



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,
TEL 2439-7415, 2439-4114, 2439-6613, 2439-7413.

Website : www.braithwaiteindia.com, E-mail : purchase@braithwaiteindia.com

FAX : 91 (033)2439 7632 / 2439 5607

Tender No. BCL/PUR/ERP Software-BCL/2018

Date:21.08.2018

Sealed quotations in **Two-bid system** are invited from Software vendors / Service Providers for Design, Development, Implementation and Supply of suitable Software manpower for ERP department – BCL, as per the terms and conditions and detailed Scope of Work, given in this tender document.

This tender document can be downloaded from our website 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 3rd 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 30.08.2018 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 30.08.2018 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. Registered bidders shall mention the same in the techno-commercial bid.

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For Braithwaite & Co. Ltd.

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Website Conditions:

Bidders who intend to submit offer against website display of this tender and are not registered with BCL, should submit the following documents along with their techno commercial bids:

- Experience documents related to execution of similar type of job in different industrial houses successfully during last 5 years ending on 31.03.2018. Such experience should cover execution of **1 (one) order** of value not less than **Rs. 7.20 Lacs** or **2(two) orders** having each value not less than **Rs 4.50 Lacs** or **3 (three) orders** having each value not less than **Rs 3.60 Lacs**. Copies of orders along with completion documents are to be submitted.
- Audited / C.A. certified Balance Sheet and Profit & Loss accounts for last 3 years ending on 31.03.2018. Bidders should have Annual Average **Turnover of at least Rs. 2.70 lacs** during last three years ending on 31.03.2018 and should have earned net profit in any of the above last three years.
- Copy of PAN, Trade License, GST registration certificates, and Income Tax returns for last 3 years ending 31.03.2018.

Terms and Conditions for the Service Provider / Consultant for Design, Development, Implementation, Training and Handholding

A. General Conditions :

1. Credential: Bidder (Agency / Consultant) should have prior experience in development of any ERP system during last 3 years with adequate and experienced manpower. Copy of POs are to be attached.
2. **Contract period will be for 6 month initially** from the date of Purchase Order, **which will be treated as 1st phase of the project**. Subsequent to the 1st phase of the project BCL reserves the right to increase the Contract period for further period as deemed necessary.
3. The performance will be reviewed periodically. In case the performance during the said period is found unsatisfactory, required / appropriate decision about the continuation of the service will be made by the management.

B. Scope of Work and corresponding time schedule :

1. Study and Analysis of the existing BaaN-ERP System and the present functionalities being used – 15 days after issuance of Purchase Order / LOI.
2. Based on the above study and analysis, a Software Requirement Specification (SRS) shall be prepared, followed by Detailed Design Document, Training and Implementation Plan – 15 days after completion of 1st milestone.
3. Development of the software modules and implementation, as detailed in above documents
 - a. Purchase and Inventory module- 1 month after completion of 2nd milestone.
 - b. Manufacturing module – 1 month after completion of 3rd milestone.
 - c. Finance module and Integration – 3 months after completion of 4th milestone.
 - d. Training – to be imparted during the all phases of development. However, a final training is to be conducted after completion of all the modules.
4. Provide support & assistance to in house team and involve them in software development.
5. Provide assistance and support to BCL for hosting of the system.
6. Provide training to users and developers.
7. Implement the System as per the Implementation plan.
8. Identify resources for future maintenance of the system and provide handholding support.
9. After completion of the 1st phase of 6 months, if the Contract is extended further, necessary incorporation of more features catering to all business activities of the Company will be made as per the scope mentioned in following para, which will be treated as 2nd phase of the project.
10. Upgradation of Website, SEO(Search Engine Optimization) of the website, social media.
11. Development of an Integrated web based MIS.
12. Development of mobile apps for the Company.

