

**MORMUGAO PORT TRUST
FINANCE DEPARTMENT
IT CELL**

NOTICE INVITING ONLINE TENDERS (NIOT)

DETAILS OF TENDER

1	ORGANISATION	MORMUGAO PORT TRUST (MPT)
2	DEPARTMENT & SECTION	FINANCE DEPARTMENT, IT CELL
3	TENDER INVITING AUTHORITY	FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER, MORMUGAO PORT TRUST ADMINISTRATIVE BUILDING, HEADLAND SADA, GOA 403 804.
4	E-TENDER REFERENCE NO.	FA/IT(7-EOFFICE)/2017/40 DATED 17.03.2017
5	NAME OF THE WORK	CONFIGURATION/DEVELOPMENT AND IMPLEMENTATION OF THE SAP FILE LIFECYCLE MANAGEMENT SOLUTION (E-OFFICE)
6	PRE-BID MEETING	24-03-2017 at 15:00 hrs.
7	LAST DATE & TIME FOR RECEIPT OF BIDS	10-04-2017 @ 15:00 hrs.
8	BID OPENING DATE	Techno-commercial Bid (Cover-I) will be opened on: 10-04-2017 at 15:30 hrs. Date of opening of Price Bid shall be notified after scrutiny and evaluation of Techno-commercial Bid.
9	BIDDING TYPE	OPEN (E-TENDER MODE ONLY)
10	BID VALIDITY	90 DAYS
11	TENDER CURRENCY TYPE	SINGLE
12	TENDER CURRENCY SETTINGS	INDIAN RUPEE (INR)
13	TENDER FEE	Rs.2,000/-
14	EMD COST	Rs.50,000/-
15	TRANSACTION FEES (Processing Fees payable by each Bidder)	Rs.4,500/-

16	MINIMUM ELIGIBILITY CRITERIA (MEC)	<p>1.0 FINANCIAL ELIGIBILITY:</p> <p>Bidder's average Audited Annual Financial Turnover during the last 3 years ending 31st March of the previous financial year should be at least 13,50,000/-. Copies of the Audited Profit & Loss Account & Balance Sheets for the last 3 years ending 31st March of the previous financial year should be provided as supporting documents.</p> <p>2.0 TECHNICAL ELIGIBILITY:</p> <p>2.1 Bidder's experience of having successfully completed the work of SAP Implementation/Support during the last 5 years from the due date of submission of bid. The Work Order as well as completion date should be within last 5 years from the due date of submission of bid. Copy of the Purchase/Work Order along with corresponding completion certificate from the client should be furnished. The completed works should be either of the following:-</p> <p>2.1.1 Three similar completed works of not less than Rs.18,00,000/- OR</p> <p>2.1.2 Two similar completed works of not less than Rs.27,00,000/- OR</p> <p>2.1.3 One similar completed works of not less than Rs.36,00,000/-</p> <p>2.2 Bidder has successfully completed one implementation of SAP File Lifecycle Management in a Public Sector Enterprise/Government Institution.</p> <p>2.3 Compliance to requirement of having at least five (5) below specified SAP Consultants at the bidder's disposal and these consultants to be earmarked for this project as on due date for bid submission.</p> <p>2.3.1 Profile of Project Manager.</p> <p>2.3.2 Profile of SAP File Lifecycle Management Lead.</p> <p>2.3.3 Profile of Basis Lead.</p> <p>2.3.4 Profile of Development Lead.</p> <p>2.3.5 Profile of Interface Developments (PI/XI) Lead.</p> <p>In this regard the bidder shall submit curriculum vitae/profile of these SAP lead consultants. All the supporting documents uploaded by the bidder, as evidence of meeting technical and financial criteria as stated above are required to be duly signed and sealed. In the absence of such requisite documents, MPT reserves the right to reject the bid without any reference to the bidder.</p>
----	------------------------------------	---

17	ONLINE DOCUMENTS REQUIRED TO BE SUBMITTED	<p>Scanned Copies of the Following Documents :</p> <ol style="list-style-type: none"> 1. Self-Certified Letter, certifying that the payment of Tender Fees, EMD & Transaction Fees remitted through e-mode as stipulated in the tender. 2. Attested Copies of Audited Profit & Loss Account & Balance Sheets for the last 3 years ending 31st March of the previous financial year should be provided as supporting documents. 3. Copies of the Purchase/Work Orders along with corresponding Completion Certificates from the clients in support of Bidder's experience of having successfully completed similar works during last 5 years from the due date of submission of bid. 4. Copies of the Purchase/Work Order along with Completion Certificate from the Public Sector Enterprise/Government Institution in support of having successfully completed one Implementation of SAP FLM. 5. Profile of SAP Consultants to be earmarked for this project as on due date for bid submission duly signed by authorized person of the firm, with tendering firm's seal. 6. Complete Set of Tender Document along with all requested Annexures duly filled in, complete in all respects, all pages signed and sealed by Authorized Signatory of the Firm. 7. Self-Attested copy of PAN Card.
18	<p>PAYMENT OF TENDER FEE & EMD</p> <p>NOTE: OUR BANK DETAILS ARE PROVIDED AT ANNEXURE VIII</p>	<p>Mode of Payment towards Tender Cost and EMD to be preferably paid online through e-Payment mode before due date via :</p> <ol style="list-style-type: none"> 1. National Electronic Fund Transfer (NEFT) / Real-Time Gross Settlement (RTGS). Bidder is required to download pre-printed Challan towards credit of ITG available on e-tender website and make its payment through any of their Bank. Internet Payment Gateway (Debit/Credit Card of type VISA, MASTERCARD or RuPay). 2. Net Banking: Payment can be made through the Internet Banking of any Bank. <p><i>Note: Any Payments made through NEFT/RTGS will take 24 hours for its reconciliation. Hence the payments through NEFT/RTGS should be made at least TWO BANK WORKING DAYS in advance before any due date and upload the scanned copy of challans in the e-Tender website as a token of payment.</i></p> <p>However, bidder can pay EMD & Tender Fee in the form of Demand Draft which shall be furnished to FA & CAO, MPT, Goa through post or by hand and shall reach on or before the bid opening date for the purpose of realization.</p>

19	FORMAT AND SIGNING OF BID	<p>The Price Bid to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders.</p> <p>The Bid shall contain no alterations, additions, except those to comply with instructions issued by the Port.</p>
20	BID OPENING AUTHORITY	FA & CAO / Finance Department Officers
21	ADDRESS	<p>MORMUGAO PORT TRUST</p> <p>Finance Department,</p> <p>Administrative Building,</p> <p>Headland Sada, Goa-403804.</p>
22	CONTACT DETAILS FOR CLARIFICATIONS	(0832)-2594416/2594419/2594423
23	E-TENDERING HELP CONTACT DETAILS	<p>E-Tender Help Desk, 3rd Floor, IT-HUB Opp. Govt. ITI, Altinho Panaji, Goa - 403001 www.tenderwizard.com/MPT Ambasa – 09686196764, Harish K. B. - 09686115318 Dilip Pai B. – 08888636107 Email: mptetender@gmail.com</p>
24	WEBSITE	www.tenderwizard.com/MPT
25	FORMAT AND SIGNING OF BID	The Price Bid to be submitted on-line shall be signed digitally by a person or persons duly authorized to sign on behalf of the Bidders.

