



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES
(A State University of the Govt. of Assam)
NARAKASUR HILLTOP, BHANGAGARH, GUWAHATI-781032, ASSAM
Phone: 09531462050(O) E-mail: ssuhs_assam@yahoo.in Website: www.ssuhs.in

No: SSUHS/39/2020/3482

Dated: 24-06-2020

NOTICE INVITING VENDOR EMPANALEMENT : SOFTWARE FOR COVID DATABASE

Applications are invited from the reputed Software/ IT Companies of Assam for providing software service to prepare a COVID patient databases who are admitted at various hospitals in Assam. The Bidder should be in Software development business or IT/ITES services for the last Five years and having the experience of developing Software/Portal or providing IT related services for Government Departments of Assam or any reputed companies. Bidder should have registered office in Assam. Experience in similar line of activity will be preferred. The empanelment will be valid upto 31-03-2022.

The completed application forms along with a non-refundable sum of application fee of Rs.1000/- (By Demand Draft/ Bankers Cheque payable at SBI, GMC Branch, Guwahati) in favour of "Srimanta Sankaradeva University of Health Sciences" with all relevant documents must reach to the "Registrar, Srimanta Sankaradeva University of Health Sciences, Narakasur Hilltop, Bhangagarh, Guwahati-781032, Assam" in sealed envelope within 02/07/2020 till 3.00 PM.

The details may be downloaded from the University website www.ssuhs.in from 26/06/2020.

The University reserves the right to reject or accept any offer of interest without assigning any reason thereof. The decision of "Srimanta Sankaradeva University of Health Sciences, Guwahati" regarding empanelment of vendor/service provider shall be final and binding.

Sdf
Deputy Registrar,
Srimanta Sankaradeva University of
Health Sciences

Memo No. SSUHS/39/2020/3483-84

Dated: 24-06-2020

Copy to:

1. The Director of Information and Public Relations, Assam, Dispur, Guwahati-781006. He is requested to arrange for publication of the above Notice in one leading English Daily and one Assamese Daily Newspaper.
2. The P.S. to the Hon'ble Vice Chancellor of Srimanta Sankaradeva University of Health Sciences for kind appraisal of the Hon'ble Vice Chancellor.

[Signature]
Deputy Registrar,
Srimanta Sankaradeva University of
Health Sciences

Srimanta Sankaradeva University of Health Sciences, Assam
Narakasur Hill Top, Bhangagarh, Guwahati-32

No: _____

Dated Guwahati, the _____

REQUEST FOR PROPOSAL

A Techno Commercial Bid is invited from the reputed Software/ IT Companies of Assam for providing software service to prepare a covid patient databases who are admitted at various hospitals in Assam. The Bidder should be in Software development business or IT/ITES services for the last Five years and having the experience of developing Software/Portal or providing IT related services for Government Departments of Assam or any reputed companies. Bidder should have registered office in Assam.

Scope of Work:

Srimanta Sankaradeva University of Health Sciences, Guwahati, Assam desires to prepare a covid patient database who is admitted at various hospitals in Assam. All the information maintained by the hospital in the patient ticket has to be entered through an android base mobile/tablet app with individual login ID district/hospital wise which should have facility to be viewed from state HQ through web. The parameters of the performa for data entry may change to 10-20% of the original format as the work progresses and the app should be able to handle this dynamically. The system should be able to maintain a unique patient ID generated by the system and also should be able to link the hospital registration number. Post data entry various report generation will be required at state level. The interested firms/companies may visit the Deputy Registrar office of Srimanta Sankaradeva University of Health Sciences, Guwahati, Assam, for details of the performa on any working day between 11 am to 4 pm till the last date of submission of the tender.

Introduction: Srimanta Sankaradeva University of Health Sciences, Guwahati, Assam, India is established in 2009 as per Act "The Srimanta Sankaradeva University of Health Sciences, Act, 2007". The Srimanta Sankaradeva University of Health Sciences is the only Health University in the North Eastern Region with its jurisdiction to the whole of Assam. The University is located in Gauhati Medical College Building (2nd Floor) at Narakasur Hill Top, Bhangagarh, Guwahati-32.

The Mission of the University shall be to create, uphold and develop an intellectual, philosophical, academic and physical environment which shall be conducive to free flow of ideas and exchange of information amongst various Faculties of the University, and to develop collaborative as well as autonomous institutions or research and higher learning, between this University and other Universities of Health Sciences, and other centres of excellence in the country and abroad, thereby opening a window to the world for the health professionals, health planners, health managers, health policy makers, bio-medical and social scientists, educators and academicians in Health Sciences of the country. It is established for uniformity in standards of education in all faculties of Health Sciences.

