FA/IT(7-GH)/2018/394   **14.12.2018**

To
1. Virtualwebs Technologies
2. Team Inertia Technologies
3. Codeplay
4. Fabcoders
5. Third Eye Technologies
6. Umang Software Technologies
7. Remote Software Solutions
8. Demerg Systems
9. Britsol
10. Leigia Solutions
11. Kaavay Enterprises Pvt. Ltd

Dear Sir,

Last Date and Time for Submission of Tender: 27.12.2018 on or before 11.00 hrs.

Sub : Development of Web Based MPT Guest House Booking & Management System

Ref : Tender No. FA/IT(7-GH)/2018/394 due on 27.12.2018 at 11.00 hrs.

Mormugao Port Trust (MPT) is inviting bids for Development of Web Based MPT Guest House Booking & Management System along with 6 months post go-live offsite Support in sealed Single cover system at the following address:

Asst. Director (EDP),
IT Cell, Finance Department,
1st Floor, Administrative Building,
Headland Sada, Goa 403 804.
Phone No. 0832-2594416, 2594419

The sealed tender should reach the Assistant Director (EDP) up to 11:00 hours latest by 27.12.2018. The tender will be opened on the same day at 11:30 hours in the Conference Room located on the first floor of the Finance Department at Administrative Building, Headland Sada, Goa in the presence of representatives of tenderers who wish to be present. Bids received after due date and time are liable to be rejected. The sealed envelope should be superscribed as "Bid for Development of Web Based MPT Guest House Booking & Management System". Those Bids which meet minimum eligibility criteria and fulfilling other requirements will be considered for further evaluation.

Incomplete tenders will not be accepted. Bid should be kept valid for a minimum period of 90 days from the date of opening and shall conform to the Terms and Conditions of the Tender.

The administration reserves the right to reject any or all tenders or accept any tender wholly or in part without assigning any reason whatsoever.

Yours faithfully,

sd/-

Financial Adviser & Chief Accounts Officer

MORMUGAO PORT TRUST
INFORMATION TECHNOLOGY CELL
FINANCE DEPARTMENT
Instructions to Tenderers

1. **Tenders received before the last date and time will be opened on due date at 11.30 hrs.** The bidders or their representatives can witness the tender opening if desired.

2. The prices should be quoted item wise separately. Prices quoted on lump sum basis (i.e. one amount for all the items taken together) will not be considered and the offer is liable to be rejected.

3. Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.

4. The Tenderer has to quote separately for Development of Web based MPT Guest House including hosting and Sr.No.2 for Six Months post go-live offsite Support

5. GST will be paid extra as applicable. Any statutory changes in taxes can be considered only if these changes occur within the contractual delivery period.

6. The Tender Documents should be signed and submitted in acceptance of all the Terms and Conditions mentioned therein. In case this is not done the tender is liable to be rejected.

7. The offer submitted should be for Development of Web Based MPT Guest House including Hosting along with six months post go-live support else the offer is liable to be rejected.

8. If the offers are found to deviate from our Commercial Terms & Conditions and Technical Specifications they are liable to be rejected.

9. The Administration reserves the right to reject any tender in part or in whole without assigning any reason for doing so.

FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER

NOTE: The above format should be attached to your offer duly signed and stamped failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.

MORMUGAO PORT TRUST
INFORMATION TECHNOLOGY CELL
FINANCE DEPARTMENT

COMMERCIAL TERMS AND CONDITIONS

1. **PRICES:** Prices quoted should be as per the Price Bid format. GST will be paid extra as applicable. The prices should be firm for a period of 90 days from the date of opening of the tender. However, in case of any statutory revision in taxes within the validity period of tender, the same will be considered provided you furnish documentary evidence such as copy of Govt. notification. The Prices should include First Level Support Charges for installation & commissioning of the Software.

