



**Tender for Content Creation on DVDs
and Development of Related Software.**

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I. INTRODUCTION

Bureau of Indian Standards (**BIS**) is the National Standards body of India, functioning under the aegis of Ministry of Consumer Affairs and Public Distribution, Government of India. BIS has published more than 19000 **Indian Standards** and **Priced Publications** which are presently available for sale. Every year, more than 400 new standards and 400 amendments are published.

The intent of this Tender Document is to provide the Bidders with adequate information to enable them to prepare a response to this TD.

II. DEFINITIONS:

Bidder: The term “Bidder” used in this document, refers to the company submitting the bid, and if selected, executing the project.

Bid Fee: Bid Fee is the cost of the tender document, which is INR 1000/- , to be paid at the time of submission of the tender document. Bid fee is non-refundable.

III. ABBREVIATIONS USED:

IS: Indian Standard Specification. The term also refers to free and priced amendments to Indian Standards.

PP: All Priced Publications of BIS, other than IS.

TD: Tender Document

EMD: EARNEST MONEY DEPOSIT

DD: Demand Draft

INR: Indian Rupee

IV. PURPOSE AND OBJECTIVE OF THE TENDER

BIS is presently selling more than 19000 IS and PP. These are sold as hardcopy (Printed Copy) through BIS sales offices located throughout India, and soft copy will be sold shortly through internet. Majority of the IS are only in English, few are only in Hindi and some



are Bi-lingual (Hindi and English). BIS now intends to sell IS and PP on DVDs through BIS sales outlets located throughout India.

The bidder is required to do the following:

- (a) Prepare Master Copy and Saleable Copies of DVDs Containing IS/PP and handover the same to BIS
- (b) Develop a software for viewing, searching and printing the IS/PP contained in the DVDs.

V . ELIGIBILITY CRITERIA: The bidder should have done work of similar nature, during the past two years, of Content Creation and development of related software for searching / viewing / printing of Books / Publications / Standards etc. Evidence in this regard, like completion certificate issued by the client, shall be enclosed. The bidder shall have an office in India for providing technical support to BIS and customers of BIS.

VI. LANGUAGE FOR SUBMITTING TENDER DOCUMENTS:

The Bid and all correspondence with BIS shall be in Hindi or in English. Bids submitted in any other language will not be accepted. If any supporting document is in any other language, certified translation of the same shall be attached.

VII TECHNICAL REQUIREMENTS :

1) Soft copies all IS/PP are available with BIS, in PDF format. These are grouped into 14 different Divisions (Civil, Electrical, Chemical etc). Soft copies of all IS/PP/Amendments etc will be provided to the successful bidder by BIS.

2) The bidder is required to prepare Master DVDs containing all the IS/ PP.(There will be approximately 15 DVDs - one DVD for each Division and one DVD for index and software). The bidder shall also prepare saleable version of DVDs containing IS/PP/amendments/revisions etc required by the customers of BIS and hand over the same to BIS. Contents of the saleable DVD will be variable – it may be only one IS or many IS/PP, all IS/PP in a division. **These DVDs will be sold by BIS through BIS sales outlets located throughout India.**



- 3) Solutions to the technical difficulties faced by the customer w.r.t. these DVDs shall be provided by the successful bidder through telephone / email/ written communication. It shall be the responsibility of the selected bidder to satisfactorily solve all the technical difficulties faced by the customer. In case any DVD is found to be defective, the bidder shall replace the same, free of charge, after getting back the defective DVD.
- 4) The software shall permit two types of licences: Single-user and Multi-user. In single user licence, the user will be able to view the contents on any one Computer by placing the index DVD in the DVD drive of the computer. In Multi-user licence, the software and encrypted IS/PP will be stored on the server. Maximum Number of permissible users will be controlled by the software. Dongle may be used as an alternate for placing DVD in the DVD ROM drive.
- 5) Basic index file containing IS Number, IS year, number of amendments, title, price, equivalent standard etc will be provided by BIS. Additional index has to be generated by the software.
- 6) Each of the files in the DVDs, containing IS/PP, shall be password protected and or encrypted. It shall not be possible for the customer to view these IS/PP in the DVDs without placing the index DVD in the DVD drive of the Computer. For multi-user version Dongle may also be used to restrict the maximum permissible number of users. Storing of protected PDF files on the hard disk may be permitted. Contents of all the DVDs shall be secure and non-editable.
- 7) BIS will send information about amendments, revision, withdrawal of standards, to the successful bidder. Amendments, New Standards will be sent to the bidder by BIS , in PDF format. The bidder is expected to prepare a DVD, containing all amendments, revisions etc, at the end of every three months and hand over the same to BIS. The contents of these DVDs shall be compatible with the software initially developed for viewing the IS/PP. The software shall attach all amendments to the existing IS /PP, in a chronological order.
- 8) The software shall permit search, based on keywords / descriptors / IS / PP number /Title of Standard/ year of publishing etc. Wherever feasible, it shall correlate the corresponding reference number of Standard of National / International bodies. The software shall support search and viewing of English / Hindi and Bi-lingual IS/PP.
- 9) The software shall support different type of IS and PP such as Indian Standard, Free Amendment, Priced Amendment, Special Publication, Magazine etc
- 10) The software shall be installable in Windows and Linux operating systems. Compatibility with other popular operating systems like Mac/ Apple will be an added advantage. .



