



**Embassy of India, Beijing**

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## **Invitation for Quotations**

*for*

**Development of Web-based Application for Data Extraction, Database  
Creation and Management**

***Tender No. PEK/COM/201/01/2019***

**Last Date for Submission of Bids**

23 April 2019 up to 1500 Hrs (Beijing time)

**Date of Opening Bids**

23 April, 2019 at 1600 Hrs (Beijing time)

**Period of Completion**

1 Month from the Date of Commencement.

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**Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District,  
Beijing 100600, Tel-00-86-10-8531 2500/2501/2502/2503**

## 1. Invitation for Bids

- 1.1. Embassy of India, Beijing invites bids / quotations from reputed companies registered in India for **Development of Web-based Application for Data Extraction, Database Creation & Management.**
- 1.2. **Notice Inviting Tender:** Sealed bids are hereby invited for hiring of a company for development of web-based application for data extraction, database creation & management **as defined in the Scope of Work.**

## 2. Eligibility Requirements/criteria for bidders:

- 2.1. The Company should be registered in India.
  - 2.2. The Company should have capacity to design and develop software solutions.
  - 2.3. The Company should have relevant licensed designing software.
  - 2.4. The Company should be in operation for more than three years.
  - 2.5. The Company should have sufficient experience in providing similar services to companies/corporate clients/ other government organisations. **A minimum of two work references are mandatory requirement to be submitted in the technical bid.**
  - 2.6. The Company should have sufficient number of well qualified software developers/ testing engineers for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.
3. *Bid Submission:* Bid documents supported with prescribed proforma should be submitted in 2 sealed envelope, each for "Technical Bid" and "Financial Bid", duly super-scribed with the name of work and the date of opening.
- 3.1. Last Date of Bid Submission: The last date for bid submission is **23 April 2019, 1500 Hrs, (Beijing time)**
  - 3.2. Bid Opening Date: The bids will be opened **23 April 2019 at 1600 Hrs** at the Embassy of India, Beijing.
  - 3.3. The Mission will first evaluate technical bids of bidders. Financial bid(s) of only those bidders(s) will be opened who qualify the technical evaluation.
  - 3.4. If any information furnished by the applicant is found incorrect at a later stage, he/she shall be liable to be debarred from the tendering process. E/I, Beijing reserves its rights to verify the particulars furnished by the applicant independently.

**3.5.** Embassy of India, Beijing reserves the right to reject any prospective applicant without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it.

#### **4. Instructions to Bidders:**

**4.1.** This is a **Lumpsum Fixed Price Tender** as per Scope of Work. Bidder has to submit a workplan in which he has to clearly mention the cost of any propriety software and version which is required to be purchased separately for the execution of the whole work. The lumpsum fixed price is required to be quoted for development of software application, its installation on a designated computer, testing and training of the working staff.

**4.2.** Bidders are required to quote lumpsum prices on “**Form of Tender**”. Bidders shall satisfy themselves about the scope of work defined in the tender.

**4.3.** The Lumpsum Fixed Price/amount shall be submitted in the “**Form of Tender**”, with suitable entries, including appropriate signatures made in all blank spaces. The form shall not be altered. The Bidders shall strictly comply with all the conditions stated in the Tender Documents.

**4.4.** The **Form of Tender** must be signed by a person or persons authorized to sign the Tender and shall be dated.

**4.5.** **Decision on bid will be taken based on the final price quoted on the Form of Tender.** Lumpsum Fixed Price/Amount as quoted in the “**Form of Tender**” shall be the basis for deciding the tender quote and the L1 bidder.

**4.6.** **Queries:** Any further information or clarification which the Applicant may require in order to complete his Tender may be obtained from **Attache (PS), E&C, Embassy of India, Beijing at the email: cecooffice.beijing@mea.gov.in. Last date of any inquiry is 10 April 2019.** All information requested by one bidder will be supplied to all bidders latest by 15 April 2019. All queries are to be only addressed by email.