2. **PAYMENT:** Payment towards Development of Web Based MPT Guest House shall be made by NEFT/IBT within 15 days after successful commencing and hosting of the website. Payment towards Six months post go-live offsite support will be done after successful completion of the support

3. **SECURITY DEPOSIT:** Within 14 days of acceptance of the tender, the successful tenderer will have to affect a Security Deposit equal to 10% of the total value of the Rate Contract by Demand Draft or by Bank Guarantee from a Scheduled Bank. The Demand Draft should be drawn in favour of the Financial Advisor and Chief Accounts Officer, Mormugao Port Trust, Goa payable at Mormugao Harbour, Goa. However, in case the Security Deposit is furnished by way of Bank Guarantee, the same should be valid for a minimum period of 9 months from the date of commencement of work including a claim period of further 2 months.

4. **LIQUIDATED DAMAGES:** Development schedule as per order should be strictly adhered to. In the event of delay in completion of development and commissioning of the website, Liquidated Damages at 0.5% of the total basic value quoted at Sr.No. 1 of the Price Bid will be levied per week or part thereof of delay. The total Liquidated Damages shall however not exceed 5% of the total basic value quoted at Sr.No.1 of the Price Bid. The total value here means the total value for development and commissioning of the website exclusive of taxes etc. **The date of installation & commissioning of the website at our site at Headland Sada, Goa will be considered as date of delivery for the purpose of Liquidated Damages.**

5. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD**: In case of failure to Website Development, hosting of MPT Guest House and Six months post go-live Support in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the website development and support or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.

6. **SUPPORT SERVICES**: The Successful bidder shall provide Six months maintenance off-site support post go-live. The support will consists of:

   i.   Resolution of errors/bugs (if any), software updates, changes in the software/coding that may be necessary due to legal/statutory changes etc.
   ii. Any minor code modifications as instructed by MPT
   iii. Successful bidder shall provide a dedicated project manager (though not required to be deployed full time) during the period of the contract that should be present for discussions, important meetings and should act as one point contact for MPT.
   iv. Resources (need not be onsite) for maintenance of portal.
   v.   The successful bidder shall provide documentation regarding website viz. user manuals, operational and maintenance manuals

7. **ADDITIONAL DETAILS :** The full details as regards Permanent Account Number (PAN) (Income Tax) Bank A/C No. and type of A/C, Name, Address, MICR Code and IFSC Code of Bank, GST etc. should be furnished as per the formats specified in attached Annexures**.**

8. **JURISDICTION:** In case of any dispute the jurisdiction will be GOA only.

We hereby agree to all the above terms and conditions.

_____

 Signature and Seal of Tenderer

NOTE: This above format should be included in Bid Cover duly signed and stamped, failing which your offer will be considered as incomplete and liable for rejection.

CONDITIONS OF CONTRACT

1. **DEFINITIONS:**

   PURCHASER means "FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER* on behalf of the Chairman of the Board of Trustees of Mormugao Port trust.

   "VENDOR" means the person, firm or company whose tender is accepted.

2. **DELIVERY:** The Vendor is bound to develop and commission the website within a period of one month and thereafter provide support for six months post Go-live.

3. **PAYMENT:** The payment for development of the website will be effected on successful hosting of the website. The payment for post Go-Live offsite support would be effected on completion of support period.

4. The Administration reserves the right to accept/reject in part or in whole the tender without assigning any reason whatsoever.

_____
   Contractors Signature

NOTE: The above format should be included in Bid offer duly signed and stamped failing which your offer will be considered as incomplete and liable for rejection. Further, ensure that every page is signed and stamped.

TENDER FORM

To
FA & CAO
Mormugao Port Trust,
1st Floor, A.O. Bldg.,
Headland, Sada, Mormugao,
Goa - 403 804.

      I/we _____ do hereby tender to develop website for MPT Guest House Booking & Management System along with six months post go-live support at the prices quoted by us and as per Technical Specifications and other Terms and Conditions of the Tender.

      I/We further agree, that if my/our tender is accepted, would effect within 14 days of such acceptance a deposit with the Financial Advisor and Chief Account Officer, Mormugao Port Trust, Headland Sada, Mormugao, Goa (in cash, by Demand Draft or in the form of Bank Guarantee from any scheduled Bank) equal to 10% of the for which the tender has been accepted.