- 11) The software shall have user profiles and shall keep track of user activity (like the list of IS/PP printed by the user). Help menu, user manual , installation guide shall also be provided.
- 12) The software shall be reliable, fool-proof and highly secure. The software shall prevent copying of the documents. It shall also be not possible to copy the software itself . The bidder shall provide customer support through telephone, e-mail and through written communication, as required.
- 13) Documented source code of the software shall be provided to BIS. Source code shall be the property of BIS. Cost of the documented source code and cost of any licenced third party software required, shall also be indicated in the financial bid.
- 14) The customer of BIS will have one of the following options to purchase IS/PP on DVD:
 - a) **Outright-Sale:** In this model the purchaser of IS/PP on DVD will be able to view/print the IS/PP throughout the life of the DVD. Purchaser will be charged separately for each of the Priced Amendments/New IS/PP , on Out-right sale basis.
 - b) **Lease :** In this model ,the purchaser of IS/PP on DVD will be able to view / print the IS/PP during the validity of the lease period (like 1 year, 2 year etc). If the lease is renewed for a further period (of 1 year, 2 year etc), the purchaser will be able to view/print the IS/PP on the DVD. If the lease is not renewed, the purchaser will not be able to view/print IS/PP on the DVD, after the expiry of validity of the lease period. Purchaser will be charged separately for each of the Priced Amendments/New IS/PP on lease basis.

In view of the difference in the above two models , the software for the above two models will also be different.

VIII) EXPENDITURE ON SUBMITTING THE BID: It is hereby clarified that all cost incurred in connection with submission of Bids like preparation, mailing, submission, attending pre-bid meeting , subsequent processing shall be borne only by the Bidder. BIS will not be responsible / liable for the same regardless of the outcome of the tendering process.

IX) AMENDMENT OF TENDER DOCUMENT / TENDER : BIS reserves its rights to modify/amend the TD by making suitable changes in the Tender Document at any time prior to the deadline of submission of tender. Such modification/amendment will be intimated to the Bidders and shall be binding upon them. The Bidder may make amendment, if any, to his bid prior to the last date of



submission of tender, along with justification for the same. However, no changes will be permitted after the last date for submission of Bids.

X) Project Plan: The Bidder shall provide a Project plan reflecting the fixed time in days for each of the tasks to be completed. Please refer Annexure-5. It shall also include number of human resources that would be assigned to each task.

XI) Project Team: The Bidder shall provide the names, the profiles and availability of their employees who will be part of the project team. These profiles shall demonstrate the competency of such employees in undertaking this project. Any change in project team shall be done only after prior intimation to BIS. The Bidder shall provide a suitable replacement, if any of the initially assigned personnel is not available.

XII) EVALUATION OF BIDS : All responses to the TD will be evaluated technically, as per Annexure-4 of the technical bid. **Financial bids of only the technically qualifying bidders will be evaluated and one of the bidders will be selected on the basis of cost effectiveness.** The financial bids of those bidders who do not qualify technically, will not be opened. However, BIS is not bound to award the work to the bidder quoting the lowest price.

xiii) INSTRUCTIONS TO THE BIDDER:

1) PARTS OF BID(Two-Part Bid System): The Bid shall be prepared and submitted as follows:

- a) Part I –Technical Bid (Envelope No.1) and
Earnest Money Deposit (Envelope No.2).
- b) Part II – Financial Bid (Envelope No.3)

2) EARNEST MONEY DEPOSIT:

The bidders along with their offer, shall deposit with BIS, New Delhi a DD for Rs 51000/- (Rupees Fifty One Thousand Only). The DD shall be drawn on any Nationalized/ Scheduled Bank, in favour of Bureau of Indian Standards, payable at New Delhi. Rs 50,000/- is towards EMD and Rs 1000/- is towards cost of the tender document, which is non-refundable. DD shall be valid for at least 120 days from the date of closing of bid.