**ONLINE TENDER DOCUMENT
CONTENTS**

		Page Nos.
1.0	MPT STANDARD TERMS AND CONDITIONS FOR OUTSOURCING	6 - 7
2.0	SPECIAL INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION (SITB)	8 - 9
3.0	GENERAL INSTRUCTIONS TO BIDDERS (GITB)	10 - 14
4.0	MINIMUM ELIGIBILITY CRITERIA & SCOPE OF WORK	15 - 19
5.0	COMMERCIAL TERMS & CONDITIONS	20 - 22
6.0	PRICE BID SCHEDULE (TO BE UPLOADED IN COVER-II)	23
7.0	LIST OF DOCUMENTS TO BE ATTACHED BY THE BIDDER	ANNEXURE - I
8.0	UNDERTAKING REGARDING SCOPE OF WORK & COMMERCIAL TERMS	ANNEXURE - II
9.0	SAP CONSULTANTS PROFILE SUBMISSION CHECKLIST	ANNEXURE - III
10.0	AGREEMENT FORMAT	ANNEXURE - IV
11.0	BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT	ANNEXURE - V
12.0	AFFIDAVIT	ANNEXURE - VI
13.0	DETAILS TO BE SUBMITTED BY THE VENDORS FOR E.F.T. PAYMENT	ANNEXURE - VII
14.0	ELECTRONIC PAYMENT SYSTEM MANDATE FORM	ANNEXURE -VIII

1.0 MPT STANDARD TERMS AND CONDITIONS FOR OUTSOURCING

1.1 TENDER DATES:

NIT will be published on the website www.mptgoa.com.

The tender will have a time schedule along the lines as indicated below:

Sl. No.	Particulars	Date (DD/MM/YYYY)	Time (Hours:Minutes)
a.	Tender Publication Date	17.03.2017	
b.	Document Download Start Date	17.03.2017	
c.	Document Download End Date	10.04.2017	
d.	Start Date for seeking Clarifications by e-mail to mptgoa@mptgoa.com	18.03.2017	09:30 hrs.
e.	Last date for seeking Clarification by e-mail to mptgoa@mptgoa.com	23.03.2017	15:00 hrs.
f.	Pre-Bid Meeting	24.03.2017	15:00 hrs.
g.	Bid Submission Start Date	27.03.2017	09:30 hrs.
h.	Bid Submission End Date	10.04.2017	15:00 hrs.
i.	Technical Bid Opening date	10.04.2017	15:30 hrs.

1.2 GENERAL TERMS FOR SUBMISSION OF BID:

1.2.1 The bidder has to submit his bids online as per the “2.0 Special Instructions to Bidders for online bid submission” specified in this tender document.

1.2.2 All bids are to be submitted on or before the end date specified hereinabove. Bidders are instructed to refer to website specified in the NIOT for publication of any corrigendum pertaining to change in Scope of Work or any other Tender Conditions, if any before submission of bids.

1.2.3 Clarifications:

Bidders can seek clarifications, if any before the set due date and time for seeking clarifications. The clarifications sought will be furnished by MPT within 4 days to all the bidders who are participating in the tender.

1.2.4 Bid Validity:

The validity period of the bids shall be minimum 90 (ninety) days from the date of tender opening. The bidder shall not, during the said period or within the period extended by mutual consent, revoke or cancel his tender or alter any terms/conditions thereof without the written consent of MPT. If a bidder is found violating this condition, MPT shall have right to take appropriate further action.

1.2.5 Prices:

Prices quoted online must be FIRM; otherwise the offer will be rejected.

1.2.6 The Technical-bids shall be evaluated based on the information furnished by bidders. If any clarification is required from the bidder, MPT will seek such clarifications.

1.3 After evaluation of Technical-bids, all the bidders who participated in the tender will get information regarding their acceptance or otherwise of their tender. Thereafter, an e-mail confirmation will be sent to all successful bidders communicating the date and time of opening of Price-bid.

1.4 SUBMISSION OF ON-LINE BID:

Please refer to the sections relating to Special Instructions to Bidders (SITB) for Online Bidding, General Instruction to Bidders (GITB), Minimum Eligibility Criteria & Scope of Work, Commercial Terms & Conditions, Price Bid Schedule etc. of the tender.

We shall be pleased to have your lowest offer on the subject tender.

Thanking you.

**Yours faithfully,
For MORMUGAO PORT TRUST**

**Financial Adviser & Chief Accounts
Officer**

2.0 SPECIAL INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION (SITB)

- 2.1** Bidders to submit the bids online through the e-tender site www.tenderwizard.com/MPT.
- 2.2** Bidder should do the registration in the tender site using the 'Vendor Registration' link available on home page.
- 2.3** The Digital Signature any Certifying Authority is to a must for participating in eTender.
- 2.4** Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 2.5** If there are any clarifications, this may be obtained using clarifications or during the pre-bid meeting. Bidder should take into account of the Addendum /Corrigendum's published before submitting the bids online.
- 2.6** Bidder must fill the bid documents to be submitted as indicated in the tender schedule and they should use the uploaded format in website.
- 2.7** Bidder should prepare the EMD and tender fee as specified in the tender. While, the tender fee and EMD shall be paid in the form of DD. The EMD in the form of DD shall be furnished to the FA & CAO, MPT, Goa, through post or by hand and shall reach on or before the bid opening date for the purpose of realization.
- 2.8** However, either a Soft copy (scanned copy) or Hard copy of EMD/ EMD Exemption Certificate from SSI/MSME/NSIC or any empowered Central/State Govt. Authority & also e-payment of Tender Fee shall confirm the opening of the Technical Bid of the respective firms.
- 2.9** Bidder to select the tender in which he is interested using Tender search option initially the tender will be available in vendor unapplied stage.
- 2.10** For any clarifications with the Tender Inviting Authority (TIA), the bid number can be used as a reference.
- 2.11** Bidder should log into the site well in advance for bid submission so that he submits the bid in time (i.e.) on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
- 2.12** Bidder is required to submit their tender through online in the form of Two bid system on or before due date of closing time. The tender received after the due date and time will not be entertained. Tender Document can be submitted online only in the designated two cover system on the e-tender website www.tenderwizard.com/MPT on or before the due date and time. Bidder should submit the tender as per specification indicated in BOQ and in accordance with the Instructions to Bidder, Tender Information Sheet, General Conditions of Contract and Special Conditions of Contract, etc.
- 2.13** Technical Bid(Cover-I) : The Bidder shall upload in the e-portal website, in the form of scanned copy, documents required as per Minimum Eligibility Criteria, Test of Responsiveness and other Annexures (Form of Tender, Annual Financial Turnover, Power of Attorney etc.) as specified in the Tender.
- 2.14** Price Bid (BOQ) – (Cover-II): Price should be quoted in Online "BOQ". Price should be quoted in a spread sheet file (.xls format) available in e- tender portal only. Any indication of 'Quoted price' in the online Technical Bid documents shall lead to outright rejection of the bid. For evaluation purpose, the uploaded offer documents will be treated as authentic and final. The price bid submitted through e-tender mode only will be taken up for the purpose for evaluation.