_____
Signature of the Contractor

Name: _____

Address: _____

_____

_____

_____

Witness: 1. _____

      2. _____

REMARKS: **Kindly submit this form duly signed and stamped in your Bid or else your offer is liable to be rejected**.

PRICE SCHEDULE

TENDER NO. FA/IT(7-GH)/2018/394 DUE ON: 27.12.2018

Sr No	Description	Amount (Rs.) exclusive of GST
1	Website Development of MPT Guest House Booking & Management System including hosting at MPT site. (Domain will be provided by MPT)	
2	Six Months post go-live off-site Support	
	Total (Sr. No. 1 + Sr. No. 2)	

1. **The tenderers are requested to fill up the above details in the Price Schedule and enclose in the cover.**
2. **Evaluation of the Bid would be done on the basis of total amount of items at Sr. No. 1 and 2 specified in the above format.**
3. **Offers not given in above format are liable to be rejected.**
4. **GST - Goods & Services Tax is payable extra as applicable**

Date: _____

_____
Name, Signature & Seal of the Tenderer

MORMUGAO PORT TRUST
INFORMATION TECHNOLOGY CELL
MINIMUM ELIGIBILITY CRITERIA

1.0 ELIGIBILITY CRITERIA:

1.1. Bidder should have experience of successfully completed similar work of website development for Guest House booking/Hotel Room Booking. Copy of the Purchase/Work Order from the client should be furnished.

MORMUGAO PORT TRUST

TECHNICAL SPECIFICATIONS FOR DEVELOPMENT OF WEB BASED MPT GUEST HOUSE BOOKING & MANAGEMENT SYSTEM

1. SCOPE OF WORK

1.1 HOMEPAGE

Home page would consist of all the vital elements of Website. Design would be characterized by clean and high end graphic skills.

1.2 LOGIN PAGE

The Login Module would allow to sign up for below 3 types of users.

- **MPT PR Cell** --- will act as the admin for booking and administration of the portal

- **Agent at MPT Sada Guest House location** – for generation of invoices

- **Agent at MPT Mumbai Guest House location**-- for generation of invoices

1.3 USER SCOPE

a. **Admin User- MPT PR Cell**

MPT PR Cell will act as the admin User. Admin login will be created where master record is kept of all Rooms/Suite/Dormitory and Room Rent charges.

Admin should get view of all registered users of the website.

Admin user will do the booking based on the requests received from the users via paper forms/emails/phone calls.

b. **Billing Agent at Sada Guest House location**

This user will have access for processing the invoice and reports like Occupancy and Financial report based on the inputted dates. Also he/she will have read only access to view the room availability calendar.

c. Billing Agent at MPT Mumbai Guest House location

This user will have access for processing the invoice and reports like Occupancy and Financial report based on the inputted dates. Also he/she will have read only access to view the room availability calendar.

1.4 BOOKING MODULE

The Booking module would allow PR cell Admin to do the booking based on the requests received through forms\emails\phone calls.

PR Cell Admin will have administrative access to view the availability calendar and Room Rates module. In future, according to MPT if room rates change, admin will have access to modify the same in the Guest House Booking Portal.

Rates on different types of Rooms\Suites\Dormitory will be as per the formats and standards of MPT.

- **Location Guest House(s)**
  - Goa, Sada Vasco
  - Mumbai
- **List of Rooms**
  - Goa
    - 9 Suites
    - 8 Rooms
    - 4 Dormitory
  - Mumbai
    - 8 Rooms

      2 Suites

1.5 PAYMENT MODULE

The system would have facility to update payment related details into the system at the time of checkout. This would only be cash based or card based system.

1.6 REPORTS

Based on inputted data the system would generate following report types on Weekly, Monthly, Yearly, Custom dates.

