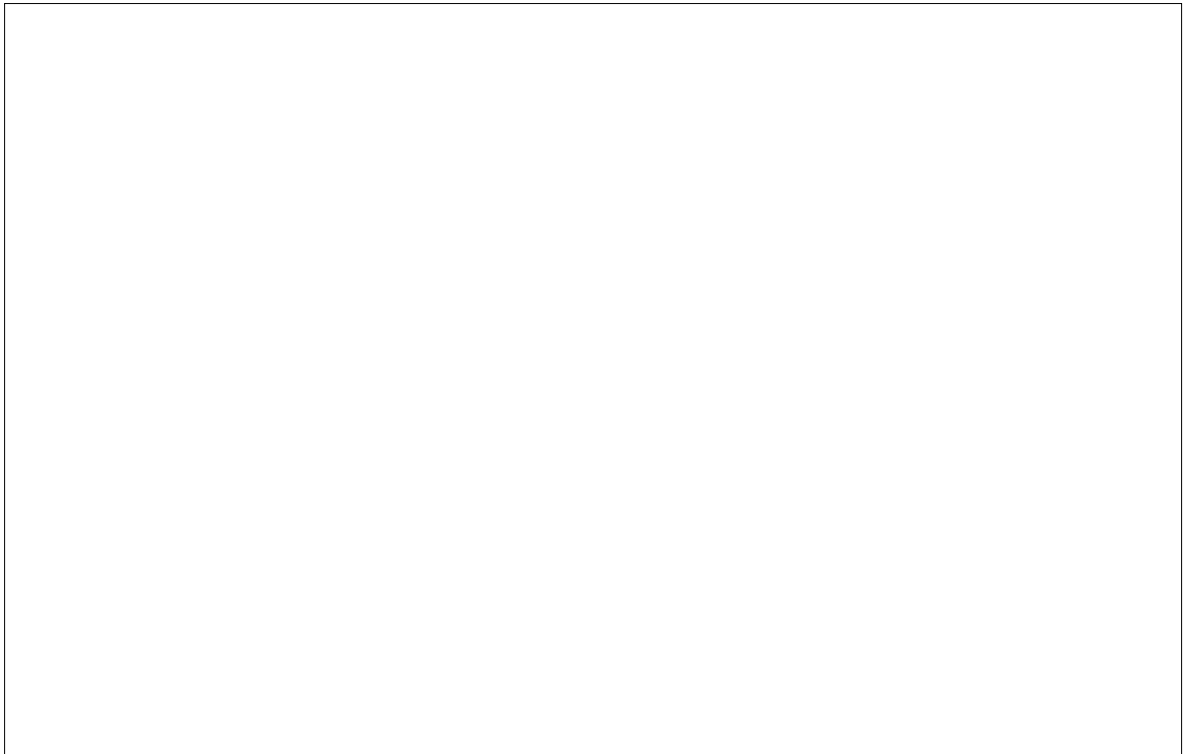
Place:

TECHNICAL BID

Annexure - 5

BID FOR KENDU LEAF ACCOUNTING APPLICATION

1. PROPOSED METHODOLOGY & TIME LINE



2. SOFTWARE ENVIRONMENT FOR PROPOSED SOLUTION

3. HARDWARE REQUIREMENTS FOR THE PURCHASER

- Attach extra sheet(s), if required.

Signature of the Bidder

Date:

Place:

TECHNICAL BID

Annexure – 6

OFFICE OF PCCF (KL) (ODISHA)
TENDER FOR ACCOUNTING APPLICATION
FORMAT FOR BANK GUARANTEE (EMD)
EARNEST MONEY DEPOSIT GUARANTEE

Whereas the PCCF(KL), Odisha, Aranya Bhawan, Chandrasekharpur, Bhubaneswar-751023, herein after referred to as 'Purchaser', has floated a Tender for development and Implementation of a Web based Kendu Leaf Accounting Application System in the office of the PPCF (KL) , Odisha vide reference no. -- Dated -----.

And Whereas the Purchaser has stipulated in the notice that any respondent bidder has to deposit earnest money of Rs.50000/- (Rupees fifty thousand only) in shape of bank guarantee issued by a local branch of any nationalized bank, with validity for 6 months from the date of opening of Technical Bid (i.e. DD-MM-YYYY) pledged to the Purchaser (PCCF (KL), Odisha, Aranya Bhawan, CS Pur, Bhubaneswar-751023).

