



## Tender Call Notice

**TENDER NOTIFICATION NO: 350/WSN/2022-23 dtd- 15/09/2022**

**Sealed bids are hereby invited from the experienced bonafied contractor/firm/company for Project Management Software (PMS).**

DESCRIPTION OF WORK	WORK SITE	TIME OF COMPLETION
Project Management Software (PMS)	B/206, BDA HIG Duplex Colony, Bhubaneswar, Odisha 751012	4 months

The non-transferable bid documents can be downloaded from our official website ([WWW.milletsodisha.com](http://WWW.milletsodisha.com)) without any cost. The bid in prescribed format complete in all respect should reach the office of the undersigned on or before 3.30 pm on dt-26.09.2022 by speed post / register post/ courier and will be opened same date at 4.00 pm in the presence of the bidder or their representatives. The undersign reserve the right to accept or reject any bid without assigning any reason and reserve the right to accept the lowest offer.

Sd/-  
**State Coordinator**  
**Programme Secretariat- WASSAN**  
**Odisha Millets Mission**

Sd/-  
**State Coordinator**  
**Programme Secretariat- WASSAN**  
**Odisha Millets Mission**



Sealed bid are hereby invited from the experienced benefited contractor/firm/company for Project Management Software (PMS) as per detail break-up of items enclosed. The bid in prescribed format complete in all respect should reach the undersigned on or before 3.30 pm on 26.09.2022 and will be opened on the same date at 4.00 pm in the presence of the bidder or their representatives.

Communication address is as under:-

To,  
The State Coordinator  
Watershed Support Services and Activities Network (WASSAN)  
B/206, BDA HIG Duplex Colony Bhubaneswar, Odisha – 751003

Other details for the quotation are as follows:-

1. **Description of the work:** Project Management Software (PMS).
2. **Time for completion of work:** the work has to be completed within four months from the date of issue of work order.
3. **Validity of bid:** the bid shall be valid for a period of 90 days from the date of opening of the tender.
4. **Details about the Site:** B/206, BDA HIG Duplex Colony, Bhubaneswar, Odisha 751012. The bidder is advised to visit the site to acquaint themselves with the requirements of the organization for the PMS software before submitting the tender document.
5. **Insurance:** All necessary required insurance to be done by the contractor till job is handed over.
6. **Price escalation:** No price escalation will be allowed by the undersigned at any time for whatsoever the reason.
7. **The Price Quoted:** The bidder shall quote his price which should include all Taxes, duties and all other levies applicable i.e. sales Tax, Income Tax, Custom duty, Contract Tax, Entry Tax, etc. **excluding GST**. No extra cost will be entertained on account of any Taxes and duties except GST as per actual.
8. **Goods & Service Tax: GST** as applicable shall be paid on actual against production of documentary evidence and this **should not be included in quoted rate**. Also, you will be required to comply the provisions in the GST Law.
9. **Termination of Contract:** The undersigned reserves the right to terminate the contract either in part or in full due to reasons for delay in completion, bad workmanship, or any other abnormalities noticed during construction work by giving notice in writing to the contractor.

Sd/-  
State Coordinator  
Programme Secretariat- WASSAN  
Odisha Millets Mission



**10. Completion Certificate:** The work shall be said to be completed on the basis of certification of the District Coordinator or any other person authorized by the undersigned. **“No payment for incomplete / partially completed work will be paid to the contractor.”**

**11. Payment conditions:** The payment will be done in phase wise manner there are three phases and amount will be disbursed in the time period of 10 days of the actual bill at the end of the month.

Sr. No.	Particulars / Work	Phases	Duration	Amount quoted in bill in %
1	Deliverables	Phase - 1	10 days	90%
2	Deliverables	Phase – 2	10 days	90%
3	Deliverables	Phase – 3	10 days	90%

The payment for Project Management Software (PMS) will be paid in three phases and each phase bill will be raised by the vendor after the deliverable is submitted. The payment will be made by the organization after the verification by the concerned authorities for the trial usage of the PMS software.

The 10% security deposit will be kept by the organization from all the bills until the final deliverables are achieved by the vendor in additional to those thirty days working trail is also completed. The payments shall be made to the vendor through A/c transfer after deduction of applicable statutory dues prevalent at the time of payment.

