
Ref No RFQ/COMM/2017/0010 Date: -31st May 2017

To,

M/s

.....,

Subject: - Request for Quotation (RFQ) for e-procurement platform on the basis of software as a service.

Dear Sir,

1. National Skill Development Corporation (NSDC) (hereby referred to as the Purchaser) intends to avail services of web based e-procurement platform as Software as a Services (SaaS)
2. You are invited to submit your most competitive quotation for the following services:- Currently NSDC proposes to implement a web based online end to end e-procurement software in SaaS (Software as a Service) model to access e-procurement modules, customized as per NSDC requirements. The proposed e-procurement system should help in automation of entire gamut of procurement functions/modules as below, the list is not exhaustive:
 - Vendor registration
 - Vendor database
 - Vendor management
 - Tender Management
 - Pre-qualifications function
 - Tender Management, online tender comparison, approvals
 - E-payment gateway
 - Verification through Digital signatures
 - Techno Commercial Evaluation
 - Contract award and Purchase Order Management
 - Pre-bid/pre-proposal conference facility
 - Contract Management
 - Reports on procurement activities; vendor performance rating
 - Spend Analysis
 - Reports on EMD, performance security or other financial management systems
 - And other customized reports.
 - Procurement procedures complying the Open Tender/NCB, ICB methods for Goods, Works and Non-Consultancy.
 - Procurement procedures complying the limited Bidding procedures for Goods, Works and Non-Consultancy.

- Procurement procedures complying to Shopping Goods, Works and Non-Consultancy.
- Procurement procedures complying to QCBS for Services
- Single stage or two stage procedures for Goods, Works and Services with single or two envelope systems
- Provision of technical support 24/7 must be made available for vendors, contractors and buyer.

NOTE:

1. Vendors may propose different options/models available with them for end to end online e-procurement solution.
2. Complete technical specifications, functions for the proposed models must be mentioned in the technical section of the quotation.
3. Training to the e-procurement will be provided by the selected vendor to different users of NSDC division.
4. Customization of the solution may be required based on NSDC requirements.
5. **The proposed end to end e-procurement solution must be CVC, GFR, STQC and IT Act 2000 compliant. The bidders will be required to produce relevant certificates to such effect.**

3. Bid Price

- a. The bidder may propose costing for various options proposed. It is understood that the e-procurement solution may come with at-least 2 models (buyer paid or vendor paid). NSDC may evaluate the prices based on the most suitable option.
 - b. All duties, taxes and other levies payable on the raw materials (if any) and components shall be included in the total price.
 - c. Sales tax/Service tax in connection with the sale shall be shown separately.
 - d. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e. The Prices shall be quoted in Indian Rupees only.
4. Each bidder shall submit only one quotation in a sealed envelope boldly superscript as "Quotation for web based "e-procurement system on the basis of software as a service. Bidder shall not contact other Bidders in matters relating to this Quotation.
 5. Bidders can submit a detailed proposal providing various options. NSDC will compare the proposals and select the most advantageous solution meeting most of its procurement processes mentioned in guidelines.

6. Implementation Support:

- 6.1 Software must be hosted and maintained by the service provider. The functionality must be provided to NSDC as software service as per the final costs agreed based on the option opted by NSDC.

6.2 Initially Selected Agency shall do the entering of all the Masters data and rolling out the system.

6.3 The agency shall provide 24X7 support with 4 hours resolution SLA.

7. Schedule for completion of tasks:

The selected agency shall roll out the implementation of all the modules after customization within 3 months from the date of issue of the purchase order/supply order.

8. Data services & facilities to be provided by NSDC:

NSDC will provide all relevant data to be fed into the solution. It will also arrange for getting the digital signatures of all concerned users for its office.

9. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

10. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed ; and
- (b) Conform to the terms and conditions, and specifications.
- (c) Satisfies the qualification criteria

The Quotations would be evaluated for all the item together.

Sales/Service tax in connection with proposed services shall not be taken into account in evaluation.

11. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

11.1.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

11.1.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

12. Qualification Criteria:

12.1.1 The bidders must have successfully implemented web based e-procurement in at least five organizations. Vendor must attach copies of documents in support of it.

