

**बिहार सरकार**  
वित्त विभाग (सांस्थिक वित्त)  
ललित भवन, बेली रोड, पटना-800001  
दूरभाष / फ़ैक्स-0612-2545652, Web-www.finance.bih.nic.in,  
E-Mail-ID-inputs.banking@gmail.com

निविदा सं०-08/NBFC-23/2016 1815


दिनांक- 19.10.16

**निविदा सूचना**

वित्त विभाग (सांस्थिक वित्त) द्वारा सभी जिलों में कार्यरत गैर बैंकिंग वित्तीय कंपनियों से वांछित सूचना प्राप्त कर एकीकृत डाटा बेस तैयार करने के लिए सॉफ्टवेयर तैयार किये जाने हेतु वित्त विभाग के पत्रांक-1675 दिनांक-23.09.2016 द्वारा निविदा आमंत्रित की गयी थी। उक्त के आलोक में मात्र एक निविदा कार्यालय को प्राप्त हुआ है जिसके फलस्वरूप समिति द्वारा इसे अमान्य घोषित कर दिया गया।

विभागीय निर्णयानुसार उक्त कार्य को कराने हेतु पुर्ननिविदा आमंत्रित की जाती है। आवेदक 500/- रू० (पांच सौ) का डिमांड ड्राफ्ट भुगतान कर टेंडर आवेदन फार्म वित्त विभाग (सांस्थिक वित्त), ललित भवन, बेली रोड (पटना-800001) से दिनांक-27.10.2016 तक किसी भी कार्य दिवस में 4.00 बजे अप० तक प्राप्त कर सकते हैं। सम्पूर्ण निविदा आवश्यक अभिलेखों के साथ मुहर बंद लिफाफे में अधोहस्ताक्षरी के कार्यालय में दिनांक-28.10.2016 के अपराह्न 03.00 बजे तक किसी भी कार्य दिवस में निबंधित डाक/कोरियर/हाथों-हाथ प्राप्त किया जा सकेगा। ऑनलाईन डाउनलोडेड टेंडर फार्म के साथ 500/- (पांच सौ) का डिमांड ड्राफ्ट आवेदन फॉर्म शुल्क के रूप में संलग्न होना चाहिए। निविदा से संबंधित प्रपत्र वित्त विभाग के वेबसाईट Web-www.finance.bih.nic.in, एवं ललित भवन स्थित सांस्थिक वित्त के कार्यालय में नोडल पदाधिकारी के पास उपलब्ध है। इच्छुक एजेंसी को निविदा के साथ अर्नेस्ट मनी के रूप में किसी राष्ट्रीयकृत बैंक का एकाउन्ट पेयी रू० 5000/- (पांच हजार) का बैंक ड्राफ्ट देना होगा। सभी बैंक ड्राफ्ट अवर सचिव, वित्त विभाग (सांस्थिक वित्त) के पदनाम से भुगतये होगा।

विज्ञापनदाता का पदनाम एवं पता	अवर सचिव, वित्त विभाग (सांस्थिक वित्त), ललित भवन, बेली रोड, पटना-800001।
निविदा विपत्र बिक्री की तिथि	27.10.2016 अपराह्न 04.00 बजे तक
तकनीकी एवं वित्तीय निविदा प्राप्ति की तिथि एवं समय	28.10.2016 अपराह्न 03.00 बजे तक
तकनीकी/वित्तीय निविदा खोलने की तिथि एवं समय	28.10.2016 अपराह्न 04.00 बजे तक
निविदा विपत्र बिक्री का स्थान	वित्त विभाग (सांस्थिक वित्त), ललित भवन, बेली रोड, पटना-800001
नोडल पदाधिकारी का नाम	श्री मिथिलेश ठाकुर, अनुमंडल अभियोजन पदाधिकारी, वित्त विभाग (सांस्थिक वित्त), मोबाईल नं०-9431206464

  
अवर सचिव  
वित्त विभाग(सांस्थिक वित्त)  
बिहार, पटना

FINANCE DEPARTMENT  
INSTITUTIONAL FINANCE

Govt of Bihar

Lalit Bhawan, Baily Road, Patna.

Phone - 0612-2545652, website:www.finance.bih.nic.in,

email: inputs.banking@gmail.com

Cost of the tender Document: Rs.500/  
(Rupees Five Hundred only)

1. Name of the Agency:-----
2. Address with telephone no:-----  
-----  
-----  
-----  
-----
3. Earnest Money Deposit (EMD)  
deposited along with the  
(a) Bank Draft No-----  
(b) Date -----  
(c) for Rs.-----  
(d) Drawn on-----
4. Cost of tender paper:  
deposited in case of  
document)  
(a) Bank Draft No-----  
(b) Date -----  
(c) for Rs.-----  
(d) Drawn on-----

Name and signature of the authorized person  
of the firm along with seal

Seal & Signature of the Tenderer

## 1. Invitation of Bids

- Sealed tenders are invited from registered and reputed firms having Software development expertise with sound infrastructural and technical capacity for such work.
- The sealed tenders would be TWO- BIDS systems with technical and financial bids in separate sealed envelope finally sealed in a large envelope.
- Bids received after due time of the last date of submission will not be accepted.
- In this regards all necessary information can be obtained from the nodal officer mentioned in notice inviting tender.

