



**REQUEST FOR PROPOSAL FOR MAINTAINING
AND OPERATING FOOD PROCESSING
INFORMATION SYSTEM (FPIS)
BY THE
MINISTRY OF FOOD PROCESSING
INDUSTRIES**

Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg Khelgaon,
New Delhi-110049
Website Address: <http://www.mofpi.nic.in>

**REQUEST FOR PROPOSAL FOR MAINTAINING AND OPERATING
FOOD PROCESSING INFORMATION SYSTEM (FPIS)**

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Section I: General

The Ministry of Food Processing Industries (MoFPI) is seeking proposals from firms/ companies/ corporations based in Delhi for maintaining and operating Food Processing Information System of Ministry of Food Processing Industries.

The selected agency will, inter alia, be responsible for takeover of web-based Food Processing Information System, which is currently operational. It shall be responsible to operate and maintain it on a real time basis and further augment/ customize it as per requirements of MoFPI.

1. SCHEDULE AND CRITICAL DATES

The tentative schedule and critical dates are shown below:

S.No	Event	Date
1	Date of uploading RFP on Central Public Procurement	11/10/2017
2	Pre Bid Meeting	17/10/2017 (1100 Hrs)
3	Last date of submission of bids	06/11/2017 (1700 Hrs)
4	Opening of Technical Bids	07/11/2017 (1700 Hrs)
6	Opening of Financial Bids	16/11/2017 (11:00Hrs)

Technical and Financial Bids shall be up loaded on Central Public Procurement Portal. Bidder should be responsible for registering his company at Central Public Procurement Portal and seeking all necessary approvals required to upload the bid.

The MOFPI reserves the right to amend the document for RFP, tentative schedule and critical dates. It is the sole responsibility of prospective bidders to go through Central Public Procurement Portal from time to time for any updated information.

1.1 PROCEDURE, TERMS AND CONDITIONS

1.1.1 The RFP is to be uploaded on two bids basis i.e. Technical Bid and Financial Bid.

It is the responsibility of the Bidder to ensure that the bids are up loaded in time by the deadline through www.eprocure.gov.in Each bidder is required to submit Rs 1000/- for processing fee of Tender and Rs. 1,00,000/- (Rupees one lakhs only) as Earnest Money Deposit (EMD) in Central Bank Of India Udyog Bhavan Maulana Azad Road New Delhi-110011 branch in A/c No. 1007658319, IFSC code is CBIN0282169. The UTR no. /details of transfer of above amount should be uploaded along with the Bid.

1.1.2 Registered MSMEs are exempted from processing fee and payment of EMD.

1.1.3 All bids must remain valid for 180 days from the date of up loading.

1.1.4 The MOFPI reserves the right to solicit additional information from Bidders. Additional information may include, but is not limited to, past performance records, lists of available items of work etc.

1.1.5 The MOFPI reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the MoFPI.

1.1.6 The MOFPI reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.

1.1.7 All information contained in the RFP, or provided in subsequent discussions or

disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.

- 1.1.8 The timeline/schedule of deliverables will be decided as and when the requirement /task activities arise. Bidder should complete the job/activities as and when asked by the MOFPI.

1.2 ELIGIBILITY CONDITIONS

The Bidders should fulfill the following eligibility conditions for participating in the Tender/Request for Proposal (RFP). The Bidders should enclose documentary evidence for fulfilling the eligibility conditions. It is the sole responsibility of the bidder for the smooth and timely execution of the assigned work.