2.15 Other conditions:

- 2.15.1** There are no significant inconsistencies between the proposal and the supporting documents.
- 2.15.2** Mormugao Port Trust reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Port Trust in respect of such Tenders.
- 2.15.3** Mormugao Port Trust would have the right to seek clarification on Techno-Commercial conditions wherever necessary.
- 2.15.4** Since the tender involves selection based on Minimum Eligibility Criteria, FA & CAO will examine and seek clarification if any and list out the firms which are found technically suitable and Price Bid (Cover – II) of such bidders only will be opened and EMD will be returned to the disqualified bidders.
- 2.15.5** The date and time will be intimated to bidders whose offers are found suitable and Cover – II of such bidders will be opened on the specified time and date.

3.0 GENERAL INSTRUCTIONS TO BIDDERS (GITB)

3.1 SCOPE OF SERVICES:

Online Bids are invited from the reputed firms satisfying financial and technical eligibility criteria as indicated in the tender in two cover system (Cover-I:Techno-Commercial Bid & Cover-II : Price Bid) for Configuration/Development and Implementation of SAP File Lifecycle Management Solution (E-Office) for Mormugao Port Trust at its Data Center at Headland Sada, Goa in accordance with the Scope of Work specified in this tender. Bidder is required to submit their tender offer in the form of Two-cover system on or before due date (Refer NIOT). The time of opening of technical bid is as indicated at NIOT. The Notice Inviting Tenders (NIOT) issued by MPT forms part of the Tendering Documents.

3.2 SAP SYSTEM LANDSCAPE:

3.2.1 The details of SAP Servers & Storage systems located at its Data Center at Headland Sada, Goa are as follows:

Sr. No	LANDSCAPE	SERVER	PROCESSOR CORES	OS WITH VERSION	RAM
1	Production	ECC Production Server 1	2 x Dual Core 1.66 GHz Itanium	HP Unix B.11.31	24 GB
2	Production	ECC Production Server 2	2 x Dual Core 1.66 GHz Itanium	HP Unix B.11.31	24 GB
3	Production	ECC Production Server 3	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	16 GB
4	Production	ECC Production Server 4	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	16 GB
5	Production	EP Production Server 1	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	24 GB
6	Production	EP Production Server 2	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	24 GB
7	Production	EP Production Server 3	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	16 GB
8	Production	EP Production Server 4	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	16 GB
9	Production	XI Production Server	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	16 GB
10	Production	DMS Production Server	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	24 GB
11	Quality	ECC Quality Server	2 x Dual Core 1.66 GHz Itanium	HP Unix B.11.31	16 GB
12	Quality	EP Quality Server	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	24 GB
13	Quality	XI Quality Server	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	24 GB
14	Development	DMS Development Server	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	24 GB
15	Development	ECC Development Server	2 x Dual Core 1.66 GHz Itanium	HP Unix B.11.31	16 GB
16	Development	EP Development Server	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	16 GB
17	Development	XI Development Server	2 x Dual Core 1.67 GHz Itanium	HP Unix B.11.31	16 GB
Sr. No.	MAKE	STORAGE	HDD	ALLOCATED SPACE	
1	HP	EVA4400 DUAL CONTROLLER ARRAY	46 x 300GB = 13800 GB	9691 GB	

3.2.2 The details of SAP Applications currently hosted by MPT are as follows.

3.2.2.1 SAP ERP ECC 6.0 Modules Implemented: Human Resources, Finance & Controlling, Materials Management, Sales & Distribution, Plant Maintenance,

Customer Service, Project Planning, Estate Rentals. The Port has implemented Port Operating System (POS) which is built around two modules Plant Maintenance & Customer Service which involves custom developments.

3.2.2.2 SAP Document Management System 6.0

3.2.2.3 SAP Enterprise Portal 7.0 (NetWeaver 2004s Release 7.0)

3.2.2.4 SAP XI(PI) 7.0 (NetWeaver 2004s Release 7.0)

3.2.2.5 SAP Solution Manager 7.2

3.2.3 The work of Technical Upgrade of the above SAP Applications for the entire SAP Landscape has been tendered and the scope of work includes various tasks but not limited to the following :

3.2.3.1 Migration of Oracle database to the latest release of 11g.

3.2.3.2 ECC 6.0 to ECC 6.0 EhP7 or latest Service Pack.

3.2.3.3 Enterprise Portal 7.0 to Enterprise Portal 7.4 latest Service Pack.

3.2.3.4 Process Integration 7.0 to Process Integration 7.4 Service Pack

3.2.3.5 Current Document Management System 6.0 to EasyDMS 7.1 including relevant database to the latest version.

3.2.3.6 Upgrade of JAVA, APACHE to the relevant latest Version.

3.3 COST OF BIDDING :

The bidder shall bear all costs associated with the preparation and submission of the bid, including costs and expenses related to visits to the site and MPT will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3.4 PRE-BID MEETING :

A Pre-Bid meeting will be held on .03.2017 at 15.00 hours at Finance Department Conference Room, 1st floor, Administrative Building, Mormugao Port Trust, Headland Sada, Goa 403804. Advance copy of the queries may also be forwarded by email to mptgoa@mptgoa.com at least 48 hours prior to the Pre-bid meet. Intending bidders shall also furnish names and designation of their persons attending the pre-bid meet along with the authorization letter. The bidders should visit MPT e-procurement portal for the information about pre-bid meeting, if any.

3.5 SITE VISIT :

3.5.1 The bidder is advised to visit and examine the Site of Works and its surroundings preferably during the pre-bid meeting or any other day with prior intimation and confirmation to obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for carrying out the Configuration/Development and Implementation of SAP File Lifecycle Management Solution (E-Office). The bidder should intimate about visit in advance and seek confirmation by sending email to mptgoa@mptgoa.com.

3.5.2 The costs of visiting the Site shall be at the bidder's own expense. Claims and objections due to ignorance of existing conditions will not be considered after submission of the bid and during Configuration/Development and Implementation of SAP File Lifecycle Management Solution (E-Office).

3.5.3 The bidder and any of its personnel or agents will be granted permission by the Employer (MPT) to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder, its personnel, and agents will

release and indemnify the Employer and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection/visit.

3.6 LAST DATE FOR SUBMISSION OF TENDER:

The final date of submission is as indicated at the NIOT. MPT may at its sole discretion reserves the right to extend the date for receipt of tender. Tenders received after the aforesaid time and date or the extended time and date, if any, shall be summarily rejected

3.7 ELIGIBILITY:

The bidders should be firms who qualify as per Financial & Technical Criteria as specified in the tender.

