

REQUEST FOR PROPOSAL(RFP)

**Design, Development and implementation of
e-Library System & digitization**

For

Indian Ports Association

**Indian Ports Association
1st Floor, South Tower, NBCC Place,
Bhisham Pitamah Marg, Lodhi Road,
New Delhi 110 003**

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Inviting Open Tender

Indian Ports Association, New Delhi-110003

Subject: Request for Technical and Financial proposal for Digitization and Implementation of e-Library System at Indian Ports Association, New Delhi-110003

Sr. No.	Description	
1.	Name	Indian Ports Association ,New Delhi
2.	Tender Subject	Design, development and Implementation of e-Library System and digitization at Indian Ports Association.
3.	Tender Type	Open.
4.	Tender Category	Services/System.
5.	EMD/Bid Payable (INR)	Rs. 25,000/-
6.	EMD/Bid Security payable to	In the form of DD, in favour of "Indian Ports Association, New Delhi" from any nationalised Bank.
7.	Cost of the Tender payable to (Tender fee is non-refundable)	Rs. 5000/- (Non-Refundable) to be paid in the form of Demand Draft or the cost of the Tender in favour of "Indian Ports Association, New Delhi" from any nationalised Bank.
8 .	Issue of tender	12.07.2016
9.	Submission of tender	28.07.2016 till 3 p.m.
10	Tender Submission	in person/post
11	Tender Opening Date (Technical bids)	The Technical bid shall be opened on 28.07.2016 at 3.30 P.M. The date and time for opening of the Price Bids shall be intimated later after evaluation of the technical bid. In case date of opening falls on day which is declared public holiday the bids shall be opened on the following day at the same time.
12	Place of Tender Opening	Indian Ports Association, New Delhi-110003
13	Address to Send Tender Document	1 st floor, NBCC Place, B P Marg, Lodi Road, New Delhi – 110 003
14	Contact. Details/Telephones	1. Mr. Rajeev Puri (Chief Administrative Officer) Tele: 011-2436 Email: rajeevpuri@gmail.com 2. Mrs. Harjeet Kaur , Sr DM(A) Tele: 011-24368329 Email: harjeet2002@gmail.com

1. Background

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports which are under the supervisory control of Ministry of Shipping. Over the years, IPA has consolidated its activities and has become a think tank and knowledge hub for the Port Sector.

The e-Library consists of all forms of promotional and non-promotional media developed by IPA on a single share infrastructure. The aim is to create a central storage of all the documents, Project Reports, reference books, GB Agendas, old Records in electronic forms for faster retrieval.

An e-Library system is very effective tool which clubs the different library Items into one place and gives day to day operations for the users to have at a glance of the IPA's publications, old documents, video collections, and books for ready references.

IPA has envisaged to design, develop and implement an e-Library System to be used for monitoring, view and publishing purpose by integrating electronic documents, collection of video, etc and users for its internal purpose only. The purpose of the Online system is to allow different users at IPA to view, read, issue, download relevant and critical library items(Books, Projects Reports, GB Agendas, Annual Reports, Video, etc) related to IPA/Ports/Ministry at a glance, provide a fast and easy way of using Library without manual intervention.

2. Objectives of the e-Library System

IPA would like to have an e-Library for referral and would like to publish the E-papers if IPR right and consent is provided. Hence to provide the library online is its prime objective so that any user with or without login as per the confidentiality of the books, can view, download, publish, read and issue items and restrict human dependencies.

3. Key Events & Dates

Schedule

Sr No	Information	Details
1	Advertising Date	12/07/2016
2	Download Date	12/07/2016
3	Last date to send in request for clarification	14/07/2016
4	Date / Time and Place for Pre bid conference	15/07/2016 at 11 AM
5	Release of response to queries	15/07/2016 (Evening)
7	Last date for submission of bids	28/07/2016 by 1500 Hrs
8	Opening of bids	28/07/2016 at 1530 Hrs