C. Deployment of Manpower :

1. The selected agency / Consultant will deploy at least two Software developers with adequate technical expertise and knowledge to work with the in house team of BCL and the users of different Departments. The other resources like System Analyst, Training resources, UI developer, etc. will be deployed on site / off site depending on the requirement. In addition to the same, the Agency / Consultant will deploy a senior professional with experience of more than 10 years in IT industry for Project Management and liaison with BCL.
2. The deputed Software Engineers should be supported by Specialist IT Resources and Functional Consultants as and when required.
3. The selected Agency / Consultant should also involve and train the in house resources of BCL at the time of development.

General Terms and Conditions

1. The Selected agency/consultant shall not offload or assign the awarded job or any part thereof to other agency without the permission of BCL.
2. **Earnest Money Deposit (EMD) : Rs 5,000.-** (Rupees five thousand) EMD is required to be deposited as Bid Security and to be submitted in the form of DD/ pay order/ Bank Guarantee in favour of Braithwaite & Co. Ltd payable at Kolkata. However, for SSI Units with single point registration with NSIC, RDSO, MSME & DGS&D registered vendors for the tendered items, payment of EMD can be considered for exemption to the extent of monetary limited granted on submission of valid NSIC registration certificate. Copy of the valid NSIC/ MSME Registration Certificate should be furnished. PSU bidders are also exempted from submission of EMD. EMD will be returned on submission of required Security Deposit for successful bidder(s) and after finalization of order for unsuccessful bidders. No offer shall be accepted without EMD except exemptions mentioned in the tender.
3. For due fulfillment of contractual obligations, the selected agency/consultant 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.
4. The selected bidder shall have to submit **Performance Bank Guarantee (PBG)** @ 5% of Order Value as per format to be provided by BCL, within 15 days from the date of receipt of Purchase Order. The PBG shall remain valid upto the contract period. However, Security Deposit, if submitted may be converted to PBG. The Agency/Consultant who will submit Security Deposit, no performance Bank Guarantee is required to be submitted by them in such case.
5. The operating authority would be the Manager(ERP)-BCL.
6. **Delivery Period:** The entire job shall be completed within 6(Six) months from the date of issuance of Work Order/LOI. Implementation of the software package is to be made in a phased manner, with final implementation by 31.03.2019.
7. 2(Two) numbers of Laptop will be provided to the successful bidder, during the currency of the contract, which shall be returned, after the completion of the contract. In the event of any damage done to the said laptops, the cost of repairing the same shall be recovered from the party's bill(s).

8. Payment Terms :

- i. Payment will be made as per the following schedule.
 - a. After SRS Preparation – 10%
 - b. After preparation of Design document – 10%
 - c. After development of Purchase module – 20%
 - d. After development of Manufacturing module – 20%
 - e. After development of Finance module and Integration -30 %
 - f. After Final Training – 10%
- ii. Payment will be released on submission of bill along with due **certification** and **Feedback report** in the format, to be decided mutually.
- iii. Party must have GSTIn.

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.

9. 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 / Consultant on Risk Purchase basis and shall recover the extra cost thereof, if incurred from the selected agency / consultant. BCL reserve the right to forfeit the Security Deposit also of the defaulting firm.
10. Arbitration: All questions, disputes or differences whatsoever shall arise between the purchaser and the supplier/Agency upon or in relation to or in connection with Agency, either party may forthwith give to the other notice in writing of the existence of such question, dispute or difference and the same shall be referred to the adjudication of sole arbitrator. CMD-BCL shall have the right and authority to appoint an Arbitrator who is not connected with either party in any way. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator. 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.
11. BCL reserves the right to terminate the order with 15 days notice in case of poor performance/unusual delay in execution.
12. **Unconditional acceptance of terms and conditions of this tender** is to be submitted along with the offer.
13. BCL reserves the right to cancel this tender at any stage without assigning any reason.
14. BCL may accept or reject any offer, without assigning any reason thereof.

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, 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 Total quoted amount, received from a bidder as per Price Bid format, net of GST. 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.	Design, Development, Implementation, Training and Handholding towards development of ERP System at Braithwaite	Lumpsum	6 months may be extended further. Final implementation within 31.03.2019			

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

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For Braithwaite & Co. Ltd.