3.8 TENDER FEES AND EARNEST MONEY DEPOSIT (EMD):

3.8.1 Tender Fees of Rs. 2000/- (Rupees Two Thousand only) and Earnest Money Deposit of Rs. 50,000.00 (Rupees Fifty Thousand only) should be submitted along with Technical Bid, in the form of Demand Draft in favour of Mormugao Port Trust, payable at Mormugao Harbour/Vasco-da Gama.

3.8.2 The Bidders EMD will be forfeited, if the Bidder withdraws his tender during the period of tender validity; or invalidates his tender; or wants to modify his tender unilaterally during the period of tender validity or refuses to accept the correction of errors. If any of the documents submitted with tender or thereafter are found false / forged, during tender evaluation or during contract execution, EMD/Security Deposit of such Bidder shall be forfeited, EMD of successful Bidder may also be forfeited, if Bidder fails to accept/sign the contract or fails to execute the contract as per terms and conditions.

3.8.3 The earnest money deposited by the unsuccessful bidders will be refunded within a reasonable period of time without interest.

3.9 FRAUDULENT PRACTICES:

The bidder shall not be eligible to participate where it has been determined to have engaged in corrupt or fraudulent practices and or found that bidder has submitted false / forged documents. In this regard, decision of MPT will be final.

3.10 COMMENCEMENT OF SERVICES:

The Bidder is required to commence the work within 15 days from the date of receipt of Work Order

3.11 CONTENT OF TENDER DOCUMENTS:

The Bidder is expected to examine MORMUGAO PORT TRUST tender terms & conditions, including all instructions, forms, contract terms and specifications, Bidder may visit MPT premises, for required details, failure to furnish all information as per the tender documents shall lead to rejections of tender and no correspondence on this subject shall be entertained by MPT.

3.12 LANGUAGE OF TENDER:

The tender and all documents and correspondence relating to the tender exchanged by the Firm and MPT shall be in English language only.

3.13 GOVERNING OF TENDER:

Any order resulting from this tender enquiry, shall be governed by the all Terms & Conditions of the Tender, and the Bidder quoting against this enquiry, shall be deemed to have read and understood the same and are binding on the Bidder.

3.14 COUNTER OFFER:

Where counter terms & conditions are offered by the Bidder, the Bidder shall not be governed by those, unless, specific acceptance of the same is conveyed in writing in the order or otherwise by MPT.

3.15 BID VALIDITY

The tender must be valid for a minimum period of 90 days from the date of the tender opening. In exceptional circumstances, MPT may request for extending the period of validity for a specified additional period. Bidder may at their discretion accept to extend the validity of their offer.

3.16 CURRENCIES AND PAYMENTS

The rates and prices quoted by the Bidder should be in the Indian Rupees.

3.17 COMPLIANCE OF COMMERCIAL TERMS:

The Bidder should upload undertaking in the prescribed format (Annexure II) endorsing therein that the Scope of Work has been understood in toto and accepted and the bidder shall meet all the Commercial Terms and Conditions, failing which, it shall be presumed the Firm shall meet all the Terms and Conditions as specified in the Tender and would carry out the work as per the Scope of Work.

3.18 SIGNING OF TENDER DOCUMENTS:

3.18.1.1 The Bidder shall submit online scanned copy of the Tender Document in toto duly filled in, complete in all requests, signed and sealed on all pages by an authorized signatory of the firm.

3.18.1.2 A Power of Attorney, duly authorized by competent Authority indicating, the person(s) signing the tender, who have the authority to sign the Tender and thus the Tender is binding upon the Bidder.

3.19 OPENING OF TECHNO-COMMERCIAL BID – COVER I

On opening the Cover – I “Techno – Commercial Bid”, MPT will ascertain whether the Firms who have submitted the tender shall not be considered for further evaluation and such tenders shall be considered as 'non-responsive' and shall be rejected outright.

3.20 RESPONSIVE TENDER:

3.20.1 A substantially responsive tender is one, which conforms to all the terms, conditions and specifications of the tender documents without deviation, reservation or omission. A deviation, reservation or omission is one:

3.20.1.1 Which limits MPT's rights or the Bidder's obligation under the contract and is inconsistent with the tender documents.

3.20.1.2 The rectification of which would affect unfairly the competitive position of other Bidder presenting substantially responsive tenders.

3.20.1.3 MPT's determination of a tender's responsiveness will be based on the contents of the tender submitted.

3.20.2 If a tender is not substantially responsive, it will be rejected by MPT, and may not subsequently be made responsive by correction or withdrawal of the non-conformity.

3.20.3 Tenders determined to be substantially responsive will be checked by MPT.

3.20.4 If the successful Bidder does not accept the correction of the errors, this will be considered as Bidder is invalidating its tender.

3.21 CLARIFICATION ON “TECHNO-COMMERCIAL” BID:

To assist in the examination, evaluation and comparison of the Cover-I “Techno – Commercial” part of the Tenders, MPT may at its discretion, seek from the Bidder individual clarification of their Tenders, if so required. The request for clarification and the response shall be in writing, by mail or by fax / e-mail, but no change in the rates and prices or substance of the tender shall be sought, offered or permitted. If required technical negotiation meeting will be convened with the Bidder for the technical acceptance of their Tender.

3.22 OPENING OF THE PRICE BID:

“Cover-II - Price Bid” shall be opened of only those techno-commercially accepted tenders, which, in the view of the MPT, have met the requirements of the MPT in the “Techno- Commercial Bid (Cover-I)”. Price Bid opening intimation will be sent only to the Techno- Commercial accepted bidders. MPT’s decision in this regard will be final.

3.23 EVALUATION OF THE PRICE BID:

3.23.1 The price quoted by the bidder shall be kept firm during the contract period. All taxes, duties and insurance shall be included in the quoted price, except the Service Tax/GST which shall be paid extra as applicable.

3.23.2 MPT will evaluate and compare only those bids, which are substantially responsive.

3.23.3 The price quoted by the Bidder shall be considered for the purpose of evaluation and comparison.

3.23.4 In arriving at the final evaluated prices of the Tenders, any uncalled for lumpsum /percentage/or adhoc reduction, if any, offered by the Bidders, in the Schedule of Price shall be considered for the purpose of evaluation. However, if such reduction/rebate is from the recommended Bidder, then such rebate shall be taken into account while awarding the work.

3.23.5 In arriving at the final evaluated prices of the bidders, evaluation of offer will be based on the lowest price quoted.

3.24 MPT’S RIGHT TO ACCEPT OR REJECT ANY BID: MPT reserves the right to accept a Bid other than the lowest and to accept or reject any Bid in whole or part, to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by MPT shall bear no liability whatsoever consequent upon such decisions.