Other Important Information related to Bid

Sr No	Information	Details
1	Earnest Money Deposit	Rs 25,000/-
2	Tender Fee	Rs 5,000/- Tender fee is non-refundable
3	Bid Validity Period	180 days
4	Last date for submission of Performance Security to IPA	Within 15 days from the date of LOI
5	Performance Security Value	10% of the contract value / Bid value of the successful bidder
6	Performance Bank Guarantee Validity Period	PBG should be valid for till 30 days from the end of the date of contract.
7	Last date of signing the contract	As intimated in the Work Order by IPA
Contact Person: Chief Administrative officer Indian Ports Association, 1 st floor, NBCC PLACE, LODHI ROAD, NEW DELHI – 110 003, ipa@nic.in; cao.ipa@nic.in		

4. Instruction to Bidders

Introduction to IPA

Indian Ports Association (IPA) was constituted in 1966 under Societies Registration Act, primarily with the idea of fostering growth and development of all Major Ports which are under the supervisory control of Ministry of Shipping. Over the years, IPA has consolidated its activities and has become a think tank and knowledge hub for the Port sector.

Transfer of RFP

The RFP Document is not transferable to any other bidder. The bidder who purchases the document and submits shall be the same.

Consortium and Joint Ventures

Consortium or Joint Ventures is allowed.

Completeness of Response

- i. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done, after careful study and examination of the RFP document with full understanding of its implications.
- ii. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document will be at the Bidder's risk and may result in rejection of its Proposal.

Proposal Preparation Cost

- i. The bidder shall submit the bid at its cost and, IPA shall not be held responsible for any cost incurred by the bidder. Submission of a bid does not entitle the bidder to claim any cost and rights over IPA and IPA shall be at liberty to cancel any or all bids without giving any reason thereof.
- ii. All materials submitted by the bidder shall be the absolute property of IPA and no copyright /patent etc. shall be entertained by IPA.

Bidder Inquires

Bidder shall send in their queries by email to **EMAIL ADDRESS OF THE CONTACT PERSON**. The response to the queries will be published on IPA website. No telephonic queries will be entertained. This response of IPA shall become integral part of RFP document.

Amendments to RFP document

- i. If IPA deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.
- ii. All the amendments made in the document would be published at IPA website and shall be part of RFP.
- iii. The bidders are advised to visit the aforementioned website on regular basis for checking latest updates of this RFP document. The IPA also reserves the rights to amend the dates mentioned in this RFP for successful bid process.

Right to Terminate the Process

IPA may terminate the RFP process at any time and without assigning any reason and tender fees paid will not be refunded. IPA shall not be held responsible for any cost incurred by the bidder in bid preparation. IPA reserves the right to amend/edit/add delete any clause of this Bid Document. However this will be informed to all and will become part of the bid /RFP.

Earnest Money Deposit (EMD) and Performance Bank Guarantee

Earnest Money Deposit

An EMD of Rs. 25,000.00 (Rupee twenty five thousand only), in the form of Demand Draft(DD) drawn in favor of Indian Ports Association, payable at New Delhi has to be submitted along with the proposal.

- i. Proposal not accompanied by EMD shall be rejected as non-responsive.
- ii. No interest shall be payable by the Employer for the sum deposited as EMD.
- iii. No bank guarantee will be accepted in lieu of the earnest money deposit.
- iv. The EMD of the unsuccessful bidders would be returned back within 45 days of award of job.

The EMD shall be forfeited by the Employer in the following events:

- i. If proposal is withdrawn during the validity period or any extension agreed by the consultant thereof.

- ii. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- iii. If the bidder tries to influence the evaluation process.
- iv. If the bidder withdraws his proposal during financial negotiations

Performance Bank Guarantee

The successful bidder will have to submit Performance Bank Guarantee equivalent to 10% of value of project awarded with validity period till completion of Assignment/Job.

Language of Bid

This bid should be submitted in English language only.

Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.

Submission of Bids

The bids submitted by the Bidder shall comprise of the following three envelopes. A Two envelope/ cover system shall be followed for the bid –

- i. Tender Fees, EMD and Pre-qualification Criteria, Technical bid (including the credentials, technical proposal, one original copy and soft copy in pen drive)
- ii. Financial bid.(separate sealed cover)

The bid shall include following documents.

