



ब्रेथवेट एण्ड कम्पनी लिमिटेड  
(भारत सरकार का एक उपक्रम)

**BRAITHWAITE & CO LIMITED**

(A Government of India Undertaking)

HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, CALCUTTA – 700 043,

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Tender No. BCL/PUR/Perf. App. System/2018

Date: 15.02.2018

**Sealed quotations in two-bid system are invited from Software vendors for Development, hosting of application in Web, Implementation, Pilot Operation & Maintenance of an online Web based Performance Appraisal System as per Features & Scope of Work, given in this tender document.**

This tender document can be downloaded from our website [www.braithwaiteindia.com](http://www.braithwaiteindia.com). Interested parties shall submit their offer in response to this limited tender considering terms & conditions, scope of work and other details as given in this document.

Quotation shall comprise of two parts –

- (a) Part-I: Techno-commercial Bid
- (b) Part-II: Price Bid

Both the parts shall be submitted separately in two envelopes and these shall be put in a 3<sup>rd</sup> envelope superscribing our Tender Enquiry Number, Date and Due date along with Box No.

Sealed quotations addressed to Sr. Manager(Pur), Braithwaite & Co. Ltd. - Clive Works, 5, Hide Road, Kolkata – 700 043 may be dropped in our **Tender Box No. 2** (in case of hand delivery) or may be sent by Registered Post but must reach us positively within **21.02.2018 at 14:30 hrs.**

**The quotation will be considered as cancelled if the documents required for Part-I & Part-II are not placed in the respective envelope.**

An unconditional acceptance of the Scope of work & terms & conditions stipulated in this tender is to be given along with the offer.

**The techno commercial bid shall be opened on 21.02.2018 at 15.00 hrs. Tenderers may depute their authorized representative during opening of the tender. The price bid shall be opened for techno-commercially acceptable bidders for which opening date and time will be intimated in due course.**

Interested parties may visit BCL's Corporate Office at 5, Hide Road, Kolkata – 700 043 and contact concerned officials in HR/Personnel Deptt. for understanding the job requirements before submission of offer against this tender. No claim, whatsoever, shall be entertained afterwards.

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For Braithwaite & Co. Ltd.

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## **Features and Scope Of Work for Design and Development of Online Annual Performance Appraisal Management System**

1. **Purpose:**  
The main objective of this software is to get all the executives appraisal information using Web interface. Any Executive of BCL can access the web app using secured protocol from any device like Tablet, Mobile, Laptop or Desktop, based on the access right assigned to him/her.
2. **Features of the software:**  
The Web app should use bootstrap technology which should be independent of platform e.g. Android, Browser, Device & Resolution. It should provide secure integration and transaction involved in the entire process of Web application.
3. **Technology and Protocol:**  
The application should be developed in state of the art technology with compatible backend database. Necessary encryption and security is to be maintained. The bidder should mention the same in the technical part of the offer.
4. **Server Hosting & Maintenance of Server & Web Application:**  
The entire web application should be hosted in Web Server to be arranged by the successful bidder. Application maintenance in server and hosting charges should be free for the first year; after one year, yearly charges for maintenance of both server and application for a period of 3(three) years should be mentioned in the commercial part of the offer.
5. **SCOPE OF WORK:**  
There are 2(two) sections of the application – One is Employee Information Database and the other is Employee Appraisal Management System.

The Employee Information database will be updated by HR only and the Employee Appraisal System can be accessed and updated by Executives based on the access right assigned to the respective Executives.

The Software should have multi security level, where all the software users or employees must be configured with the hierarchy of management or organization, so that module/page level privilege can be given to them accordingly.

The application should be able to run in all the modern browsers and in mobile also and also be able to be accessed by multiple users within the network.

The application will start with a Login Page. After successful login, the user will only be able to access pages as per the assigned rights and pages will be redrawn accordingly.

Performance Appraisal Information for a particular Executive can only be entered by the concerned executive by using their user logins in the system as assigned to them. After successful submission of Performance Appraisal Information, and e-mail will be sent to their reporting officer for his necessary action.

Successfully submitted Performance Appraisal Information cannot be edited or deleted by the user or employee.

After successful submission of the report by the Reporting Officer, an e-mail will be sent to the Reviewing Officer for his necessary action. On submission of report, the same cannot be edited or deleted by the Reviewing Officer.

After successful submission of the report by the Reviewing Officer, an e-mail will be sent to the Accepting Authority for his necessary action. On submission of report, the same cannot be edited or deleted by the Accepting Authority.

After acceptance of the Performance Appraisal Report from the Accepting Authority, Personnel Department will get a system generated mail to take print out of the Feedback and other MIS reports and further necessary action.

Entire process report will be available on the web application software at any point of time and can be accessed by user as per the assigned right.

Further minor customization in the process is to be carried out by the successful vendor.