**4.7.** The date and time for submission may be deferred by an official notification in writing issued by the Employer to all Bidders. Tenders received after this date will not be considered.

**4.8.** Bid/Bidder may be disqualified for any reason including, but not limited to the following:

**4.8.1.** If a bidder sets forth any conditions which are unacceptable to the Employer.

- 4.8.2.** If there is evidence of collusion between Bidders.
- 4.8.3.** If Tender sets forth any offer to conditionally discount, reduce or modify its tender.
- 4.8.4.** If Bid price is disclosed before opening of Financial Bid.
- 4.9.** The attention of Bidders is drawn as to compliance with laws and regulations and should include GST, Visa fee for the visiting testing engineer(s), hotel accommodation for the visiting team etc.
- 4.10.** The bidders are advised that the work to be executed should be of high quality. During the testing and completion phase, where on-site work is required, Bidder has to comply with the security guidelines of the Embassy.
- 4.11.** Bidder shall have deemed to have read carefully all the Tender Documents, Scope of Work and Specifications etc. The quoted Lump sum Fixed price is inclusive and complete in all respect to make the software application successful and running.
- 4.12.** Price escalation in rates due to any reason such as any additional services requested by the Embassy which is out of the Scope of Work and for additional days of training and testing will be admissible and should be negotiated on a mutual basis.
- 4.13.** Payment to the contractor/bidder: All the payment shall be released after 2 weeks of successful installation of application.
- 4.14.** The software development and installation work shall be completed by the Contractor in one month from signing of contract. An Award letter will be issued to the winning bidder requesting him for submitting letter of acceptance and mentioning the signing of contract. After receiving acceptance letter from the bidder, a contract has to be signed within this 7-days period of award of the work.
- 4.15.** The Period of Completion for the whole of the Works is 1 month calculated from the Commencement date i.e. signing of contract.
- 4.16.** The amount of Liquidated Damages payable by the Contractor to the Employer will be calculated @ 0.5% of accepted tender cost per week to be computed on per day basis. The total amount of liquidated damage shall be limited to 10% of accepted tender cost.
- 4.17.** The Defects Liability period shall be Three Hundred Sixty Five (365) days from the date of completion. The contractor is required to monitor the application during the defect liability period and fix any existing bugs without any cost. Contractor may quote additional price for any additional service requested by the Embassy of India Beijing.

**4.18.** The contractor will have to provide all relevant administrative passwords and backend entry credentials to the Embassy of India Beijing for successful conclusion of the 'User Acceptance test Phase'.

**4.19.** The successful Bidders shall be responsible for co-coordinating his work with various Sub-contractors and other bid-pack Contractors employed on the Works and coordinating his work between various trades, obtaining all the necessary information from subcontractors for the purpose of the overall programming of his works; supplying all the normal attendance to all subcontractors and assuming the overall responsibility for the aforesaid.

**5.** Evaluation of Bids: Technical bids of bidders shall be opened on the date of bid opening. Technical bids envelope shall be opened in presence of bidders or their representatives, if they are present. After evaluation of Technical Bids, a list of qualified bidders will be prepared by the Employer. Qualified bidders will be informed and financial bid of qualified bidders only shall then be opened at notified time, date and place in presence of bidders or their representatives.

**5.1.** The employer reserves the right without being liable for any damages or obligation to inform the applicant to: -

**5.1.1.** Amend the scope and value of contract.

**5.1.2.** Reject any or all the applications without assigning any reason.

**5.1.3.** For any of the above actions, the Employer shall neither be liable for any damages nor be under any obligation to inform the Applicants of the grounds for the same.

**5.1.4.** Any effort on the part of the applicant or his agent to exercise influence or to pressurize the Employer would result in rejection of his application. Canvassing of any kind is prohibited.