- a) Offers not accompanied by the EMD or the Bid Fee will be summarily rejected
- b) The EMD of the unsuccessful bidders shall be refunded to them, after the contract is awarded to the successful bidder.
- c) The EMD shall be forfeited, if the bidder withdraws or amends or impairs or derogates from the tender in any manner, during the period of validity of the offer.
- d) EMD of the successful bidder may be adjusted against the Security Deposit explained in this TD, immediately after the issue of acceptance letter.
- e) No interest shall be payable by BIS on EMD / Performance Security Deposit.

3) FORMAT OF BID:

The response shall be concise and specific. Any additional information, which the bidder intends to submit, shall be placed at ANNEXURE-6. Bidders responding to this TD shall demonstrate capabilities and experience in providing similar services. Bidders shall indicate compliance with the required features of the system and functional requirements against each item as described in the Technical Bid. Details of work of similar nature should have been performed and successfully implemented by the Bidders during the previous two financial years. Evidence in this regard, like completion certificate issued by the client, shall be enclosed. The written response to the TD shall be in three sealed Envelopes, as per the following:

Envelope I - Technical Bid (Part-I) – This shall contain the following sections:

- Covering Letter – Annexure 1
- Bidder's Information – Annexure 2
- List of Customers – Annexure 3
- Technical Bid – Annexure 4
- Estimate of Time Required – Annexure 5
- Additional Information – Annexure 6

Envelope II : EMD and Cost of Tender Document

- A covering letter and Demand Draft for Rs 51000/-

Envelope III Financial Bid (Part II)



4) SUBMISSION OF BIDS

A. The Bid shall be submitted before **1500 h** IST on , **Thursday, 6 Aug 2009**, to:

**Head, ITS Department,
Bureau of Indian Standards,
Room No. 105, Manak Bhavan,
9, Bahadur Shah Zafar Marg,
New Delhi 110 002**

B. Bids shall be submitted in a single sealed envelope containing three separate parts, each part in a separate well-sealed and wrapped envelope clearly marked, respectively, as follows:

- **Envelope No. I - Technical Bid:** This envelope shall contain the Technical Bid and annexures. Please super-scribe "**Technical Bid**" on this envelope.
- **Envelope No. II - EMD :** This envelope shall contain a forwarding letter of the bidder and a crossed demand draft for Rs 51,000/- (Rupees Fifty One Thousand Only) drawn on any Nationalized / Scheduled Bank, in favour of Bureau of Indian Standards, Payable at New Delhi. EMD is Rs 50,000/- and Rs 1,000/-(non-refundable) is towards cost of the tender document. The EMD shall be valid for a minimum period of 120 days from the bid closing date. This part shall not contain any reference to cost or price. Please **super-scribe "EMD"** on this envelope.
- **Envelope No. III - Financial Bid :** This envelope shall contain the financial bid. Please super-scribe "**Financial Bid**" on this envelope.

C. Late submissions will not be accepted.

D. Technical queries shall be addressed to Head (ITSD) at the address given at 4A on Page 9, before 1 August 2009.

E. Bids by fax/Telex/Telegraph/e-mail shall not be accepted.

F. Bids, which are submitted without following the Two-Bid Offer System, will be summarily rejected.

G. BIS shall not be responsible for any postal delay or for delivery of Bids at a wrong place.

H. The price quoted shall be valid for a period of 120 days from the last date for submission of Bids.



5) OPENING OF BIDS

- i) The Technical Bid (Part I) will be opened at **1600 h on Thursday, 6 Aug 2009** in the presence of bidders or their duly authorized representative at the address indicated at 4 A on Page-9.
- ii) The date and time of opening of the Financial Bid (Part II) will be intimated to the technically qualifying bidders.

