**TENDER FOR**

**DEVELOPMENT OF SOFTWARE FOR MANAGEMENT INFORMATION SYSTEM (MIS) FOR RGCA**



**RAJIV GANDHI CENTRE FOR AQUACULTURE (RGCA)**
(MPEDA, MINISTRY OF COMMERCE & INDUSTRY, GOVT. OF INDIA)
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**NOTICE INVITING TENDER**

Ref. No: RGCA/HQ/Tech/2020                                    30/07/2020

RGCA invites open tenders for design, development of MIS software for RGCA projects.  The details of requirements and terms & conditions are available in the RGCA Website: http://www.rgca.org.in. Dead line for submission of bid: 17.30 hrs on 13/08/2020.

Project Director

# DEVELOPMENT OF MIS SOFTWARE FOR RGCA

## Brief introduction about the organization - RGCA

Rajiv Gandhi Centre for Aquaculture (RGCA) is the Technology incubation wing of the Marine Products Export Development Authority (MPEDA), Ministry of Commerce & Industry established during 1996. The Head Quarters of the centre is located at Karaimedu village, Sirkali Taluk in Nagapattinam District of Tamil Nadu. MPEDA-RGCA is actively involved in the development of various Sustainable Aquaculture Technologies that are bio secure, eco friendly for seed production and grow out farming of various aquatic species, those having export potential in particular. The major objective of RGCA is to develop state-of-the-art technologies in aquaculture by establishing technology development incubation centers at various locations across India and transfer such technologies to the aquaculture farming community.

## The important projects being operated by MPEDA – RGCA

1. RGCA has acquired the capability of year-round hatchery production of **Asian Seabass seed** with the development of a Recirculation Aquaculture System (RAS) with thermo and photo control at its Facility at Thoduvai, Tamilnadu. Every year this facility producing and supplying around 3 million seeds to the farming community.
2. Technology for Hatchery production of **Mud Crab seed** has been developed by RGCA for the first time in India at its facility at Thoduvai, Tamilnadu and constantly supplying around one million seeds annually to the farming community.
3. Established Nucleus Breeding Centre for the selectively bred strains of **GIFT Tilapia** at Vijayawada. The facility achieved the production of G7 families through Selective Breeding programme with an average genetic gain of 8% per generation. This project was established for the judicious exploitation of the potential inland water bodies in the country.
4. Established the first **Broodstock Multiplication Centre (BMC)** for SPF *L. vannamei* in the country at Vizag for the supply of high quality brood stock at a reduced price to the hatchery operators Initiated the Domestication programme of the indigenous Tiger Shrimp, *Peneaus monodon* for the first time in the country and the production of 9th generation animals is under progress at A&N Islands.
5. The **Aquatic Quarantine Facility (AQF)** for *L. vannamei* is a state-of-the art facility envisaged and built by MPEDA-RGCA on behalf of Aquatic Quarantine and Certification services of Govt. of India is a unique success story in the field of quarantine of aquatic animals imported to India.
6. Technology for Mass production of **Artemia Cysts** in Salt pan areas, processing of Artemia Cyst and production of Artemia Biomass was developed at its facility at Tuticorin and Uppur in Ramnad district, Tamilnadu.
7. Standardized the breeding and seed production of the high valued **Tiger Grouper** for the first time in India in the facility at A&N Islands.
8. Mass production of **Cobia fingerlings** achieved for the first time in the country in the facility at Pozhiyoor, Trivandrum. This facility presently producing and supplying seeds of Cobia and Pompano to the farming community.
9. Established the first **Multispecies Aquaculture Complex (MAC)** at Cochin in 2018. The major objective of this facility is the revival of the indigenous Black Tiger shrimp in the country. In addition to tiger shrimp, this facility supplying the disease free seeds of Asian Seabass, Pompano and GIFT seeds to the farming community in the country.
10. RGCA **Pathology and Genetics** labs at RGCA-HO, Sirkali, are the only NABL accredited labs in the country for the testing of Aquatic pathology and genetic aspects.
11. RGCA has established the state of the art Technology Transfer, Training and Administrative Complex (TTTAC), Karaimedu, Sirkali, Tamil Nadu.