SPECIFIC REQUIREMENT	EVIDENCE
1. Bidder should be registered in India (MSMEs to upload copy of the certificate)	Documentary proof
2. Bidder should have a local office in NCR region	-Do-
3. Bidders should not have been blacklisted by any of the State or Central Government organization.	Signed Affidavit
4. Should not have been found guilty of any criminal offence by any Court of law.	Signed Affidavit
5. Bidder should not have a conflict of interest in the assignment as specified in the bidding document.	Undertaking on letter head
6. Compliance with the code of integrity as specified in the bidding document	Undertaking on letter head
7. The cumulative turnover of the agency for each year 2012 -13, 2015-16 and 2016-17 should be at least Rs. 30 lakh.	Balance Sheets & documents certified by CA
8. GST Registration	Copy
9. PAN Registration	Copy
10. Bidder should have experience of at least three years in design and operation of a Management Information System(MIS) of any Central/ State Government Ministry/ Department and must have completed or handled two similar projects worth at least Rs.10 lakhs each for government agency, where the application was a web based application with Oracle/ SQL Server a data base and ASP/JSP/VB technologies as front end, Crystal Reports as reporting tools and LINUX/ WIN NT as platform with documentary proof in terms of copy of work order issued by your clients.	Copies of the work orders
11. The agency should have the ability to prepare power-point presentations, create charts, diagrams, etc. for better presentation of data.	Undertaking on letter head

<p>12. The agency must have in- house tools/applications/Software Development & management Team which have proven ability to provide customized data, as and when required.</p>	<p>Undertaking of in-house technical capability on letter head</p>
<p>13. The details of available manpower for undertaking such assignment clearly specifying the number of Research Executives, Software Developers/ computer programmers, Designers, Data Administrators and Data Entry Operations. The selected agency shall submit a panel of at least 2 Project coordinators & 2 programmers amongst which the Ministry would select one project coordinator & one programmer for deployment at the MOFPI site.</p> <p>Project Coordinator: should possess minimum qualification as MBA/MA (Economic) with strong written communication skills and having skills to coordinate between different divisions of the Ministry.</p> <p>Software programmer: should possess minimum qualification as B.tec/ MCA with MBA at least two years of experience on ASP. Net (VB and C #), Query, Java-Script, MS SQL Server 2008 R2, Good experience on stored procedures/ Functions/ Triggers. Technical staff stationed at MoFPI should be substituted only by staff with same level of qualification.</p>	<p>Self-certified list and Undertaking for Deployment of one project coordinator & one programmer in the letter head.</p>
<p>16. The details of infrastructure set up of the agency in terms of number of computers with brand and type, printers/ print serves, Xerox machines, data backup devices internet connectivity bandwidth and other necessary equipments.</p>	<p>Relevant Documents in Support of Qualification & experience.</p>

1.2(a) Bidders in joint venture and consortium are not eligible to apply.

1.3 COMMERCIAL CONDITIONS

Apart from the above, each bidder is required to fulfill the following terms and conditions:-

a) EARNEST MONEY DEPOSIT (REGISTERED MSMEs EXEMPTED)

Each bidder is required to submit Rs. 1,00,000/- (Rupees one lakhs only) as Earnest Money Deposit (EMD) in Central Bank Of India Udyog Bhavan Maulana Azad Road New Delhi-110011 branch in A/c No. 1007658319, IFSC code is CBIN0282169. The UTR no. /details of transfer of above amount should be uploaded along with the Bid.

- (i) EMD should be submitted along with Technical Bid.
- (ii) Technical Bid not accompanied with EMD shall summarily be rejected.
- (iii) No interest shall be payable by the MOFPI for the sum deposited as Earnest Money Deposit.
- (iv) Bank Guarantee will be accepted in lieu of Earnest Money Deposit (EMD).
- (v) The EMD of the unsuccessful bidders would be returned after award of the contract. (EMD of the successful bidder shall be returned only after receiving the prescribed performance security)

b) PERFORMANCE SECURITY

- (i) Selected bidder will have to submit a Performance Security equivalent to 10% of the total contract value of job for one year in the form of the bank draft/demand draft or bank guarantee from a scheduled nationalised bank in favor of "P&AO, MoFPI" New Delhi, within 10 days of issue of letter for performance security. Performance Security will remain valid even after 60 days beyond the satisfactory completion of job.
- (ii) The successful bidder has to renew the bank guarantee/draft on same terms and conditions for the period up to the contract including extension period, if any.
- (iii) Performance Guarantee would be returned only after successful completion of job assigned to them after adjusting/recovering any dues recoverable/payable from/by the Agency on any account under the contract.

c) PERIOD OF CONTRACT

The contract will be for a period of 1 years subject to the satisfaction of MOFPI. If performance is satisfactory, MOFPI may extend the contract period for further 1 year on same terms & conditions.

d) PRICES

- i. All the prices must be quoted on unit rate basis in INR along with all applicable charges i.e. professional fee and applicable taxes, duties, etc. (if any).
- ii. The agency has to ensure that the prices / rates quoted are all inclusive including the manpower support required for the project execution and continuous support during the entire contract period.
- iii. No increase in the prices would be allowed during the contract period.