6) REJECTION OF BIDS: Bids not accompanied by requisite fees , EMD, bids submitted late, unsigned bids, bids which are incomplete are liable to be rejected. Please fill in the Bid in the given format and fill in all the columns. BIS reserves the right to reject any Bid without assigning any reason whatsoever.

7) TERMS AND CONDITIONS of Payment

- i) BIS will enter into a contractual agreement with the successful bidder.
- ii) Payment shall be released , in stages, as per the following:

Sl No	Mile stone	Payment
1	Development of Software and demonstration of Beta version	20% of cost of software
2	Implementation of final version of software and receipt of documented source code	80% of cost of software
3	Handing over of Master copy and saleable Copy of DVD	100% - at the end of each calendar month for the DVDs received during the month.
4	Annual Charges for software maintenance, Technical Support etc	25% at the end of each quarter i.e Mar,Jun, Sep and Dec.
5	Training of BIS employees	100% after completion of training.

- iii) BIS shall not be subjected to any late payment charges.
- iv) The Bidder is eligible to receive payment for the portion of the work completed, if the contract is terminated by BIS for any reason other than the Bidder's inability to perform work properly, in the agreed time frame.



8) CONFIDENTIALITY: The Bidder and his employees, agents, and representatives shall hold all items and knowledge in their possession as confidential, including but not limited to drawings, documents, Standards, Publications and personal knowledge of BIS computer network, as well as the use, purpose, and location of BIS facilities. If either party or any of its representatives is required by law to disclose any Confidential Information, the said party shall promptly notify the other party of such requirement prior to making the disclosure. Following such notice, the party required by law to make the disclosure shall have no liability to the other party. In the event of notification, the owner of the Confidential Information shall be responsible for protection of the Confidential Information

9) PERFORMANCE SECURITY DEPOSIT: The agency shall be required to deposit a sum equivalent to 10% of the value of contract (i.e total fixed charges towards cost of software) as performance security deposit at the time of signing the contract / agreement as performance security deposit in Demand Draft or provide a Bank Guarantee for the said amount from a Nationalized / Scheduled Bank pledged in favour of Bureau of Indian Standards payable at New Delhi. The Performance Security Deposit shall be retained with BIS during the period of validity of the contract, including the extensions/renewals, if any, and an additional period of six months. No interest shall be paid on this amount. This amount shall be refunded six months after the expiry of the contract, after deduction of penalty / other dues, if any. The EMD of the successful bidder may be adjusted as part of security deposit after signing of the agreement.

10) LIQUIDATED DAMAGES

Time and date of delivery shall be the essence of the contract. If the contractor fails to deliver the services, within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such period, the organization may, without prejudice to any other right or remedy available to it to recover damages for breach of the contract :-

- a) Recover from the Bidder, a sum of up to 10% of the value (i.e total fixed charges for cost of software) of the order towards liquidity damages. BIS will have the right to en-cash the bank guarantee of the bidder in addition to recovery of aforesaid liquidated damage, if the contractor continues to fail to provide the services within the delivery period.
- b) The output shall meet BIS requirements and is liable to be rejected along with imposition of penalty of up to 10% of the value of the order(i.e total fixed charges for cost of software) , in case of poor quality of work.

11) WARRANTY: Warranty is required for the software, for 12 months from date of implementation of final version of the software. The Software updates and maintenance shall be done free of cost during the warranty period. After the warranty period, the successful bidder shall provide maintenance / modification of the software , throughout the validity of the contract period, at the rates quoted by the bidder for Annual Maintenance of Software.



12) FORCE MAJEURE : In The terms "Force Majeure" as implied herein shall mean act of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of Government. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid shall, within seventy two hours of the alleged beginning and ending thereof, give full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by Force Majeure conditions lasting for more than two months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part.

13) PENALTY AND TERMINATION CLAUSE

A) Termination for default clause: BIS shall without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the bidder, terminate the contract in whole or in part, after giving one month notice, if the bidder fails to perform any of the contractual obligations.

B) **TERMINATION FOR INSOLVENCY:** If the bidder becomes bankrupt or insolvent BIS reserves the right to terminate the contract at any stage by serving a written notice to the bidder. This will not affect the rights and remedies which have accrued or which may accrue to BIS.