**Software proposal:**

RGCA has established various projects in all over country which involves capex investment, recurring expenditures, man power management and income generation through sales of R & D aquaculture products. This involves lot of purchasing of items from heavy machineries to live feed items and software peripherals for operating these projects smoothly. Hence, it was decided by the competent authority of RGCA to have the dynamic inventory system through software as Management Information system (MIS) to have the accountability for the operation of the each project in more transparent manner through database generations includes 360 degree dashboard. Thus intends to avail services from firms / agencies having experience in design and development of MIS software exclusively for RGCA.

**Key Events and Dates:**

| Tender Notice No | RGCA/HQ/Tech/2020 |
|---|---|
| **Tender publishing Date** | **30.07.2020** |
| **Last date of submission of tender** | **13.08.2020 at 17.30 Hrs.** |
| **Date and time of opening of the tender** | **20.08.2020 at 11.00 hrs.** |
| **Security Deposit** | **Rs. 25,000/-** |
| **Pre-Bid Meeting** | **03.08.2020 between 15.00 to 18.00 hrs.** |

The Tender is to be submitted in two parts. Part I shall be marked as "TB" (Technical Bid) and Part II shall be marked as "FB" (Financial Bid) on the different envelope.

**1. Part I – TB (Technical Bid) Envelope:** To contain signed copy of

a. Notice inviting Tender,

b. Pre-Qualification Form,

c. Earnest Money Deposit (EMD), Rs.25,000 (Rupees Twenty Five thousand only)

d. Tender document fee of Rs.5,000 (Rupees Five thousand only)

**2. Part II – FB (Financial Bid) Envelope:** To contain signed copy of

a. Cost of the Tender. The rates to be filled in both figures and words

b. Concept Model.

Both Covers 'Part - I' & 'Part - II' duly sealed properly and shall be super scribed with the name of the work and should be kept in a Master Envelope. Master Envelope should have name of the work as mentioned in the Tender documents, the name and complete address of the Tenderer.

**3. The cost of Tender document is Rs.5,000/-** (Rupees Five Thousand Only) (which is non-refundable) should be paid by Demand Draft drawn in favour of "Rajiv Gandhi Centre for Aquaculture" payable at Mayiladuthurai along with tender documents.

4. **The tender form must accompany the Security Deposit of Rs.25,000/-(Rupees Twenty-Five Thousand Only) as earnest money** by demand draft in favour of "Rajiv Gandhi Centre for Aquaculture" payable at Mayiladuthurai. The tender form submitted without earnest money will not be considered. The earnest money of the unsuccessful bidder will be returned after finalization of the award to successful bidder without interest.

5. In the event of acceptance of tender, the successful bidder is required to submit **Bank Guarantee for an amount equal to 15% of the project value** quoted by the successful bidder. The Bank Guarantee shall be in favour of "Rajiv Gandhi Centre for Aquaculture" payable at Mayiladuthurai. The Bank Guarantee should be provided to RGCA within 7 days from the issue of order, failing which the Work order shall be cancelled and EMD / Security Deposit will be forfeited accordingly. BG will be revoked once after the selected bidder completes the described milestones successfully.

6. The person authorized by bidder will be allowed to take the general visit /Participation of Tender. The bidders are required to produce any of documents as documentary evidence for proof of their address.

7. Bidder/s should quote the price in INR, in exceptional cases quoting in currency other than Indian Rupee (INR) should explicitly mention the currency in which tender quoted wherever applicable in Technical Bid along the tender documents.

