NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15

MAIN OFFICE

Web : www.nitt.edu   **Phone : 0431 - 2503961**

TENDER DOCUMENT

Tender Notification No.: **NITT/F.NO:20/CAP.EXP.35/2017-18/M0F**   Dated:**10.08.2018**

Name of the component	**: Paperless Document Filing System**
EMD Amount	**: Rs.50,000.00**
Cost of the Tender Document	**: Nil**
Implementation & Configuration	**: within 6 weeks**
Last Date of submission of Tender	**: 03.09.2018 up to 02.00pm**
Address for submission of Tender	**:** The Director, National Institute of Technology- Tiruchirappalli, Tiruchirappalli – 620015, Tamilnadu, India **Kind ATTN to: Dr.S.Nickolas** Phone:0431-2503739 Email:nickolas@nitt.edu
Date of opening of technical bid	**: 04.09.2018 at 3.00 pm**

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 15

MAIN OFFICE

<u>**Tender Notification No.**</u>: **NITT/F.NO:20/CAP.EXP.35/2017-18/M0F**   **Dated:10.08.2018**

NOTICE INVITING TENDER

    The National Institute of Technology, Tiruchirappalli (NITT) is an autonomous body under MHRD, GOI, imparting Technical Education and engaged in Research Activities. It is proposed to procure the following good/item for the Departmental academic/research activities.

    Sealed bids under *two bid system* are invited for the following good/item subject to the following terms and conditions, from the reputed firms. so as to reach this office on or before scheduled date and time. The technical cover will be opened on the next day in the presence of Bidders or their authorized agents who may choose to be present.

Name of the Goods/Services   **: Paperless Document Filing System**

EMD   **: Rs.50,000.00**

Cost of the Tender Document   **:** NIL

Time for completion of supply after placing purchase order **:** 6 WEEKS

Last Date of submission of Tender   **: 03.09.2018**

Address for submission of tender **:** The Director,
            National Institute of Technology- Tiruchirappalli,
            Tiruchirappalli – 620015, Tamilnadu, India
            Kind ATTN to: Dr.S.Nickolas
            Phone:0431-2503739
            Email:nickolas@nitt.edu

Place, Date and time of opening of bid:

   <u>Date</u>: 04.09.2018   <u>Time:</u> 03.00pm   <u>Venue</u>: Stores& Purchase Section

Note : The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong addressee.

INSTRUCTIONS TO BIDDERS
BIDDER'S COPY

1. This document set contains the following:
   a) Terms and conditions of the Tender   b) Pre-Qualification Criteria

   c)Technical evaluation criteria d) Details of the Firm offering this Quote

   e) Technical Compliance Form   f) Quotation form (Price Bid)

   g) NIT-T's check list copy

2. The Bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. The Bidder should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/Undertakings/public sectors with contact details. The details of the agency/profile should be furnished along with the copy of all related documents.
4. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully list of specifications that we have enclosed.
5. Fill in the questionnaire regarding the Firm.
6. The downloaded documents **'Technical Compliance Form'** and **'Quotation Form (Price Bid)'** should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form** (**Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING".**
7. **Do not use** ambiguous terms like **"yes", "complied" or "available".** Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
8. Please send the tenders in a sealed envelope super scribed as **"QUOTATIONS AGAINST TENDER NOTIFICATION NO : NITT/F.NO:20/CAP.EXP.35/2017-18/M0F dated 10.08.2018"** so as to reach "The Director, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **03.09.2018** at **2.00pm along with a Softcopy of the Technical Compliance form (along with cover-2) and Quotation Forms (along with cover-3) in MS-Excel file format in a CD/DVD or USB drive.**
9. For any further clarifications, contact by E-Mail: stores@nitt.edu or by written request to "The Registrar, National Institute of Technology, Tiruchirappalli - 620 015, India"

Last Date for receipt of tender at NIT-T   :03.09.2018 at 2.00pm

Opening Date for technical bid   :04.09.2018 at 3.00pm

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Currency Form(quoted on behalf of the foreign suppliers)	YES / NO
5. Other technical specifications & pamphlets	YES / NO

Note: 1. "Cover" should contain the following:
   a. Form of "**Acceptance of Terms and Conditions**".
   b. Form of "**Firm details**"
   c. Pamphlets, if any (in a separate sealed cover)
   d. Quotation Form (Technical, Price Bid and Currency Form)
         Please retain this page with you for your future reference.