3.25 NOTIFICATION OF AWARD:

MPT will notify to the successful Bidder by Fax, e-mail or in writing by registered letter, that its tender has been accepted. A detailed Work Order with agreed Technical and Commercial Terms and Conditions will be issued to the successful Bidder initially by e-mail followed by physical copy dispatched by speed post. The Successful Bidder is required to commence the work within 15 days of receipt of e-mail containing scanned copy of the Work Order. The Successful Bidder is required to acknowledge the receipt of e-mail containing the scanned copy of Work Order within 3 days.

4.0 MINIMUM ELIGIBILITY CRITERIA & SCOPE OF WORK

4.1 FINANCIAL ELIGIBILITY:

Bidder's average Audited Annual Financial Turnover during the last 3 years ending 31st March of the previous financial year should be at least 13,50,000/-. Copies of the Audited Profit & Loss Account & Balance Sheets for the last 3 years ending 31st March of the previous financial year should be provided as supporting documents.

4.2 TECHNICAL ELIGIBILITY:

4.2.1 Bidder's experience of having successfully completed the work of SAP Implementation/Support during the last 5 years from the due date of submission of bid. The Work Order as well as completion date should be within last 5 years from the due date of submission of bid. Copy of the Purchase/Work Order along with corresponding completion certificate from the client should be furnished. The completed works should be either of the following:-

4.2.1.1 Three similar completed works of not less than Rs.18,00,000/- OR

4.2.1.2 Two similar completed works of not less than Rs.27,00,000/- OR

4.2.1.3 One similar completed works of not less than Rs.36,00,000/-

4.2.2 Bidder has successfully completed one implementation of SAP FLM in a Public Sector Enterprise/Government Institution.

4.2.2.1 Compliance to requirement of having at least five (5) below specified SAP Lead Consultants at the bidder's disposal and these consultants to be earmarked for this project as on due date for bid submission.

4.2.2.2 Profile of Project Manager.

4.2.2.3 Profile of SAP File Lifecycle Management Lead.

4.2.2.4 Profile of Basis Lead.

4.2.2.5 Profile of Development Lead.

4.2.2.6 Profile of Interface Developments (PI/XI) Lead.

In this regard the bidder shall submit curriculum vitae/profile of these SAP lead consultants. In the absence of such requisite documents, MPT reserves the right to reject the bid without any reference to the bidder.

4.2.3 All the supporting documents submitted by the bidder, as evidence of meeting technical and financial criteria as stated above are required to be duly signed and sealed. In the absence of such requisite documents, MPT reserves the right to reject the bid without any reference to the bidder.

4.3 SCOPE OF WORK:

4.3.1 The selected bidder is required to study the MPT e-office requirements, design, configure/develop, test, document, train the users and implement the SAP File Lifecycle Management. MPT is looking for converting the existing manual office processes into automated processes within the SAP systems to achieve the goal of office automation by empowering the people, improving the process efficiency and meeting the goals of electronic communication. MPT has following departments besides the Office of Chairman and Dy. Chairman.

4.3.1.1 General Administration Department

4.3.1.2 Finance Department

- 4.3.1.3 Mechanical Engineering Department
 - 4.3.1.4 Civil Engineering Department
 - 4.3.1.5 Marine Department
 - 4.3.1.6 Traffic Department
 - 4.3.1.7 Medical Department
 - 4.3.1.8 Vigilance Department
- 4.3.2 The Scope of Work under this tender shall include all tasks/activities but not limited to the following:**
- 4.3.2.1 Deployment of Team, Methods and Tools to Study, Design, Configure/Develop, Test, Train, Document & Implement SAP File Lifecycle Management Solution at MPT, Goa.
 - 4.3.2.2 Study of existing business processes to assess e-office requirements of the Port.
 - 4.3.2.3 Designing the solution for the Port considering the Port Requirements
 - 4.3.2.4 Provide advice to the Port on Current Servers, Hardware and Other IT infrastructure for smooth & efficient running the File Lifecycle Management System and propose enhancements/additions if required.
 - 4.3.2.5 Installation and commissioning of SAP File Lifecycle Management Software.
 - 4.3.2.6 Configuration of the File Lifecycle Management solution with the well structured templates for work flows, users, user rights, inputs, outputs etc.
 - 4.3.2.7 Development of standard workflow templates for different scenarios listed in the use case document.
 - 4.3.2.8 Creation of Organization structure, Roles and Authorizations.
 - 4.3.2.9 Customization/Development of SAP File Lifecycle Management Solution.
 - 4.3.2.10 Configuration of Reports
 - 4.3.2.11 Integration with SAP Applications, E-mail, Digital Signatures, Bio-metric Devices etc.
 - 4.3.2.12 Integration with various Input and output devices for different workflows.
 - 4.3.2.13 Process Verification and Unit/Integration Testing & Acceptance of the Configured System by the users and fine tuning of the SAP File Lifecycle Management System based on user feedback.
 - 4.3.2.14 Training the Trainers/Key Users & Facilitating User Adoption.
 - 4.3.2.15 Test Deployment/Implementation.
 - 4.3.2.16 Go-Live & Post Implementation Support.
- 4.3.3 Some of the functionalities to be configured/developed in SAP FLM are as follows :**
- 4.3.3.1 File Management**
 - Defined key fields which can be changed for every file template and Unique File Numbering
 - Unique file numbering
 - Attachment upload into file
 - Numbered documents within file

- Attachment upload into file, Document versioning within a file and Numbered documents within file
- Logical foldering for attachments
- Save File as a Draft
- Graphical view of file status and the level where the file is located
- Attach the Incoming post (Daak) to a file
- Attach the file to a file
- Attach a purchase order (PO) from SAP ERP
- "Tight Integration with Existing SAP System – If complied, explain few test cases & how the same would be achieved (with reference cases)"
- Ability to put a file 'on hold'
- A digital file cabinet to store files
- Ability to re-submit the file to in-tray from the file cabinet on a specified date
- Print File description and noting with private noting
- Print File cover page and workflow
- Print File description and noting without private noting
- File sent items
- Creation of different workflow levels for each file
- Working day calendar is available while assigning the processing days in the workflow

4.3.4 Work Flow Requirements and capabilities

- Association of predefined sequential / parallel workflow to the file
- Insertion of ad-hoc workflow while file is in process
- Assigning a substitute for a period when approver is not available
- Approve (send) the file to next approver

4.3.5 Managing File Noting

- Records approvers observation, review, approval and feedback
- Generation sequentially Noting numbering
- Note summary to view all noting's together
- Private noting
- Provided the exit to write a BADI for digital signature while post the noting
- Providing integration with bio-metric devices in place of digital signature

4.3.6 Managing Incoming Post (Daak/Tapaal)

- Create dispatch item for scanned documents, email and notification from internal SAP user
- Additional attributes are given in Daak and customer can configure with their own requirements
- Attach the Incoming post to a file
- Send Incoming post for review
- Attach documents to Incoming post
- Post Comments(Noting) in the incoming post and track
- Automatic Unique Daak numbering for Daak
- Configuration is provided to have the reference numbering in Daak
- Daak can be sent to more than one user
- Graphical representation of the Status and location of the Incoming post.

