



Sher-e-Kashmir
University of Agricultural Sciences and Technology of Jammu,
Comptroller's Office, Administrative Block,
Main Campus, Chatha-180009

No.AUJ/Compt/23-24/ 2407-10

Date: - 21-02.2024

Notice Inviting e-Tender

For and on behalf of SKUAST-Jammu, tenders are hereby invited through e-tendering mode from reputed/registered firms/agencies for the following service:-

S.No.	Brief Description of the Goods/services	Delivery Period	Place of Delivery	Installation Requirement if any
01	Design, Development and deployment of Human Resource Management & Payroll Management System.	90 Days	Comptroller, SKUAST-J Main Campus- Chatha.	Installation to be done at Local server and dedicated Cloud server

Important events:-

- Publishing Date 21-02-2024
- Document download date 22-02-2024 to 13-03-2024(4.P.M)
- Bid submission start date 22-02-2024
- Bid submission end date 13.03.2024(4.30.P.M)
- Seek Clarification start date 01.03.2024
- Seek Clarification end date 10.03.2024
- Bid opening date 14.03.2024 or any other date convenient to the committee

The Bidding documents/NIT containing qualifying criteria for bidder, specifications, conditions and other details can be downloaded from the website <http://jktenders.gov.in> and www.skuast.org.

1. Bid Price

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initiating, dating and rewriting.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales tax in connection with the sale shall be shown separately.

d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

2. Each bidder shall submit only one tender in one envelope comprising of Technical and Financial bids separately.

3. Validity of Tenders

Tenders shall remain valid for a period not less than 15 days after the deadline date specified for submission.

4. Evaluation of Tenders

A two bid system is adopted for selection of the vendor:

Stage 1 – Eligibility Bid evaluation as per the pre-qualification criteria

Stage 2 - Evaluation methodology for eligible bidders: After qualifying the eligibility criteria, the evaluation will be a three stage process. The stages are:

- Technical Bid Evaluation
- Commercial Bid Evaluation
- Weighted evaluation on the basis of QCBS

During evaluation of the Tenders, University, at its discretion, may ask the Vendor for clarification in respect of its tender. The request for clarification and the response shall be in writing. SKUAST- J reserves the right to accept or reject any tender without assigning any reason thereof. The decision of SKUAST-J shall be final and binding on all the vendors to this document and will not entertain any correspondence in this regard.

5. Award of contract

The Purchaser will award the contract to the bidder on the basis of QCBS method in which both Technical and Financial bid will be taken into account (Please refer to Evaluation Sheet & Final bid evaluation as per QCBS method- Page No. 23-24 and 25 respectively of the tender document). The bidder whose bid is accepted will be notified of the award of contract by the Purchaser.

6. Payment shall be made after delivery, installation and satisfactory inspection of the goods.

7. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.

8. You are requested to provide your offer latest by **4.30 P.M hours on 13.03.2024**.

9. We look forward to receiving your Tenders and thank you for your interest in this project. Tender must be delivered to the address below latest by **4.30 P.M hours on 13.03.2024** along with a cover-letter and supporting documents on their company/concern letter head in a sealed envelope indicating "No.AUJ/Compt./23-24/ " by Post or Courier only.

A. Pre-eligibility/Technical Conditions:-

Pre-eligibility/Technical bid which should contain the following documents:-

S. No.	Eligibility Criteria	Supporting Document Required
1.	The Vendor should be registered as a Company, Firm or Society under respective acts in state DIC or from Secretariat for Industrial Approval (SIA), Ministry of Industries, GoI	Self-attested copies of Company Incorporation Certificate or Registration Certification from Registrars of Companies (ROC).
2.	Minimum Experience-03 years as a software development company and 05 years in similar field	Attach proof
3.	The vendor must be registered with appropriate tax authorities.	Self-attested Copies a. GST Registration b. PAN Card

4.	The vendor has to submit Income Tax Return for last three years.	Self-attested Copies of IT Return of last three years
5.	The Turnover of the Company should be minimum of ₹1.00 Cr. in last three financial years.	a. Self-attested Copies of Certificate from the Chartered Accountant of the Organization. b. Self-attested Copies of Audited Balance sheets for last three years.
6.	The Vendor's Payroll System should have processed online payments at least ₹1.0 Cr. for any Government Educational Institutes/ Universities/Government Organizations/ PSU from last three financial years	Self-attested Certificate on the Company Letter Head
7.	Should have technically qualified and well-experienced professionals	Resumes of key resources available on company roles. (With proper seal and Signature)
8.	Clientele: Copies of documents / purchase orders and letter of completion from customers for similar projects completed.	Self-attested copies of the major projects completed proving the experience as mentioned in Pre- Qualification criteria
9.	Copy of document ISO 9001 – 2015 Certificate, ISO 27001 – 2013 Certificate.	Self-attested copies
10.	Demand Draft of Rs.1000/- (non-refundable) in favour of " <u>Comptroller, SKUAST-Jammu</u> " payable at Jammu towards the Tender cost.	The original copies (in hard form) of DD (Rs. 1000/-) and EMD (Rs. 30000) shall reach to the office of Comptroller, SKUAST-J before bid submission end date i.e. 13.03.2024.
11.	EMD in the shape of CDR/FDR amounting to Rs 30,000/- payable to Comptroller, SKUAST-Jammu	
12.	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.
13.	Form B	Information about Vendor
14.	Form C	Details of experience
15.	Form D	Declaration regarding Non – Blacklisting
16.	Form E	Vendor's Authorization Certificate

B. Instructions for bidders To participate in the bidding process:-

- i. The bidders have to get Digital Signature Certificate (DSC) as per Information Technology Act-2000 to participate in online bidding.
- ii. The DSC will be required for digitally signing the bid. The bidders can get above mentioned digital certificate from any approved vendors. The bidders who already possess valid DSC need not to procure new DSC.
- iii. The bidders have to submit their bids online in electronic format with DSC. The bids cannot be uploaded without Digital signature. No proposal will be accepted in physical form.
- iv. Bids will be opened online as per time schedule mentioned above.
- v. Before submission of online bids, bidders must ensure that scanned copied of all the necessary documents have been attached with bid.
- vi. The University will not be responsible for delay in online submission of bids whatsoever reasons may be.

- vii. All the required information for bid must be filled and submitted online.
- viii. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
- ix. The letters/notice etc. duly posted on the given address shall be considered as having been delivered to the contractor.

C. Terms & Conditions:-

May refer to the page No. 12 of the tender document.

For detailed information, please visit website www.jktenders.gov.in and www.skuast.org

-Sd-
Comptroller

No: - AUJ/Compt./23-24/3407-10

Date:- 21-02-2024

Copy to:-

- Estates Officer, SKUAST-J, Chatha with the request to upload the tender (enclosed as Annexure-A) on t website www.jktenders.gov.in.
- SVC for timely Publishing of e-NIT in two newspapers for wide publicity.
- Incharge Data Centre for uploading on University Website.