C) **TERMINATION FOR CONVENIENCE:** BIS reserves the right to terminate the contract in whole or in part, for its convenience, by serving one month notice to this effect any time during the currency of the contract. If the services provided by the contractor under this contract / agreement are not to the full satisfaction of BIS, the agreement may be terminated by BIS giving one month's notice and the charges shall be payable only up to the period, for which the contractor has rendered satisfactory services. The decision of BIS in this regard shall be final and binding on the contractor.

D) **Penalty:** In case of deficiency of service or non compliance of this agreement, BIS shall reserve the right to cancel or rescind or revoke the agreement and impose suitable penalty in proportion to damages. Penalty of up to 10% of the contract value (total charge quoted for software) can be imposed by BIS per instance and shall be binding on the successful bidder. Non-performance or delay during operation of service shall be construed as deficiency of service quality and can invite the penalty. BIS reserves the right to recover penalty from any amount payable to the firm.

14) RESOLUTION OF DISPUTES

(i) In case any disputes arises with regard to the present tender/contract then both the parties i.e. BIS and the Bidder shall make every effort to resolve the same by mutual consultation.

(ii) If the parties fail to resolve their disputes by such mutual consultation within 14 day of its occurrence, then either of the parties may give written notice to the other parties of its intention to



commence arbitration. Such disputes shall be referred to the Sole Arbitration of an Officer from BIS to be appointed by the Director General, BIS. The applicable procedure for such arbitration shall be as per the Arbitration & Conciliation Act 1996 of India. The venue of Arbitration shall be Delhi, India.

The Bidder shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not.

15) APPLICABLE LAW & JURISDICTION

The Bidder shall be governed by the laws and procedures established by the Government of India concerning these commercial dealings / processing. All disputes in this connection shall be subject to the exclusive jurisdiction of Courts at Delhi.

BIS reserves the right to cancel this tender or modify the requirement without assigning any reasons. BIS will not be under any obligation to give clarifications for doing the aforementioned. BIS reserves the right that the work can be allocated to any of the empanelled Bidders. BIS also reserves the right to modify / relax the scope of the work given in the TD. BIS, without assigning any further reason, can reject any bid(s), in which any prescribed condition(s) is found incomplete in any respect.

16) GENERAL CONTRACTUAL REQUIREMENTS

- a) **Disclaimer:** This document is a tender document (TD), and shall not be construed in whole or in part as a direct or indirect order. It shall not be construed as a request or authorization to perform work at the expense of Bureau of Indian Standards (BIS). **The information in this TD is intended to enable the bidder to formulate a Bid in response to the project requirements set forth herein. Although this TD contains enabling information, bidders shall make their independent assessment regarding the subject matter of this TD.** The bidder is responsible for identifying any further information required to prepare the bid. This TD shall constitute part of the contract that will be signed between BIS and the selected bidder(s).
- b) Beta test version of the software shall be given to BIS within 75 days of award of contract. Subsequent changes required, shall be incorporated and final version shall be given to BIS , within 90 days of award of contract.
- c) The agreement begins with signing of contract , which will be valid for five years or till the termination of contract, whichever is earlier. The agreement may be renewed , at the end of the five



year period, if BIS is satisfied with the performance of the bidder. At the end of the contract period, all software developed, contents created(including Master and Saleable copies of DVDs), updates, Training Material, Manuals etc shall become the property of BIS.

- d) When the Bidder receives a letter of award and Purchase Order, the Bidder shall provide a Project plan within 10 days, showing the fixed time in days for each of the tasks to be completed within each phase.
- e) BIS shall not be liable for any loss or damage resulting from personal injury, physical loss, and harassment of employee, caused by the acts or omissions of the Bidder, their agents or employees.
- f) The successful Bidder shall establish the facility for content creation within India. The Bidder shall make their related staff available to answer any questions that might arise during this project. The successful bidder shall provide Master DVDs and Saleable copies of DVDs to BIS, within 30 days of receipt of request from BIS.
- g) Travel and other expenses: BIS will not reimburse any cost of travel or incidental expenses to the Bidder, under this contract.
- h) In case the tender is submitted by any consortium/ association, the liability of individual members of such consortium/association shall be **joint and several** to BIS.
- i) In case the work done by the bidder is not found satisfactory, BIS will serve a termination notice to the bidder, giving one month time. If remedial measures are not taken within the time stipulated time, the contract will be terminated.