## A. PRE-QUALIFICATION CRITERIA

**Eligibility Criteria:** Bidder should qualify the following eligibility conditions

  i.      Bidder should be a Legal entity (Company) Registered under the Companies Act 1956/2013 and should be operating in India.

  ii.     Bidder should have at least 5 active clients.

  iii.    Bidder should not be blacklisted by any Central/State Government/PSU agency.

  iv.     The bidder must have GST registration, PAN.

  v.      The bidder should have experience in developing IT solutions using Node Js, React.

Relevant documents supporting eligibility criteria are to be submitted along with the bid. The work completed / satisfactory report of the concerned Department / Organizations is mandatory.

# B. SCOPE OF WORK

**Project Overview**

RGCA would like to have a centralized platform (MIS) that helps in bringing transparency, real time updates, optimized stock purchases and inventory of all the RGCA Projects as centralized monitoring system.

**Modules**

The software should be functional with the modules as per the flowchart. Depending on the role, respective dashboard and accessibility should be defined. Overall application is divided and the scope of each module is clearly defined under.

**1. User management**

Creating a user and giving permission to access various modules of the system Hierarchical reporting structure. It should also include Login and Password management with all the necessary securities installed.

**2. Stock Keeping Units**

All branches of the organization are treated as stock keeping units (Admin) and their inventory, supplies, expenses and vendors are maintained separately which in line connects with the centralized unit (Super Admin).

**3. Purchasing (Invoice & PO)**

Application should provide an option to raise purchase order (indent) to procure a material and have an option to store the relevant invoice corresponding to the PO raised.

**4. Vendor Management (RFQ &Quotation)**

Vendor should be registered as a supplier for particular materials or categories. Also, there should be an option to maintain the price range, raise a RFQ and invite vendors to share their quotation in response to that RFG. All the raised RFQs and quotations should be stored for future reference.

**5. Automatic Stock Alert System**

Need to set the inventory level for each material, and when the consumption is made. If it is falling below that limit, the application will send an SMS/Email.

**6. Asset Management**

The system should give the complete view of capital and recurring investment on assets. It should help to take decisions on paying the insurance new procurement.

### 7. Sales Management

The system should give the access to create the sales projects and the dashboard should provide overview of sales made by each project (ex: seeds of various aquatic species, live feed, sales of marketable size fish, training, lab testing, miscellaneous items etc.)

### 8. 360 Degree Dashboard

The application should provide a 360 view of every module in the project. Along with the required pie and doughnut charts at various levels. The dashboard should help to assess the Stocks, Sales, Expenses and Vendors. It should also give us the item level detail.

### 9. Mobile Application

Application should provide the feature of login and the status reports on the Android App. The mobile scope is to be discussed further during pre bid meeting.

### 10. Barcode Inventory System

It should be able to read the barcode using Mobile application and feed the information to the system. FIFO approach should be followed while developing this MIS software.

## C. SUBMISSION OF BIDS

Bidders are advised to study the Bid document carefully. The bid along with the necessary documents should be submitted preferably by India speed post / reputed courier service not later than the date and time specified in the Schedule. Prospective Bidders are advised to follow the instructions provided in the "General Instruction to Bidders".

## D. PREBID CONFERENCE:

- Pre bid meeting will be held online through RGCA Online Meeting Platform.

- Bidder to submit a maximum of 2 participant's names, contact numbers, designations and e-mail IDs to rgcasoftw@gmail.com on 03/08/2020 between 15.00 to 18.00 hrs along with pre-bid clarification.

- Meeting invite Link will be sent by the RGCA to bidder's provided email IDs to join the Online meeting as per the schedule mentioned above.

- Bidder representatives will have to click the RGCA provided link (provided in the e-mail) to join the Online Pre-bid meeting.