4.3.7 Managing Internal / External Correspondence

- Create correspondence through electronic media to internal OR external stakeholders
- Attach documents to correspondence

- Reply and Forward a correspondence
- Attach the correspondence to a file
- Integrated correspondence inbox for external emails and internal correspondence. User can receive the internal and external mails and Sent Item, store all the mails (correspondence) sent, subject, message content, receipts (can be internal and external) and attachments.

4.3.8 Major Processes

- Approvals for Various Proposals viz. Procurement/Works/Administrative Sanctions/Establishment (HR) Decisions etc.
- Correspondence – Internal/Inward/Outward
- RTI Requirements – Queries, Reply Processing, Notifications, Tracking etc.
- Office Orders & Circulars – Issuance, Repository, Tracking etc.
- Minutes of the Meeting – Tender Committee, Board Meeting etc.
- Audit Observations – Internal & External
- Parliament Queries – Rajya Sabha/Lok Sabha
- Tracking of replies.
- Maintain authorized persons matrix for forwarding the queries

4.3.9 Security Features

- Role based access to applications
- Suitable exits to implement Noting's Digital Signature/Bio-metric Authentication Device
- Share the file to an Assistant (Steno)

4.3.10 Search Capabilities

- File Search - File Type, File Number, Priority, File short text, Created by, Created on, Planned close Date and Read from Archive
- Document Search (Within the File) - Document number and Keyword
- Daak Search - Daak number, Letter Date, Received Date ,created by and Keyword.

4.3.11 Management of In Tray

- File In Tray - All, Unread, Overdue, Send To Assistant and From Assistant
- File In Tray - Draft, Cabinet and Substitution
- Daak In Tray
- Correspondence In Tray

4.3.12 Solution Configuration

The scope of services in providing implementation services will address the following:

- Deployment of Tools, Templates, Methodology and People with Expertise
- Use Case Development for all capturing all the e-office requirements of MPT.
- Solution Configuration.
- Facilitating User Adoption

4.3.13 Use Case Development for Capturing E-office Requirements of MPT

- Assessment of the business processes of Licensee across different locations and functional units.
- Listing down different processes based on e-office requirements of MPT including work flows across the organization
- Grouping the work flows for standardization based on the nature of process and characteristics

- Documenting the Processes with relevant work flows with details of flow, characteristics, users, access rights, standard flows, organizational units, inputs, outputs, security requirements etc.
- Documenting the different usage, deployment scenario for the work flows identified for implementation
- Identification of requirements of digital signature integration/ bio-metric authentication devices and detailing the process for integration
- Identification of the touch points for integration with the SAP ERP system, the mail and the portal of MPT
- Identification of the users for the system
- Identification of the reporting requirements
- Recommendation on the hardware requirements
- Sign off of the Use Case Documents for all e-office processes covering requirements of MPT.

4.3.14 POST IMPLEMENTATION SUPPORT :

Implementation Partner shall be responsible for Implementation for correct & satisfactory functioning of the System. The consulting team deployed by Implementation Partner will provide post SAP FLM Implementation Support to MPT for a period of three years after the go-live date of SAP File Lifecycle Management Implementation in Production Servers. This post Implementation Support would comprise of one year on-site and two years off-site support. During this period, the bidder is required to add/change the existing process/functionality/reports/work-flow/integration etc. The bidder is also required to attend to any errors/inconsistencies/issues/malfunctioning of process/functionality/work-flow/reports etc. including configuration/development issues and resolve to the satisfaction of MPT. The tasks envisaged are as follows, but not limited to:

- 4.3.14.1** Review & Resolution of the SAP transaction/report errors and other problems that occur.
- 4.3.14.2** Ensuring that integration issues are resolved via cross-functional meetings as and when required.
- 4.3.14.3** All the issues, reported during post go live support period, shall be resolved to the satisfaction of MPT not later than one months' time from last day of post go live support period.
- 4.3.14.4** During the Post Implementation Support period, Bidder to apply SAP Notes/Support Packs for SAP File Lifecycle Management Software Components at MPT site.

4.3.15 DOCUMENTATION :

- 4.3.15.1** SAP File Lifecycle Management Configuration Manual with relevant configuration steps along with relevant screenshots to be provided in a well structured document format with version control.
- 4.3.15.2** Well Documented User Manuals with illustrations/Test Cases to be prepared and submitted before Go-Live.
- 4.3.15.3** Configuration Manual and all other documents to be submitted by the Implementation Partner after soon successful completion of Implementation Activity.
- 4.3.15.4** However, the Implementation and Support Partner is required to continuously update the Manuals with Version Control during the three years support period and release the relevant versions from time to time.

5.0 COMMERCIAL TERMS & CONDITIONS

5.1 RATES/PRICES:

5.1.1 The Rates/Prices quoted and as accepted by MPT shall remain fixed & firm till the satisfactory execution of work covered under the Tender. No increase in rates or prices, whatsoever, on any account, shall be considered by MPT during the currency of the contract.

5.1.2 The rate quoted shall be exclusive of Service Tax/GST.

5.2 SECURITY DEPOSIT AND BANK GUARANTEE FOR SUCCESSFUL BIDDER

A sum worked out on the basis of 10% of Installation, Configuration & Implementation charges towards Security Deposit shall be paid in the form of demand draft drawn on a nationalized bank before signing of the contract agreement. Similarly, a sum worked out on the basis of 10% of Post Implementation Support Charges (On-Site + Off-Site) towards Security Deposit shall be paid in the form of demand draft drawn on a nationalized bank within 15 days of the Go-Live date. These deposits will be retained as security for the due and proper fulfillment of the contract and will not carry any interest. Such deposits shall be forfeited on failure to perform or non-fulfillment by the contractor of the terms and conditions of the contract including submission of the documentation of the jobs completed. The Security Deposit will be in force throughout the period of contract as specified and will be refunded thereafter. If the Bidder desires, an irrevocable Bank Guarantee towards the Security Deposit shall be furnished by the Bidder in favour of Mormugao Port Trust in the prescribed format as per Annexure V on stamp paper of Rs.500/-. The Bank Guarantee shall be valid throughout the contract period with a grace period of six months after the expiry of contract for encashment.

5.3 FORFEITURE OF EMD/SECURITY DEPOSIT

The breach of any of the terms & conditions of the tender shall result in discontinuation of further dealings with the Bidder and/or forfeiture of their EMD or the Security Deposit, as the case may be, at MPT discretion.

5.4 DELIVERY

The Bidder shall commence the services as soon as possible but not later than 15 days from the date of issue of Purchase order. The scanned copy of the purchase order will be e-mailed immediately and physical copy will be sent subsequently by speed-post.

5.5 FREE PASSES

Entry Passes would be provided free of charge to the Consultants deployed by the Bidder at MPT Site for carrying out the job.

