



Indira Gandhi Institute of Development Research
An Advanced Research Institute established by the Reserve Bank of India
(Deemed to be University)
Gen. A.K. Vaidya Marg, Film City Road, Mumbai: 400 065.

Telephone : 022 – 2841 6588
FAX : 022 – 2840 2752

Address: Gen. A.K. Vaidya Marg
Film City Road, Goregaon (E)
Mumbai: 400 065

Email : administrativeofficer@igidr.ac.in Website: <http://www.igidr.ac.in>

TENDER DOCUMENT FOR EXPRESSION OF INTEREST

PHYSICAL STOCK VERIFICATION OF ASSETS, PREPARATION OF FIXED ASSET REGISTER, BAR CODING

AND

SUPPLY OF SOFTWARE FOR ASSET MANAGEMENT

Tender No. IGIDR/Tender/EOI/ Asset Mgt /2018

DATE OF ISSUE OF TENDER FORM WITH DOCUMENT: 10.04.2018

DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT: From 11.04.2018 to 23.04.2018 up to 14.00 hrs

DATE & TIME FOR OPENING OF TENDER DOCUMENT: On 23.04.2018 at 15.00 hrs



Indira Gandhi Institute of Development Research
An Advanced Research Institute established by the Reserve Bank of India
(Deemed to be University)
Gen. A.K. Vaidya Marg, Film City Road, Mumbai: 400 065.

No. IGIDR/Tender/EOI/ Asset Mgt /2018

Dated 10.04.2018

Notice Inviting Expression of Interest for Physical Verification of assets, Bar coding and supply software for Asset Management

Indira Gandhi Institute of Development Research (IGIDR) invites EOI for Physical verification of assets; bar coding and supply software for Asset Management from reputed companies/firms/individuals/societies etc. those are in the business for the last three years. Accordingly, sealed EOI are invited latest by 23.04.2018 up to 14:00 hrs.

1. The interested reputed Companies/Firms/Agencies may send their Tender Documents in duplicate, supported by prescribed annexure; Pre-Qualification Criteria & Technical bid shall be placed in separate sealed envelopes each marked as "Envelope-1: Pre-qualification Documents & Technical Bid", "Envelope-2: Financial Bid" respectively. Both the sealed envelopes i.e. Envelop-1:Pre-Qualification Criteria & Technical Bid and Envelop-2:Financial Bid are to be placed in another big cover super-scribing the same as 'Expression of Interest for Physical Verification of assets, Bar coding and supply of software for Stores and Asset Management' addressed to Registrar, Indira Gandhi Institute of Development Research, Gen.A.K.VaidyaMarg, Film City Road, Mumbai :400 065, Maharashtra, India. The bids will be received up to 2:00 PM **23rd April, 2018**. Each copy of the tender under their full signature whether it is original or duplicate copy. No tender will be accepted after 2:00 PM on **23rd April, 2018** under any circumstances whatsoever. Bids sent by COURIER will not be entertained.
2. The envelopes Marked "Pre-qualification Documents & Technical Bid" shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3.00PM. Price bid will be opened for the Pre-qualified & technically qualified bidders only. The date of opening of price bid shall be informed by institute later on.

3. The bidder has to give their presentation on 24th April 2018 to the committee members. Time will be informed on 23rd April 2018.
4. The tender documents may be downloaded from the website <http://www.igidr.ac.in/>
5. The Institute reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Institute, in this regard shall be final and binding on all.
6. Bidders are advised to visit and examine the site, its surroundings and familiarize himself with the existing facilities and environment, and collect all other information which he may require for preparing and submitting the bid and entering into the Contract. Claims and objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the Bid and during implementation. Contact person for Site is Administrative Officer.
7. Bids will be opened on 23.04.2018 at 15.00 hrs in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.
Place of opening the Tenders: Indira Gandhi Institute of Development Research, Gen. A.K. Vaidya Marg, Film City Road, Mumbai: 400 065, Maharashtra, India.
8. Validity of Tenders: 90 days from the date of opening of tender.
9. The Company/Agency shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfill the intent of ensuring operability, maintainability, and reliability of the work covered under this specification within his quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.
10. The bidder should have experience in similar works in supply, installation and implementation of asset management, physical verification and barcoding and maintaining the data through software.

11. The bidders are required to submit the tender documents completed in all respects after Satisfying each and every condition laid down in the tender document.
12. All rates shall be written both in figures and in words. Corrections, if any are to be made by crossing out, initialing and rewriting. In case of discrepancy between the words and the figures, the rates indicated in the words shall prevail. All cutting, insertion needs to be authenticated. **No over writing / usage of correction fluid will be permitted.**
13. Any future clarification(s) and / or corrigendum(s) shall be communicated by the through the website <http://www.igidr.ac.in>
14. IGIDR reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders or cancel the tender without giving any notice or assigning any reason. The decision of the IGIDR in this regard shall be final.

15. NATURE AND SCOPE OF WORK:

IGIDR is looking for a complete solution for physical verification of its asset located at IGIDR, Goregaon (E), Mumbai campus. The vendor is expected to propose detailed solution for physical verification and asset management with barcoding, creating asset register, web based software, data entry, and tally the same with book of accounts. He has to physically inspect the site before submitting the proposal and understand the scope of work. The vendor will be a single point contact and has to provide the overall solution for the same like procuring software, physical verification, bar coding, data entry, labels, barcode printer etc.

A broad scope of work is as follows:

- I. Supply of software for fixed asset register as per the IGIDR and statutory requirement for physical Stock verification /fixed assets register including store and inventory of all Departments/Sections and also capable of creating labels.
- II. The agency should provide single set of device for bar code reading and scanning.
- III. Entering the data in the software in respect of each Asset including stores & inventory since inception.

- IV. Physically verifying the existence of assets in the campus and creation of data bank of all physical assets of IGIDR in digital format.
- V. Ensuring that all assets in the campus are tagged and coded through a Bar coding system.
- VI. Reconciliation of asset base including store and inventory (value and number wise) with that appearing in the fixed asset register and books of Accounts and other documents regarding Store and Inventory being maintained by IGIDR and report of differences. Suitable adjustment/ accounting of the excess and shortage are to be provided.
- VII. A complete report of shortage and excess of the fixed assets including stores and inventories is to be prepared separately giving full details as to the locations and purchase value etc. in respect of each Department.
- VIII. A complete report of obsolete/unserviceable fixed assets including stores and inventories is to be prepared separately giving full details as to the locations and purchase value etc
- IX. A detailed report of movement of assets including assets and inventories during the period of physical verification is to be prepared.
- X. Physical verification report is to be confirmed with counter signature and acceptance by the official of the Institute.
- XI. Items meant for write off should also be included in the list in separate category.
- XII. The agency shall send their team to IGIDR for carrying out the physical verification and make reports for interim submission.
- XIII. The agency has to create three separate lists of assets: one is for Institute items, secondly for items purchased exclusively through Project Funds and assets provided by other agencies.
- XIV. Design simple and sustainable fixed asset SOP.
- XV. The software will be web enabled so that all users can access and update the same remotely. Software will be standards compliant and without the use of proprietary software. Software should take of accounting treatment and depreciation as per statutory norms.
- XVI. Software should facilitate to record assets movement from location to another.
- XVII. The software should be capable of being used by unlimited concurrent users of IGIDR.
- XVIII. Software should be licensed in the name of IGIDR.
- XIX. Training to staff should be provided thrice along with the module.
- XX. Warranty Period: All supplies should have 12 months warranty from date of completion of work.

16. **PRE-QUALIFICATION CRITERIA/DOCUMENTS & TECHNICAL BID** :-

Expression of interest must be accompanied with the following documents/information

- a) Detail proposal of implementation of the work along with **GANTT Chart**
 - b) Detail of the software with specification
 - c) Detailed profile of the Agency :-
 - i. Name of the firm, Address, email and Telephone Number :
 - ii. Name of the Contact Person, Telephone/ Mobile / Email :
 - iii. Name of the bank (With full address Type of account, Account Number, IFSC Code & RTGS Details)
 - iv. Certificate of Incorporation. (Copy to be enclosed)
 - v. PAN /GST registration certificate. (Copy to be enclosed)
 - vi. Turn over for last three years (copy to be enclosed)
 - vii. Experience of working on similar assignments with Central Govt/P.S.U/Autonomous Institutions etc.
 - viii. All the vendors will require demonstrating their software and at the same time have to submit a soft copy of their presentation for evaluation of technical bid.
 - ix. Should provide at least two client reference with copy of work order and completion certificate.
17. Preference will be given to chartered account firms having experience in the said work and to the vendors who are located in and nearby Mumbai.

18. **Criterion for Evaluation of Tenders:**

The evaluation of the tenders will be made ***first on the basis of technical information furnished in the Technical Bid*** and then on the basis of commercial information furnished in Commercial Bid. The Commercial bids of only such firms found valid based on technical parameters and will be opened on a date to be communicated to bidders who have qualified in the technical bid stage. It must be kept in view that the decision given by the Tender Evaluation Committee or any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the Institute will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of supply order will be further subject to any specific terms and conditions of the contract of this NIT. During evaluation of bids, the IGIDR may, at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

19. The software should be web based and should have minimum following specification :-

| | Software | Version |
|----|--|---|
| 1. | Web Based Fixed Asset (1 Company) | <p>As per Trust Act and IT Act</p> <p>Unlimited Master and User creation</p> <p>Acquisition, Sale, Discard, Amc and Insurance</p> <p>Reminders and Attachment</p> <p>Barcode and Label Printing</p> <p>Verification</p> <p>Depreciation and Closing Balance</p> <p>Relocation and Split Option</p> <p>Write Off and Adjustment</p> <p>All MIS Reports and Statutory Reports</p> <p>Admin Utility and Rights Manager</p> <p>Auto and Manual Backup / Restore</p> <p>Data Importing By Excel</p> <p>Reports In Excel, Word and PDF</p> <p>General Reserve and Asset Life Based Calculation</p> <p>All Standard Features and Reports</p> <p>Report and Letter Writer</p> <p>Unlimited User Creation and Access</p> |

20. Schedule for completion of work :- The delivery of the software and completion of the actual complete work relating to physical verification, e-fixed assets register, barcoding, asset tracking, data entry, reconciliation with books of account should be completed within 60 days of receipt of the work order/purchase order. The vendor must adhere strictly to the implementation schedule. Delay in the said work will attract a penalty of 0.25% of the contract value per week or part thereof subject to a maximum of 10% of the contract value.

21. Vendor is expected to visit each and every department and identify and account assets to build the asset register. This is one time exercise.

22. Training and sop has to be provided by the experts in this field. Training on operation application and maintenance of the software/hardware to be provided for the requisite number of staff of all the department for using the software and enable them to do the data maintenance and day to day changes necessary in the system.

23. Each vendor has to give their presentation on implementation of the work to the committee on 24.04.2018.

24. Cost: Bidders are requested to quote firm price. No cost escalation will be accepted for the rates quoted.

25. Performance security clause:

5% of the total value of work done (Bill) will be withheld from their final bill by the Institute as Retention Money (RM). The Retention Money shall be released to the bidder after successful completion of 12 months of Defect Liability or warranty Period. In case of the contractor so request the Security Deposit (i.e. RMD) will be held in the form of Bank Guarantee of an approved scheduled Bank/Institute in the Performa to get approved by the employer till the satisfactory completion of defect liability period of **12 months**. The RMD deposit of the successful tenderer will be forfeited if; he fails to comply with any of the conditions of contract. No interest will be paid on RMD withheld by the Institute.

26. Payment Terms:-After successful completion of work. However, the amount towards purchase of scanner, barcode printer, labels will be released on procurement of the same and handing it over to IGIDR.

FINANCIAL BID

| Sr No. | Description | Description / Make | Qty in Units | Unit Price | Net Amount Rs. | Taxes @ | Total Amount Rs. |
|------------------------|---|-----------------------------------|--------------|------------|----------------|---------|------------------|
| 1. | Supply of Software | | | | | | |
| 2. | Zebra printer GC420T | 203DPI, 4 inch width, STD Printer | 01 No. | | | | |
| 3. | Portable Scanner for Barcode reading | Hand held scanner MC 2180 | 01 No. | | | | |
| 4. | Plain Polyester label-50MM x 20MM x 2AC | 3M 7871 | 3000 Nos. | | | | |
| 5. | Transparent Label-60MMx30MMx 2AC | 3M 7876 | 3000 Nos. | | | | |
| 6. | Resin Ribbon 110MMX74Mtrs (Can print Approx 718 labels per Ribbon Roll) | Ricoh Ribbon | 01 No. | | | | |
| 7. | Physical Verification of asset and data entry in software &with bar coding and Tagging. | | 1 Job | | | | |
| 8. | Preparation of Fixed asset register and Reconciliation with Books of Accounts | | 1 Job | | | | |
| Grand Total Amount Rs. | | | | | | | |

PART B: - OPTIONAL

| Sr No. | Description | Description | Price | Net Amount Rs. | Taxes @ | Total Amount Rs. |
|--------|---|-------------|-------|----------------|---------|------------------|
| 1. | AMC Charges after expiry of warranty period for the software and supplied equipment (barcode printer and scanner) | Annually | | | | |
| 2. | Physical stock verification annually | Annually | | | | |

Note: - Please note that the price should be inclusive of all. No extra amount will be paid for any item/work. Please mention in detail the name, specification, dimension for bar code printer, label, scanner etc.