Sl No	Document Type	Document Format
Technical Envelope		
1	Tender Fee	Rs 5,000/- in form of Demand draft in favour of Indian Ports Association payable at New Delhi
2	EMD	Rs 25,000/- in form of Demand draft in favour of Indian Ports Association payable at New Delhi
3	Pre-Qualification	As per the format mentioned in eligibility criteria clause
4	Technical Proposal	As per the format mentioned in RFP
Financial Envelope		
1	Financial Bid	Refer Financial Bid document in RFP

Disqualification

The Proposal is liable to be disqualified in the following cases or in case the Bidder fails to meet the bidding requirements as indicated in this RFP:

- i. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Proposal.
- ii. During validity of the Proposal, or its extended period, if any, the Bidder increases his quoted prices.
- iii. The Bidder qualifies the Proposal with his own conditions.
- iv. Proposal is received incomplete.
- v. Proposal is received after due date and time.
- vi. Proposal is not accompanied by all the requisite documents.
- vii. Proposal is not accompanied by the EMD/Tender fee.
- viii. If the Bidder provides quotation only for a part of the Project.
- ix. Information submitted in Technical Proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage)
- x. Financial Proposal is enclosed with the Technical Proposal.
- xi. Bidder tries to influence the Proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
- xii. In case any one Bidder submits multiple Proposals or if common interests are found in two or more Bidders, the Bidders are likely to be disqualified, unless additional Proposals/Bidders are withdrawn upon notice immediately.
- xiii. Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a Contract within 15 Days of the date of issue of Letter of Intent or within such extended period, as may be specified by the IPA.
- xiv. The validity of the bids submitted before deadline shall be till 180 days from the date of opening of the Financial Bid.
- xv. While evaluating the Proposals, if it comes to the IPA's knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of three years from participation in any of the RFPs floated by the IPA.
- xvi. If the Bid Security Pre-qualification Proposal, Technical Proposal contain any information on price, pricing policy, pricing mechanism or any information indicative of the Financial aspects of the Bid
- xvii. Bidder doesn't agree to the terms and conditions.

In case of any of the above conditions, IPA reserves the right to negotiate with L2 bidder after informing the disqualification to L1 bidder appropriately

Bid Opening

- i. Technical Envelope containing Tender fee, EMD, Pre-Qualification, Technical Proposal shall be opened initially in the presence of bidders.
- ii. Financial Envelope containing the Financial Proposal will remain unopened and will be held in custody of IPAs until the time of opening of the Financial Proposals.
- iii. At the end of the evaluation of the Technical Proposals, IPA shall invite bidders who have qualified for the opening of the Financial Proposals. The date, time, and location of the

opening of Financial Proposals will be informed by IPA separately and individually to qualified bidders.

5. Scope of Work

- Develop e-Library for Collection of Digital Objects such as Text, visual material, audio material, video material, stored in electronic format.
- e-Library will be mainly used for department use only. However features for sharing of files should be available for guest or invited users.
- e-Library should be compatible on all internet browsers.
- Organize the Digital Files at Central Storage in such a way that user can view, download, convert, share in most of digital gadgets such as Smart Phones, Tabs, Laptops, Desktops etc.
- Tagging and categorizing all files into audio, video, documents, image, scanned documents etc.
- Provision of Media playing options such audio, video files etc.
- Viewership facility for all multimedia files in all latest formats.
- Provision for opening of All documents such as DOC, DOCX, XLR, XLS, XLSX, ODT, RTF, TEX, TXT, WPD, WPS, CSV, DAT, GBR, PPs, PPT, PPTX, XML, PDF, PCT etc.
- User Rights Management for viewing, downloading, read only, conversion, sharing etc.
- Back end User Management panel for Admin to manage user's role and rights.
- User should be able to convert the files in different formats and should be able to share it with the other user via email which will be having a system generated guest username and password.
- Multiple selection and single click download functionality.
- An experience similar to physical library.
- Provision of Backing up whole database should be available.
- Training Department Officials
- Scanning of above said papers, journals , books, GBA, etc (Nearly about one lakhs pages)
- Converting the scanned Images into PDF with OCR, with accuracy.
- Bar Code with accessories enabled e-library
- Faster and efficient Issuing/ Returns, inventorying and material handling.
- It should be possible for users to make full text search on OCR'd documents in viewer.
Proposed solution should have basic accessibility features like zoom in / out, go to page etc. functionality
- Solution should be capable of displaying document without providing option of downloading the document on multiple platforms like Windows/Linux/Android/Apple etc.
- Proposed solution should have approval mechanism before publishing any content on solution.
- Simple and Advance search on metadata with Boolean operator.
- It should be possible for user to search a record in combination of full text search and metadata.
- Supports the movement of users between organizational units whereby their job roles and/or their access rights may change. The System has within it the concepts of job roles, and staff occupying those posts. In addition, the e-Library must allow the definition of user roles, and must allow one or more users to be associated with each role.