5.6 ARRANGEMENTS FOR CONSULTANTS DEPLOYED AT SITE

Laptops and phones would not be provided by MPT to the Consultants deployed by the Bidder at MPT Site for carrying out the job.

5.7 COMPLETION

The implementation & Go-Live should be completed in all respects **in nine months** which would be certified by MPT Core Team & IT Cell. The Bidder is required to provide three months post Go-Live Support.

5.8 TERMS OF PAYMENT

5.8.1 The payment Terms for payment of total charges for the Configuration/Development of SP File Lifecycle Management would be as follows:

- 5.8.1.1** 10% on Signing off Use Case Documents covering all E-Office Requirements.
- 5.8.1.2** 20% on Successful Testing & Acceptance of the Configured System by the Users.
- 5.8.1.3** 60% on Successful 'Live Running' of SAP FLM.
- 5.8.1.4** 10% on Successful Completion of three months Post Go-Live Support.

5.8.2 The payment Terms for payment of Total Charges for Post Implementation On-site/Off-site Support for SAP File Lifecycle Management would be as follows:

- 5.8.2.1** Quarterly payment on submission of Invoice after completion of every quarter.

STATUTORY REGULATIONS

For work required to be carried out inside MPT premises, the Bidder shall have to comply with all statutory Rules & Regulations such as ESI, PF Act, Family Pension Scheme, etc.

5.9 INDIVIDUALITY OF CONTRACT

- 5.9.1** The order resulting from the Tender shall be treated as an individual contract, and it shall not create any general lien to the Bidder, and shall not get prejudiced in execution due to any situation arising out of some other contract that the Bidder may have with MPT.
- 5.9.2** Bidder shall not further Sub-Contract this order or part thereof to any other party/firm without prior approval of MPT.

5.10 ORDER ACKNOWLEDGEMENT

In the event of order acknowledgement, an acceptance of the order including all terms and conditions on a MPT prescribed format is to be submitted by the Bidder.

5.11 AGREEMENT

On receipt of award of work, Security Deposit to be furnished and an Agreement shall be executed on stamp paper of Rs.1000/- between the BOARD and the successful Bidder within 30 days of the award of the contract or in default and until, a formal agreement is prepared and executed, this tender together with written acceptance thereof shall constitute a binding contract.

5.12 ARBITRATION

- 5.12.1** In the event of any question, dispute or difference arising under the agreement resulting from this tender or in connection therewith, the same shall be referred to the sole arbitration of the Chairman of Mormugao Port Trust (MPT) or if his designation is changed or his office is abolished, then in such cases to the sole Arbitration of the officer for the time being entrusted with the function of the Chairman of MPT, Headland Sada, by whatever, designation such officer may be called (hereinafter referred to as the said officer) and if the Chairman of MPT, or the said officer is unable or unwilling to act as such, to the sole arbitration of some other person appointed by the Chairman or the said officer.
- 5.12.2** There shall be no objection to any such appointment on the ground that the arbitrator is a Government servant, or that he has to deal with the matter to which the agreement relates, to or that in the course of his duties as Government Servant he has expressed his views on all or any of such

matter in dispute or indifference. The word of the arbitrator shall be final and binding on the parties.

5.12.3 It shall also be the terms of the agreement that in the event of such arbitrator, to whom the matter is originally referred to, is under transfer, or is vacating, his office or is unable to act for any other reasons, whatsoever, the said officer shall appoint another person to act as an arbitrator in accordance with the terms of the agreement and the person so appointed, shall be entitled to proceed with the reference from the stage, at which it was left by his predecessor.

5.12.4 Upon any and every reference for the award, as aforesaid. The cost of the proceeding including all expenses, incidental thereto, shall be at the discretion of the arbitrator.

5.12.5 The Venue of arbitration proceedings shall be at MPT premises or such other place, as the arbitrator may decide.

5.13 TERMINATION OF WORK ORDER/CONTRACT

In the event of failure on the part of the Bidder to commence the services or the work is not progressing as per the schedule, MPT reserves the right to cancel the Work Order at any time and terminate the Contract leading to forfeiture of EMD and respective Security Deposit.

5.14 COMPENSATION FOR DELAY IN EXECUTION OF CONTRACT

If the Bidder fails to commence the work in all respects within the time specified or within the extended time that may be allowed by the Port, the Bidder shall pay to the Port a sum equivalent to 0.5% per week or part thereof of the total value of the contract subject to a maximum of 5% of the total value of contract as liquidated and ascertained damages and not by way of penalty which may also be deducted from any moneys due to the Bidder. The payment of such damages does not relieve the Bidder of his obligations to complete the work or from any other obligations or liabilities under the contract.

5.15 RESTRAINING PUBLICITY OF OFFICIAL SECRETS, DRAWINGS, PHOTOS

The contract involves obligation of secrecy and the commission by the Bidder, his agents, sub-contractor or his agents, workmen of any offence under the Indian Official Secrets Act, 1923 or any statutory modifications or re-enactments thereof will apart being a criminal offence constitute a breach of contract.

5.16 JURISDICTION

In the event of any dispute, the same shall be subject to the jurisdiction of the "Courts in Goa".

(I/We hereby agree to the Terms and Conditions)

Signature and Seal of the Bidder

6.0 PRICE BID (SCHEDULE)

(To be Uploaded in Cover II - Price Bid)

To
M/s. MORMUGAO PORT TRUST,
Headland Sada,
Goa - 403 804.

Sr. No.	Description	Amount
A.	Total Charges for the Installation, Configuration/Development & Implementation of SAP File Lifecycle Management as per scope of Work. *	
B.	Total Charges for Post Implementation On-Site Support for one year *	
C.	Total Charges for Post Implementation Off-Site Support for two years *	
D	Total Charges (A + B + C) *	

Note : “*” : 1. The above quoted rates are inclusive of all taxes exclusive of Service Tax/GST. Service Tax/GST shall be payable extra as applicable.
2. The above quoted rates are inclusive of also travel, lodging and boarding expenses of Consultants who would be deployed at MPT Site by the Bidder.

(Rupeesonly)

Signature..... in the capacity of.....
duly authorized to sign tenders for and on behalf of

Address:

Date:

Company Seal

7.0 LIST OF DOCUMENTS TO BE UPLOADED BY THE BIDDER

Sr. No.	Description of Documents	Compliance Yes/No	Document Attached
1	Attested Copies of Audited Profit & Loss Account & Balance Sheets for the last 3 years ending 31st March of the previous financial year should be provided as supporting documents.		
2	Copies of the Purchase/Work Orders along with corresponding Completion Certificates from the clients in support of Bidder's experience of having successfully completed similar works during last 5 years from the due date of submission of bid.		
3	Copies of the Purchase/Work Order along with Completion Certificate from the Public Sector Enterprise/Government Institution in support of having successfully completed one Implementation of SAP FLM.		
4	Profile of SAP Consultants to be earmarked for this project as on due date for bid submission duly signed by authorized person of the firm, with tendering firm's seal.		
5	Complete Set of Tender Document along with all requested Annexures duly filled in, complete in all respects, all pages signed and sealed by Authorized Signatory of the Firm.		