< Name and designation of Tenderer >

Memo No _____

Dated: _____

Copy To:

1. Notice board of this office
2. Guard File

< Name and designation of Tenderer >

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Narakasur Hill Top, Bhangagarh, Guwahati-32

1. Bid Instruction:

- ☐ To participate in this tender process quotation should be submitted in Two Bids systems. Both Technical bid and financial bid are to be submitted concurrently. The Bids have to be submitted in two separate Envelopes super scribed as Technical Bid for the Technical Documents and Financial Bid for Financial proposal and both the envelopes are to be inserted into a large envelope super scribed with the Tender Number and Address of the Bidder. The tenders are to be addressed to the **<Address of the Tenderer>** and the Tenders are to be dropped in the Tender Box kept in the office premises of the undersigned as per following schedule

Last date of Issue of Tender Papers:	12:00 Noon of 02/07/2020
Last date of submission of Tender:	03:00 PM of 02/07/2020
Opening of Technical Bid:	03/07/2020
Opening of Financial Bid:	04/07/2020

- ☐ Bid not transferable: The bid documents are not transferable
- ☐ Dully filled Compliance Certificate as per format mentioned in **Annexure-I** must be submitted with the Technical Bid
- ☐ Please note that all tender forms and supporting documents are to be submitted manually in a sealed envelope super scribed with Tender No. and Due Date to the **<Address of the Tenderer>** on or before the Bid closing date and time as referred in the schedule above.
- ☐ All documents submitted in physical and technical bid should be signed on all pages by the authorized signatory of the bidder.

2. Qualification Requirements:

- ☐ The Bidder should be a firm/Agency of reputation having sufficient expertise and experience in the subject tender with sound/service support capability. The firm should also have the capability to take total responsibility to execute the contract.
- ☐ The bidder should have its registered office in Assam, supporting documentary evidence should be provided with the technical bid.
- ☐ Consortium is not allowed.
- ☐ The self-attested hard copy of the Work Order or the satisfactorily completion certificate/receipt challan/invoice/bill from the Customer against the supply/development to be duly filled in **Annexure-II**, should be enclosed along with the Technical Bid.

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- ☐ Financial Bid has to be submitted as per the format mentioned in **Annexure-III**
- ☐ The bid submitted shall also include the following information or documents of Agency/ Firms in the technical bid, non-submission of any one of the following documents from the list below will lead to rejection of the Bid at the Technical Stage.
 - ☐ Annexure-I, Annexure-II as per format are to be submitted dully signed by the authorized personnel of the Agency/ Firm
 - ☐ The bidder must submit the copy of PAN Card and latest income tax clearance certificate.
 - ☐ The bidder must submit copies of their GST registration certificate from the competent authority.
 - ☐ The bidder must submit copies of their up to date Trade License from the competent authority.
 - ☐ The bidder should have minimum average annual turnover of Rs 1 Crore in Fin Year 2016-17, 2017-18, 2018-19
- ☐ The bidder must submit reports of their annual financial statements (Audited)/balance sheet and auditor's report for the last 3 (three) years (2016-17, 2017-18, 2018-19) certified by the registered chartered accountant.

3. FACT SHEET

- ☐ ISO 9001 or ISO 27001 Certificate with up-to-date validity will carry extra marks in Technical Evaluation
- ☐ CMMI Level 3 or above Certification from CMMI Institute will carry extra marks in Technical Evaluation
- ☐ The selection of the Bidder will be on Quality and Cost Based Selection (QCBS) basis.
- ☐ To qualify technically bidder must obtained minimum 50 marks in technical bid
- ☐ The agency/ Firm should furnish bonafide documents with a brief write-up of their Agency/ Firm regarding all the personnel / Work-force attached with the agency.
- ☐ All the above-mentioned documents are to be inserted in the envelope super scribed as "Technical Bid Documents"
- ☐ Technically eligible bidders will be eligible for the financial stage and the Financial Bids will be opened only for those bidders who will qualify technically.

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4. **Payment Terms:** 70% release of payment within 7 days of delivery of the App and rest. 30% after successful demonstration of the report at state level.

5. **General Terms and Conditions**

(a) The acceptance of the quotation will rest solely with the Tender inviting authority. The department is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons.

(c) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the authority, the work order may be terminated

(d) Authority may terminate the contract / purchase order in whole if the quality requirements not met by the bidder

(e) Tender authority reserves the right to Add / modify / relax or waive any of the conditions stipulated in the tender document whenever deemed necessary.

(f) The project needs to be completed within 3 weeks from the award of the contract.

6. **Reasonability of rates/ firm price:**

- The rate quoted by the bidder should have the validity of 180 days.
- No bidder will be allowed at any time, on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/ typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after submission of the bid.

7. **Lowest Rate:** The undersigned is not bound to accept the lowest rate and reserve the right to reject or cancel the tender without assigning the reason whatsoever.

8. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/ opening date the next working day shall be the prescribed date of closing/ opening.