(e) AMENDMENT OF TENDER DOCUMENT

At any time before the submission of bids, the MOFPI may amend the tender document

by issuing an addendum/corrigendum in writing or by announcing it through its website. The addendum/corrigendum shall be binding on all the agencies. To give the Agencies reasonable time in which to take an amendment into account in their bids, the MOFPI may, if the amendment is substantial, extend the deadline for the submission of bid.

(f) CONFLICT OF INTEREST

- (i) The Agency is required to provide professional, objective and impartial advice and at all times hold the MOFPI's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.
- (ii) Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting Activities: An Agency or any of its affiliates, selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.

Conflicting Assignment/job: An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.

Conflicting Relationships: An Agency that has a business or family relationship with a member of the MOFPI staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the MOFPI throughout the selection process and the execution of the Contract.

Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of MOFPI, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Agency fails to disclose said situations and if the MOFPI comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.

g) PAYMENT

1. The payment will be released to the agency on quarterly basis on receipt of request, based on work achievement and satisfactory performance. The agency will be asked to submit quarterly work achievement on Scope of Work as mentioned in Section II of this document for assessment by the MOFPI. No advance payment will be made. All payments shall be made in Indian Rupees.
2. Payment will be released on quarterly basis on successful quarterly commitment. Agency should submit quarterly bills with clear indication of quarterly achievement.

1.4 PENALTY CLAUSE

- a) The detail Service Level Agreement (SLA) will be signed with successful bidder. Any breach in SLA will lead to penalty and later termination of the contract. The source code, Data & technical documents related to the Food Processing Information System will be the property of Ministry of Food Processing Industries and the bidder shall, not later than upon termination or expiration of this work order, deliver all such documents and software to the client, together with a detailed inventory thereof.
- b) If at any given point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder doesn't fulfill any of the contractual obligation, the MOFPI may take a decision to cancel the contract with immediate effect. Further, performance security of the agency may also be forfeited if the performance of the agency is not satisfactory.
- c) In case of late services / no services on a specific activity, in which the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract, the firm shall be liable to pay a Liquidated Damages (LD). LD will be imposed @ 1% of per week of the cost of contract value up to maximum of 10% of the contract value from the Agency. The timeline/schedule of deliverables will be decided as and when the requirement/tasks /activities arise.

The MOFPI will have the right to cancel the contract at any time without assigning any reason thereof.

1.5 PREPARATION OF BID

All the bidders are requested to follow the instructions given below while up loading the bids. Proposal should be up loaded on two bid basis – separate technical and financial bids on Central Public Procurement Portal.

Technical and Financial Bids

- The technical bid should have the following:-
 - i. Forwarding letter as per Annexure 1 on the bidding organization's printed letterhead.
 - ii. The bidder shall submit technical bid in prescribed format as given in Annexure 1. Submission of the different type of Technical bid will result in the proposal being deemed non-responsive.
 - iii. Compliance and documentary proof of eligibility condition spelt out in clause 1.2 of Section I. Documentary proof sought in other clauses of this Tender Document should also be enclosed.

- iv. Figures and tables must be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text. Pages must be numbered consecutively within each section.
- v. A point to point compliance and self-declaration for acceptance of terms and conditions of tender document.
- vi. Undertaking (self-declaration on letter head) of total responsibility for the trouble free operation.
- vii. Undertaking (self-declaration on letter head) that the information submitted by them is correct and they will abide by the decision of MOFPI. In case the information submitted by the firm is found to be false and / or incorrect in any manner, the firm can be suspended and / or debarred.
- viii. All pages of the document submitted should be signed.