SECTION : 1 – TWO BID TENDER

Cover 1: EMD

(should be super scribed as 'EMD cover' duly indicating
the Tender reference No. and the due date of opening)
Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft/FDR drawn on any Nationalized bank in India in favor of "The Director, NIT, Trichy" payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest.

Cover 2: Technical Bid

(should be super scribed as 'Technical Bid' duly indicating
the Tender reference No. and the due date of opening)
Should contain:

 a. Technical pamphlets
 b. Detailed technical specification
 c. Copy of license certificate for manufacture/supply of the item*
 d. Income Tax PAN number & TIN number.*
 e. Last three years balance sheet approved by the CA and the IT returns.*
 f. Warranty period offered for the tendered item to be specified. If the warranty period is not conforming with the schedule of requirements given in section 3 of the Tender document, the bid is liable to be treated as non-responsive and will be rejected.
 g. Duly filled up technical questionnaire, if any
 h. Duly filled up deviation schedules to technical specifications, if any
 i. Copy of supply orders completed during the last three years

                                        * Appropriately pertaining to the country of origin.

Cover 3: Price Bid

(should be super scribed as 'Price Bid' duly indicating the
Tender reference No. and the due date of opening)
Should contain:

 a. Price bid as per the format in Section-4 of the tender document
 b. Break-up price as per the format in Annexure-A

Note:

 a. If the prices are revealed in cover 1 or in cover 2, the offer will be summarily rejected.
 b. Each Cover shall be sent in a double sealed cover. The inner covers (Cover 1, Cover 2 and Cover 3) should be sealed individually with the Sellers's distinctive seal and super scribed with the tender reference No. and due date of opening. All inner covers shall be placed in a common outer cover which shall also be sealed with seller's distinctive seal and super scribed with the tender reference No. and due date of opening.
 c. Mention "Kind Attention: **Dr.S.Nickolas**, and submit at the address given in the Notice Inviting Tender.
 d. Cover 1 & 2 will be opened on the scheduled date and time mentioned in the tender enquiry.
 e. Cover 3 of the technically and commercially suitable offers alone will be opened on a date which will be intimated to the qualified Bidders.

SECTION-2 TERMS AND CONDITIONS FORM

READ ALL THE FOLLOWING TERMS AND CONDITIONS & SIGN IN THE ACCEPTANCE

1. The offers should be addressed to "The Director, National Institute of Technology, Tiruchirappalli-620015, Tamilnadu, India" and should be sent in a sealed envelope super scribed "BID AGAINST TENDER NOTIFICATION No: NITT/F.NO: 20/CAP.EXP.35/2017-18/M0F" so as to reach us on or before 03.09.2018 at 2.00pm.

2. The offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.

3. The tenders will be opened on **4.09.2018** at 3 PM in the presence of the vendors present with authorization letter from the respective companies / firms.

4. No revision of the price bid will be allowed once the technical bids are opened.

5. Complete documentation including system and data flow diagram are to be provided at the time of Installation of the Software.

6. The Director reserves the right to modify or alter the specifications after short listing of tenderers.

7. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and un-authorized contact with us after the opening of the offers and prior to the notification of the award.

8. For any delay solely because of the vendor in supply & installation of the software, 0.5% penalty on the basic module cost will be charged per fortnight delay. However, the maximum penalty will not exceed 5% of the basic module cost.

9. The form should be duly filled up (preferably **TYPE WRITTEN IN CAPITAL LETTERS**) and should clearly mention the details offered by the Bidder against each specification.

10. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.

11. The Bidder should have registered firms/company's in India with minimum 5 years' experience in software development & implementation as on 03/08/2018.

12. The Bidder should have an average annual turnover of 5 crores from software sales in the fiscal years 2015-16, 2016-17 & 2017-18.

13. The Bidder should be a profit making entity (profit after tax) in the fiscal years 2015-16, 2016-17 & 2017-18.

14. The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.

15. The Bidder must follow a recognized Information Security Standard.

16. The Bidder must have experience in executing similar projects with educational Institutions.

17. The Bidder must have minimum 50 technical staff in their pay roll.

18. The Bidder should have ISO 9001 certification.

19. Bidder should have GST / PAN Registration.

20. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.