PART I – TECHNICAL BID

The envelope shall be super-scribed as “**ENVELOPE- I**” – “**TECHNICAL BID For Content Creation on DVDs and Development of Related Software**”

COVERING LETTER – ANNEXURE 1:

Covering letter, signed by the Bidder, shall accompany the Bid. The Covering Letter shall contain the details given in Annexure-4

- a) A statement that the Bids are valid for 120 days from the last date for submission of bids.
- b) The Covering Letter shall also include any information the Bidder wishes to add in order to clarify any area of the Bid.
- c) Financial bids of bidders who do not provide the above required documents will not be opened. Wherever required, the Bidder shall provide Original documents to BIS for verification.
- d) The technical bid shall contain all bid documents as above. **Each page shall be duly signed by bidder** as a token of their acceptance of the technical and contractual terms and conditions, including bid-form duly filled in, complete details and description, including all data to be supplied by bidder as specified in the Tender Document.

**BIDDER INFORMATION – ANNEXURE 2**

The Bid shall include corporate capability statement indicating experience of the Bidder in accomplishing the specified requirements. The following details shall also be submitted:

1.	Name of the Company	
2.	Address: <u>Office</u>	<u>Works</u>
3.	Contact Person: Name Designation Phone No. / Mobile No.	
4.	Fax No. Website & E-mail ID	
5.	Year of Establishment / Incorporation of the Company	
6.	Manpower : Executives (Nos.) Technical (Nos.) Skilled (Nos.) Un-Skilled (Nos.)	

This is to certify that the information given above is true and correct.

Signature of Authorized signatory,

Name and Designation shall be mentioned (Company Seal)

List of Enclosures:

Note: Please use additional sheets if space given is insufficient.



REFERENCES – ANNEXURE 3

The Bidder shall provide a list of their customers where a similar solution has been implemented during the last two years, in the following format:

Sl. #	Customer Name	Contact Person and Tel No.	Email Id	Website Address	Specific details of Solutions of similar nature provided.
1					
2					
3					
4					

Completion/ Performance certificate issued by the above customers shall also be enclosed.

**TECHNICAL BID – ANNEXURE 4**

Name of the firm: _____

Address: _____

Ph: _____ Fax: _____ e-mail: _____

i) Forwarding letter of the bidder containing following documents in support of their eligibility

Sl. No	Description	Attached (Yes / No)
1.	Documents indicating set up of organization (partnership deed, certificate of registrar of companies etc)	
2.	Details of background and current areas of activity of the organization including details of services.	
3.	Details of existing infrastructure and personnel available with the organization	
4.	Copy of valid IT Return, Balance Sheet, PAN No. (For Indian Bidders), service tax registration (In case of foreign bidders – their registration documents)	
5.	Details of office(s) in India for liaison with BIS and customers.	
6.	Copy of all registrations with Govt. Dept, required by legislation.	
7.	List of on-going works with their financial value	
8.	All the documents as well as bid document have been duly stamped and signed on all pages	

ii) Any other information:

iii) *We have clearly understood the terms and conditions of the tender document. We hereby undertake that we accept all terms and conditions of the tender unconditionally.*

Signature of Authorized Signatory with Seal

Date: _____ (Name and Designation)

**Estimate of Time Required****Annexure -5**

Sr. No	Deliverables	Deliverable Definitions	Time in Days
1	Project Plan Preparation	The first phase includes project organization & meetings, project plans, procedures, business goals and objectives, and change management plan.	
2	Functional Requirement Documentation	Major deliverables are expected during this phase that includes Business Analysis Study & Functional Requirement Document. This Study summarizes discussions and decisions taken during meetings with the users to gather requirements. This will serve as the foundation upon which any system changes will take place.	
3	Data Migration	Time required for migration of data, if required.	
4	System Design Document	System Design document is released during this phase	
5	Development Phase	During development phase; Major modules shall be demonstrated to BIS .	
6	Testing & Quality Assurance	This is important phase of the project. Contractor ensures quality control of the project in order to deliver flawless system.	
7	Final Documentation	The following are the deliverables during this phase: <ul style="list-style-type: none"> ▪ Complete Software with documented source code, Database, Deployment Files, Dependency Files ▪ Installation Guide ▪ User Manuals 	
8	Installation	This phase is about implementation of the system in the production environment and to undergo User Acceptance test.	
	TOTAL TIME REQUIRED (Days)	Some activities can take place in parallel. Hence please quote the total minimum time required for completion of the project. The total time shall not exceed 90 days.	