➤ **The Financial bid must contain the following:**

- i. Forwarding letter including Financial Bid as per Annexure 2, on the bidder printed letter head.
- ii. Scope of services as per Section II each page duly signed.
- iii. No price / rate variation / adjustment or any other escalation will be entertained.

1.6 SIGNING OF BID

The original and all documents of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person's duly authorized to sign by the Bidder to the Contract. The person or persons signing the Bid shall initial all pages of the Bid.

1.7 METHOD OF EVALUATION AND AWARDS OF CONTRACT

Bidders are requested to submit all requisite documents as per the uploaded tender along with their bids; failing which the bids are liable for rejection.

Evaluation of bids

From the time the bids are opened to the time the contract is awarded, the agencies should not contact the MOFPI on any matter related to its Technical and/ or Financial bid.

Any effort by the agencies to influence the MOFPI in the examination, evaluation, ranking of bids and recommendation for award of contract may result in the rejection of the agency's bid.

A duly constituted Evaluation Committee will scrutinize and evaluate the bids for selection of an agency.

Criteria for Evaluation of Technical bid:

The Evaluation Committee shall evaluate the Technical bids on the basis of their responsiveness to the qualification criteria. The qualification of the agency and the evaluation criteria for the technical bid shall be as defined below.

The criteria defined in **Annexure 3** would be followed for evaluation of technical bids.

Only Agencies obtaining a total score of 60 (on a maximum of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified. Every technical bid shall be awarded an absolute technical score of 'T' marks out of a total of 100 marks.

Criteria for Evaluation of Financial bid: The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below.

- The lowest evaluated Financial bid (**Fm**) will be given the maximum financial score of 100 points. The financial scores(**F**) of the other Financial bids will be computed as per the formula for determining the financial scores given below:

$$F = 100 \times (Fm / Fb)$$

Where,

Fb =Evaluated amount of financial quote by the particular bidder.

Fm = Lowest evaluated amount of financial quote by the bidder.

Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time, in the presence of representatives of bidders who choose to attend. The name of the Agencies, their technical score (if required), and their Financial bid shall be read aloud.

Method of Selection:

In deciding the final selection of the Agency, the technically qualified bid will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those Agencies who qualify technically will be opened. The bid with the lowest cost will be given a financial score of 100 and the other bid given financial scores that are inversely proportional to their prices. The financial bid shall be allocated a weightage of 30%. For working out the combined score, the MOFPI will use the following formula:

$$\text{Total points: } (0.7 \times T(s)) + (0.3 \times 100 \times Fm/Fb)$$

The bids will be ranked in terms of total points scored. The bid with the highest total points (H-1) will be considered for award of contract.

Example: If in response to this tender, three bids, A, B & C were received and the Evaluation Committee awarded them 75, 80 and 90 marks on technical bid respectively, all the three bids would be technically suitable. Further, if the quoted price of bids A, B & C were Rs. 120, 100 & 110 respectively, then the following points for financial bids may be given:

$$A: 100/120 \times 100 = 83 \text{ points}$$

B: $100/100 \times 100 = 100$ points

C: $100/110 \times 100 = 91$ points

For combined evaluated points, the process would be as follows:

Bid A: $75 \times 0.7 + 83 \times 0.3 = 77.4$

Bid B: $80 \times 0.7 + 100 \times 0.3 = 86$

Bid C: $90 \times 0.7 + 91 \times 0.3 = 90.3$

Bid C, in this case would be considered as H1 (Highest total points).

The Evaluation Committee will correct any computation errors, in case of discrepancy.

Negotiations:

Normally there should be no post tender negotiations, it would be only on exceptional circumstances, if considered necessary, shall be held only with the Agency who shall be placed as H-1 bidder after combined evaluation of the Technical and Financial bids, as indicated above. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Agency.

GENERAL:

- a) Bids once submitted cannot be amended.
- b) Any Bid which does not quote for all items will be determined to be non-responsive and may be rejected.
- c) The Agency shall not assign or sublet the contract or any substantial part thereof to any other agency, without written consent of the MOFPI.
- d) Technical bids and financial bids will be opened, in the presence of Bidders' representatives (One for each bidder), who wish to be present.