21. The Director reserves the right to order only some of the modules instead of ordering all

the modules. The selection of modules to be procured is the discretion of the director.

22. The Director reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
23. The vendors are informed that they should sign a stamp paper agreement with us, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions and 5% of purchase order value in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.
24. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
25. Bidders are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
26. The bid shall be in the format of price schedule given in Section 4. The contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected. *
27. Details of the specifications required are mentioned in Section 3 appended to this Notice Inviting Tender. *
28. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.
29. **Release of EMD:** The EMD will be released after receipt of performance security from successful Bidder.
30. **Validity of bids:** The rate quote should be valid for a minimum of 120 days. No claim for escalation of rate will be considered after opening the Tender.
31. **Clarification of Tender Document:** A prospective Bidder requiring any clarification of the Tender document may communicate to the contact person given in this notice inviting tender.
32. **Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidder, modify the Tender document by an amendment.
33. **Payment:** 50% will be paid on Installation and balance after satisfactory working/date of completion of service if the documents are in order. The bill should be in favour of "The Director, National Institute of Technology, Tiruchirappalli, Tamilnadu, India." With GSTIN 33AAATN5491Q1ZZ.

The Institute may at its own discretion extend the last date for the receipt of bids.

The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

The Bidder should give the following declaration while submitting the Tender.

******

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE BIDDER:
   ADDRESS:
   Seal   **SIGNATURE**
                                                            Date:

PRE-QUALIFICATION CRITERIA

Criteria	Proof of documents to be submitted	Compiled Page No
Bidder must be a registered company in India with minimum 5 years' experience in software development & implementation as on 03/08/2018.	Attach copy of the registration certificate issued by the Registrar of Companies.	
Bidder should have GST / PAN Registration	Attach copies of GST / PAN registration.	
The Bidder should have an average annual turnover of 5 crores from software sales in the fiscal years 2015-16, 2016-17 & 2017-18.	Attach copies of the balance sheets of these fiscal years.	
The Bidder should be a profit making entity (profit after tax) in the fiscal years 2014-15, 2015-16 & 2016-17.	Attach copies of the balance sheets of these fiscal years.	
The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies.	Attach Self-certified declaration.	
The Bidder should have ISO 9001 certification.	Valid ISO certificate should be attached	
The Bidder must follow a recognized Information Security Standard	ISO 27001 preferred. Attach copy of certificate.	
The Bidder must have executed at least 5 similar projects, each worth more than Rs.25 lakhs in Central Govt. / State Govt. / Public sector organizations in India	Copies of Work Orders must be attached.	
The Bidder must have experience in executing similar projects with educational Institutions.	Give brief description of the projects with name and contact details of client. Attach copies of work orders.	
The Bidder must have minimum 50 technical staff in their pay roll.	Attach proof and Self-certified declaration.	

TECHNICAL EVALUATION CRITERIA

The Bidders has to provide all the Adequacy of the proposed solution, Approach & Methodology, Application Architecture, Execution Strategy and work plan Documentary evidences & certifications mentioned in the Pre-Qualification Criteria. Only the Bidders who comply with all the Pre-Qualification Criteria will be considered for Technical Evaluation.

Technical Evaluation Criteria

No	Evaluation Criteria	Max. Marks
1	Proposed file processing solution implemented in Central Govt. / State Govt. / Public Sector organizations, each order with minimum Rs.25 lakhs value, excluding tax 5 projects = 5 marks 7 projects = 10 marks Above 7 projects = 15 marks	15
2	Proposed file processing solution implemented with educational institutions presence. 1 project = 5 marks 2 projects = 10 marks Above 2 projects = 15 marks	15
3	Number of technical staff in pay roll. 50 staff = 5 marks 51 - 100 staff = 10 marks Above 100 staff = 15 marks	15
4	Number of years of existence in software industry 5 years = 5 marks 7 years = 10 marks Above 7 years = 15 marks	15
5	Live demonstration of the proposed solution showcasing the capability match with the techno-functional compliance	40

Bidders must score at least 75 Marks out of 100 in the technical scores. Bidders should submit all the necessary document evidences for the technical bid.

Project Time-line

The project should be completed within 6 weeks.