- Provides Comprehensive MIS to evaluate the usage of the Repository
- The above stated scope is not exhaustive. Bidders are requested to improve upon, add relevant features that would be required for an efficient, user friendly, informative e-Library

The scope of work under the project is :

- Requirement gathering (identification of Scope and as is to be process) and preparation of specification document
- Technical support to IPA to facilitate integration.
- Design. The design should be in close coordination with the user and should be flexible to incorporate the changes in future
- Development and validation
- Provision of SMS / Email Alerts as and when required
- Scanning and Indexing with PDF with OCR conversion Journals and Books , Papers as and when required
- Provision of BAR code with accessories
- Provide detailed deployment architecture and infrastructure requirement including necessary hardware/software/licenses for deployment of application. The hardware / System software/ Database Management system will be provided by IPA.
- Deployment of application
- End User/Power User training
- Maintenance of application for 2 years after go live

Scanning Scope

1. The pages to be converted in requisite format will be provided in hard bound volumes.
2. The output should provide in set of two microfilm/DVDs i.e. one will contain Raw TIFF Images (includes Thumbnail Image of Covering Pages of each publication) and other enhanced, searchable PDF-A.
3. The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction and use neutral common rendering for all images.
4. The scanner should have minimum of 600 dpi (dot per inch) optical responses or resolutions with [Bit depths: Bit, not less than 8-bit Grayscale, or 24-bit Color (True color)].
5. The scanned images should be in TIFF format at early stage and final copy should be in Searchable PDF-A file format.

6. The PDF files should be compressed.
7. No cropping is allowed for Raw Image, the entire document has to be scanned for maintaining original size and shape of the document.
8. Cleanliness of Work Area, Digitization Equipment, and Originals like Scanners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images. Many old documents tend to be dirty and will leave dirt in the work area and on scanning equipment.
9. The final scanned copy in PDF-A should be legible, with completeness, image quality (tonality and color), and the ability to reproduce pages in their correct (original) sequence.
10. Digital images should be created to a quality level that will facilitate OCR conversion to a specified accuracy level. This should not, however, compromise the quality of the images to meet the quality index.
11. The digitized images to be converted to searchable PDF-A format, the layout of the page should be retained.
12. A file-naming scheme database - should be established prior to capture. The same will be provided by IPA.
13. The master files containing final documents should be stored on DVD. It has been recommended that High Quality DVD should be used for storing the document copy.
14. Metadata and Indexing of digitized materials; Capture and Create Metadata for each and every page.

6. Standards/Guidelines

- ISO/IEEE Standards for Software Development
- Guidelines for Indian Government Websites
- E-Governance Standards

Other Responsibilities of the executing Agency/Vendor

- Besides scanning and digitizing the collection, maintaining records and generating regular progress reports, the other major responsibilities of the vendor will be as under:
- Maintaining confidentiality about work
- Safe handling of collection used for scanning (as these are rare available as single copy and cannot be recreated). While handling Publication, proper care is to be taken, so vendor should

deploy only experienced scanning operators. In case of any negligence the vendor shall be penalized.

