

TENDER NOTIFICATION NO.**MEGA/EDMS/2016**

Procurement and Implementation of a "Cloud-Based" Electronic Document Management System (EDMS) for Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited

TENDER NO. MEGA/EDMS/2016**VOLUME-I****NOTICE INVITING TENDER****DECEMBER 2016****Issued by:****Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd.**

(A Joint Venture of Govt. of Gujarat and Govt. of India)

Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,

Sector 10/A, Gandhinagar: 382010,

Gujarat, India

Corporate Identification No (CIN): U60200GJ2010SGC059407

Website: www.gujaratmetrorail.com

Notice Inviting Tender (NIT) Published in Newspaper: PRESS NOTIFICATIONS

Metro-Link Express for Gandhinagar& Ahmedabad (MEGA) Company Ltd.
(A Joint Venture of Govt. of Gujarat and Govt. of India)
Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan,
Sector 10/A, Gandhinagar: 382010,
Gujarat, India
Corporate Identification No (CIN): U60200GJ2010SGC059407

TENDER NOTIFICATION No: MEGA/EDMS/2016**Dated: 29-12-2016**

Sealed Tenders are invited from reputed and experienced consultants for the Service of **“Procurement and Implementation of a “cloud-based” Electronic Document Management System (EDMS) for Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited”**. The interested Tenderers may purchase the tender documents from MEGA’s office during office working hours between 11=00 AM to 06=00 PM from 03-01-2017 to 06-02-2017 and between 11=00A.M. to 12=00 noon on 07-02-2017, on Payment of non-refundable fee of Rs. 25,000/- (Rupees Twenty Five Thousand) only, in the form of Demand Draft/Pay order/Banker’s Cheque drawn in favour of “Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd.” payable at Gandhinagar / Ahmedabad (Gujarat).

Any alterations in Eligibility Criteria cum Qualification Requirement, and terms of the Tender Document, or any amendment to the Tender Document, etc. will be uploaded on MEGA’s official website and individually intimated to the tenderers only, who have purchased the Tender Documents, without any obligation or press notification or other proclamation.

For further details including NIT, eligibility criteria, etc. please log on to our web site **www.gujaratmetrorail.com**.

Sd/-
Managing Director
MEGA, Gandhinagar

1.1.1 GENERAL

Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited, a Special Purpose Vehicle established under the Companies Act, 1956 and jointly owned by the Government of Gujarat (GoG) and the Government of India (GoI) (hereinafter referred to as “MEGA” or “the Company” or “the Employer” or “the Client”), invites Tenders from eligible applicants who fulfill qualification criteria as stipulated in Clause 1.1.3, for the work/services, **“Procurement and Implementation of a “cloud-based” Electronic Document Management System (EDMS) for Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited.”**

1.1.2 Key Details and Programme of the Tender

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| Tender No. | MEGA/EDMS/2016 |
| Date of issue of Tender Notification | 29-12-2016 |
| Name of Work | Procurement and Implementation of a “cloud-based” Electronic Document Management System (EDMS) for Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited |
| Completion period of the Work | 03 months |
| Tender Security Amount | INR 4.00 Lakhs (Rs. Four Lakhs) only |
| Cost of Tender Document | INR 25,000/- (Twenty Five thousand) only (Demand Draft/Pay order/Banker’s Cheque in favour of “Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd.” payable at Gandhinagar / Ahmedabad (Gujarat). |
| Date of Issue of Tender Document | On all working days between 11=00 AM to 06=00 P.M from 03-01-2017 to 06-02-2017 and between 11=00A.M. to 12=00 noon on 07-02-2017 |
| Last Date of Submission of Query/Clarifications From Tenderer | 09-01-2017 up to 18:00 hrs Queries /clarifications from bidders after due date and time shall not be acknowledged |
| Place, Date and Time of Pre-Bid Meeting | Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd. Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar: 382010, |

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|---|---|
| | Gujarat, India at 11=30 Hrs (IST) on 13-01-2017 |
| Last Date for issuance of Clarifications and/ or Addendums by MEGA | 17-01-2017 |
| Last Date of Submission of Filled in Tender Document by Tenderers | 07-02-2017 by 15=00 Hrs. IST |
| Date of Opening of Tender (Qualification Package & Technical Package only, the Financial Package will be kept under seal in unopened condition) | 07-02-2017 by at 15=30 Hrs. IST |
| Authority to purchase tender document, seeking clarifications and submission of completed tender document. | Managing Director (Attn: AGM – Procurement/Construction) Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd. Block No.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar: 382010, Gujarat, India Website: www.gujaratmetrorail.com e-mail : agmconstprocure1@gujaratmetrorail.com |

- 1.1.2.1** Please note carefully the requirements for submitting tenders, and the date and time for submittal as furnished above. Late tenders (received after the due date and time of submission of bid) shall not be accepted under any circumstances.
- 1.1.2.2** Tenders shall be valid for a period of 150 days from the latest date of submission of Tenders and shall be accompanied with a Tender Security of the requisite amount in the form of a Bank Guarantee as described in the Instructions to Tenderer.
- 1.1.2.3** Tender with duly complete documents in sealed envelopes shall be submitted to the office of the Metro-Link Express for Gandhinagar & Ahmedabad (MEGA) Company Limited at the address given above.