And Whereas M/s -----, herein after referred to as 'Respondent Bidder' is desirous of participating in the TENDER and thus requires a bank guarantee for Rs.50000/- as aforesaid to be eligible of becoming a responsive bidder.

We, -----Bank, ---- Branch ----- having our registered corporate office at ----- in consideration of our healthy business relation with the 'Respondent Bidder' and its creditworthiness do hereby agree unequivocally and unconditionally to pay within 48 hours of being noticed by the Purchaser in writing for invocation of Bank Guarantee, without it being necessary for the Purchaser to adduce any proof in support of the claim and without any demur the amount of Rs.50000- (Rupees fifty thousand only) on behalf of the 'Respondent Bidder' in shape of demand draft drawn in favour of the Principal Chief Conservator of Forests (KL) , Odisha, payable at Bhubaneswar.

And We ---- bank, hereby agree not to revoke this guarantee during its currency except with the previous consent of the Purchaser in writing and agree that any change in the constitution of the said 'Respondent Bidder' or the Guarantor shall not discharge the Guarantor from its liability hereunder.

And We ---- bank, hereby agree that our liability hereunder shall not be discharged by virtue of any arrangement between the Purchaser and the Respondent Bidder whether with or without

the knowledge or consent or by any reason of the Purchaser showing any indulgence or forbearance to the Respondent Bidder, whether as to payment, time performance or any other matter whatsoever which but for this provision would amount to discharge of the surety under any law.

The Guarantee herein contained shall remain in full force and effect up to ----- from the date of its execution.

Unless a claim under the Guarantee is lodged with us (bank) up to -----, all rights of the Purchaser under the Guarantee shall be forfeited and we (bank) shall be relieved and discharged from all liabilities hereunder.

Notwithstanding anything contained herein above,

- a. Our liability under this Guarantee shall not exceed Rs.50000/- (Rupees fifty thousand only).
- b. The Bank Guarantee shall remain valid up to DD-MM-YYYY
- c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if you serve upon us written claim or demand on or before –DD-MM-YYYY.

Seal & Signature of the Bank
Date:
Place:

COMMERCIAL BID

Annexure - 7

OFFICE OF PCCF (KL)(ODISHA)
TENDER FOR KL ACCOUNTING APPLICATION

We M/s _____ offer the following price:

TENDER Ref No:

Dtd:

(Vendor must submit the commercial bid in the following format in the Office Letter Head and duly signed, failing which the Bid will be cancelled)

Schedule – 1

Sl. No.	Component	Cost (INR)	Taxes applicable	Total Amount (in INR)
1	Application Development and Customization of KL Accounting Application			
2	Resource deployment for implementation and training to 200 users for a period of 3 months			
3	Maintenance of KL Accounting Application	2 nd Year		
		3 rd Year		
		4 th Year		
		5 th Year		
	Total			
	In words			

Signature of the Bidder

Date:

Place:

Schedule – 2

(The following cost components would not be evaluated during financial bid evaluation)

COST FOR HANDHOLDING SUPPORT

(TO BE DECIDED AS PER THE DISCRETION OF THE PURCHASER)

Sl. No.	COST COMPONENTS	QUALIFICATIONS AND ROLES	RATE PER MONTH (IN RS.)
1.	Manager-Project / Manager-Business Analyst	BE/ B.Tech / MCA preferably with MBA / PGBM or equivalent and having PMP/Prince2 / ITIL Certified. Total 8+ experience in IT development, (Managing Large scale project/ ERP Implementation). Sound experience in Agile Methodologies/ BPMN/ UML.	
2.	Engineer (Lead-Technical)	BE /B.Tech / MCA having total 6+ experience in IT development. Sound experience in Agile Methodologies and preparation of project artifacts etc.	
3.	Programmer/ Developer and Tester	BE/B.Tech/ MCA and Should have experience of 4+ years in application development and Testing. Sound experience in Agile Methodologies.	
4.	Data Management Assistants	Graduate Roles and Responsibility Well trained data entry Operator to take up any assignment.	
5.	System Administrator /Network Engineer/ Resident Engineer	Minimum Bachelor's degree or higher qualification with necessary certifications and minimum 4 Year experience in managing SW Project Implementations. Roles and Responsibility i. Assist in the planning, design, documentation, and implementation of various systems to include desktop PC's, servers, and software applications. ii. Develops, maintains, and monitors procedures for all server backups. iii. Monitors, plans, and coordinates the distribution of client/server software and service packs. iv. Perform on-site and remote technical support. v. Assist in the organization and inventory of all hardware and software resources.	

Signature of the Bidder

Date:

Place: