

OFFICE OF THE
MANIPUR URBAN DEVELOPMENT AGENCY (MUDA),
PDA COMPLEX, NORTH AOC, IMPHAL.

NOTICE INVITING TENDER

(Imphal, the 18th February, 2015)

No. 1/4/2014-MUDA: The undersigned on behalf of "Manipur Urban Development Agency (MUDA)" invites sealed offers from reputed agencies for designing "Online Attendance Reporting System" and Biometric Enrolment of Trainees for remote assessment of attendance of trainees under EST&P scheme of NULM at various centres of Manipur from the office of MUDA.

2. The "Online Attendance Reporting System" is to be designed to remotely capture the attendance at 22 training centres at Imphal, Mayang Imphal, Thoubal, Kakching, Nambol, Bishnupur, Ningthoukhong, Moirang and Jiribam centres from the office of MUDA located at PDA Complex, North AOC, Imphal. Biometric Enrolment is to be carried out for all trainees selected for receiving training under EST&P of NULM at the training centres of empanelled training institutes at any of the above mentioned centres.

3. Reputed Agencies may quote their rates for the items stated above. Interested bidders may refer to website <http://manipur.gov.in> for details including eligibility criteria, selection process, documents for submission and terms of reference on the said assignment. The proposal complete in every respect may be delivered to the undersigned by Post/Courier/Registered Post on or before 05.03.2015 up to 3.00 PM in a sealed envelope clearly mentioning on the top of it "Tender for Online Attendance Reporting System and Biometric Enrolment". The Member Secretary MUDA, reserves the right to accept or reject all or any of the proposals and terminate the selection process without assigning any reason thereof.



(N. Gitkumar Singh)
Member Secretary

Manipur Urban Development Agency
(MUDA), Imphal.

In case of queries and clarification on the above, please contact:

The Programme Officer

Manipur Urban Development Agency (MUDA)

PDA Building Complex, 2nd Floor

Phone - 08132057198

E-mail: mudamanipur@gmail.com

BIDDERS DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client inviting Tender	Member Secretary, Manipur Urban Development Agency (MUDA)
2.	Name of the Assignment	Online Attendance Reporting System and Biometric Enrolment
3.	Date of Issue of Tender Notice	Dt. 18.02.2015
4.	Last date and time for receipt of bid	Dt. 04.03.2015 up to 3:00 PM
5.	Date and time of opening of Technical Proposal	Dt. 04.03.2015 at 3:30 PM
6.	Earnest Money Deposit (EMD)	Rs 5,000/- (Rupees Twenty Thousand only) in shape of refundable Demand Draft, the same should be in Indian Rupees and from any of the Nationalized Bank in favor of "MUDA" payable at Imphal, Manipur to be submitted along with the proposal.
7.	Name of the Contact Officer	Programme Officer, Manipur Urban Development Agency (MUDA) PDA Building Complex, 2 nd Floor Phone - 08132057198 E-mail: mudamanipur@gmail.com
8.	Address for Submission of Tender Proposal	THE MEMBER SECRETARY Manipur Urban Development Agency (MUDA), Imphal (Bidders are requested to submit their proposal through Speed Post / Registered Post / Courier or through special messenger. Submission of proposal through other mode will not be accepted).

Note: Bidders are requested to download the Tender Document and other details from the website: manipur.gov.in.

SECTION: 2

INSTRUCTION TO THE BIDDER

1. Eligibility Criteria for the Bidders:

The interested entities / consortium to submit the proposal for the purpose of " **Tender for Online Attendance Reporting System and Biometric Enrolment**" shall be autonomous registered agencies set up by the state or central government or non-government organisations with relevant experience in under taking similar assignment. The eligible entities should meet the following requirements:

- Organisations should have completed 3 years of existence in the business as on 31st March, 2014.
- Preference will be given to those agencies whose Head Offices are located in Manipur.
- Availability of appropriate team with qualified professionals and Infrastructure.

2. Requisite Documents to be submitted along with the Proposal:

The interested bidders have to furnish the attested copies of requisite documents and other statutory instruments along with their technical proposal:

- The covering letter on bidder's letterhead requesting to participate in the selection process
- Earnest Money Deposit (EMD) as applicable
- Copy of Certificate of Registration
- Organisational structure, professional, experience persons in the management.
- Documentary evidence regarding engagement letter or letters from the clients served in similar assignments, if any
- Audited annual statement of Income and Expenditure for the last 3 years.
- Authorization Letter in favour of the person signing the proposal documents on behalf of the bidder / consortium. All the pages of the proposals should be duly signed and sealed by the authorized person on behalf of the bidder.

Failure to submit any one of the documents as mentioned above list along with the technical proposal, leads to out rightly rejection of the proposal.

3. Earnest Money Deposit (EMD) :

- a. The bidder shall furnish, as part of the Technical Proposal, an Earnest Money Deposit (EMD) amounting to Rs. 5,000/- (Five Thousand Only). The EMD shall be in Indian Rupees and in the form of Demand Draft from any of the Nationalized Bank in favour of "MUDA" payable at Imphal. The EMD of unsuccessful bidder shall be refunded within 30 days after finalization of empanelment list by MUDA. EMD of the successful bidders will be refunded on request after the completion of installation of Online Attendance Reporting System and Biometric Enrolment without any interest.
- b. The Earnest Money will be forfeited on account of one or more of the following reasons:
 - Bidder withdraws its proposal during the selection process
 - Bidder does not respond to requests for clarification of its proposal.

- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or submitted false information in support of its qualification.

4. Validity of the Proposal:

Proposals shall remain valid for a period of 90 (Ninety) days from the date of opening of the technical proposal. MUDA reserves rights to reject a proposal valid for a shorter period as non-responsive. The Member Secretary, MUDA will make the best efforts to finalization of the selection process within this period.

5. Submission of Proposals:

The proposal should be as per the prescribed format as given in the Tender Document. Bidders shall submit their proposals through Registered Post / Speed Post/ Courier or through special messenger at the office address on or before the last date and time for receipt of proposals mentioned in document control sheet. MUDA will not be responsible for any delay / postal delay in receiving of the proposal.

The technical proposal must be submitted in a sealed envelope (with marking in bold letter) along with the information required as per the formats given in the Tender Document. The envelope boldly mark as "TECHNICAL PROPOSAL" should include the required information and documents duly signed in each page by the authorized representative of the bidder. The envelope containing "Technical Proposal" should be put inside a separately sealed envelope marking on it " **Tender for Online Attendance Reporting System and Biometric Enrolment**".

6. Selection Process:

The selection for the empanelment would be done by a competent committee formed by MUDA. The authority reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reasons thereof.

7. Evaluation of the Proposals:

Evaluation of the proposals will be done by the selection committee as the following parameters mentioned below:

Criteria of evaluation of technical proposal		Maximum Marks	Marks to be awarded
1. Past Experience and credibility of the Firm in the field of IT		30	
a)	For more than 10 years		30
b)	5 to 10 years		20
c)	3 to 5 years		10
2. Physical presence		30	
a)	Location of the Head Office of the Agency in Manipur		30
b)	Location of the Head Office of the Agency in any Indian State/ UT outside Manipur		15
c)	Head Office of the Agency located outside India		10
3. Technical presentation of the proposed plan (Agencies will be required to make a presentation before the Selection Committee)		30	
4. Past Association with Manipur Urban Development Agency		10	

The bidders, whose proposal secures above the minimum qualifying technical score of 70 Marks during the technical evaluation stage, will be eligible for empanelment by MUDA. It is instructed to the bidders to furnish the required information as per the prescribed format as mentioned in the tender document. Any deviation to the above instruction, results in outright rejection of the proposal.

8. Payment:

1. Payment for installation of “Online Attendance Recording System” shall be made by MUDA only after complete installation of the system.
2. Payment for Biometric Enrolment shall be made after complete enrolment of trainees for every training institute/ centre.

9. LEGAL JURISDICTION:

All legal disputes are subject to the jurisdiction of civil court of Imphal only.

SECTION: 3

TECHNICAL PROPOSAL

FORM -1

**Technical Proposal Submission Form
(On the letterhead of the organization/ Firm)**

[Location, Date]

FROM:

[Name of Bidder with Complete Address of Communication]

TO:

The Member Secretary
Manipur Urban Development Agency (MUDA)
PDA Building Complex, North AOC, Imphal

Subject: **PROPOSAL FOR Setting up Online Attendance Reporting System and Biometric Enrolment".**

Dear Sir,

I/We the undersigned, offer to provide the services in respect to your Notice Inviting Tender. I/We are hereby submitting our Proposal which includes this Technical Proposal sealed under a separate envelope. Our proposal is valid for acceptance for 90 Days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date

I/We, hereby declare that all the information and statements made in this proposal are true and accept that any of our misrepresentation contained in it may lead to our disqualification from the selection process.

I/We hereby declare that our organisation has not been debarred / black listed by any Government / Semi Government organizations. I further certify that I am the competent authority and my organisation authorized me to make this declaration and as signatory authority on behalf of the organisation.

I remain,

Yours sincerely,

Authorized Signatory [Signature with Date and Seal]:

Name and Title of the Signatory: _____

Name of the organization with complete address: _____

FORM -2

**General Information of the Organisation / Institute
(On the letterhead of the Organization/ Firm)**

1. Name of the Organisation / Agency :
2. Nature of the Organisation / Agency :
3. Incorporated as _____ in year _____ at _____
(furnish copy of the Certificate of Registration/Incorporation)
4. Registered Office Address:
5. Name of the Head of the Institute / Organisation:
6. Designation :
7. Telephone /Mobile Number:
8. Address of Communication:
9. FAX and E-Mail:

Authorized Signatory [In full and initials]: _____
Name and Title of Signatory: _____
Name of Firm: _____
Address: _____

(Organization Seal)

FORM -3

Detailed Profile of the Organisation

(On the letterhead of the Organization)

[Please provide the brief profile of the Organisation]

Authorized Signatory [In full and initials]: _____
With Seal

SECTION: 4

FINANCIAL PROPOSAL ***(In a separate sealed envelope)***

FORM -4

Proposed Financial Plan

Particulars	To be quoted by the bidder
1. Chargeable fee for installation of "Online Attendance Reporting System".	<i>(Amount in Rupees in words and figures)</i>
2. Chargeable fee for Biometric Enrolment per trainee	<i>(Amount in Rupees in words and figures)</i>

Authorized Signatory [In full, initials and Seal]: _____

Name of the Organisation: _____