**6. Scope of Work:**

S No	Particulars	Remarks
6.1.	<p>Development of Web-based Application for Data Extraction, Database Creation &amp; Management, including:</p> <p>A. Extract the following fields from the visa application (pdf format) and store it in a database:</p> <p>SI No</p> <p>Date of Application</p> <p>Name</p> <p>Passport No.</p> <p>City/Province</p>	<p>Workflow as per Annexure I</p> <p>Solution provided should comply strictly with the 'Guidelines for Indian Government Websites (GIGW)' {<a href="http://guidelines.gov.in/">http://guidelines.gov.in/</a>}</p>

	<p>Company name</p> <p>Company Address</p> <p>Designation</p> <p>Mobile</p> <p>email</p> <p>Website</p> <p>Sector</p> <p>Indian Partner Company</p> <p>Purpose of Visit</p> <p>Name of The Exhibition/Trade Fair</p> <p>B. Extraction of Data from Scanned copies (pdf/jpg/png) business Cards</p> <p>C. Appending data from existing Excel files containing companies' data</p> <p>D. Sorting of Data: according to source (e-visa, business visa, business card etc.), sectors, place, government/private etc.</p> <p>E. Detailed note entry for placing remarks</p> <p>F. Data Analysis: Empower users with capabilities for creating their own reports and dashboards, with an easy to use and intuitive tool, while eliminates the tedious work to develop and prepare reports.</p>	
6.2.	Undertake end to end encryption and SSL certification for the web-based application for data security.	Data security is a high priority and the Application developed should subscribe to the highest standards of Data security for any such public website.
6.3.	To provide information regarding: A. Estimated Storage requirement for the web-based application.	The web-based application will be hosted on LAN enabled computer located inside the Embassy of India in Beijing.

6.4.	Undertake debugging and testing of the developed web-based application to the satisfaction of the client.	
6.5.	Provision of on-site training for one working day to the relevant Embassy of India Beijing staff members during the final phase of testing and release.	The on-site training shall be in English. It should include provision of soft copies of reading material, workflow diagram etc in soft copy and hard copy format including pictorial description of work to be done.
6.6.	Schedule of completion to be 4 weeks from the Date of Commencement	
6.7.	Provide summary of the Deployment Architecture, Basic tools to be used, Methodology/ Logic of implementation.	To be provided with the Technical Bid.

## 7. Bid system

- 7.1.** The bidder company shall submit its offer in English Language Only in an envelope, containing technical and financial bids in separate envelopes, superscripted as “Tender Quotation for **Development of Web-based Application for Data Extraction, Database Creation & Management**”. It should also be superscripted at the bottom left corner with the Full name, Postal address, Fax, E-mail, Telephone number of the bidder;
- 7.2.** The sealed bid shall be submitted to The Head of Chancery, Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600;
- 7.3.** Contact person: Mr. Abhishek Sondhi, ASO (IT & GA 2), Phone No.0086-10-85312580 Email: [admn3.beijing@mea.gov.in](mailto:admn3.beijing@mea.gov.in) ;
- 7.4.** The bid may be submitted by Hand in person or by courier. Bids by “Fax / E-mail” shall not be accepted;
- 7.5.** Bid received after the closing date and time as prescribed in the tender notice, shall NOT be accepted under any circumstances;
- 7.6.** Bid shall be opened on the date and time as given in the tender notice at Embassy of India Beijing, No.5, Liang Ma Qiao Bei Jie, Chaoyang District, Beijing 100600, in the presence of the authorized representatives of the companies, who may wish to attend.