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## 6. Eligibility Criteria

- A. The bidding Company/Agency should be an Indian Registered company under the Company Registration Act, 1956 or 2013.
- B. The bidder must have an average turnover of at least Rs 1 Lac for 3 years ending on 31.03.2017. It should be engaged in software/IT product development & software support service activities. It should not include Hardware & third party software license procurement projects.
- C. The bidder should have completed / ongoing at least 3(three) projects of IT Application development and implementation in last 3(three) years. The said Projects' scope should have:
  - i. Application development/customization
  - ii. Training Service
  - iii. Handholding Services
  - iv. Operation & Maintenance Service

## General Terms and Conditions

1. The selected agency/firm shall not off-load or assign the awarded job or any part thereof to other agency.
2. For due fulfillment of contractual obligations, the selected bidder/vendor/firm shall submit Security deposit(SD) @ 5% of the order value only in the form of DD/ pay order/ Bank Guarantee from Indian Nationalized Bank to be submitted by the successful bidder within 15 days from the date of receipt of Purchase order. However, SD is exempted for NSIC, DGS&D & MSME registered vendors for the tendered job & PSU bidders. However SD can be submitted 50% by the bidder & balance 50% can be adjusted against their Running Bills. SD shall be released after successful completion of all obligations of the job/contract.
3. The selected bidder shall have to submit Performance Bank Guarantee (PBG) @ 5% of Order Value as per format to be provided by BCL after placement of order. The PBG shall remain valid upto the contract period. However, Security Deposit, if submitted may be converted to PBG. The Bidder/Firm who will submit Security Deposit, no performance Bank Guarantee is required to be submitted by them in such case.
4. The operating authority would be the DGM (PAS)-BCL.
5. Delivery Period: The bidder shall complete the job within 1(One) month from the date of issuance of Work Order/LOI. Development and implementation is to be made within 31.03.2018(including hosting and pilot implementation).
6. Payment terms: Payment shall be made with 30 days credit from the date of submission of bill(s) duly certified by In-charge(HR)-BCL. 90% payment of the Design, Development and implementation cost shall be released after successful implementation of the Application and hosting of the same. The balance 10% payment shall be released after six months of successful implementation. Payments of Yearly maintenance shall be released after six months of successful implementation.

All invoices submitted by the bidder should be GST compliant. The vendor/Agency shall submit necessary documents as required for availing necessary input tax credit by BCL acceptable to tax authorities. They shall have compliance regarding documentation / monthly returns to ensure availing Input Tax Credit (ITC) by BCL, failing which BCL will deduct the resultant amount. BCL reserves the right to keep the payment of GST Amount on hold till receipt of ITC by BCL.
7. Risk Purchase: In the event of failure or delayed execution within a reasonable period, the order may be cancelled and BCL reserves the right to get the job done by other Agency / Agencies on Risk Purchase basis and shall recover the extra cost thereof, if incurred from the selected agency. BCL reserve the right to forfeit the Security Deposit also of the defaulting firm.

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8. **Arbitration:** All questions, dispute or difference whatsoever shall arise between the BCL and the selected agency upon or in relation to or in connection with the contract either may forthwith give to the other notice in writing of the existence of such question, dispute of difference and the same shall be referred to the adjudication of sole arbitrator. CMD - BCL shall have the right and authority to appoint an Officer not below the rank of a General Manager who is not directly connected with the Purchase Order. Such a reference submitted to the Arbitrator shall be deemed to be the submission to the Arbitrator within the meaning of the Arbitration and Conciliation Act, 1996 statutory modification thereof. The proceeding the arbitration shall be held in Kolkata. Any legal dispute that may arise will be settled within jurisdiction of court of Kolkata.
9. BCL reserves the right to terminate the order with 15 days notice in case of poor performance/unusual delay in execution.
10. **Unconditional acceptance of terms and conditions of this tender** is to be submitted along with the offer.
11. BCL reserves the right to cancel this tender at any stage without assigning any reason.

**PRICE BID:**

1. Price bid part (Part-II) shall be opened only if Techno-commercial bid part (Part-II) is qualified.
2. Rates should be mentioned in figure as well as in words. In case of difference, the rate quoted in words shall be considered.
3. The rates quoted shall consider the scope of work, Job Description, and all terms & conditions of the tender. This rate shall remain firm till the completion of contract.
4. The lowest bid shall be evaluated on the basis of the Grand total quoted amount (all inclusive), received from a bidder as per Price Bid format. The GST rate for the job shall be mentioned.

Sl. No.	Job Description	Unit	Contract Period	Unit Rate-Rs. (a)	GST-Rs. (b)	Total Amount-Rs. (a + b)
A.	Development, Hosting Of Application in Web, Implementation & Pilot Operation of <b>Online Web Based Performance Appraisal System</b> as per Scope and terms and conditions stipulated in the tender.	Lumpsum	1(One) month. Development & implementation (including hosting and pilot implementation) to be completed within 31.03.2018			
B.	Maintenance of the Application in the Web Server	Annual	36 months (3 years) after implementation			
<b>Grand Total Amount(all inclusive)</b>						

**Grand Total Amount(all inclusive)- Rupees.....**

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**For Braithwaite & Co. Ltd.**