Bidder shall submit the information in a tabulated format along with the supporting documents for each. Uploaded documents should be clear, readable, and complete with page numbers, indicating total number of pages attached to each document.

MPT has a right to verify/cause verification of authenticity of the said documents whenever felt necessary.

NOTE:

- i) Bidders have to confirm having submitted all the applicable Certificates/Documents, as asked above at Sr. No. 1 to 5.
- ii) All the points from Sr. No. 1 to 5 above are to be read and interpreted in reference to the eligibility as specified in the Tender.

I/We hereby declare that I/We have read the all the Tender Terms & Conditions and confirm that I/We have understood the same. All the Terms & Conditions specified in the Tender are acceptable to us.

.....
(Signature of the Bidder)

Full Name & Address of the
Company/Professional.

Seal of the Company.

Strike out whichever is not applicable.

UNDERTAKING

I/We have read and understood the scope of work.

- 1. I/We have read and understood the scope of work; we confirm that Commercial Terms & Conditions are acceptable to us.**

(Signature of the Bidder)

Full Name & Address of the Company/Professional: _____

Seal of the Company

Strike out whichever is not applicable.

SAP CONSULTANTS PROFILE SUBMISSION CHECKLIST

Sr. No.	Particulars	Indicate whether Enclosed Yes/No
1	Profile of Project Manager.	
2	Profile of Enterprise Portal Lead.	
3	Profile of Interface Developments (PI/XI) Lead.	
4	Profile of Basis Lead.	
5	Profile of Development Lead.	

(Signature of the Bidder)

FORM OF AGREEMENT

(To be executed on stamp paper/s of Rs. 1000)

This Agreement is made this _____ day of _____, two thousand sixteen between the Board of Trustees of Mormugao Port Trust, a body corporate under Major Port Trust Act, 1963 (hereinafter referred to as the "Board" represented by _____, _____ which expression shall, unless excluded by or repugnant to the context be deemed to include their successors in office and assigns) on the ONE PART and M/s. _____, a company incorporated under the Companies Act,1965 and having its registered office at _____, (hereinafter referred to as **Contractor** which expression shall, unless excluded by or repugnant to the context be deemed to include his heirs, executors, administrators, representatives and assigns or successors in office) on the OTHER PART,

Whereas the Board of Trustees of the Mormugao Port Trust has entrusted the job of Configuration/Development and Implementation of SAP File Lifecycle Management Solution (E-Office) vide Work Order No. _____ dated _____ and other documents enclosed at "Annexure ____" to "Annexure ____" hereinafter shall be deemed to form and be read and construed as part of this agreement.

Now this Agreement witnesseth as follows:

In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.

The Contractor hereby covenants with the Board of Trustees of Mormugao Port Trust to execute the 'Service' in conformity, in all respects with the provision of the agreement.

The Board of Trustees of Mormugao Port Trust hereby covenants to pay the contractor in consideration of such execution of the 'Service' the 'Contract price' at the time and in the manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereunto set their hands and seals the day and year first written.

FOR AND ON BEHALF OF
MORMUGAO PORT TRUST

Authorised signatory

Name:

Title:

In the presence of :

FOR AND ON BEHALF OF

Authorised Signatory

Name:

Title:

In the presence of :

FORM OF BANK GUARANTEE FOR SECURITY DEPOSIT*(To be executed on stamp paper/s of Rs.500/-)***TENDER No. FA/IT(7-ERP)/2017/40**

In consideration of the Board of Trustees of the Mormugao Port Trust (hereinafter called "The Board") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor(s)" for the work _____ (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the Contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We _____ (hereinafter referred to as the "Bank") hereby undertake to (indicate the name of the Bank) pay to the Board an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the Board.

2. We _____ do hereby undertake to pay the amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the Board stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. We, the said Bank, further undertake to pay to the Board any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder, and the Contractor(s) shall have no claim against us for making such payment.

4. We _____ further agrees that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Board under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or

till the Engineer-In-Charge, on behalf of the Board, certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s), and accordingly discharges this Guarantee.

5. We _____ further agree with the Board that the Board (indicate the name of the bank) shall have the fullest liberty without our consent, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Board or any indulgence by the Board to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the Constitution of the Bank or the Contractor(s). We _____ lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the Board in writing.

7. This Guarantee shall be valid up to _____ unless extended on demand by the Board. Notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____ (Rupees _____ only), and unless a claim in writing is lodged with us within six months of the date of expiry or extended date of expiry of this Guarantee all our liabilities under this Guarantee shall stand discharged.

Dated the _____ day of _____

Authorized Signatory for the Bank
(Indicate the Name of the Bank)

(Name of the Bidder Firm)

AFFIDAVIT

(NOTE: This affidavit should be on a non-judicial stamp paper of Rs.10/- and shall be attested by Magistrate/ Sub-Judge/Notary Public)

I, (Name of the Authorised Representative of the Bidder) son/daughter of resident of (full address), aforesaid solemnly affirm and state as under:

1. I hereby certify that all the information and documents furnished with the bid submitted online in response to Notice Inviting Bid no. **FA/IT(7-EOFFICE)/2017/40** dated 17.03.2017 issued by Mormugao Port Trust for Configuration/Development and Implementation of SAP File Lifecycle Management Solution (E-Office) are true and correct.

2. I hereby certify that I have been authorised by (Bidder) to sign on its behalf, the bid mentioned in paragraph 1 above.

Deponent

Place:

Date:

DETAILS TO BE SUBMITTED BY THE BIDDERS FOR E.F.T. PAYMENT

A. VENDOR DETAILS

1	Name of the Organization	
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 (EPF) Registration No.	
11	Employee State Insurance Scheme (ESIS) Registration No.	

B. BANK DETAILS OF BIDDER

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.	

SIGNATURE OF BIDDER

MORMUGAO PORT TRUST**ELECTRONIC PAYMENT SYSTEM MANDATE FORM****DETAILS FOR PROCESSING THE PAYMENT THROUGH RTGS**

1	Name of the Beneficiary	MORMUGAO PORT TRUST
2	Address of the Beneficiary with PIN Code	Administrative Office Building, Headland Sada, Goa – 403804.
3	PAN Number	AAALM0293P
4	Name & Mobile Number of responsible person	MILIND DESSAI / 9823082682 milind.desai@mptgoa.com
5	Name of the Bank & Branch	STATE BANK OF INDIA, Mormugao Harbour Branch
6	Bank Telephone Number	0832-2520212
7	Address of the Bank	STATE BANK OF INDIA, Mormugao Harbour, Goa-403803.
8	MICR Code of the Bank	403002024
9	IFSC Code No.	SBIN0002164
10	Type of Account and Branch Code	Current Account / Branch Code:-002164
11	Account number of the Bank	10438017048
12	Beneficiary E-mail ID	cashmpt@mptgoa.com

FINANCIAL ADVISER & CHIEF ACCOUNTS OFFICER