All the three bill payments shall be made only if the PMS software is delivered and approved by the committee, if the deliverables are not fulfilled than there won't be any payment made.

Apart from the above bill, the consultant shall not be eligible for any expenditure incurred during creating the software such as demo hosting, cloud storage, hardware, etc.

**12. Time Duration:** The assignment shall be for 4 months from the date of accepting the work order, from that the PMS software duration is of 3 months and 1 month will be used for trail. If required, the time may be extended for fulfilling the deliverables.

**13. Deliverables approval committee:** The committee shall finalize whether the deliverables are satisfactory in performance or required any modifications. The committee includes Regional Coordinator, Finance Department, IT Department, State Coordinator, Associate Director, or any other person required to assess the technical aspects of the software.

**14. Copyrights:** The copyright of all data/ materials produced and taken during the assignment will belong to Programmed Secretariat (WASSAN). The vendor will be responsible for any leakage of the information of the Programmed Secretariat.

Sd/-  
**State Coordinator**  
**Programme Secretariat- WASSAN**  
**Odisha Millets Mission**



## 15. Other Terms & Conditions:

- Two stage bidding system will be done. (Technical Bid & Price bid).
- The bidders are to submit their tenders in separate covered envelop for Technical Bid and Price Bid by super scribing Cover A: Technical bid & Cover B (Price Bid) and both the sealed cover should be put into a third outer cover which should be super scribed as “**TENDER FOR PROJECT MANAGEMENT SOFTWARE**”. The Price bid of only those bidders will be opened who will qualify in the technical bid.
- All the materials, labours, tools, & implements required for above said work should be supplied by bidder.
- Income Tax will be deducted as per Income-tax Act.
- All legal liabilities/statutory payment connected with the above work will be borne by bidder.
- All statutory requirements to be maintained by bidder as applicable in the state.
- The bidder should execute the work strictly in accordance with the specification & work order.
- In case the material or work is not up to the specification, the undersigned reserves the right to terminate the contract or deduct the cost thereof.
- If any work either in temporary nature are necessary to complete the work in all respect, but not mentioned in the tender shall have to be done without extra cost.
- The bidder will comply the provisions of the payment of Wages Act, and payment of Bonus Act and rules regulations, orders, & circulars made there under.
- Party should furnish the following details:

PAN	
GST No	
Class of Contracting License	
Regd. No & Date	
Bank	
Branch	
Account No	
IFS Code	
Affidavit of Not Blacklisted as per	

**Watershed Support Services and Activities Network**

**E-mail: <odishamilletsmission@gmail.com>, Website: www.milletsodisha.com, www.wassan.org,  
Plot No.- B/206, BDA HIG Duplex Colony, Bhubaneswar, Odisha 751012**



Annexure IV	
Udhyam Aadhar	
ITR Return last three years	

**N.B: All the photocopy of the relevant document shall be attached.**

**Date:**

**Place**

**Signature of Bidder with seal**

Sd/-  
**State Coordinator**  
**Programme Secretariat- WASSAN**  
**Odisha Millets Mission**



Annexure-1

**SCOPE OF WORKS CUM SCHEDULE OF RATES**

**Tender Call Notice for Project Management Software (PMS) at Barmunda, Bhubaneswar, Odisha**

**TENDER CALL NOTICE NO: 350/WSN/2022-23 dtd.15/09/2022**

<b>Sl. No.</b>	<b>Description of Activities</b>	<b>Estimated Amount</b>	<b>Billing Phase</b>
1	Deliverables in first phase	40,000	Phase – 1
2	Deliverables in second phase	40,000	Phase – 2
3	Deliverables in third phase	40,000	Phase – 3
<b>Total-</b>		<b>1,20,000</b>	