- The agency shall be responsible for preparing the documents for scanning/digitization purpose, i.e. cleaning of pages; remove dust, taking them out of shelves and putting them back etc.
- Publication rebinding /returning /refilling after scanning.
- Handling and maintenance of the hardware installed by the agency will be the responsibility of the agency/vendor.
- In case of any damage to content, same should be informed to IPA Library, without delay by the agency.
- The short listed vendor has to agree to maintain the back up for at least one year after the completion of project.
- The agency/vendor has to give undertaking that they will not use the digitized content of Collections/ Reports of IPA for any other purpose and also will not share this data with any firm/company/organization/institution, etc.

7. Deliverables

Following are the deliverables under the project:

1. Software Project Management Plan covering
 - IT Architecture, Resource Acquisition, Procurement and deployment
 - Hardware Requirements and specification
 - Quality Assurance, Verification/Validation
 - Configuration/Change Management
 - Risk Management
 - Weekly Project Status Reports
2. Software Requirement Specifications
3. Desired technical document for IPA to sharing & integrating the data
4. Software Design Document
5. Source Code of the working application
6. Software licenses for the tools/software proposed used as part of the solution
7. Deployable Application
8. Scanning and Indexing with PDF conversion
9. SMS module implementation as and when required

10. Detailed System Deployment Architecture and Infrastructure requirement Document
11. Test Cases/Reports
12. User Manual/Technical documentation
13. Handholding & Training
14. Bar Code with accessories

Where ever applicable, project deliverable should be as per IEEE standard or equivalent.

8. Project Monitoring Mechanism

IPA will constitute a committee to provide and finalize the requirements and monitor the progress of the project. The vendor will be required to submit the progress report on regular basis to IPA.

9. Project Schedule/Duration

The total duration envisaged for go live of the project is 3 months from the date of placement of order.

Tentative schedule and milestone is listed below:

- Detailed Project Management Plan – 7 Days
- Requirement gathering & software requirement specifications – 7 Days
- Development -Installation and Implementation – 2 months after approval of SRS
- Changes & finalization with Testing – 10 Days
- Security Audit – 7 Days(if Required)

10. Selection Criteria

The agencies shall submit their proposals as per RFP. The technical and financial proposals shall be properly sealed in two envelopes separately. Both the envelopes shall be put in a single large envelope and sealed envelope shall be submitted. The name of the agency shall be marked properly on the envelopes.

The Technical proposal will be opened by the Technical evaluation committee for evaluation.

The technical proposal shall cover the following:

1. Overall approach to project development

2. Methodology proposed for the solution
3. Proof of similar work carried out earlier by the agency as per PQ Matrix
4. The detailed Project Management & Implementation Plan
5. Detailed Architecture & resource requirement including hardware/software/tools
6. Technical documentation with respect to the hardware/software/tools/technologies proposed and reason of proposing the same
7. Resumes of the technical resources proposed to be deployed on the project

The agency will be required to make a detailed presentation in front of the committee. The committee may also ask for a Proof of Concept (PoC) for demonstration of the solution.

Pre-Qualification Criteria (PQC)

The bidder shall fulfill all of the following eligibility criteria independently on date of submission of bid. The bidder shall substantiate with adequate supporting documents to ensure compliance to pre-qualification criteria as mentioned below.

Average Turnover & Net worth

- i. The bidder should have average turnover per annum of Rs. 10 Crore in the last three years (2012-13, 2013-14 and 2014-15)
- ii. Bidder should have positive net-worth as on 31st March 2016

Development Process, Operation, Certifications

- i. Bidder should be ISO 9001:2008 or CMM-3 certified.
- ii. Bidder should have been in operation since last 3 years

Design, Development, and Implementation Experience

Bidder should have designed/ developed/ implemented at least 3 Web Applications in last 3 years, out of which at least ONE e-Library system should be for a minimum value of 15 lakhs. Bidder should have done scanning of documents for ONE organization valued not less than 5 Lacs.