- 7.7.** The bid has to be submitted as per the format specified at 'Proforma I and Proforma II'.
- 7.8.** Proforma I should be in one sealed envelope labeled "FINANCIAL BID". Financial Bid must contain the lumpsum amount of all the works involved in the scope of work given above.
- 7.9.** Proforma II and supporting documents shall be in one sealed envelope labeled "TECHNICAL BID". A CD/DVD containing the Technical Bid details in digital format should be enclosed in the Envelope.
- 7.10.** The two envelopes should be put in a larger envelope/ packet on which the name of the company should be mentioned. Kindly note that it is a two-part bid where financial bids shall be opened only of the technically qualified candidates.
- 7.11.** In case any bid does not follow the process of segregating technical and financial bids in separate envelopes, their BID shall be summarily disqualified.
- 8.** Instructions for Financial Bid (Proforma I): The Proforma I for Financial bid should mention (I) Amount for the complete description of work as mentioned in scope of work (II) Cost of the propriety software(s) to be purchased for the implementation of project.
- 9.** Instructions for technical bid (Proforma II):
- 9.1.** Enclosures with Technical Bid Envelope should include:
- 9.1.1.** A copy of the registration of the company/ Business license;
  - 9.1.2.** Technical offer including work flow, system used, detail of the programming language to be used;
  - 9.1.3.** List of propriety software which is required to be purchased along with their basic terms and conditions as well as licensing requirements;
  - 9.1.4.** List of persons who would be working on the project from the company;
  - 9.1.5.** A copy of the Service Tax registration and a copy of the TAN card/ PAN card;
  - 9.1.6.** A Digital copy of the Technical Bid details should be enclosed in the envelope in the form of CD/DVD.
- 9.2.** The contractor shall provide name and contact of one Project Manager who will be in-charge of the overall supervision and execution after signature of the contract.



(Proforma to be filled up and submitted in the Financial bid)

Financial Bid letter  
(Fixed price to be quoted on this form by Bidder)

**Name of Contract:**

We have examined the General Conditions of contract, specifications, other schedules, the attached Appendices and Addenda for the above-named works and the general and economic conditions under which the works are to be carried out. We offer to execute and complete the works and remedy any defects therein, in conformity with this Tender at a total cost of :

TOTAL USD \_\_\_\_\_ (in figure) inclusive of GST/VAT and all other taxes & levies. The total cost includes:

(A) USD \_\_\_\_\_ as the lumpsum cost of the web-based application development.

(B) USD \_\_\_\_\_ as the cost of purchase of propriety software as quoted in the Technical bid proforma and which are essential for the development of the solution. The terms and conditions of licensing for the software is as per technical bid proforma.

We agree to abide by this tender cost until 120 days after date for opening of the tenders and it shall remain binding upon us and may be accepted at any time before that date.

If this offer is accepted, we will commence the Works as soon as is practicable after commencement date, and complete the works in accordance with the above-named documents within the Time of Completion.

Unless and until a formal Agreement is prepared and executed, this Letter of tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that Embassy of India, Beijing not bound to accept the lowest or any tender that it may receive.

Remarks, if any:

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_, duly authorized to sign tenders for and on behalf of [Name of the contractor] \_\_\_\_\_.

Date:

Place:

## Technical Bid

1.	Name of the Bidding Company	
2.	Experience (No. of years)	
	Name of references	
3.	Name & Contact Details of the project Manager	

## COMPLIANCE TO THE SCOPE OF WORK

S No	Particulars	Remarks (Yes/ No) In case of Deviation, the remarks may be written
1	Does the contractor agree to all parts of the scope of work.	
2	In case of any deviation, please comment	
3	Has complete plan of action been attached and a CD/DVD with technical details/thematic diagrams is enclosed	
4	List of Enclosed Documents (Kindly indicate whether the document is attached by tick mark)	
	(i) Company Incorporation Licence	
	(ii) Copy of TAN/ PAN	
	(iii) Service tax registration	
	(iv) Technical Plan which should include at least details of Scope of Work from Serial number 1 to 5,8.	
	(v) List of Employees along with email address, mobile number, designation and role in the Project Execution.	
	(vi) Two work references signed and stamped in original.	

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

(Signature & Seal of the authorized signatory)

Dated \_\_\_\_\_

Name and address of the Agency/Company \_\_\_\_\_