1.8 COMPETENT AUTHORITY'S RIGHT TO VARY ITEMS/ACTIVITIES AT THE TIME OF AWARD

The Competent Authority shall have the right to make any alterations, omissions, additions or subtractions in items/services at the time of award of contract. The Competent Authority will give such intimation to the successful Bidder, and additional cost/deduction in the Bid prices, based on the price schedule submitted by him, will be worked out with the Bidder. In case, the Bidder does not agree for such alterations, the Competent Authority will be free to award the contract to the next eligible Bidder.

1.9 ARBITRATION

- a) If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assignees in connection with or arising out of the contract the MOFPI would appoint a sole arbitrator, which shall be accepted by the Agency. The decision of the arbitrator would be final and binding on both the parties.

- b) It is also term of the contract that contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not
- c) The Venue of the arbitration shall be at New Delhi. Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re-enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

1.10 LABOUR LAWS AND SAFETY MEASURES

Agencies shall comply with all the provisions of labour law related legislation acts as enacted by Government from time to time and in case of any prosecution / penalty, consortium shall be liable for the same.

Agencies shall be liable for payments of duties viz. P.F. E.S.I. etc. including any compensation payable under Workmen Compensation Act. MOFPI shall have no responsibility or financial or other liabilities towards professional employed by agencies.

Agencies will take all safety measures / precautions during the work. Any accident due to negligence / any other reason will be to consortium account.

1.11 APPLICABLE LAW AND JURISDICTION

This contract, including all matters connected with this contract, shall be governed by the India laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Delhi Court, if required.

1.12 INSURANCE AND MEDICAL

It is the responsibility of the agencies to insure their staff and equipment against any exigency that may occur at site. Agencies will also take insurance cover for third party liability, which might occur due to damages caused to their manpower, equipment etc. MoFPI shall not be responsible for any such damages.

Medical facilities (as per law) for professional including insurance of the professional on site will be provided by the agencies.

1.13 INDEMNIFICATION

- a) Bidder shall at times indemnify and keep indemnified MOFPI against all claims/ damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under this work order.
- b) Bidder shall at all times indemnify and keep indemnified MOFPI against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (Agencies) employees or caused by any action, omission or operation conducted by or on behalf of Agencies.
- c) Bidder shall at all times indemnify and keep indemnified MOFPI against any and

all claims by employees, workman, suppliers, agent(s) employed engaged or otherwise working for Agencies, in respect of their wages, salaries, remuneration, compensation or the hike.

- d) All claims regarding indemnity shall survive the termination or expiry of the work order.

1.14 FORCE MAJEURE

For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of party.

The terms "Force Majeure" as implied here in shall mean acts of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the Organisation and the contractor. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy two hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organisation shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

1.15 FAILURE & TERMINATION CLAUSE

Time and date of delivery and period of execution shall be essence of the contract. If the Agency fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods, the MOFPI may without prejudice to any other right or remedy available to him to recover damages for breach of the contract: -

- a) Recover from the Agency as liquidated damages which will be charged by way of penalty, as specified in the Clause 1.4 (Penalty Clause).
- b) Cancel the contract or a portion thereof by serving prior notice to the Agency.
- c) The MOFPI may take a decision to cancel the contract with immediate effect and / or debar / blacklist the bidder from bidding prospectively for a period of 3 years or as decided by the MOFPI or take any other action as deemed necessary.

1.16 AGENCY CODE OF CONDUCT AND BUSINESS ETHICS

The MOFPI is committed to its 'values & beliefs' and business practices to ensure that Agency, who provides services, will also comply with these principles.

a. Bribery and corruption:

Agencies are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or

contract.

b. Integrity, indemnity & limitation:

Agencies shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the MOFPI. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the MOFPI. For avoidance of doubts, no rights shall accrue to the Agency in relation to such business/contract and the MOFPI or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the MOFPI on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

SECTION II

SCOPE OF WORK / DELIVERABLE

1.1 INTRODUCTION

On behalf of MOFPI, Government of India is seeking expression of proposals from firms/ companies/ corporations based in Delhi for maintaining and operating Food Processing Information System of Ministry of Food Processing Industries.