Total Project Period	6 Weeks
Requirement Gathering	1 Week
Implementation & Configuration	3 Weeks
Master User Training & End-user Training	1 Week
UAT & Project Go live	1 Week

Bidder must submit detailed implementation plan chart, along with the proposal

"DETAILS OF THE FIRM OFFERING THIS QUOTE"
(Write or print or type in block letters)

1. Name of the firm: 2. Date of incorporation:

2. Nature of the company (tick one): Government / Public / Private Company / Partnership / Proprietorship

3. Specify the number of years in this line of activity by the Company: :.

4. Quantity of sales in the last three years for the "…………………." (same model that you have quoted):

2015-2016	2016-2017	2017-2018

5. Turnover in the last three years (Lakh Indian Rupees):

2015-2016	2016-2017	2017-2018

6. Provide the postal address, telephone & fax numbers, and email address of the nearest service center.

7. Number of service engineers in the above location trained on the product quoted along with their educational qualification, certification and designation (applicable only for instruments):

8. Assured response time for service calls in hours:

9. Delivery period from the date an official purchase order placed (in weeks):

10. Enclose the list of customers to whom you have supplied "……………………" during the last 3 years ending 31/03/2018 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory performance of the "………………….." from the minimum three end users should be furnished.

11. Are you the authorized dealer or distributor or reseller for the products quoted?

12. Have you supplied "………………….." to National Institute of Technology, Tiruchirappalli is the last 3 years? If yes, specify the quantity supplied in the last 3 years and last PO reference:

13. Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.

14. On Manufacturer's Side to whom NITT have to contact in case of delayed in supply and other issues committed by the authorized dealer / distributor / reseller :

Contact Person Name :
Address :
E-mail ID :   Telephone / Cell Phone :

DECLARATION

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

Signature of the Bidder   **:** ……………………………………………………………………

Name and Designation   **:** ……………………………………………………………………

Business Address   **:** ……………………………………………………………………

                                ……………………………………………………………

                                ……………………………………………………………

Place :
Date :   **Seal of the Bidder's Firm**

Name of the item/service to be procured: **Paperless Document Filing System**

Techno-functional Compliance

Bidders should mark the feature wise compliance of the proposed Paperless Document Filing System and Campus Management system based on the following requirements

Sl. No.	FUNCTIONALITIES/ FEATURES COMPLIANCE SHEET	Compliance (Yes/No)
A.	**Inward Management**	
1.	The system should provide an integrated scanning solution for inward scanning and capture	-
2.	The capture module should support inward processing, validation, indexing and required image enhancements	-
3.	The proposed system should support attachments, emails and image formats like PDF, JPEG, PNG etc.,	-
4.	The system should support bulk import of images and electronic inwards	-
5.	They system should have capability to show thumbnail view of scanned inwards	-
6.	The system should enable segregation of documents based on varied parameters like Bar code	-
7.	The system should enable creation of file/inward	-
8.	A user with proper permission should be allowed to create new Inward on receiving a paper for processing	-
9.	System should have functionality to set alerts and reminders for file movements which can be easily configured	-
10.	The numbering of the Inward should be automatically maintained by the system and the format should be configurable	-
11.	Inwards should support multiple attachments and it can be in the following formats: PDF, MS Office, Open Office Document, Plain text and image	-
12.	Based on the parameters assigned for inward, the system should prompt the user to send it to appropriate seat for processing	-
13.	At any point of time user should also be allowed to apply overriding rules around specific seats and send it to any seat in the office or to outside office, based on the access permission assigned	-
14.	Alerts and reminders should be configurable for easy tracking of activities and inward movements	-
15.	Inwards from one seat to another should be listed in specific folder until the recipient interacts on the Inward for easy tracking at the point of origin.	-
16.	An officer should be allowed to view Inwards that are with seats below in his/her hierarchy and the system should have features enabled for the officer to pull these inwards to his/her seat for further action	-
17.	The system should also ensure that no action is possible on Inwards which are not with the user's seat	-
18.	System should have features for users to add comments to an Inward before forwarding and these comments should be	-

displayed chronologically

19.	Duplicating an Inward and forwarding it to a different seat with a new number should be possible	-
20.	The system should also allow the user to circulate an Inward to other seats for sharing their comments	-
21.	System should enable users to create a new File from an Inward or add the Inward to an existing File	-