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9. Evaluation Criteria

Sl. NO	Description	Documentary Proof	Conditions	Marks
1	Proof of number of Government Medical Software Projects completed in Assam within last 3 years	Work Order/Relevant completion certificate	Equal to 2 or more Numbers	10
			Equal to 1 Number	5
2	Proof of number of e-governance application /IT Services completed in Assam/ North East within last 7 years	Work Order/Relevant completion certificate in related IT/ITES services	More than 5 Nos .	10
			More than 2 but less than or equal to 5 nos	5
			Equal to 1 or 2 Nos.	2
3	Average Annual Turnover from IT/ITES services in last three Financial years. 2016-17, 2017-18, 2018-19	Balance Sheet has to be Submitted	Equal or more than Rs.4 Crores	20
			More than or equal to Rs 2 Crores but Less than Rs 4 Crores	15
			Equal to or more than Rs. 1 Crores but less than 2 Crores	10
4	ISO 27001 Certification or ISO 9001 Certification	Certificate to be enclosed	Certificate submitted	5
			Certificate not submitted	0
5	Bidder having CMMI Level 3 or above from CMMI Institute	Appraisal certificate to be enclosed with appraisal validity issued by CMMI Institute	If submitted	10
			If not submitted	0
6	Registered and development office in Assam	Trade License and Company Registration	Trade License and Registration Certificate Submitted	5
			Trade License and Registration Certificate not Submitted	0
7	In house Developers under the company payroll	Self attested documents in the company letter head	If the firm has more than 20 in house manpower	10
			If the firm has in house manpower between 10 to 20 persons	5
8	Technical solution proposed	A detailed write up on technical solution proposed		30

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Evaluation procedure

The bid will be evaluated following Quality (80%) cum Cost (20%) based selection (QCBS) method -80:20

The Technical quality of the proposal will be given weightage of 80%. The financial bids of only those bidders who qualify technically (minimum qualifying mark is 50) will be opened. The proposal with lowest cost will be given a financial score of 100 and the other proposal will be given financial score that are inversely proportional to their quoted price. The financial proposal shall be allotted weightage of 20%. For working out combined score, the following formula will be used:

Total points $T(p) = T(w) \times T(s) + F(w) \times F(s)$, where

$F(s) = \{(LEC/EC) \times 100\}$

$T(w)$ = weightage of technical score which is 0.8

$T(s)$ = technical score obtained by the bidder

$F(w)$ = weightage of financial proposal i.e. 0.2

$F(s)$ = Financial score of the financial proposal obtained by the bidder.

LEC= Lowest evaluated cost of the financial proposal.

EC= Evaluated cost of the financial proposal.

The proposals will be ranked in terms of the total points scored. The proposal with the highest total points (H1) will be considered for award of contract and will be called for negotiations, if required. In the event for a tie, the bids with the highest technical score will be rated as the best bid. Beyond that, Authority will decide the matter in its full discretion. The Director, Welfare of Tea Tribes Assam is not bound to accept the lowest rates. The Director, Welfare of Tea Tribes Assam may reject any or all bids without assigning any reason thereof. The decision of the Bid Evaluation Committee (BEC) will be final and binding to all in this regard.

The Authority reserves the right to modify the evaluation process at any time during the bid process.

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It is mandatory for the bidder to obtain minimum technical mark of 50 to be technically qualified and for being considered for opening of their Financial Bid and evaluation thereof. However, the bidders who do not meet the eligibility criteria, their bids will not be opened.

Combined Evaluation of Technical and Financial Bid:

1. The Total score of the bidder will be determined as under:

$$\text{Total Score } T(P) = 80 \% \text{ Technical score } T(S) + 20 \% \text{ of Financial score } F(S)$$

2. The bid of the bidder who obtains the highest Total Score $T(p)$ will be rated as the best bid. In the event of a tie, the bid with highest Technical score $T(s)$, will be rated as the best bid.

3. The Authority will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best bid. The authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part,

The proposal should be submitted to the address mentioned below.

<Address of the Tenderer>

Annexure-1

Sl. No	RFP Terms and Conditions	Yes/No
1	Payment term agreed	
2	All the Items Quoted as per instruction	
3	ISO Registration	
4	CMMI Certificate submitted	
5	Trade License	
6	Firm Registration Certificate	
7	PAN Card	
8	Income tax clearance certificate.	
9	GST Registration Certificate	
10	Balance Sheet for the year 2016-17, 2017-18, 2018-19	

Annexure-II

Proforma for Performance Statement

Name of the Firm:

Order placed By (Full address)	Order No. & Date	Description of the work and quantity	Value of Order	Remarks

**Signature and name of Authorized
Signatory of the Bidder**

Annexure-III

Financial Bid (To be submitted in a separate envelope)
(Commercial Proposal Cost Break Up)

Sl. No.	Description	Rate	GST @18% In (In Rs)	Amount After GST (In RS)
1				

(In words _____)

**Signature and name of Authorized
Signatory of the Bidder**