Black Listing

Bidders should not be blacklisted or penalized by any Central /State Government /PSU organization for failure to perform or deliver services during the last 2 years (2013-14, 2014-15)

Evaluation Criteria

Bidders, who qualified the PQC, will be evaluated based on below evaluation Criteria:

Sr. No.	Criteria	Requirements	Max Marks	Remarks
A.	Understanding of requirements, Approach Methodology, Technical Presentation & Live Demonstration		50	
1	Understanding of the scope		10	
2	Approach Methodology & Project Implementation Plan		10	
3	Technical Presentation		15	
4	Demo/ Presentation (e-Library)		15	
B.	Proof of Similar work carried out in the past		40	
1	Experience relevant to this project to be demonstrated with similar e-Library related projects implemented in India with minimum Order Value of Rs. 15 Lacs	Projects executed during the last 5 years 3 or more projects – 30 Marks 1-2 projects - 20 Marks	30	Work Orders /completion certificate shall be submitted
	Scanning Experience with Min Value of Rs. 5 Lacs	3 or more projects - 10 Marks 1-2 projects - 7 Marks	10	Work Order/completion certification shall be submitted
B.	Resource Profile		10	
1	Qualification and competence of key Professionals available with similar kind of experience	No. of professionals with minimum qualification of BTech/MCA/MTech or equivalent and minimum 5 years of experience 50 or more - 10 marks >30 and <50 - 7 marks >10 and <30 - 5 marks	10	Sample Resumes to be submitted.
	Total		100	

Marking methodology to include normalization of technical and commercial scores:***Technical Score: (X)***

The bidder who secures maximum marks shall be given a technical score of 100. The technical scores of other Bidders for the project shall be computed as follows.

['Technical' Score of Bidder for the Project (X)]	= 100 X	[Marks secured by the respective Bidder]
		Highest Marks secured

The score secured based on evaluation of the Technical Proposal as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

Only those Bidders who have secured Technical Score of 70 or above shall be declared as qualified for evaluation of their 'Financial Bid'. Bidders who have secured less than 65 for Technical Score shall be rejected.

Financial Score: (Y)

The bidders shall submit their quote as per the format provided in XXXX. The Financial proposals shall be evaluated on the basis of total lump sum charges offered by the bidder to Indian Ports Association valid for a period of 6 months. Any monetary figure in decimal shall be rounded off to the nearest INR.

In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected.

The financial scores of other bidders for the project shall be computed as follows:

[The 'financial score' of Bidder for the project(Y)]	= 100 X	[Lowest offer quoted by the qualified bidder (Rs.)]
		[Offer quoted by the respective Bidder (Rs.)]

The marks secured as above shall be the Financial Score of the bidder for the project (Y).

Composite Score of the Bidders

Composite score of the Bidders for the bid shall be worked out as under:

Bidder	Technical Score (X)	Financial Score (Y)	Weighted Technical Score (70% of X)	Weighted Financial Score (30% of Y)	Composite Score (F=D+E)
A	B	C	D	E	F

Financial Evaluation Criteria

IPA shall evaluate Financial Proposals of eligible bidders. If there is a discrepancy between words and figures, the amount in words shall prevail. Any calculation/ summation errors shall be rectified before arriving at financial offer.

Award Criteria

Prior to expiry of the validity period, IPA will notify in writing that the successful bidder's proposal has been accepted. Upon the successful bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful bidder is unable to furnish the Performance Bank Guarantee and execute contract within 21 days, IPA shall forfeit the Earnest Money deposit and shall invite the bidder ranked second in the financial bid subject to the condition that the second rank bidder shall match the price quoted by the earlier successful bidder.

Signing of Contract

Once IPA notifies the successful bidder that its proposal has been accepted, IPA shall enter into a separate Agreement, incorporating the conditions of the RFP and its amendments and any special conditions during negotiations between the IPA and the successful bidder.

11.Engagement Mechanism

On receipt of work order, the Agency will finalize the Project Management Plan within one week to meet the timelines and deliverables in consultation with IPA.. The plan should cover the Go-Live checklist for achieving the milestone.

The agency will deploy the resources on-site/off-site depending on the nature of activity. The Project Manager, resources involved for requirement gathering may be deployed on-site for discussions/clarifications. The requirement gathering will also involve discussion with Ports/IPA.