## E. BIDDING PROCESS

Technical Bids of all Bidders shall be evaluated to determine as to whether they meet the Minimum Eligibility Criteria of the tender document for undertaking the Project. Once it is determined that the Bidder fulfils the Minimum Eligibility Criteria and the Bid is responsive, those bidders have to make a presentation before the evaluation committee in Virtual mode. The evaluation shall be based on the technical and financial parameters. The weight age for the technical parameters shall be 70% and the financial parameters shall be 30%.

# F. BIDDING EVALUATION

**Technical Weight age (St):** The marks scored by the bidder in technical evaluation shall be calculated to 70 points as below:

St = T * 0.70 where T is the Technical score awarded to the bidder as per Technical Evaluation Criteria.

**Financial Weight age (Sf):** The marks scored by the bidder in financial evaluation shall be calculated to 30 points as below:

The Commercial scores of all the other proposals will be determined by

Sf = 30 * Fm/F (Fm = Lowest evaluated tender cost, F = value of Commercial proposal under consideration).

**Final Selection:** Proposals will be ranked according to their combined technical (St) and Commercial (Sf) scores. The combined technical and Commercial score shall be calculated as S = St + Sf.

The **technical evaluation criteria** are broadly defined as under.

| S.NO | Evaluation Criteria | Maximum marks |
|------|---------------------|---------------|
| 1 | Bidder should have at least 5 active clients providing IT services | >5 clients - 10 marks <br> >6 clients – 12 marks <br> >7 clients - 15 marks (maximum) <br> (work order to be submitted) |
| 2 | Bidder should have delivered IT/ITES based services to at least one Central/State Government/PSU. | 10 marks <br> (work order to be submitted) |
| 3 | The bidder should have experience in developing IT solutions using NodeJs, React. | 15 marks <br> (work order to be submitted) |
| 4 | Bidder should have delivered IT/ITES based services to at least one international entity | 10 marks <br> (work order to be submitted) |
| 5 | Detailed presentation which covers the entire scope of project. | 50 marks |
| | **Total** | **100** |

**The bidders who got 80 marks or above will only be considered for further evaluation**

## G. THE OTHER TERMS AND CONDITIONS OF EVALUATION CRITERIA ARE AS UNDER:

a) If deemed necessary, RGCA in its sole discretion can make required variations in the cut off points for technical evaluation including criteria for technical evaluation.

b) **Mode of presentation will be virtual and through a platform suggested by RGCA**, further details will be communicated later on by RGCA.

c) The Tender Evaluation Committee may choose to conduct technical negotiation or discussion with any or all the Bidders. The decision of the Evaluation Committee in the evaluation of the Technical and Commercial bids shall be final and binding on all the parties.

d) Any effort by a Bidder to influence the Tender Evaluation Committee's processing of Bids or award decisions may result in the rejection of the Bid.

Failure of the Bidder to agree with the Terms & Conditions of the tender/Contract shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive bidder.

e) Please note:

- There should be no mention of prices in any part of the bid other than the financial bids.

- Unit prices for each component of the financial proposal should be mentioned. Any spelling mistakes or incomplete information furnished would invite for a disqualification of the bid

- In the commercial bid if there is any discrepancy between the prices mentioned in figures and in words, the prices mentioned in words/figures whichever is lower will prevail.

- Basic price and GST should be shown separately in the commercial bid. If no segregation is given, it will be presumed that the price includes the applicable GST element.

- Substantially Responsible Bids: A substantially responsive Bid is one, which conforms to all the requirements, terms, conditions and specifications of the Request for Proposal.

## H. AWARD OF CONTRACT

The contract will be awarded to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the highest scored bidder with lowest financial bid. The contract period is 36 months includes 24 months under AMC (12 months making warranty period and 24 months under AMC).

## I.   PAYMENT

1. Payment will be made based on the milestones completed by the selected bidder.

2. The AMC payment will be on quarterly basis at the end of every quarter on submission of invoice and report on the work done during the previous quarter for the AMC.