**\*Amounts are excluding GST only.**

**The details estimate of the above activities is annexed in Annexure- III**

**Date:**

**Place:**

**Signature of Bidder with seal**

**Sd/-  
State Coordinator  
Programme Secretariat- WASSAN  
Odisha Millets Mission**



## Annexure-II

### PRICE BID

#### Tender Call Notice for Project Management Software (PMS) at Barmunda, Bhubaneswar, Odisha

Tender Call Notice No: 350/WSN/2022-23 dtd.15/09/2022

SI No	Items Details	Total Value of the Work
1	As per Scope of Works cum Schedule of rates enclosed as Annexure-I	1,20,000/-
The bidder shall quote the price as percentage of the total value of the work (either above or below or at par) as mentioned in the below		
<b>Please mark "X" in the percentage box below, which is not applicable.</b>		
	<b>In Figure</b>	<b>In Word</b>
<b>Percentage quoted (ABOVE) in figure and words</b>		
<b>Percentage quoted (BELOW) in figure and words</b>		
<b>Percentage quoted (AT PAR) in figure and words</b>		

#### N.B.

- All the levied taxes will be deducted from the contractor's bills as per applicable rates. The Goods & Service Tax (GST) will be paid extra to the agency as applicable.
- The bidder shall quote a single percentage (%) above or below or at par with the rates mentioned in the Schedule of rates, equally applicable to all the items mentioned in the schedule. In case a bidder quotes more than one option, their tender shall be summarily rejected. L-1 offer shall be decided on the basis of total value of work considering single percentage (%) above, below or at par with the rate mentioned in this price schedule.
- The rate should be quoted in terms of % (Percentage) less or excess up to two decimal points only over the ceiling value of the work put to tender (both in word & figures in details)
- In case of discrepancy in the rates quoted in words and figures, the rates in words will be considered for evaluation.

**Date:**

**Place**

**Signature of Bidder with seal**

Sd/-

**State Coordinator  
Programme Secretariat- WASSAN  
Odisha Millets Mission**

**Watershed Support Services and Activities Network**

**E-mail: <odishamilletsmission@gmail.com>, Website: www.milletsodisha.com, www.wassan.org,  
Plot No.- B/206, BDA HIG Duplex Colony, Bhubaneswar, Odisha 751012**



## Annexure-III

### PHASE WISE DELIVERABLES

#### **Deliverables of the Consultant:**

#### PHASE - 1 DELIVERABLES:

1. Login system
2. UI Design
3. Settings page
4. Database setup
5. Team Member
6. Project master and detail page
7. Task/Kanban board
8. Testing and rollout

#### PHASE - 2 DELIVERABLES:

1. Team Dashboard
2. Personal Dashboard
3. Todo list
4. Gantt chart
5. Team hierarchy
6. Testing and rollout

#### PHASE - 3 DELIVERABLES:

1. Meeting
2. Notification
3. Calendar
4. Support
5. Database backup system
6. Progress Reports
7. Excel reports
8. Testing and rollout

Sd/-  
**State Coordinator**  
**Programme Secretariat- WASSAN**  
**Odisha Millets Mission**





**Annexure-IV**

**AFFIDAVIT**

It is hereby certified that, I/We \_\_\_\_\_ representing  
\_\_\_\_\_ (Name of the Organization) are declaring;

- a) That the organization i.e. \_\_\_\_\_ (Name of the Organization) is not blacklisted by any ministries/Departments of Central or State Govt., any international agencies, funding agencies etc. as on the date of declaration.
- b) That the organization doesn't have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law.
- c) That the office will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the organization.
- d) That the organization agrees to abide by all terms & conditions of the tender vide tender reference no \_\_\_\_\_ dtd. \_\_\_\_\_.

**Place:**

**Date:**

**(Signature of the Deponent)**

**Name:** \_\_\_\_\_

Sd/-  
**State Coordinator**  
**Programme Secretariat- WASSAN**  
**Odisha Millets Mission**



**TENDER CALL NOTICE FOR TENDER CALL NOTICE FOR PROJECT  
MANAGEMENT SOFTWARE (PMS) AT BARMUNDA, BHUBANESHWAR, ODISHA**

**TENDER REF. NO: 350/WSN/2022-23 dtd. 15/09/2022**

**Name of the Bidder:**

**Address of the Bidder:**

**Contact No:**

**E-mail:**

Sd/-  
**State Coordinator  
Programme Secretariat- WASSAN  
Odisha Millets Mission**