1.1.3 QUALIFICATION CRITERIA:**1.1.3.1 Eligible Applicants:**

- i The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.3 of NIT.
- ii. (a) A non-Indian firm is permitted to tender.
(b) A tenderer shall submit only one bid.
- iii. A firm, who has purchased the tender document in their name, can submit the tender as individual firm only.
- v. Any Central / State government department / public sector undertaking / other government entity or local body must not have banned business with the tenderer as on the date of tender submission.
Also no contract of the tenderer should have been rescinded / terminated by Delhi / Bangalore / Chennai / Jaipur / Mumbai Metro project in India and any other Metro Projects outside India after award during last 10 years due to non- performance of the tenderer. The tenderer should submit undertaking to this effect in **Appendix-6** of Form of Tender.
- vi. Tenderer must not have paid liquidated damages of 10% (or more) of the contract value in a contract due to delay or penalty of 10% (or more) of the contract value due to any other reason during last five years. The tenderer should submit undertaking to this effect in **Appendix-14** of Form of Tender.
- vii. Tenderer must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in **Appendix-12A** of Form of Tender.

1.1.3.2 Minimum Eligibility Criteria:

The eligibility criteria for the Bidder is mentioned below.

| Sr. no. | Particulars/ Parameters | Criteria | Documents Required |
|---------|---------------------------|---|--|
| 1 | Bidding Company | 1. OEM (Original Equipment Manufacturer) OR 2. Authorized partner of OEM | If Bidder is authorized partner of OEM then authorizations letter from OEM |
| 2 | Age of the Company | Must be at least 7 years old | Copy of company registration |

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|---|-------------------------|--|---|
| 3 | Tax Registration | Service Tax registration number, PF code and PAN allotment numbers | Authenticated copies of certificates |
| 4 | Annual Turnover | Should have a minimum annual turnover of Rs. 5 Crores (or equivalent amount in any foreign currency) of their Software division in each of the past three financial years. | Audited financial statements along with notes to accounts for the past three financial years (namely FY 2013-14, FY 2014-15 and FY 2015-16). In case the Audited Results for the FY 2015-16 are not available, then a copy of accounts duly certified by the CEO or Director of Finance to be submitted. In case of companies having financial year as calendar year, then financial statement along with notes to accounts for FY. 2013, 2014 and 2015 to be submitted. In case the Audited Results for the FY 2015 are not available, then a copy of accounts duly certified by the CEO or Director of Finance to be submitted. |
| 5 | EDMS Experience | <p>First version of the EDMS product must be successfully implemented before 5 years from the date of this tender.</p> <p>At least 20 implementations of the EDMS software having at least 50 users must be done by the OEM / Authorized partner / SI in last 5 years from the date of this tender.</p> <p>For at least 10 implementations, Support must be provided by the OEM / Authorized Partner/ SI for at least 3 years in last 5 years from the date of this tender.</p> <p>At least one implementation must be done for a Civil / Metrorail or Infrastructure project cost of Rs. 5000 crore or more. (If it is in foreign currency, pl convert in INR)</p> <p>Implementation(s) in Metro Rail project is desirable.</p> | <p>Project Description with budget, dates, project completion certificates and reference names of concerned officials and financial value of projects performed.</p> <p>provide client satisfaction certificates for at least 5 implementations.</p> |

1.1.4 Tender Documents comprise:**Volume 1**

- Notice Inviting Tender (NIT)
- Instructions to Tenderer (ITT) including Annexures
- Form of Tender (FOT) including appendices
- General Conditions of Contract (GCC)
- Special Condition of Contract (SCC)

Volume 2

- Scope of Service

Volume 3

- Financial Package including Preamble to Price Part

1.1.5 The contract shall be governed by the documents listed in Para 1.1.4 above and other documents mentioned in these documents.

1.1.6 The tenderers may obtain further information/clarification, if any, in respect of these tender documents from the office of Managing Director, [Attn: AGM (Procurement/Construction)] Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd., Block no.1, First Floor, Karmayogi Bhavan, Behind Nirman Bhavan, Sector 10/A, Gandhinagar – 382010, Gujarat, India, Gujarat.

1.1.7 All tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in “Instructions to Tenderers” and/or minor deviation without quoting the cost of withdrawal shall be considered as non-responsive and is liable to be rejected.

1.1.8 Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.

1.1.9 Tenders shall be valid for a period of 150 days from the last date of submission of Tenders and shall be accompanied with a Tender Security of the requisite amount as per relevant form of Tender in the form of a Bank Guarantee from Scheduled Commercial Bank in India.

1.1.10 MEGA reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the MEGA for rejection of his proposal.

1.1.11 If any Scheduled event(s) of tender activity falls on public holiday, then the same will be conducted on the next working day at the same mentioned time.

1.1.12 Any alterations in Eligibility Criteria cum Qualification Requirement, and terms of the Tender Document, or any amendment to the Tender Document, etc. will be uploaded on MEGA's official website and individually intimated to the prospective Applicants/Tenderers only, who have purchased the Tender Documents, without any

obligation of press notification or other proclamation.

1.1.13 The Tenderers may please log on to our web site <www.gujaratmetrorail.com>

Our Contact person for this tender is **AGM-Procurement/Construction** with email-ID **agmconstprocure1@gujaratmetrorail.com**

**Sd/-
Managing Director
MEGA, Gandhinagar**