3. No interest will be paid for delayed payments

4. Payments will be made after deducting TDS on Income tax, GST as applicable.

## J.   TRAINING

1. RGCA will assign a team to provide the necessary data/information to the selected bidder for executing the project, the selected bidder should also assign a team to coordinate with the RGCA assigned team to collect the required data. (if required the team should travel to RGCA).

2. The successful bidder should train the RGCA team on the usage of the developed application, along with the training the necessary documents, user manuals should be provided to RGCA.

## K. MILESTONES

| Milestones | Tasks | Duration | Payment % |
|---|---|---|---|
| M - 1 | Delivering the Admin Dashboard that can collect the data. | T+30days | 45% |
| M - 2 | Delivering the Web Application that can store and display the information | M1+30 days | 25% |
| M- 3 | Mobile Application | M2+30days | 15% |
| M- 4 | Reports | M3+15days | 15% |

**\*T - Date at which agreement will be signed by successful bidder**

## L.  TERMS AND CONDITIONS

1. All content should be stored and kept confidential and should not reuse/ replicate/ transfer to anyone else.

2. Hosting of the solution should be done in Tier 4 data centre with both DC & DR in place.

3. **The selected bidder (agency)** shall execute, comply and organize the function, in accordance with the contract to the complete satisfaction of RGCA.

4. In case of default on the part of the Agency in carrying out any order, RGCA shall be entitled to get the work done by any other persons and all expenses consequent thereon or incidental thereto shall be borne by RGCA and will be deducted by the RGCA from any money due or it may become due to the Agency.

5. The decision of the RGCA in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.

6. All cases/proceedings relating to any dispute or claim arising out of or any case of performance of this contract shall be dealt with by courts having jurisdiction in Sirkazhi, Nagapattinam District, Tamil Nadu.

7. In the event of the Agency committing breach of any of the above terms and conditions or the services of the Agency being found to be unsatisfactory, the contract can be terminated by RGCA even before the expiry of the period of agreement by giving 15 day's notice to the Agency. Even otherwise the RGCA will have the right to terminate the engagement of Agency by giving one month's notice.

8. The RGCA shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.

9. The successful bidder will have to sign a contract agreement with the authorized official of the RGCA on a non-judicial stamp paper for a minimum amount of Rs.200/-and a maximum of Rs. 500/- depending upon the tender value of the project. All the terms and conditions, scope of work etc. contained in the tender documents shall form part of and shall be taken as if they were included in contract agreement to be executed with the Agency.

10. The RGCA reserves the right to accept or reject tender without assigning any reason thereof. The RGCA in this regard will entertain no claim or complaint.

11. The agreement should be signed in all the pages by the Authorized signatory along with seal of the firm. In the event of the Agency committing a breach of the contract the RGCA is entitled to receive from the Agency compensation to the extent of loss incurred as determined by the RGCA for any loss or damage caused to the RGCA. The Maintenance contract shall be awarded for a period of 3 year and upon satisfactory performance at the end of the term, the RGCA may renew the same for further year / (s) up to a maximum of 2 years with the same terms and conditions. During the warranty period any updates required in the software as per the need it will be carried out by the bidder without extra cost.

12. The bidder should reserve a minimum qualified dedicated team (offsite) for the maintenance to carry out the work smoothly.

13. The software should be handed over to RGCA with source code and all pass word to the Project Director, RGCA.

## M. LIQUIDATED DAMAGES FOR DELAY

If the selected bidder fails to execute the work properly in time, shall pay liquidated damages to RGCA at the rate of the 0.5 % of contract value for per week of delay or part thereof subject to maximum of 5% of the contract value. RGCA may, without prejudice to any other method of recovery, deduct the amount of such damages from any monies due or to become due to the selected bidder. The payment or deduction of such damages shall not relieve the selected bidder from his obligation to complete the Works, or from any other of his obligations and liabilities under the contract.

## N. INDEMNITY

The bidder shall indemnify and keep indemnified RGCA against all losses and claims, including statutory claims which may accrue in relation to the execution of contract or in respect of the personnel involved thereon.