- Occupancy Report
- Guest Report
- Financial Report

1.7 AVAILABILITY CALENDAR / SCHEDULAR

The availability calendar would give a calendar layout of the rooms available in a scheduler format.

1.8 ADMIN MODULES

The admin module would allow for complete management of the system.

- Dashboard
- Bookings
- Users
- Guests
- Availability Calendar
- Reports

2. MOBILE RESPONSIVE WEBSITE

Website developed would be compatible with all smartphone, & tablet PC devices.

3. HARDWARE REQUIRMENT

Online Guesthouse booking system are compatible computer PC/ laptop/ smartphone Mobile/ Tablet PC's with minimum 1GB RAM and minimum of 1.6 ghz processor.

4. SOFTWARE REQUIRMENT

The application should run on a windows Operating System. The website for MPT Guest House Booking should be developed using PHP ad MySQL as the database.

5. HOSTING OF WEBSITE

Website will be hosted at MPT premises.

IMPORTANT GUIDELINES

1. The vendor has to share source code of the website with MPT.
2. The vendor has to develop the website within the time frame of one month from the date of acceptance of the work order.
3. The website should be in line with GIGW Compliance and Security Audit.
4. All material/ product and related codes would be property of MPT and vendor would have no claim over the same in future.
5. All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.
6. The vendor should provide all admin/ user manuals and also provide training to MPT users

Note : Please include Annexure A complete in all respects duly signed and sealed in Bid Cover.

MORMUGAO PORT TRUST

DETAILS FOR SUBMISSION BY VENDORS ALONG WITH TENDER.

A. VENDOR DETAILS OF VENDOR

1.	Name of the Organisation	
2.	Address (in detail)	
3.	Telephone no.	
4.	E-mail ID	
5.	PAN No.	
6.	Tax Identification No. (TIN)	
7.	Service Tax Registration No.	
8.	Service Tax Registration Code	
9.	CST Registration No.	
10.	Employee Provident Fund (PPF)	
11.	Employee State Insurance Scheme (ESIC) Registration No.	

B. BANK DETAILS OF VENDORS.

1.	Bank Name	
2.	Bank Branch Address (in detail)	
3.	Bank Branch Code	
4.	Bank Account No.	
5.	Bank Account Type	
6.	Magnetic Ink Character Recognizer (MICR)	
7.	IFSC Code.	

MORMUGAO PORT TRUST

GST PARTICULARS TO BE FURNISHED BY BIDDER IF APPLICABLE

Sr No	Particular	Mormugao Port Trust	Data Required
1	Customer Name as per GST Registration Certificate	Mormugao Port Trust	
2	Full Postal Address	Administrative Building, Headland Sada.	
3	City	Goa	
4	Pin code	403 804	
5	PAN	AAALM0293P	
6	Type of Person	Local Authority	Company/Firm/Individual/Trust/LLP/AOP
7	Resident/Non Resident as per Income Tax Act	Resident	
8	ARN No.	AA30617001663N	
9	GST No.	30AAALM0293P1ZY	
10	PPOB (Principal Place of Business) or APOB (Additional Place of Business)	PPOB	
11	Reason for Non Registration (Turnover Limit / Non Taxable Supply / Other Reason)	NA (Registered Under GST)	
12	Type of Customer (Manufacturer/Trader/Importer/ Depot/Service Provider/Works Contractor/Principal/Consumer	Service Provider	
13	Whether Falling under SEZ unit or Developer? (Yes or No)	No.	
14	Whether B2B or B2c (B= Business & C= Customer)	B2B	
15	Whether Opted for Composition Lavy Scheme? (Yes or No)	No.	
16	Whether falling under casual taxable person as per Section 2(20) of CGST Act,2017 (yes or No)	No.	
17	Whether falling under Non Resident taxable person as per section 2(77) of CGST Act,	No.	

	2017 ? (Yes or No)		
18	Central Excise Registration No.	--	
19	Service Tax Registration No.	AAALM0293PST001	
20	VAT - TIN	30181201096	
21	CST - TIN	V/CST/1683	
22	IEC	1706000073	