The selected agency will, inter alia, be responsible for takeover of web-based Food Processing Information System, which is currently operational. It shall be responsible to operate and maintain it on a real time basis and further augment/ customize it as per requirements of MoFPI.

1.2 SCOPE OF WORK

- (i) The agency will provide professional services as given below:-

Management:- The agency will provide two competent professionals namely one Project coordinator and one programmer at the duty station to undertake the works as per details given below.

Project Coordinator: should possess minimum qualification as MBA/MA (Economic) with strong written communication skills and having skills to coordinate between different divisions of the Ministry.

Software programmer: should possess minimum qualification as B.tec/ MCA with MBA at least two years of experience on ASP. Net (VB and C #), Query, Java-Script, MS SQL Server 2008 R2, Good experience on stored procedures/ Functions/ Triggers. Technical staff

stationed at MoFPI should be substituted only by staff with same level of qualification.

- (ii) Application support:- In addition to the services at the duty station, the agency will also provide professional services by a core team for guidance to the professionals posted at the duty station, as and when needed for carrying out their mandate effectively.

(iii) Deliverables:

- a) Monthly up-dation of Export-import data, FDI statistics, WPI, IIP with time-lag of two days after release.
 - b) Maintain up to date Data on each of the plan schemes of MoFPI and generate customized reports.
 - c) Generation of Reports for monitoring progress in utilization of funds and integration of the same with Ministry's website
 - d) Storage of Ministry's data released by ASI, NSSO, NAS, NHB, DAC, FAO, COMTRADE and their retrieval in appropriate format
 - e) Any other item responsibility given by MoFPI
 - f) Preparation of customized reports, power-point presentations
 - g) Coordination with NIC
 - h) Preparation of Monthly Progress Report (MPR) of all programmes of MoFPI
 - i) Support to plan Coordination Division and Economic Division.
 - j) Preparation of Briefing Book containing upto date information before each parliament session.
 - k) Compilation of expenditure statement on weekly basis for presentation in weekly review meeting.
 - l) Preparation of formats and preparation of system generated sanction orders.
 - m) Generation of user friendly reports for linking with different sections of website.
- (iv) The responsibility of agency will include the following activities-
- a) Maintenance and updating FPIS-a web-based application for issue of sanction orders by different units of Ministry of Food Processing Industries and other agencies like NHB, SERB, ICAR etc. and capturing release of funds under different schemes of MOFPI
 - b) On-line access to data by officers of MOFPI
 - c) Porting of data, software and implementation of FPIS to PFMS or other customized software, as required by MoFPI
 - d) Host & maintain the application & data on Application & Database server.
 - e) The contract will be for a period of one year initially extendable to another one year on same terms & conditions subject to satisfactory performance by the vender.
 - f) Resolve vulnerability reported if any, on the web based application after hosting or on modification of the application.
 - g) Prepare Technical Document related to software for business continuity, if required.
 - h) Creation and Maintenance of Official Twitter, Facebook, YouTube, Instagram and Google Plus and at most 3 social media tools, software which may emerge within the contract period.

Covering Letter for Submission of Bid

To
Deputy Director,
IT Cell
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg Khelgaon,
New Delhi-110049
Sir,

We are hereby submitting our bid, which includes Technical bid and financial bid sealed under separate envelope. We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our bid is accepted, to start the services with immediate effect or as stipulated in the work order. We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signatory [In full and attach authorization to represent the company]

Date:

(Seal)