12.1.2 The Bidder must have an average annual turnover of INR 1 crore in the last three financial years.

12.1.3 The bidder must have a PAN (Permanent Account Number) and service tax registration certificate. Bidder must submit the documents with the quotation.

13. Performance Security: The Successful bidder has to submit performance security @5% of the contract/supply/work order value within one week from the date of award of contract to NSDC in the form of bank guarantee or demand draft which will be return/refund after completion of service period (2 Years) without interest. The same must be extended if NSDC decides to extend the contract.

14. Payment: Payment shall be made in following tranches in case of Buyer paid model

Sl. No.	Particulars	Frequency
1	After customization of all the modules as per the needs of NSDC and on certification of IT/Procurement section. Subject to application become live and fully functional.	Quoted One time cost
2	Number of Tenders advertised and successfully awarded using the proposed web based e-procurement portal	Monthly based on the actual number of awarded contracts.

Payment will be made within two weeks on submission of original bill/invoice in triplicate with service reports to NSDC. The payment will be done through NEFT/RTGS. TDS as applicable will be deduced as per I.T. rules.

15. Service delivery schedule & Liquidated Damages:

A) Vendor/service provider must finish the customization and master data entry work to the satisfaction of IT/Procurement Section within one month. Any delay by the bidder shall render the bidder liable to be charged liquidated damages @ 0.5% per week or part thereof subject to a maximum of 10% of supply/work order value which will be deducted from the payment due.

B) The agency shall provide 24X7 support with 4 hours resolution SLA. Any delay by the service provider shall render the them liable to be charged liquidated damages @ 0.5% per week or part thereof subject to a maximum of 10% of supply/work order value which will be deducted from the payment due.

C) The agency will provide training of the web based e-procurement platform to all relevant and concerned officials nominated by NSDC. trainings will happen in NSDC office only.

16. Submission of Quotation: You are requested to provide your offer latest by 1400 Hrs. on 15th June 2017 to NSDC at the address mentioned above.

17. Opening of Quotations : Quotations will be opened in the presence of bidders or their authorized representatives who choose to attend at NSDC office at 1430 Hrs. on 15th June 2017

18. Kindly quote lowest possible rates, no negotiation will be held. However, if required, clarification may be asked on the technical specifications and options provided.

- 19.** Conditional quotations with respect to delivery period /place, liquidated damages, performance security i.e. which are not in line with this request for quotation shall be treated as non-responsive. Submitted quotations must be as per the attached format.
- 20.** We look forward to receiving your quotations and thank you for your interest in this assignment.

Chief Executive Officer/Managing Director
National Skill Development Corporation

National Skill Development Corporation
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SHOULD BE ON THE LETTER HEAD OF THE VENDOR/SERVICE PROVIDER

Part 1

To,

Chief Executive Officer
National Skill Development Corporation

Sub: - Submission of quotation for web based e-procurement system on the basis of software as a service.

Ref No. RFQ/COMM/2017/0010 Dated:31st May 2017

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rate as under.

#Modules (FOR UPTO 50 USERS OF NSDC)	Year	Tenders per year	Unit Cost per tender (INR)	Total cost (INR)
OPTION 1 (BUYER PAID)	Cost for 2 years			
OPTION 2 (TENDERER PAID)				
Customization cost (one time) Year 1		--	--	
Service Tax @%	--	--	--	
Total Cost for two years				

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

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

Stamp & Signature of Supplier

Part 2

General Information of supplier/agency

- 1. Name of firm:
- 2. Contact Numbers:
- 3. Address:
- 4. Phone:
- 5. Facsimile:
- 6. Web site:
- 7. Contact's email address:
- 8. Information about the products/services, clients, financials etc
- 9. PAN number:
- 10. Sales/Service Tax number:

(The bidder must have a PAN (Permanent Account Number) and registered with the Sales/Service Tax and the documents for the same is to be attached)

Work Experience

Sl. No.	Name of Organization	Year of Implementation	Service provided to employees (number)	Cost of the assignment	Whether supportive documents attached (Yes/No)

(The bidders must have successfully integrated web based e-procurement in at least five organizations. Vendor must attach copies of documents in support of it.)

Stamp & Signature of Supplier