B. **File Management**

1.	The system should have features to list all received Files for a user should have a default inbox	-
2.	File should provide enough information for the user in the listing itself to identify the subject and the sender of a File for ease of use	-
3.	An officer should be able to view Files of all the seats below his hierarchy and should be allowed to pull the File to his seat and process the file.	-
4.	Users lower in the hierarchy should be allowed to view files which they have forwarded with provision to see the contents till the forwarding time	-
5.	Users with proper privileges should be allowed to view the notes/comments and add their notes	-
6.	A user should have the capability to have multiple seats allotted to an employee. The system should be capable of providing an interface to the user to work with Files in all his/her seats using the same login credentials	-
7.	The system should have features to view Current file and Note File in chronological order in a single screen for easy preparation of further notes.	-
8.	WYSIWYG editor with standard features to prepare the notes should be available.	-
9.	The system should support multiple languages including English and Indian Languages in UNICODE format	-
10.	Users should be allowed to insert bookmarks in their notes to refer to any page in the Current File or to any Note paragraph and should be able to attach documents to a file at any time	-
11.	Bookmarking to a highlighted portion of a page in the Current File should also be provided	-
12.	Documents in the file should be shown in chronological order and attachments should support PDF, MS WORD, Open Office Document and common image formats	-
13.	Option to forward a file to another user/seat in the same office or to a user in another office if proper privileges are given to the user	-
14.	The system should support automatic routing of files through pre-configured rules	-
15.	Should be able to share a file with multiple users at the same time for notes entry without forwarding the file	-
16.	Facility for exporting a file (in full or in parts) to PDF should be provided	-
17.	Facility to track file including current seat of the file should be provided with a view of all the routes the file has taken	-
18.	An audit log of all activities of a file should be available and visible to all users in the office	-
19.	The owner of the file should be able to close a file and send the file to records for future use.	-
20.	The system should not allow modification on closed files	-

21. Facility for linking and referencing other files (both live and closed files) to a master file should be possible. -
22. Document versioning capability and capability to write version comments -
23. The system should handle entire life-cycle of documents through record retention, storage, retrieval and destruction policies -
24. The system should have capability to handle movement & tracking of a record among users within office/across locations -
25. The system should support annotation features like highlighting, marking text, underlining putting sticky notes on documents, and support for text and image stamps etc. -
26. The system should support automatic stamping of annotations with user name, date and time of putting annotations. -
27. The system should provide features for securing annotations for identified users should be able to create form templates through user interface Attach form to a file and process form along with the file -
28. The System shall support automatic full text indexing for Text search Extensive search facility to retrieve documents /Files -
29. Facility to create any number of work-flows and to attach a file or more files to a specific work-flow to override the default path -

C. Drafts & Templates

1. Facility for supporting various document templates, users with proper privileges should be able to create a new template through a user interface -
2. User should be able to create a draft document inside (as being part of) a file using templates -
3. Multiple versions (all versions) of the draft should be stored -
4. User with proper privilege should be able to view draft and approve -
5. Facility to create final (fair copy) document from the approved draft document should be possible -
6. Automatic numbering of final documents should be supported -
7. User should be able to create a copy of an existing draft and document -
8. Customization of templates for all individual institutions -

D. Dispatch

1. Provision to dispatch document/multiple documents to users/multiple users (in same office or in different offices) should be supported -
2. An administrator should be able to specify seats in an office that can accept dispatch from other offices -
3. Facility to list all dispatches made from an offices with capability to filter by file-no, destination office etc. -
4. Should support dispatch in different modes – by Post, by email, by online dispatch as an inward. Feature to maintain an address book (preferred) -

E. Search

1. Google like full text search should be supported on inwards, files, drafts & dispatches -
2. Only users with proper privileges should be able to view contents of a file/ inward/ draft or dispatch from search results. Meta data based search on common fields like file no, sender name etc. should be supported -

F. **Dashboard, reports & notifications**
   1. Configurable dashboard for users and seats   -
   2. File tracking, File pendency reports should be supported   -
   3. User should be able to customize and create new reports as per   -
      requirement
   4. Activity logging must be there in system. Activity log for all users   -
      should be maintained and the report to detail all activities of a
      user for a selected time period should be provided.
   5. System should have facility to send notification in SMS, Email and   -
      Online mode, using pre-configured SMS gateway and email
      server.
   6. System should be able to configure notifications for events like a   -
      new File is forwarded, new Dispatch is forwarded, new Inward is
      created and forwarded etc.
   7. In-built chatting / messaging feature is required in the system with   -
      standard features of a text editor for composing messages along
      with attachment
   8. Message can be used as a document by the system.   -
   9. System should maintain inbox, outbox for all messages.   -