The agency will get the necessary deliverables approved from time to time as per project management plan.

12. Payment Schedule

Phased wise payment plan is proposed which will be released on milestone basis.

- 20 % of Software payment would be released on SRS finalization
- 70 % Payment would be released on Implementation and go live of the system
- 10 % Balance amount after 2 month successful implementation and certified by IPA users.

Financial Proposal**1. e-Library System**

Sr. No.	Description	Months	Cost in Rs.	Taxes	Remarks
1	Design, Development and Implementation of e-Library System (As per Scope)	3 Months			
2	Scanning of Documents and OCR , PDF-Per Page Cost single sided with data Entry (Min. 1 Lac Pages A4 for Costing and evaluation purpose as per scanning scope)	As and When Required			
3	Bar Coding with accessories enabled e-library	Total Library Items -5000 Minimum			
4	Support / AMC for 2 Years from Go Live	24 Months			

ANNEXURE – ‘C’

(Undertaking from the Supplier on a Non-Judicial Stamp Paper of Rs. 5/- duly attested by Notary)

PERFORMANCE BOND/ GUARANTEE

In consideration for the (hereinafter called the purchaser) having agreed to release the 100% payment of net contract value as per terms and conditions of a concluded Contract No. _____ dated _____ (hereinafter called the ‘contract’) for supply of _____ (hereinafter called the goods and services) to us i.e. Messrs (hereinafter called ‘the supplier’) on submission of a Performance Bond to the satisfaction of the purchaser for the due performance of the said contract.

We, Messrs _____ (hereinafter called ‘the Supplier’) hereby submit the TDR No. _____ issued by _____ (Name of the Bank) for Rs. _____ pledged in favour of _____, Chief Administrative Officer, Indian Ports Association, New Delhi as Performance Bank Guarantee amount and hereby irrevocably, unconditionally and absolutely undertake against any loss or damage caused or suffered by the purchaser by reason of any failure of the supplier to perform or omission or negligence to perform any part of its obligations to the satisfaction of the purchaser in terms of the contract.

We, the Supplier, do hereby authorize Chief Administrative Officer, Indian Ports Association, New Delhi to forfeit this Performance Guarantee amount/undertake to pay the amount due and payable under this guarantee without any demur merely on a demand from the purchaser stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the purchaser by reason of any breach by us of any of the terms and conditions contained in a said contract or by reason of our failure or omission or negligence to perform the said contract or any part thereof.

We, the Supplier, undertake to pay to the purchaser any amount so demanded by the purchaser, notwithstanding.

- (a) any dispute or difference between the purchaser and the supplier or any other person or between the supplier or any person or any suit or proceeding pending before any court or tribunal or arbitrator relating thereto or
- (b) The validity irregularity or unenforceability of the contract or
- (c) any other circumstances which might otherwise constitute discharge of this guarantee, including any act or omissions or commission on the part of the purchaser to enforce the obligations by the supplier or any other person for any reason whatsoever.

Whether Supplier, further agree that the Performance Bond/ Guarantee herein contained shall be continued one and remained full force and effect during the period that would be taken for

the performance of the said contract and that it shall continue to be enforceable till all the dues of the purchaser under or by virtue of the said contract have been fully paid and its claims satisfied or discharged of till the office of the Chief Administrative Officer, Indian Ports Association, New Delhi certifies that the terms and conditions of the said contract have been fully and promptly carried out by us and accordingly discharges this Performance Bond/ Guarantee.

We, the Supplier, further agree with the purchaser that the purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by us from time to time or to postpone for any time or from time to time and of the powers exercisable by the purchaser against us and forbear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extension being granted to us or for any forbearance, act or omission on the part of the purchaser or any indulgence by the purchaser to us or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

This Performance Bond/ Guarantee will not be discharged due to the change in the constitution of the Supplier.

We the Supplier, lastly undertake not to revoke this Performance Bond/ Guarantee except with the previous consent of the purchaser in writing.

The disputes relating to this bank Performance Bond/ Guarantee shall be resolved as per the terms and conditions of the contract.

Signature and seal of the Supplier

Place:

Date: