



Ref. no.: UCIL/PO-TMD/HRS/2014/1

June 23, 2014

**N.I.T. No.: TMD/MIN-678**

Sealed offers are invited from the parties as per our terms and conditions for the following details as given below:

1. Name of the work	HR Software (Including Time office, Payroll, Income tax etc.)
2. Estimated value of the work	Rs. 5.00 Lakhs [Rupees Five Lakh] approx.
3. Period of work	6 months ( <b>Tentative</b> )
4. Cost of tender document	Rs. 350/- [Rupees Three Hundred Fifty] only
5. EMD	Rs. 10000.00 [Rupees Ten Thousand only]
6. Last Date for submission of offer	July 29, 2014 at 3:00 PM
7. Date of opening of Tender	July 29, 2014 at 3.30 PM [Tech. part]

**If the office of UCIL, Turamdih happens to be closed on the last date and time mentioned for any of the above events, the said event will take place on the next working day at the same time and venue.**

This Notice Inviting Tender (N.I.T.) along with Tender document is available on our website: [www.ucil.gov.in](http://www.ucil.gov.in) Full details, terms, conditions and specifications of works as well as detailed conditions of tendering are available in the above-mentioned NIT document. Telex/Telegram/Fax/E-mail tenders will not be accepted/entertained.

Sealed Quotations will be received in tender box kept at the office of Dy. Manager(Pers), Turamdih till Last date and time and will be opened at the same venue at above opening date and time.

The UCIL reserves the right to accept or reject or cancel any or all tender either in full or part thereof, if necessary without assigning any reasons whatsoever.

Bidder shall be required to deposit the amount of earnest money & cost of tender document [separately] in the form of a demand draft drawn in favor of URANIUM CORPORATION OF INDIA LIMITED payable at Jaduguda

For Chairman & Managing Director  
Uranium Corporation of India Limited

**Cc to:**

1. DGM(Pers)IRs.
2. All Notice board.



Ref. no.: UCIL/PO-TMD/HRS/2014/1

June 23, 2014

**N.I.T. No.: TMD/MIN-678**

**Terms & Conditions:**

1. **Pre-qualifying criteria (PQC):** Party should be well conversant with ORACLE and have experience of ORACLE based software with following criteria:
  - a. ORACLE & D2K based software developed of minimum value of Rs. 5 Lakh. or above. A relevant document as proof should be attached along with tender.
  - b. Party should have experience in ORACLE for minimum period of 5 years. A relevant document as proof should be attached along with tender.
2. **Scope of work:** As per Annexure-A.
3. **Required Software Platform:**
  - a. **Database:** ORACLE9i
  - b. **Front end:** D2K 6i.
4. **Warranty period:** On-site warranty will start after successful Installation date of software for Three years.
5. **EMD:** Bidder shall be required to deposit an amount of Rs. 10,000/- (Rs. Ten thousand only) as an earnest money & Rs. 350/- (Rupees Three Hundred Fifty only) in the form of a demand draft [separately] drawn in favor of URANIUM CORPORATION OF INDIA LIMITED payable at Jaduguda.
6. **Payment terms:**
  - a. 20% payment of total bill value after Installation of software as per defined in Annexure-A in working position. (*Invoice value should be 20% of total value*) within 30 days.
  - b. 30% payment of total bill value after successful completion & implementation of software. (*Invoice value should be 30% of total value*) within 30 days.
  - c. 10% balance payment in 5 installments on every interval of 6 month of last payment. The first 10% payment will start after the 6 month from the date of payment as mentioned in clause no. 6(b) (*Invoice should be 10% of total value*) within 30 days.
7. **Rate** : The rate should be quoted as per Annexure-I. The quoted rate should be inclusive of all taxes.
8. **Validity** : Offer should be valid for 90 days.
9. **Taxes** : Extra as applicable.
10. **Installation & Implementation:** Responsibility of bidder.
11. **Delivery** : The above final module should be delivered on CD/DVD.
12. **Location** : Jaduguda, Narwapahar, Turamdih & Tummalapalle etc.
13. **Last date of submission: 29.07.2014** at 3:00 PM.
14. Conditional offer is not acceptable. In case of non acceptance of single terms & conditions the offer will be rejected.
15. Late submission of tenders will not be accepted. Tenders by Telex/Telegram/Fax/E-mail" will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier. However any delay on this account shall not be accepted as a reason for exception.



16. The rates quoted should be net after discount if any, No free services/offers quoted will be considered for evaluation of lowest status. Arithmetical errors will be rectified on the following basis that if there is a discrepancy between words and figures, the amount in words will prevail.
17. This tender is not transferable.
18. Mere quoting lowest rates will not amount to commitment on the part of UCIL for award of contract. UCIL, India reserves the right to accept or reject any or all tenders without assigning any reasons. UCIL also reserve rights to award contract or cancel.
19. No boarding, lodging and travelling will be paid by UCIL.
20. If any dispute(s) arises between the UCIL and the firm with reference to any provision of the contract, the decision of the Director (Technical), UCIL shall be final and binding on both the parties.
21. **Jurisdiction/Dispute/Arbitration:** Any or all disputes arising out of the work order/contract shall be settled by mutual discussion and in the event of not arriving at a settlement, the disputes shall be referred to a sole arbitrator chosen by UCIL and the provisions of the Arbitration and Conciliation Act, 1996 any amendment thereto shall apply to the arbitration proceedings under this clause and it shall take place in Jamshedpur only. Further dispute/disputes if any, arising from arbitration shall be subject to the jurisdiction of courts in Jamshedpur only.
22. **Confidentiality:** The Party/Bidder shall treat all documents/data/software or part of them which may be provided by UCIL as strictly maintenance of Secrecy & confidentiality of Data/System/Process of the same. A bidder has to follow any other instructions of UCIL in this regard from time to time.
23. The above scope of work may be decrease or increase while ordering.
24. **Price Escalation:** No escalation on any account shall be payable and price quoted shall be firm till completion of the work under this contract. Offers with price variation clause will be out rightly rejected.
25. **Contract Agreement: -**  
Contract Agreement should be executed in prescribed format on a non-judicial stamped paper of value Rs. 20.00 before commencement of work within one week from the date of issue of work order / L.O.I. However, no payment will be made without execution of contract agreement.
26. **Submission & Opening of Tender: -**  
Tender / quotation / bid shall be submitted in a manner asked strictly in accordance with the above tender terms & conditions giving full details. Contractor shall sign and stamp on each pages of this tender document. Canvassing in any form is strictly prohibited and disqualifies the tenderer for the tender submitted for. Tenders will be rejected, if sealed tender envelopes are not super scribed on the top as per instructions given. Tenders will not be received after due date and time. Tenders will not be accepted by Telex/Telegram/Fax/E-mail. If any of the date under this contract is declared holiday, the event scheduled on that day will be automatically shifted on the next working days.
27. **Visit of Site and Locality prior to quote rate (s): -**  
Before submission of tender, the tenderer are advised to make them fully conversant with the SCHEDULE OF ITEMS, SCOPE OF WORK, GENERAL CONDITION OF CONTRACT. They may contact the UCIL EDP Department, Jaduguda for conducting a brief



requirement study and clarification of their queries, prior to submitting the bid for the solution, if they so desire.

They are also advised to physically visit the site to understand the site working conditions, nature of jobs prior to quote for the same. The pre-bid discussions would only be to answer technical queries and clarifications and no commercial aspects would be discussed.

**28. Rate (s) in figures and words: -**

The tenderer should mention their price item-rates in figures as well as in words in Annexure-I. In case of any dispute / ambiguity, the price / rate mentioned in words shall be considered as final. Insertions, postscript, additions and alterations shall not be recognized unless confirmed by the tenderer signature. Tenderer shall be submitted schedule of items(s) and rate(s) in triplicate duly signed and stamped on each page.

**29. Minimum feature requirements:-**

The minimum transaction flow/features with limitations of present software are attached with the tender document as ANNEXURE-A. However, these details are not fulfilling our total requirement hence these shall not be treated as the final requirements of UCIL. The successful bidder should conduct a detailed study of each existing modules of software as well as additional module and arrive at the final software requirement specifications (SRS), which will be after acceptance of UCIL finally considered as the basis and road map for the revamping of system enhancement.

**30. Tender submission terms & conditions**

**Two Bid System (Technical & Financial):**

The two bid system will be followed for this tender. Bidder is advised to carefully read this tender document before submitting his bid. In this system bidder must submit his offer in two separate sealed envelopes as explained below.

Interested bidder may submit their documents satisfying the technical bid requirements in a sealed cover as per clause no. 2.1 super scribed with "**Offer for HR Software for technical bidding**". The other sealed envelope containing the "**Financial Bid**" and documents relating to acceptance of all the terms and conditions, etc. may be submitted with "**Offer for HR Software for financial bidding**". A separate envelope should be made for EMD and Cost of tender document and should be submitted with "**Offer for HR Software for technical bidding**".



Thereafter, all the envelopes may be placed in a third sealed cover super scribed with "**Offer for HR Software for technical & financial bidding**" addressed to

Dy. Manager (Pers), Turamdih  
URANIUM CORPORATION OF INDIA LIMITED  
Turamidh Mines  
PO+PS. Sundernagar  
Dist. East Singhbhum  
Pin 832107, Jharkhand

The above sealed offer should reach within dated 22/07/2014 at 3:00PM at above address. At first the technical offer will be opened on dated 22/07/2014 & time 3:30PM at the office of Dy. Manager (Pers.), Turamdih.

The "**Financial bid**" will be open after short listing the eligible offers by scrutiny of technical offers.

**31.1 Envelope No.1 "Technical Bid" shall contain document in following.**

- a) **Enclosed document** as a proof regarding the clause no. 1(a) & 1(b).
- b) **EMD & Cost of Tender Document:** Bidder shall be required to deposit an amount of Rs. 10,000/- (Rs. Ten thousand only) as an earnest money in the form of a demand draft drawn in favour of URANIUM CORPORATION OF INDIA LIMITED payable at Jaduguda.
- c) **Enclose a certificate as on party letter head** to the effect that firm /Company has agreed to all the terms & conditions of the tender document and accepts the same without any departure/deviation. In case, firm either do not accept all the terms & conditions of the subject NIT

OR

Depart from the stipulated terms & conditions, their offer shall not be considered and same shall be rejected summarily.

- d) **Enclose Un-priced price bid proforma** – This is required to check and confirm that bidder has not stipulated any other terms & conditions in their price bid. In case, any bidder mention any other terms & conditions in envelope meant for price bid which have any financial implication, same shall not be considered and ignored either while evaluation of tender or award of contract.

**Please Note:** Bids not accompanied by any of the document in compliance from (a) to (d) above of clause no. 2.1 **Envelope No.1 "Technical Bid"** shall be liable for summarily rejection.



**31.2 Envelope No.2 "Financial Bid" shall contain:**

The rate may be quoted as per the Performa at **Annexure-I** in a separate sealed cover with proper seal and signature of authorized person.



## Annexure-A

### **TENTATIVE SOFTWARE REQUIREMENT DETAILS for N.I.T. No.: TMD/MIN-678**

**PERSONNEL DEPARTMENT:** Personnel department need the following major forms with options of all calculation according to area policy procedure of the UCIL along with other options in forms i.e. addition/rectification/deletion/updating along with all relevant reports required printing etc. and which are listed below:

1. Service book
  - 1.1 Employee Master Data Screen
  - 1.2 Kinder roll master
  - 1.3 Educational master
  - 1.4 Nominees Master
  - 1.5 Leave Entry
  - 1.6 Absenteeism
  - 1.7 Annual Increment
  - 1.8 Festival Advance
  - 1.9 LTC(Leave Travel Concession)Home town/other then home town
  - 1.10 Annual confidential Report
  - 1.11 Land record master
  - 1.12 Pay record master
  - 1.13 Project allowance entitlement
  - 1.14 Education allowance entitlement
  - 1.15 Punishment (Disciplinary Action)
2. Contractor Master (form-XII & XXV)

**Time office Department:** Time office department need the following major forms with options of all calculation according to area policy procedure of the UCIL along with other options in forms i.e. addition/rectification/deletion/updating along with all relevant reports required printing etc. and which are listed below:

1. Attendance fetching from attendance punching machines.
2. Attendance processing
3. Leave processing
4. OT processing
5. EOL processing



6. Absenteeism processing
7. DGMS reports
  - a. Monthly return
  - b. Quarterly return
  - c. Annual return
8. C Register & B Register
9. Material Issue to employee register
10. Salary data transfer to EDP payroll system through system.
11. Festival advance system.
12. Incentive attendance preparation.

**PAYROLL SYSTEM:** Payroll system needs the following major forms with options of all calculation according to area policy procedure of the UCIL along with other options in forms i.e. addition/rectification/deletion/updating along with all relevant reports required printing etc. and which are listed below:

1. Payroll related data entry forms
  - a. Attendance
  - b. Attendance adjustment
  - c. Previous arrear entry
  - d. Other entries of different areas
2. EMPLOYEE INCENTIVE
3. INCOME TAX
  - a. Employee recovery
  - b. Form-24
  - c. Form-16
  - d. Monthly return
  - e. Quarterly return
  - f. Annual return
4. Professional tax
  - a. Monthly return
  - b. Quarterly return
  - c. Annual return
5. Salary summary
6. Payroll preparation
7. Time office attendance
8. Different Loan file preparation
9. Different advances preparation





- 10.Increment preparation
- 11.MIS data preparation
- 12.PF processing.
- 13.LIC processing.
- 14.Variable Earning & Deduction
- 15.Recovery on Different heads.
- 16.Previous months Arrear payment of different heads of salary.
- 17.Pay revision arrear payment.
3. Different eligibility flag entry.
4. Employee Leave Entry.

**Software User Password Security :-**

The software should be enabled with multi-level password security system, to maintain the confidentiality of each level of section.

**Audit Trail:**

The software should be enabled with Audit trail of each level of data.

**Source Code:**

Source code of the entire software should be provided by the party.

The Engineer-in-charge of the job will be Addl. Manager[EDP], Jaduguda and his representative will be Dy. Manager[Pers.], Turamdih.

--< 0 >--



**ANNEXURE-I**

**FINANCIAL OFFER for N.I.T. No.: TMD/MIN-678**

1. Name of the Company :
2. Address :
3. Tel. No. & FAX No. :
4. Contact Person :
5. E-mail address :
6. Mobile No. of Contact Person :

Sl. NO.	ITEM/DESCRIPTION	Total Period of completion of HR Software (Including Time office, Payroll, Income tax etc.) (Give in Number)	TOTAL(in Rupees)	
			in Figure	in Words
			A	B
1	HR Software (Including Time office, Payroll, Income tax etc.)			
2	Rebate if any			
3	Tax Details(If any)			
<b>Total</b>				

**NOTE:**

1. The above quoted rates should be inclusive of all taxes etc.
2. Above rates should be inclusive of all transportation & other incidental charges etc.
3. Rebate if any should be mentioned clearly in words.

**Seal & Signature  
of  
Tenderer/Authorized person**