Name and Title of Signatory Name of Firm Address

**D-23/2/2016-Ministry of Food Processing Industries
GOVERNMENT OF INDIA
MINISTRY OF FOOD PROCESSING INDUSTRIES**

SPECIFIC REQUIREMENT	EVIDENCE
1. Bidder should be registered in India (MSMEs to upload copy of the certificate)	Documentary proof
2. Bidder should have a local office in NCR region	-Do-
3. Bidders should not have been blacklisted by any of the State or Central Government organization.	Signed Affidavit
4. Should not have been found guilty of any criminal offence by any Court of law.	Signed Affidavit
5. Bidder should not have a conflict of interest in the assignment as specified in the bidding document.	Undertaking on letter head
6. Compliance with the code of integrity as specified in the bidding document	Undertaking on letter head
7. The cumulative turnover of the agency for each year 2014 -15, 2015-16 and 2016-17 should be at least Rs. 30 lakh.	Balance Sheets & documents certified by CA
8. GST Registration	Copy
9. PAN Registration	Copy
10. Bidder should have experience of at least three years in design and operation of a Management Information System(MIS) of any Central/ State Government Ministry/ Department and must have completed or handled two similar projects worth at least Rs.10 lakhs each for government agency, where the application was a web based application with Oracle/ SQL Server a data base and ASP/JSP/VB technologies as front end, Crystal Reports as reporting tools and LINUX/ WIN NT as platform with documentary proof in terms of copy of work order issued by your clients.	Copies of the work orders
11. The agency should have the ability to prepare power-point presentations, create charts, diagrams, etc. for better presentation of data.	Undertaking on letter head
12. The agency must have in- house tools/applications/Software Development & management Team which have proven ability to provide customized data, as and when required.	Undertaking of in-house technical capability on letter head
13. The details of available manpower for undertaking such assignment clearly specifying the number of Research Executives, Software Developers/ computer programmers, Designers, Data Administrators and Data Entry Operations. The selected agency shall submit a panel of at least 2 Project coordinators & 2 programmers amongst which the Ministry would select one project coordinator & one programmer for	Self-certified list and Undertaking for Deployment of one project coordinator & one programmer in the letter head.

<p>deployment at the MOFPI site.</p> <p>Project Coordinator: should possess minimum qualification as MBA/MA (Economic) with strong written communication skills and having skills to coordinate between different divisions of the Ministry.</p> <p>Software programmer: should possess minimum qualification as B.tec/ MCA with MBA at least two years of experience on ASP. Net (VB and C #), Query, Java-Script, MS SQL Server 2008 R2, Good experience on stored procedures/ Functions/ Triggers. Technical staff stationed at MoFPI should be substituted only by staff with same level of qualification.</p>	
<p>14. The details of infrastructure set up of the agency in terms of number of computers with brand and type, printers/ print serves, Xerox machines, data backup devices internet connectivity bandwidth and other necessary equipments.</p>	<p style="text-align: center;">Relevant Documents in Support of Qualification & experience.</p>

ANNEXURE-1

TECHNICAL BID FORMAT

Particulars	Filled by Bidder	
1. Name of the Bidder (Agency)		
2. Whether brief profile of the agency is enclosed (Max 2-3 pages)		
3. Address of the Bidder (Agency)	Tel.	Fax.
4. Year of establishment		
5. Type of Company (Proprietorship / Public Sector Unit/ Private Limited / Public Limited) (Attach MSME certificate if relevant)		
6. Number of employees in the agency as on 31st July, 2015 (Details of qualifications, length of service, experience etc of the key creative members)		
7. Registration Details: PAN No.(Copy to be enclosed)		
8. GST No.(Copy to be enclosed)		
9. The cumulative turnover of the agency for each year 2014 - 15, 2015-16 and 2016-17 should be at least Rs. 30 lakh.		
10. Bidder should have experience of at least three years in design and operation of a Management Information System(MIS) of any Central/ State Government Ministry/ Department and must have completed or handled two similar projects worth at least Rs.10 lakhs each for government agency, where the application was a web based application with Oracle/ SQL Server a data base and ASP/JSP/VB technologies as front end, Crystal Reports as reporting tools and LINUX/ WIN NT as platform with documentary proof in terms of copy of work order issued by your clients.		
11. The details of available manpower for undertaking such assignment clearly specifying the number of Research Executives, Software Developers/ computer programmers, Designers, Data Administrators and Data Entry Operations. The selected agency shall submit a panel of at least 2 Project coordinators & 2 programmers amongst which the Ministry would select one project coordinator & one		

