

Expression of Interest (EoI) to establish the office setup and add an e-Library facility to the existing library in Uditnagar

**Rourkela Smart City Limited**

10<sup>th</sup> January 2018

## 1. Introduction

Rourkela Smart City Limited intends to establish the office setup and add an e-Library facility to the existing library in Uditnagar to enable the members of the library to access e-Books/ e-Journals/ e-Magazines/ e-Newspapers across various genres available over the internet.

Accordingly, Rourkela Smart City Limited invites "Expression of Interest (EOI)" as per the Instructions given in the Datasheet in Annexure I from Authorized Agencies/ Vendors for Supply, Installation and Maintenance of Library Management Software, Computers & Peripherals.

## 2. Scope of Work

The scope of work shall include Supply, Installation and Maintenance (for 3 years) of Library Management Software, Computers, & Peripherals. as per the Bills of Materials, Functional and Technical Specifications provided in **Annexure II, III and IV** respectively of this document.

## 3. Eligibility criteria

The eligibility criteria for the selection of vendor for the proposed scope of work is given below. Bidders are requested to provide requisite details pertaining to the eligibility criteria as specified in Annexure VI of this document.

#	Eligibility Criteria	Document Proof
1	The Bidder should be registered under the Companies Act 1956 or should be a Proprietorship Firm and should be in operation for a period of at least 3 years as on the date of publication of this EOI notice.	Copy of 1.Certification of Incorporation/Shops & Commercial establishment Certificate/any other relevant certificate to proof the year of establishment 2.PAN card 3.GST registration & VAT Clearance Certificate
2	Average annual turnover of the bidder during last 3 years ending 31st March 2017 shall be at least INR 1 crore.	Copy of Audited financial statements of Last 3 years (2014-15, 2015-16, 2016-17)
3	The bidder should have a registered office in Odisha.	Relevant Supporting Documents

## 4. Evaluation Criteria

Bidders will have to submit their Technical Bid (along with eligibility criteria documents) & Financial Bid in two separate sealed envelopes. The Technical Bid and Financial Bid should be in the format specified in Annexure VI & VII respectively.

The Financial Bid will be opened for the Bidders meeting the eligibility criteria and scoring a minimum of 70 marks in Technical Evaluation.

## 4.1 Technical Evaluation

Technical bid of only those bidders who meet the eligibility criteria shall be evaluated. The criteria for the technical evaluation and the marking scheme for determining the Technical score (St) shall be as follows:

#	Technical Criteria	Maximum Marks	Marking Scheme	Document Proof
1	The bidder should have executed at least 2 orders of supply of 10 or more computers in the last 5 years	30	20 Marks – 2 Orders  5 Marks extra for each order (if supplied to Government Institutions)	Work Order/ Completion Certificate
2	The bidder should have received at least 2 Annual Maintenance Contract of 10 or more computers under one single contract in the last 5 years	30	20 Marks – 2 Orders  5 Marks for each additional order	Work Order/ Completion Certificate
3	The bidder should have executed at least 1 Library Management Software (LMS) implementation in the last 5 years covering the features as mentioned in Functional Specification.	40	30 marks – 1 Order  5 Marks for each additional order	Work Order/ Completion Certificate

## 4.2 Final Evaluation

The Financial Bid will be opened for the Bidders meeting the eligibility criteria and scoring a minimum of 70 marks in Technical Evaluation.

The final selection of the bidder will be based on QUALITY AND COST BASED SELECTION (QCBS).

The lowest evaluated Financial Bid (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Bids is calculated as following:  
 $Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Bid under consideration.

The weights given to the Technical (T) and Financial (P) Bids are:

T = 0.8, and

P = 0.2

Bids are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Bid; P = the weight given to the Financial Bid; T + P = 1) as following:  $S = St \times T + Sf \times P$

Contract shall be awarded to the bidder securing the first rank.

Interested bidders are requested to submit their technical and financial bid along with the supporting documentary evidences latest by **4 PM on 19<sup>th</sup> January, 2018.**

## 5. Milestones & Payment Schedule

The payment schedule and milestones are divided into two phases:

- a. Implementation Phase
- b. Maintenance Phase

### 5.1 Milestones and Payment Schedules for Implementation Phase

T=Date of issue of Work Order

Key Delivery Milestones	Time Schedule	Payment Schedule
<ul style="list-style-type: none"> <li>• Supply and Installation of all the necessary equipment/software as per the Bills of the Materials to Rourkela Smart City Limited.</li> <li>• Customisation of LMS package.</li> <li>• Backup/Restore of system S/W including LMS.</li> <li>• Backup/Restore of Database (M1)</li> </ul>	T + 10 Days	50% of the Quoted Price
User Acceptance Testing /Go-Live (M2)	T + 15 Days	30% of the Quoted Price
Training and Capacity Building (M3)	T + 20 Days	20% of the Quoted Price

### 5.2 Milestones and Payment Schedules for Maintenance Phase

The bidder shall apply for a job completion certificate from RSCL. It will be reviewed and the certificate will be issued provided all milestones M1, M2, and M3 are complete in all respect. The Maintenance phase will start from the date of Issuance of "Certificate of successful completion of implementation".

Operations and Maintenance Milestones	Time Schedule	Payment
Year 1	Half Yearly	<ul style="list-style-type: none"> <li>• H1 : 50% of Annual O&amp;M</li> <li>• H2 : 50% of Annual O&amp;M</li> </ul>
Year 2	Half Yearly	<ul style="list-style-type: none"> <li>• H1 : 50% of Annual O&amp;M</li> <li>• H2 : 50% of Annual O&amp;M</li> </ul>
Year 3	Half Yearly	<ul style="list-style-type: none"> <li>• H1 : 50% of Annual O&amp;M</li> <li>• H2 : 50% of Annual O&amp;M</li> </ul>

## Annexure I: Data Sheet for Bidders

S. No	Details
1.	<b>Name of the Client:</b> Rourkela Smart City Limited (RSCL)
2.	<b>Method of selection:</b> QCBS; 80 : 20 (Technical: Financial)
3.	<b>Financial Bid to be submitted together with Technical Bid:</b> Yes The Financial Bid must be submitted in the format specified in Annexure VII. The Financial Bid will be opened for the Bidders meeting the eligibility criteria and scoring a minimum of 70 marks in Technical Evaluation.
4.	<b>Whether Consortium Permissible:</b> No
5.	<b>Submission of Technical &amp; Financial Bid:</b> The Bid will comprise of 2 separate sealed envelopes which will be placed in a sealed outer Envelope as follows:- <ul style="list-style-type: none"> <li>• The <b>first envelope</b> (Envelope A) will contain the Technical Bid (along with Eligibility Criteria Documents) with the cover letter and marked as follows: "Technical Bid for Supply, Installation and Maintenance of Library Management Software, Computers &amp; Peripherals"</li> <li>• The <b>second envelope</b> (Envelope B) will contain the Financial Bid and marked as follows: "Financial Bid for Supply, Installation and Maintenance of Library Management Software, Computers &amp; Peripherals"</li> <li>• The <b>outer envelope</b> will contain the 2 above mentioned envelopes with the subject as follows, "Response to Expression of Interest for Supply, Installation and Maintenance of Library Management Software, Computers &amp; Peripherals"</li> </ul>
6.	<b>Opening of Technical &amp; Financial Bid:</b> - RSCL shall conduct the bid opening of the technical bids in the presence of Bidder's designated representatives at the Rourkela Municipal Corporation office at Uditnagar, Rourkela on 19 <sup>th</sup> January, 2018 at 5 PM.  The opening of Financial Bid will be intimated to the Qualified Bidders.
7.	<b>Location of Installation:</b> Rourkela Smart City Limited Office
8.	<b>Validity Period:</b> Bids must remain valid for 90 days after the date of Bid submission.
9.	<b>Clarifications via E-Mail</b> may be requested not later than two (2) days before the last date of Bid Submission. The email id for seeking clarification is: <b>rourkelascl@gmail.com</b>
10.	<b>Bidder must submit the Hard Copy of their bid in sealed envelope (in person or by registered Speed post) in the below mentioned address</b> Steno to Commissioner, Rourkela Municipal Corporation, Uditnagar, Rourkela - 769012
11.	<b>Joint Ventures or Consortium are permissible:</b> No
12.	<b>Currency and Budget for Bid:</b> INR (Indian Rupee)
13.	<b>Language:</b> Bids shall be submitted in English
14.	<b>Last date of submission:</b> 19 <sup>th</sup> January , 2018 at 4 PM
15.	<b>Evaluation Criteria:</b> The lowest evaluated Financial Bid (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Bids is calculated as following: $Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the Bid under consideration. The weights given to the Technical (T) and Financial (P) Bids are: T = 0.8, and P = 0.2

Bids are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Bid; P = the weight given to the Financial Bid; T + P = 1) as following:  $S = St \times T + Sf \times P$

## Annexure II: Bills of Materials

The bill of materials for the e-library setup is presented in the table below:

Component	Technical Specification*	Number
<b>Hardware</b>	Desktop – Core i5	One
	Desktop – Core i3	Ten
	UPS – 1 kva	One
	UPS – 625 Va	Ten
	Barcode Printer	One
	Barcode Reader	Two
	Multifunctional Printer	Two
	Headphones with Microphone	Ten
	External Hard disk (2 TB)	Two
<b>Networking</b>	Wifi – Routers	Four
<b>Software</b>	Library Management Software	One
	Antivirus – 3 years	Eleven
	Operating System – Windows 10 (Professional)	Eleven
<b>Services</b>	<ul style="list-style-type: none"> <li>- Installation of Computer H/W, S/W, peripherals, &amp; Networking;</li> <li>- Installation of LMS software in the librarian (Core i5 desktop) for use. Customization to be done where necessary.</li> </ul>	Lot

\*Warranty for the respective items shall be as provided by the manufacturer.

## Annexure III: Functional Specifications

The e-Library shall comprise LMS software and other hardware requirements, including computers, internet connectivity and Peripherals to facilitate smooth functioning of the library. Key functional specifications for each of the respective components of e-library are detailed below:

### A. Library Management Software (LMS)

The proposed LMS is required to have the following components: -

- Control the movement of books and other material and avoid losing the same
- Search for specific book in the collection based on the title, author etc.
- Capture, store, index, preserve and redistribute the digital library collection.
- Facility for user creation, maintaining sessions, payment methods etc.
- Print the Barcoded labels for the book
- Find what a specific person has borrowed from library
- Recording of the in-time and out-time of the members
- Optical Character Reader (OCR) to scan printed, handwritten text and/or convert scanned image to a computer process able format either in a form of a plain text or a PDF which can be further edited, used or reused in other documents.

The Library Management Software (LMS) shall have but not limited to the following modules:

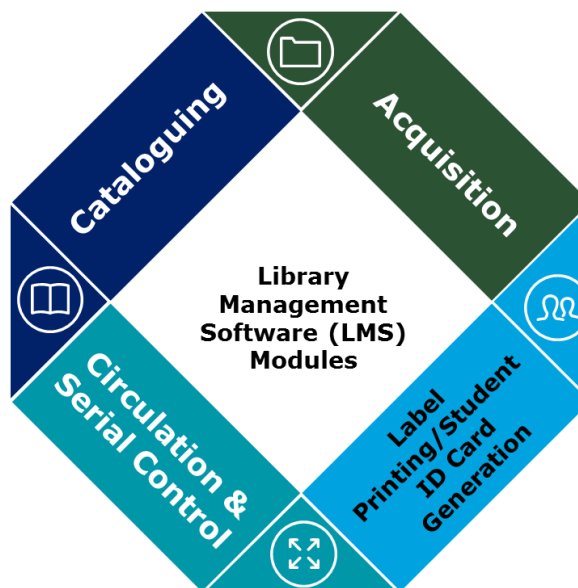
**Cataloguing** – This module shall enable creation and maintenance of the database of books, journals, audio-visual materials, etc., thereby enabling the search within the entire database subject-wise, author-wise, serial number wise, etc.

**Acquisition** - This module shall enable the users/ members of the Library to submit their suggestions for procurement of resources (i.e. books, journals etc.) to the Librarian. LMS should have the capability to handle the entire process of acquisition from Suggestion, Request for Proposal, Quotation Comparison, Purchase, Invoicing and Accessioning.

**Member Registration** – LMS should enable generation of Member ID-cards (with barcode and photograph). Additionally, it should be able to record the visits (in-time and out-time) of the members to the library irrespective of the circulation. User's Mobile number should be used as user name and OTP should work for password authentication. The module shall capture the payment details of the members along with the expiry details of membership. It should also have the provision to charge fine for late returns.

**Label Printing** – This module shall enable the printing of Barcoded Labels for the books to ensure monitoring of the movement of books.

**Circulation** - LMS shall have the module of Circulation wherein the lending rules shall be configured by the Librarian. Librarians should be able to configure 'n' no. of lending policies



for different group of members in the library. It should be integrated with Barcode technology to capture member's registration number.

**Serial Control** - LMS should have the module of Circulation Serial Control to ensure smooth and efficient management of subscriptions and lending of serials, journals, periodicals or magazines. In-time alerts of non-arrived serials enables Librarian to keep track of copies which have not been received and connect to publishers / agents accordingly. It should have the capability to view all received volumes and issues on one single screen.

Additionally, the LMS shall provide for Single window dashboard to Senior Management which should depict the number of users using the services, fees collected period-wise, number of books available, number of books requested from users etc. MIS reports to be generated periodically like fees collected, users registered, list of books available, requested books details, issued books details, etc.

## **B. Connectivity**

The computers should be Wi-Fi enabled so as to ensure necessary connectivity to various websites for online access to e-books/ e-magazines/ e-journals, etc.

## **C. Firewall/Proxy**

Necessary open source firewall/proxy software should be in place to ensure access and download only from the authorized websites by the users/members of the library.

## **D. Safety & Security**

All the data transmission ports must be restricted to prevent the data transmission to and from the computers.



## Annexure IV: Technical Specifications

The technical specifications of the select key items to be supplied will be as follows:-

### Desktop – Core i5

Parameters	Minimum Specifications
Make/Model	HP/DELL/Lenovo
Processor	Intel CORE i5 6 <sup>th</sup> generation or above
RAM	4 GB DDR4 expandable upto 16 GB
Mother Board	OEM mother board with OEM logo printed on mother board (no sticker) or Intel original mother board
HDD	1 TB or higher
Graphics subsystem	Integrated HD graphics
Combo Drive	8x or higher DVD writer (Internal)
USB ports	4 or above
Monitor	18.5 inches LED, antiglare, TCO 05 energy compliant (preferred)
Mouse	OEM make USB optical scroll mouse with mouse pad
Key Board	OEM make USB minimum104 key board
Network interface	10/100 ethernet LAN (IPV6 compliant) on board, WiFi/Bluetooth Enabled
Cable & connector	Power cable min. length 1.5 m (Indian type)
Security features	Power on password, selectable boot
Operating system	Windows 10 professional 32bit/64 bit preloaded with media, documentation and certification. Shall be supplied with appropriate license in name of RSCL
Production unit	ISO 9001 and ISO 14001 certified
Warranty	One/Three year and comprehensive

### Desktop – Core i3

Parameters	Minimum Specifications
Make/Model	HP/DELL/Lenovo
Processor	Intel CORE i3 6 <sup>th</sup> generation or above
RAM	4 GB DDR4 expandable upto 16 GB
Mother Board	OEM mother board with OEM logo printed on mother board (no sticker) or Intel original mother board
HDD	1 TB or higher
Graphics subsystem	Integrated HD graphics
Combo Drive	8x or higher DVD writer (Internal)
USB ports	4 or above
Monitor	18.5 inches LED, antiglare, TCO 05 energy compliant (preferred)
Mouse	OEM make USB optical scroll mouse with mouse pad
Key Board	OEM make USB minimum104 key board

Network interface	10/100 ethernet LAN (IPV6 compliant) on board, WiFi/Bluetooth Enabled
Cable & connector	Power cable min. length 1.5 m (Indian type)
Security features	Power on password, selectable boot
Operating system	Windows 10 professional 32bit/64 bit preloaded with media, documentation and certification. Shall be supplied with appropriate license in name of RSCL
Production unit	ISO 9001 and ISO 14001 certified
Warranty	One/Three year and comprehensive

#### UPS – 1 KVA/625 VA online

Parameters	Minimum Specifications
Make/Model	Microtek / iBall
Maximum Power (VA)	1 KVA/625 VA
Waveform	Pure Sinewave

#### Multifunctional Printer

Parameters	Minimum Specifications
Make/Model	HP
Features	Print, Scan & Copy
Print Speed	Upto 18 ppm
Duty Cycle – Monthly (A4)	Upto 5000 pages
Print Technology	Monochrome Laser
Print Resolution Technologies	1200 dpi effective output quality
Print resolution - Black	Upto 600x600 dpi

#### WiFi Routers

Parameters	Minimum Specifications
Ports	TCP/IP, PPPoE, DHCP, ICMP, NAT, SNTP
Frequency Band	2.4~2.4835 GHz
Wireless Security	WEP: 64/128/152 bit WPA/WPA2: WPA-PSK/WPA2-PSK (TKIP/AES)
Antenna	Antenna - 5 dBi x 2 Omni Directional
Maximum RF Power	20dBm

#### Library Management Software

Parameters	Minimum Specifications
Modules	Cataloguing, Acquisition, Member Registration, Label Printing, Circulation, Serial Control, etc. The details of the same have been provided in Annexure III
Recommended Software	Librarian or equivalent ensuring the compliance of Functional specifications.

## Annexure V: Cover Letter

To  
CEO  
Rourkela Smart City Limited  
Rourkela.

Dated:

Sub: Selection of Agency for Supply, Installation and Maintenance of Library Management Software, Computers & Peripherals

Dear Madam,

With reference to your Expression of Interest (EOI) dated 10 January 2018, we, having examined the EOI document and understood its contents, hereby submit our offer for the aforesaid Project.

- 1 The Bid is unconditional qualifies as per the technical & financial criteria set forth by the RSCL in EOI documents and subsequent amendments thereto.
- 2 All information provided in the Bid Document and in the Schedules is true and correct and all documents accompanying Bid Document are true copies of their respective originals.
- 3 We shall make available to RSCL any additional information it may find necessary or require to supplement or authenticate the Bid Document.
- 4 We acknowledge the right of RSCL to reject our Bid Document without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 5 We certify that in the last 5(Five) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach / black listed on our part.
- 6 We understand that you may cancel the Bid Process at any time and that you are neither bound to accept Bid Document that you may receive without incurring any liability to the Applicants.
- 7 We believe that we satisfy the Conditions of Eligibility and meet the requirements as specified in the EOI document and are qualified to submit Bid Document in accordance with the provisions of the EOI.
- 8 We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 9 We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

- 10 We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.
- 11 We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate RSCL of the same immediately.
- 12 We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by RSCL in connection with Bid Process, in respect of the above mentioned Assignment and the terms and implementation thereof.
- 13 We have studied all the document carefully and also surveyed the Project site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by RSCL or in respect of any matter arising out of or concerning or relating to the Bid Process including the award of Assignment.
- 14 We agree and understand that the EOI is subject to the provisions of the EOI document. In no case, we shall have any claim or right of whatsoever nature if we are not selected or our Bid is not opened.
- 15 We agree to keep this offer valid for 90 days from the Bid Document Due Date specified in the EOI.
- 16 We agree and undertake to abide by all the terms and conditions of the Bid Document.
- 17 In witness thereof, we submit this Bid Document under and in accordance with the terms of the EOI.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory)

Name of the Company and Seal:

## Annexure VI: Eligibility Criteria & Technical Bid Format

The compliance to Eligibility Criteria & Technical Bid should be provided on the Letter Head of the Organization in the format given below:-

### Eligibility Criteria

#	Eligibility Criteria	Document Proof	Compliance (Yes/No)
1	The Bidder should be registered under the Companies Act 1956 or should be a proprietorship company and should be in operation for a period of at least 3 years as on the date of publication of this EOI notice.	Copy of 1.Certification of Incorporation/Shops & Commercial establishment Certificate/any other relevant certificate to proof the year of establishment 2.PAN card 3.GST registration & VAT Clearance Certificate	
2	Average annual turnover of the bidder during last 3 years ending 31st March 2017 shall be at least INR 1 crore.	Copy of Audited financial statements of Last 3 years (2014-15, 2015-16, 2016-17)	
3	The bidder should have a registered office in Odisha.	Relevant Supporting Documents	

### Technical Evaluation Criteria

#	Technical Criteria	Document Proof	Compliance (Yes/No)
1	The bidder should have executed at least 2 orders of supply of 10 or more computers to the Private/Government/PSU in the last 5 years	Work Order/ Completion Certificate	
2	The bidder should have received at least 2 Annual Maintenance Contract of 10 or more computers under one single contract in the last 5 years	Work Order/ Completion Certificate	
3	The bidder should have executed at least 1 Library Management Software (LMS) implementation in the last 5 years	Work Order/ Completion Certificate	

**Detail Specification of the Supply:**

Bidder shall give the detailed specifications of all hardware components which will be provided by them as per the format in the sample given below:

**Desktop – Core i5**

<b>Parameters</b>	<b>Specifications</b>
Make/Model	DELL
Processor	Intel CORE i5 7 <sup>th</sup> generation
RAM	4 GB DDR4 expandable Upto 16 GB
.....	.....
.....	.....
Warranty	One year and comprehensive

## Annexure VII: Financial Bid Format

The Financial Bid should be provided on the Letter Head of the Organization in the format given below:-

### Supply of Components (A):

Component	Technical Specification	Number	Per Unit Rate (INR)	GST Rate (%)	Total Amount including GST (INR)
<b>Hardware</b>	Desktop – Core i5	One			
	Desktop – Core i3	Ten			
	UPS – 1 Kva	One			
	UPS – 625 va	Ten			
	Barcode Printer	One			
	Barcode Reader	Two			
	Multifunctional Printer	Two			
	External Hard disk (2 TB)	Two			
	Headphones with Microphone	Ten			
	External Hard Disk	Two			
<b>Networking</b>	Wifi – Routers	Four			
<b>Software</b>	Library Management Software	One			
	Antivirus – 3 years	Eleven			
	Operating System – Windows 10 (Professional)	Eleven			
<b>Total (INR)</b>					

### Annual Maintenance (B):

Component	Technical Specification	Year of Maintenance	GST Rate (%)	Total Amount including GST (INR)
<b>Computer &amp; its Components</b>	Desktops with LED UPS Barcode Readers Barcode Printer MFP Printers Wifi – Routers	1 <sup>st</sup>		
		2 <sup>nd</sup>		
		3 <sup>rd</sup>		
	<b>Total (INR)</b>			

**Grand Total in INR (A+B) [in words]:**