G. **Administration of the system**
   1. Master data such as offices, sections, designations, seats and   -
      users should be customizable in the system to define the
      organization structure by privileged users.
   2. User accounts with Access Control List (ACL) of each user can be   -
      created by super user of the system.
   3. The system should provide a Notice Board to Administrators to   -
      display general intimations to system users. The duration of the
      validity of such messages should be configurable.
   4. Web-based administration module for the management of system   -
   5. The system should generate extensive Audit-trails from the stored   -
      history of transactions on the system.

GENERAL REQUIREMENTS
   1. The proposed product should be built on Open Source technology   -
      stack and all the license cost, if any, should be included in the project
      cost.
   2. Encryption of crucial data must be in-built feature of the storage   -
      management and also support of digital signature or OTP based
      login signing, if required.
   3. Solution should support exporting of all files in PDF format.   -
   4. Offered solution is required to run a secure HTTP environment.   -
   5. The software and all its components must be open source and all the   -
      license cost, if any should be included in the project cost.

Fee for any customization / enhancements over and above the standard configuration such as
development of new features should be mentioned on Per-Resource-Per-Day basis.

SECTION : 4 – PRICE SCHEDULE

To be used by the Bidder for submission of the price bid

1. Component Name:
2. Specifications (confirming to Section 3 of Tender document-enclose additional sheets if necessary):
3. Currency and Unit cost (excluding Taxes):
4. Quantity:
5. Item cost (Sl.No.3 * Sl.No.4) (in Indian Rupee):
6. Taxes and other charges:
   (i) Specify the type of taxes and duties in percentages and also in figures
   (ii) Specify other charges in figures
7. Total cost (Inclusive of all taxes)   :
8. Warranty period (confirming to the Section 3 of Tender document. This should be mentioned in Technical bid also in order to get qualified for price bid):
9. Delivery Schedule (confirming to the Section 3 of Tender document):
10. Name and address of the firm for placing purchase order:
11. Name and address of Indian authorized agent (in case of imports only):

Signature of the Bidder   : ………………………………………………………………….

Name and Designation   : …………………………………………………………………

Business Address   : …………………………………………………………………

Place :

Date :   **Seal of the Bidder's Firm**

(Note: All column should be filled. No column should be left blank. If any column is not filled-in properly or left empty then the bid will be rejected.)

SECTION : 5 – CONTRACT FORM

To be provided by the Bidder in their business letter head

[Name of the Supplier's Firm] hereby abide to deliver the ………………………………by the delivery schedule mentioned in the Section 3 of the Tender document for supply of the items if the purchase order is awarded.

The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.

Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NIT, Trichy during this period.

Signature of the Bidder   : ……………………………………………………………

Name and Designation   : ……………………………………………………………

Business Address   : ……………………………………………………………

Place :

Date :   **Seal of the Bidder's Firm**

MODEL PRICE BID FORMAT FOR INDIAN BIDDERS

Tender No. & Date:

Bidder's Offer No. & Date:

All prices quoted below should be exclusive of taxes

No.	Item Description	Price	Remarks & Deliverables
1.	Implementation of Paperless Document Filing System software with Enterprise User License, in On-Premise Model	Rs._____ _ one time	Software installation, Configuration of users & organizational structure, five custom reports, Training and 6 months warranty.
2.	One Manpower for Hand Holding Support for 6 months, posted in the campus	Rs._____ _	Hand holding support for managing implementation.

1. GST Extra. Currently GST is 18%.
2. Payment Terms: 50% on installation and balance against go-live.
3. Implementation Schedule: 6 weeks from the date of acceptance of firm order.
4. Warranty: The supplied software should be warranted against bugs and malfunctioning for a period of 6 months from the date of go-live.
5. AMC: After the warranty period, the supplier should give a provision to take up AMC, @ % of the order value. Taxes will be extra.
6. Validity: This offer must be valid for minimum 120 days from the date of opening of the tender.

Signature & Seal of Vendor

Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected.