

***EXPRESSION OF INTEREST
(EOI)***

***FOR
DEVELOPMENT, IMPLEMENTATION &
MAINTENANCE***

OF

***HUMAN RESOURCE MANAGEMENT SYSTEM
(HRMS)
INTEGRATED WITH FINANCE***

IN

***BIOTECHNOLOGY INDUSTRY RESEARCH
ASSISTANCE COUNCIL
(BIRAC)***

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Biotechnology Industry Research Assistance Council

(A Government of India Enterprise)

1.0 Letter of Invitation

INVITATION OF EXPRESSION OF INTEREST

Biotechnology Industry Research Assistant Council (BIRAC), New Delhi invites sealed Expression of Interest (EOI) from experienced Indian software agencies for undertaking development, implementation and maintenance of Human Resource Management System (HRMS) integrated with Finance.

The EOI Document containing the details of qualification criteria, submission details, brief objective & Scope of work and evaluation criteria etc. can be downloaded from website <http://birac.nic.in/> and <http://eprocure.gov.in/epublish/app>.

Schedule for the Proponents is as under:

EOI Document Number	:	BIRAC/HR&A/007/2018/ENQ - 023
Date of Publication	:	01st July 2018
Last date/Time of submission	:	23rd July 2018/Before 14:00 hrs
EOI Opening & EIO Meet Date/Time	:	23rd July 2018/ At 15:00 hrs
Presentation cum Pitching Date	:	To be announced later

The eligible proponents may submit their responses in sealed envelope in the prescribed format as indicated in the EOI document.

Proponents meeting the qualification criteria shall be invited for presentation cum pitching before the selection committee of BIRAC. Bid Document will be subsequently issued to the short listed proponents only.

Thanking you,

Yours faithfully,

Head – HR & Admin

For BIRAC

Note: BIRAC reserves the right to cancel this request for EoI and/ or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and BIRAC reserves the right to amend/add further details in the EoI.

2.0 Background

Biotechnology Industry Research Assistance Council (BIRAC) is a not-for-profit Section 8, Schedule B, Public Sector Enterprise, set up by Department of Biotechnology (DBT), Government of India as an Interface Agency to strengthen and empower the emerging Biotech enterprise to undertake strategic research and innovation, addressing nationally relevant product development needs.

3.0 Objective

Biotechnology Industry Research Assistance Council (BIRAC), 1st Floor, MTNL Building, 9 CGO Complex, invites **Expression of Interest** from experienced Indian software agencies with expertise in Software Development, Customization, Maintenance, Management and User support for Human Resource Management System integrated with Finance (hereafter referred as HRMS) for its Office in New Delhi.

4.0 Broad Scope of Work

- 4.1 HRMS shall include, but not limited to Develop, Implement & Maintain Online HRMS Software – Integrated with Finance for BIRAC Office at New Delhi.
- 4.2 BIRAC has internal HRMS software developed on PHP Platform, that has certain modules i.e. Leave Management System, Travel Management System, Performance Appraisal system, Employee data management, etc. The proponent has to identify the key aspects of this software and incorporate into new HRMS Software.
- 4.3 The HRMS Software intended to be developed should be completely an integrated platform, with customization wherever required to cater the HR & Administration processes of BIRAC and should have the required depth, breadth and flexibility to provide on-line information access to all the designated users and wherever needed shall have a seamless integration with the Finance & Accounts functions.
- 4.4 BIRAC further intends to fine-tune Scope of work, technical specifications, warranty and maintenance requirements, terms and conditions etc. , if found necessary as a result of discussion with the shortlisted proponents for adopting in ensuing tendering process.
- 4.5 The Proponent shall broadly undertake the activities, not limiting to the following :
 - a. Recommend the best practices to identify amendment that can be incorporated in the current HR & Administration online processes of BIRAC.
 - b. Identify the process that needs to be modified / introduced to meet the needs of the HRMS Software.
 - c. Describe how the functional requirements will be translated into technical implementations
 - d. Complete Implementation, Testing & Integration of the software.
 - e. User end Training.
 - f. Go Live & Roll Out
 - g. Maintenance
 - h. Bug-Fixes and End-User Problem Resolution
 - i. New Development and Enhancements
 - j. Technical & Administration support
 - k. Quality and Security Assurance
 - l. Data backup

5.0 Instructions to Proponents

5.1 Proponents may visit the official website of BIRAC India <http://www.birac.nic.in/> to understand the activities carried out by BIRAC.

5.2 Submission Details

The Expression of Interest shall be submitted in a sealed envelope super scribed with **“EXPRESSION OF INTEREST (EOI) FOR DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF HUMAN RESOURCE MANAGEMENT SYSTEM INTEGRATED WITH FINANCE”**.

5.3 Documents to furnish

Proponents are requested to go through all pre-qualification requirements, scope of work for execution & requirements w.r.t technical / financial capabilities for acceptance and submission of documents for verification by BIRAC. Documents to be furnished are:

- i. Letter of Authorization as per the Format - 2
- ii. EOI document with each page duly stamped and signed by the Authorized signatory.
- iii. Declaration- Expression of interest as per the Format – I
- iv. Supporting documents---as mentioned in Format 1
- v. MSME Certificate (if applicable)
- vi. Any other information which proponent may like to provide.
- vii. BIRAC reserves the right to call for any clarifications confined in the broad scope, wherever such a clarification become necessary for proper judgment in evaluation.

5.4 Address of Submission/communication

The sealed envelope should be addressed to :

Head- HR & Administration
 Biotechnology Industry Research Assistance Council (BIRAC)
 1st Floor, MTNL Building, 9 CGO Complex,
 Lodhi Road
 New Delhi – 110003 (INDIA)

5.5 Deliverables

The broad components of the assignment are as follows:

- Development and implementation of HRMS software integrated with Finance.
 - Start date – date of issuance of the letter of award
 - Expected date of Go live – maximum Six (06) months or earlier to the above.
- Maintenance- for a period of 02 years.

5.6 Amendment to the EoI

At any time prior to the last date for receipt of proposals, BIRAC, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective proponent, modify the EOI document by an amendment. In order to provide prospective proponents reasonable time in which to take the amendment into account in preparing their proposals, BIRAC may, at its discretion, extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI. The proponent is required to visit the BIRAC website for any changes or amendments in the EOI before submitting their Expression of Interests.

5.7 Special consideration for MSME & Start Ups

If the bidding entity is registered under (i) Micro & Small Enterprises at District Industry center or Khadi and Village Industry Board or Coir Board or National Small Industry Corporation or Directorate of Handicrafts and Handlooms or any other body specified under “Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012” & (ii) Start-Ups registered under DIPP (as per G.S.R. 501(E)) it will be exempted from the prior experience & financial criteria.

The participating proponents who qualifies any of the above aspect shall be allowed **L1+15%** margin of purchase preference in the Price Bid for the purpose of evaluation. After giving such margin, if more than one Proponent stand on equal Price Quote, then the proponent having more relevant experience can be considered for award of contract.

5.8 Conflict of Interest

The Proponents shall not receive any remuneration in connection with the assignment except as provided in the “Service and Confidentiality Agreement”.

5.9 Warranty of the agency

The agency shall warrant that it is under no contractual restrictions of legal disqualification or other obligations which will prohibit from entering into agreement and that the statement and particulars herein contained in this EOI and in the relevant and supporting documents to this EOI are correct.

5.10 Rejection Criteria

The application is liable to be rejected if:

- i. The proposal is not submitted as per the requirements indicated in Clause 5.3 above.
- ii. Not in prescribed format.
- iii. Not properly stamped and signed as per requirements.
- iv. Received after the expiry of due date and time.
- v. Offer is received by any other means apart from hardcopy.
- vi. All relevant supporting documents are not furnished with the PQC.
- vii. The proposal shall be substantially responsive without any material deviation, failing which the proposal shall be summarily rejected.

5.11 Disclaimer

- a. BIRAC shall not be responsible for any late receipt of applications for any reasons whatsoever.
- b. BIRAC reserves the right to reject all applications without assigning any reasons thereof.
- c. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the BIRAC without assigning any reasons thereof.
- d. To include any other item in the Scope of work at any time after consultation with proponents or otherwise.
- e. BIRAC reserves the right to reject all the EOIs without assigning any reasons.

6.0 Evaluation Methodology

- 6.1 Screening of EOIs shall be carried out as per Pre-Qualification criteria mentioned in the EOI document and based on verification of documents submitted.
- 6.2 All eligible proponents who fulfill the PQC shall be invited for an EOI meet and shall be provided a brief about BIRAC.
- 6.3 All eligible proponents shall be required to make a presentation cum pitching to the Selection Committee-BIRAC showcasing their competence on a stipulated date & time. The Committee shall assess and evaluate the proponents on the parameters as mentioned in the EOI document under the Technical evaluation criteria (TEC) .
- 6.4 Each proponent shall be assigned scores based on the marks obtained under each parameter as given under the Technical evaluation criteria. Proponent scoring 60 marks or more would be shortlisted.
- 6.5 Shortlisted proponents shall be issued Bid document and shall be required to submit the financial proposal.
- 6.6 The financial proposal shall be opened on stipulated date and time , in the presence of the proponents.
- 6.7 The proponent with the lowest quotation (L1) shall be awarded the work.
- 6.8 Special consideration will be given to MSMEs and Startups as per clause 5.7 indicated above.

7.0 Pre-Qualification Criteria (PQC)

The following will be the minimum Pre-Qualification Criteria (PQC). Responses not meeting the minimum PQC will be summarily rejected and will not be evaluated further:

Sl.No.	Pre-Qualification Criteria	Supporting Documents Required
1.	The proponent shall be a legal entity, registered as a Company/LLP/Society/partnership firm/ proprietorship firm under respective acts in India.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed etc.
2.	The proponent must be registered in India with taxation and other administrative authorities	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card
3.	The proponent should have provided similar services to atleast five (5) immediate preceding years	Self-attested Copy of the work orders and letter of successful completion from the client
4.	The proponent has to be profitable and should not have incurred loss in three consecutive FY (FY 2015-16, 2016-17 & 2017-18)	Certificate from the Chartered Accountant of the Organization/Audited Balance sheets for last three financial years, Income Tax return
5.	The proponent should have completed similar kind of work in any one Central Govt./State Govt./PSUs/Govt. bodies in India in preceding five years	Self-attested Copy of the work order and letter of successful completion from the client
6.	The proponent should not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format – 3)
7.	The proponent should have a registered office in India and must have an established office in Delhi/NCR.	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company
8.	The proponent should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this EoI and in the execution of agreement.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format – 4)

8.0 Technical Evaluation Criteria

Sl. No.	Technical Evaluation Criteria (Documentary Evidences are to be attached as the scoring will be done based on the submitted documents)	Scores (max:100)
1.	Past Experience	10
2.	Time schedule to Go Live	15
3.	Proposed approach, methodology & work plan for the assignment.	25
4.	Number of modules proposed	10
5.	Proposed duration of maintenance of the software	10
6.	Profile and strength of manpower to be deployed for this assignment	10
7.	Ease of use of the software	10
8.	Creativity to output (Reports etc.)	10

Expression of Interest
(To be submitted on Agency's Letter Head)

To,
The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject: Submission of Expression of Interest (Eoi) for development, implementation and maintenance of Human Resource Management System (HRMS) integrated with Finance.

Sir/Madam,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

Sl.No.	Description	Response
1	Name of the Proponent	
2	Address	
3	Name, designation & address of the person to whom all references shall be made	
4	Telephone No. (with STD code)	
5	Mobile No. of the contact person	
6	Email ID of the contact person	

The following documents are enclosed :

1. Letter of Authorization (As per Format – 2)
2. MSME Certificate (if applicable)
3. Pre-qualification criteria as per the details given below:

Sl.No.	Supporting Documents Required	Type of Document	Page number of the supporting document
1.	Self-attested copy of Company Incorporation Certificate from ROC/Partnership deed etc.		
2.	Self-attested Copy of GST Registration or GST exemption certificate/ PAN Card		
3.	Self-attested Copy of the work orders and letter of successful completion from the client		
4.	Certificate from the Chartered Accountant of the Organization/Audited Balance sheets for last three financial years, Income Tax return		
5.	Self-attested Copy of the work order and letter of successful completion from the client		
6.	Undertaking on the Letter Head of the Proponent duly signed & Stamped by Authorized Signatory (As per format - 3)		
7.	Electricity/Telephone Bill or any other supporting document stating the address duly certified by the Owner/Authorized Representative of the Company		
8.	Undertaking on Proponent's Letter Head, duly signed and stamped by the Authorized Signatory (As per format - 4)		

I/we hereby declare that my/our EOI is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Authorised signatory)

Name: _____

Designation : _____

Seal : _____

Date : _____

Place : _____

FORMAT - 2

Authorization Letter

(To be submitted on Agency's Letter Head)

To,

The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject : Letter for Authorized Signatory

Ref. No. _____

Dear Sir / Madam,

This has reference to your above mentioned Expression of Interest for Development, Implementation and Maintenance of HRMS integrated with Finance in BIRAC.

Mr./Miss/Mrs. _____ is hereby authorized to submit the EOI & attend opening of the above EOI No. _____ on behalf of M/s _____ (Agency Name).

The specimen signature is attested below:

Name: _____

(Specimen Signature of Representative) _____

Signature of Authorizing Authority

Name of Authorizing Authority & Designation:

Company Seal:

FORMAT - 3

UNDERTAKING WITH REGARD TO BLACKLISTING

(To be submitted on Agency's Letter Head)

To,
The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject : Undertaking regarding Blacklisting / Non-Debarment

It is hereby confirmed and declared that M/s _____ is not blacklisted/debarred by any Government Department/Public Sector Undertaking/Private Sector/or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorised signatory)

Name: _____

Designation : _____

Seal : _____

Date : _____

Place : _____

UNDERTAKING WITH REGARD to NON-LITIGATION

(To be submitted on Agency's Letter Head)

To,

The Head-HR & Administration,
Biotechnology Industry Research Assistance Council (BIRAC)
1st Floor, MTNL Building,
9 CGO Complex,
Lodhi Road, New Delhi.

Subject : Undertaking regarding Litigation

It is hereby confirmed and declared that M/s -----, does not have any litigation / arbitration history with any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which works/assignments/services have been executed / undertaken.

(Signature of the Authorised signatory)

Name: _____

Designation : _____

Seal : _____

Date : _____

Place : _____