**Technical bid format**

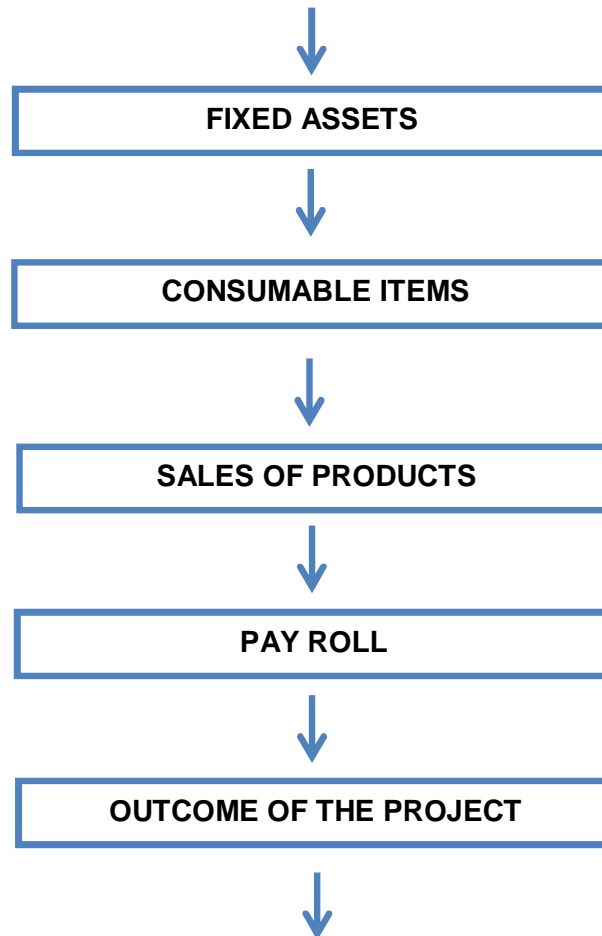| S.No. | Description | Yes / No |
|---|---|---|
| 1 | Copy of Registration | |
| 2 | Copy of GST | |
| 3 | Copy of PAN | |
| 4 | Work order showing experience in developing IT solutions using NodeJs, React. | |
| 5 | Work order/Work completion / Satisfactory to show IT/ ITES services are delivered to State/Central Government or PSU | |
| 6 | Work order/Work completion / Satisfactory to show IT/ITES based services are delivered to International entities | |
| 7 | EMD details / Document for EMD exemption | |
| 8 | Work order showing active clients | |
| 9 | Complete set of Tender document duly signed by the Bidder or his authorized | |

**Financial/ Commercial bid**

| S.No. | Description | Amount (Rs) | Taxes (%) | Total |
|---|---|---|---|---|
| 1 | Design and development of MIS software for RGCA Projects | | | |
| 2 | AMC charges for forth year | | | |
| 3 | AMC charges for fifth year | | | |
| | Total | | | |

**Price has to be quoted in Indian Rupees only.**

**Flowchart**

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## RGCA- MANAGEMENT INFORMATION SYSTEM (MIS) FOR 21 PROJECTS USER FRIENDLY THROUGH COMPUTER/MOBILE APPS

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**FIXED ASSETS**

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**CONSUMABLE ITEMS**

↓

**SALES OF PRODUCTS**

↓

**PAY ROLL**

↓

**OUTCOME OF THE PROJECT**

↓

1. Individual database for each project.
2. Computation of master data source.
3. Details on Daily/ weekly/fortnightly/monthly/annual basis for Management Information system for all the projects.
4. MIS linked to tally software (presently using in RGCA and in future).
5. Updating and adding of any other new project in future by RGCA.
6. The resource data file to be displayed in 360 degree dashboard to the competent authority.
7. MIS through Secured /licensed Cloud based service/ storage.