

Central Information Commission

2nd Floor, 'B' Wing
August Kranti Bhavan
Bhikaji Cama Place
New Delhi – 110066

F.No.4/8/2006-CIC- Admn.

Dated 11.11.2011

To

All Software firms having presence in Delhi and NCR (National Capital Region) with credentials to having supplied software to Central Govt. Departments during last 03 years.

Development and installation of web based DMS (Document Management System) Software in Central Information Commission.

1. Invitation to bid:

1.1 Central Information Commission invites sealed bids for Development and Installation of Web based DMS (Document Management System) Software from experienced and well established software firms who have developed and supplied similar software in Govt. of India during last three years. (copy of Certificate issued by Govt Department to be enclosed along with the bid.) Your quotation in a sealed cover should reach the undersigned on following address on or before **30th Nov, 2011 by 14.30 Hours.**

Central Information Commission
Room No. 309, IInd Floor,
August Kranti Bhawan,
Bhikaji Cama Place,
New Delhi-110 066
(Telephone: 26183997)

1.2 The quotations received after this date shall not be entertained. The quotations will be opened on 15.00 Hours on the same day. You or your representative may like to be present at the time of opening of the quotations.

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2. Specification and Scope of Work for DMS Software:

(i) Introduction

Central Information Commission needs a DMS(Document Management System) Software. The software is to be designed and developed as per the requirement of this commission and it should be available to the user of LAN in the Commission. The software has to be uploaded on a Central Server situated at August Kranti Bhawan and controlled by officials of NIC. The commission is presently digitizing its documents/files for last 2 years. The physical files of the commission have been scanned, digitized, indexed and converted in TIFF/PDF format and the same has been kept in the database of the server. The proposed software is required to facilitate uploading of additional scanned/digitized files, capturing of the existing digitized files and retrieval and display of the same to more than 100 users in the commission which are connected through a LAN. Presently the Commission is having a master client based DMS software but the same needs to be replaced by proposed web based DMS software.

(ii) DMS Software will have the following features,

- a) Software will have User friendly interface. Dash board of the software is to be designed as to retrieve the scanned data as per requirement of the user. The digitized documents are already indexed and will be accessed through indexing parameters defined.
- b) The software will be Web-based Application. More than 100 users will be connected to the LAN and at a time maximum 20% of the users will access/retrieve the data simultaneously.
- c) The software should support PDF as well as TIFF format types. This means the scanned documents will be either in PDF format or TIFF format or both formats. The software should be capable to handle both this format at the same time.
- d) In addition to the above software will have the following additional features.
 - Indexing on custom fields at folder and file level
 - Comprehensive and easy access Rights Control at Folder level with rights inheritance
 - Specific rights at document level for sharing
 - Full text index and parametric search
 - Version control with document check-in and check-out
 - Document encryptions
 - Extensive reports with audit trails
 - Annotations on image and electronic documents with user rights on annotations
 - Export and import of printed and encrypted documents

- e) Software should be compatible with SQL Server 2005 and above. Scanned documents size should be less than 1 MB.

(iii) Scope of Work for Central Information Commission

Following will be the scope of Central Information Commission,

1. Providing of scanned/digitized/indexed documents in TIFF/PDF format will be the responsibility of the Central Information Commission.
2. Document categorization and association with index will be provided by Commission.
3. Conversion to PDF/TIFF will not come in the purview of software developer.

(iv) Scope of Work for Firm

1. The firm will have in depth study of the software and hardware requirement at Central Information Commission and also the requirement of users.
2. The firm will design and develop and install the software so that it can be used for the access and retrieval of the document.
3. The Firm will give support for the next 5 years for which they will give indicative cost.

3. Selection of Vendor:

- 3.1 Selection of a firm for award of Contract will not be made solely on the basis of lowest rates quoted by a tenderer. Previous experience/performance, latest resources/manpower, office location etc. will also be considered in this regard.
- 3.2 This Commission will have full authority to reject any/all offer(s) without assigning any reason thereof.

4. Earnest Money Deposit:

An earnest money of Rs. 6000/- (Rupees Six thousand only) in the form of DD/Pay Order drawn in favour of "Pay & Accounts Officer, CAT" payable at New Delhi to be sent along with the quotations failing which the quotation may not be considered. The EMD will be returned back to the unsuccessful bidders.

5. Instructions to bidders:

5.1 Software firm must have delivered similar software in Govt. of India during last 03 years successfully, (Copy of Certificate issued by Govt. Department to be enclosed along with the bid) and must have their presence in Delhi/National Capital Region (NCR).

5.2 The bidders should be well established professional in the field of software development with adequate capacity. Bidders are advised to understand the scope of work by visiting in Central Information Commission before submitting the quotation.

5.3 If you are interested and in a position to Develop Supply and install the DMS Software you are requested to give your quotations for the above job. While quoting your rates, please bear in mind that you have to quote **an all inclusive rate** which should include study, in depth design, development installation and its satisfactory demonstration at CIC, New Delhi.

5.4 Bidders may clearly indicate in their letter whether the rate quoted is inclusive or exclusive of Tax .

5.5 The bids submitted by the bidders should be valid for a period of 60 days from the date of opening of tender.

5.6 The tenders should be sealed and clearly super-scribed with the words **“Tender for Development of DMS Software in CIC.”**

6 Delivery Period:

01 month from the date of Purchase Order. Commission will provide all relevant details needed to develop the software. Any delay on the part of commission in providing the relevant details will not count for delivery period.

7 Payment Terms:

Payment will be made within 30 days of the successful installation and demonstration of software and fulfilment of all contractual obligations to the entire satisfaction of the Commission. The Secretary of the Commission would be competent to forfeit partially or in full the performance security deposit due to non-completion of work partially or in full.

8 Performance Security:

After acceptance of tender the same will be communicated to the successful tendered, hereafter referred to as the Contractor. He shall deposit an amount equal to the 5% of the contract value as performance security in the form of an irrevocable bank guarantee from any schedule bank in the prescribed form within 15 days from the date of acceptance of tender.

9 Liquidated damages and penalty:

In the event of failure of the contractors to develop and install the software with acceptable standard within the delivery period the Commission shall have the right to recover the liquidated damage/Penalty @ of 2% per week of contract value.

10 Arbitration:

All disputes and differences arising of are concerning this contract whatsoever shall be referred to sole arbitrator nominated by the Chief Information Commissioner. The award of such arbitration shall be final and binding on both the parties to the contract. All disputes arising out of this contract will come under the jurisdiction of New Delhi.

Certified that I/We have read and understood the implication of the full terms and conditions for bidding as contained in the aforesaid Invitation to bid

Signature & Seal of the Bidder