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<p>programmer for deployment at the MOFPI site.</p> <p>Project Coordinator: should possess minimum qualification as MBA/MA (Economic) with strong written communication skills and having skills to coordinate between different divisions of the Ministry.</p> <p>Software programmer: should possess minimum qualification as B.tec/ MCA with MBA at least two years of experience on ASP. Net (VB and C #), Query, Java-Script, MS SQL Server 2008 R2, Good experience on stored procedures/ Functions/ Triggers. Technical staff stationed at MoFPI should be substituted only by staff with same level of qualification.</p>		
<p>12. The agency should have the ability to prepare power-point presentations, create charts, diagrams, etc. for better presentation of data.</p>		
<p>13. The agency must have in- house tools/applications/Software Development & management Team which have proven ability to provide customized data, as and when required.</p>		
<p>14. Whether terms and conditions mentioned in the Tender document are acceptable (say 'Yes' or 'No') & if yes, please enclose the self-declaration of acceptance on letter head.</p>		
<p>15. Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (If no, attach an undertaking to this effect on letter head)</p>		
<p>16. Name, Designation and address of the officer to whom all references shall be made regarding this Tender.</p>	Tel:	Mobile:
	Fax:	Email:

Apart from above all requisite papers mentioned in the tender document are also enclosed.

Authorized Signature (in full and in initials)
Name and Address and Title of the Signatory

Date

ANNEXURE-2

FINANCIAL BID FORMAT

To
Deputy Director,
IT Cell
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg Khelgaon,
New Delhi-110049
Sir,

We, the undersigned on behalf of (name of the firm), offer to respond to (title of project) in accordance with your Tender document dated (insert Date). Our **Financial Bid** against the **Scope for work in Section – II as well as details defined in the tender document** is as mentioned below. Break-up of the cost, taxes & other charges are as under:-

Description of Items	Cost per year (exclusive of taxes & other charges) (in Rs.)	Taxes & Other charges (inRs.)	Total Cost per year inclusive Of all taxes & other charges) (inRs.)
Consolidated cost for services, solution, maintenance of Food Processing Information System (FPIS) detailed under scope of work-deliverables in section II including charges for deployment of one project coordinator & one programmer on full time basis with requisite qualifications & skill-set in Ministry of Food Processing Industries (MOFPI)			

Our bid shall be binding upon us up to period of validity as indicated in sub clause 1.1.5 of Section-1 General. We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signatory [In full and initials] Name and Title of Signatory

Name & Address of Firm

Date:

ANNEXURE - 3

EVALUATION CRITERIA (TECHNICAL)

The technical bids will be scrutinized on the basis of the eligibility criteria. Thereafter, the shortlisted bidder would be required to make presentations to an Evaluation Cum Selection Committee. The point system for evaluation of Technical Bid will be as follows:

Criteria	Maximum Marks
1. The background of the organization, i.e. Average of Turnover for last two years i.e. 2015-16 & 2016-17 (minimum 30 lakhs in each year) a) 30-50 lakhs : 13 marks b) 50 lakhs – 1 crore : 14 marks c) More than 1 crore : 15 marks	15
2. Past experience in handling similar projects (minimum 3 years) i. 3-4 years : 23 marks ii. 4-5 years : 24 marks iii. More than 5 years : 25 marks	25
3. (A) Number of employees the Agency i. If less than 25- 13 marks ii. If more than 25- 15 marks (B) No. of IT projects handled in Govt. Organisations i. Between 2-4 years- 18 marks ii. more than 4 years- 20 marks	35
4. Methodology and Approach: a) Data presentation tools (Powerpoint, charts, diagrams etc.) – 10 marks b) In-house tools/software development & Management Team to provide customized data as and when required- 15 marks	25
Total	100

Financial bids of only those agencies will be opened who score minimum 60 marks in the technical bids. The selection of MIS will be done under Combined Quality cum Cost Based System and the bidder who scores highest marks will be selected.