(Beta test version of the software shall be given to BIS within 75 days of award of contract. Subsequent changes required, shall be incorporated and final version shall be given to BIS , within 90 days of award of contract.)



ADDITIONAL TECHNICAL INFORMATION ANNEXURE – 6

(The bidder may provide any other related technical information here)



PART II – **FINANCIAL BID** for Content Creation on DVDs and Development of Related Software

Name of the firm: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Important Instructions:

i) The bidder shall quote the price for each of the items in tables A,B and C below. Based on cost effectiveness and feasibility, BIS may opt for Out-right Sale model or Leasing mode, with or without security features. However, the bidder shall quote for and be willing to develop the software with or without security feature for Out-right sale or for Leasing model.

ii) Please do not leave any column blank (un-filled). Please mention **N.A.** against a column if that is not applicable and mention **Nil** against columns for which you will not be charging. The bid may be rejected if any column is not filled in.

iii) The “**price without tax**” quoted shall be inclusive of office and documentation expenses, consumables, cost of handling, carriage, incidental expenses, etc., required for executing the work / providing the product. All taxes, duties, levy etc shall be shown in the **Tax** column. The **Total price with tax**, which is the sum of “**price without tax**” and “**tax**” column, shall also be filled in. The price quoted shall be firm and shall not be in terms of percentage of the total cost of work. Detailed break up of price may be given on separate sheets and attached to the financial bid, for clarity.

iv) Change in price will not be permitted due to any reason including change in government taxes.

v) The envelope shall be super-scribed “**ENVELOPE III**” – “**FINANCIAL BID for Content Creation on DVDs and Development of Related Software.**”

vi) **All data and software (including source-code) will become the property of BIS.** The price quoted for software shall also include the price of documented source code.

**A . Fixed Charges:**

Sr No	Description	Head	Quotation for Out-right Sale model	Quotation for Lease model
1	Price of Software with search and index facility and security features like copy protection, controlling number of users etc. Cost of third party software, Dongle etc if required for implementing security features shall also be included in this. Break up to be given in a separate sheet.	Price without Tax		
		Tax		
		Total Price with Tax		
2	Price of Software with search and index facility but without security features like copy protection, controlling number of users etc.	Price without Tax		
		Tax		
		Total Price with Tax		

**B. Annual Charges:**

Sr No	Description	Head	Quotation for Out-right Sale Model	Quotation for Lease Model
1	Annual charges for Software Maintenance and Modification .	Price without Tax		
		Tax		
		Total Price with Tax		
2	Annual Charges for providing telephonic technical support for six days a week (Mon to Sat) , from 0900 to 1800 h.	Price without Tax		
		Tax		
		Total Price with Tax		
3	Annual charges for providing all other services like technical support through email / letter, incorporation of Amendments , New Standards in the Master Copy, Deletion of withdrawn, superseded IS/PP from Master copy, Administrative charges etc.	Price without Tax		
		Tax		
		Total Price with Tax		
4	Total Annual Charges	Price without Tax		
		Tax		
		Total Price with Tax		

**C. Recurring Charges:**

Sr No	Description	Head	Quotation In Rupees
1	Price for Content Creation for One DVD , Master DVD – including the cost of the DVD with printed label(Approximately 40 Master DVDs are required initially and then 8 DVDs will be required annually)	Price without Tax	
		Tax	
		Total Price with Tax	
2	Price for Providing training to 40 BIS employees for ONE day at BIS Training Institute, Noida.	Price without Tax	
		Tax	
		Total Price with Tax	
3	Price for Content Creation for One DVD , Saleable Copy –including the cost of DVD with printed label. (Content creation is required for Approximately 3000 DVDs, annually)	Price without Tax	
		Tax	
		Total Price with Tax	
4	Any other price, if applicable, with details	Price without Tax	
		Tax	
		Total Price with Tax	

D. Any other relevant information:

E. Undertaking: We hereby confirm that that the “**Total Price with Tax**” quoted above is fixed and is inclusive of all office and documentation expenses, consumables, cost of handling, carriage, incidental expenses, taxes, duties, levy etc. It is understood that change in price will not be permitted due to any reason whatsoever, including changes in taxes, duties , levies etc.

Signature of Authorized Signatory with Seal

Date:

(Name and Designation)