Department of Finance, Govt. of Bihar reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever. No consortium bidding is allowed.

## 2. Eligibility Criteria

- a) The bidder must be a firm Registered under the Indian Companies Act a copy of such certificate shall be enclosed as proof.
- b) The company should be registered with the Sales Tax Authority. The bidder has to provide Sale Tax Registration Certificate with the updated VAT/CST clearance Certificate.
- c) The company/Firm should be registered with Income Tax Department and must append a copy of PAN Card as proof. The bidder has to enclose Income Tax Return of last three financial year.
- d) The bidder must have an experience of three years in software development and furnish Balance Sheet of last 3 years duly audited by Chartered Accountant.
- e) The bidder has to provide the copy of Service Tax Registration certificate.
- f) The bidder has to provide a self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government/PSU.
- g) The bidder must have to submit Rs.5, 000/- (refundable) towards the cost of the EMD in shape of DD in favor of "Under Secretary, Institutional Finance" payable at Patna.
- h) The bidder has to submit the Technical and Financial proposal in different sealed envelopes, and both the envelopes should be placed in one big sealed envelope mentioning the heading.

Tender No: -----

Tender Date:-----

Bidder Name and Address :

- i) The bidder has to submit the bids through Registered Post/Courier/By Hand and it should reach at the mentioned location on or before the last date.
- j) The Firms/Company with greater experience with local base will be given priority in finalizing the tenders.

**NOTE: Bids received after the date and time mentioned in the notice tender inviting will not be accepted.**

### Scope of work

- a. To develop and install a software in Finance Department at Patna as well as in all District headquarters of Bihar for integrating the data and information of district based Non Banking Financial Companies (NBFC), suitable to the need of the Finance Department.
- b. Reports to be generated to obtain information regarding NBFCs working in different district of Bihar in prescribed format (Annexure – I).
- c. It will be the responsibility of the bidder to facilitate training programme to the government officers/users to use the software.
- d. Operation, Maintenance and up-gradation, if needed, of the application software for a period of three years after the commissioning of software.

### 4. Terms & Conditions

- a. Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- b. No consideration will be given to bids received after the time stipulated .
- c. An authorized representative of the Bidder shall put his seal and initial on each page of the Proposals. The representative's authorization is to be confirmed by a written power of attorney, accompanying the Proposal. If the Bidder is an individual or proprietary firm, the bid shall be signed by the individual / proprietary.
- d. Earnest Money Deposit (EMD) of the unsuccessful bidders will be refunded within a month's time.
- e. EMD of successful bidders will be converted into Security Deposit which will be refunded after the expiry of AMC period. Security Deposit will not carry any interest.
- f. The Proposals shall be submitted in original. It shall contain no interlineations or overwriting except as necessary to correct errors made by the firm itself. Any such corrections must be initialed with date by the person or persons who sign(s) the Proposal.
- g. Selected agency/firm/Company shall ensure by affidavit that services of professionally qualified persons are available for providing comprehensive on-site maintenance and operation. No subletting permitted and regarding this too affidavit needed.
- h. The Department reserves the right not to accept any bid and to annul the tender process and reject all bids at any stage, without thereby incurring any liability to the affected Bidders.

### 5. Terms of payment

- a. 50% of payment will be made after completion of assigned software development and demonstration to the satisfaction of the department. Balance will be paid after successful commissioning and operationlization of the software in all districts.

**6. Time-line and Penalty**

- a. After receiving of work order, it would be the responsibility of the successful bidder to complete the assigned work within a month and demonstrate the same to the department. For any delay, a liquidity damage of 0.5% will be imposed for each week of delay or part thereof on the bidder with a ceiling of total 5% . This will be deducted from the payment amount of the bidder.

**7. Dispute resolution/Arbitration**

- a. Any dispute arising out of or in connection with this work shall be referred to and finally resolved by arbitration in accordance with the Arbitration Rules. The Arbitrator for this work will be Secretary (Expenditure), Department of Finance.
- b. All matter concerned with this shall be governed by the Indian law both substantive and procedural, in the jurisdiction of High Court, Patna.

DEPARTMENT OF FINANCE, GOVT. OF BIHAR  
BIDDER'S PROFILE  
(PART-A)

1. Name of the bidder/firm/agency.....
2. Name of the authorized signatory (whose photograph if affixed)  
Mr/Mrs.....
3. Permanent address of the agency.....  
.....  
Tel No (with STD Code) (O)..... (Fax).....  
(R)..... (Mobile).....
4. Registration & incorporation particulars of the firm.  
4.1 Proprietorship  
4.2 Partnership  
(Please attach attested copies of documents of registration/incorporation with the competent authority)
5. Name proprietor/ partners/ directors .....
6. Bidders bank, its address and current account number.....  
.....
7. Permanent Account Number, Income Tax Circle (Please enclose details if IT Returns of last three years separately) .....
8. Service Tax Registration No.....
9. VAT/CSD Registration No .....
10. Firm Registration No .....
11. Years of Experience (number).....

Passport size  
photograph of the  
tenderer/authoris  
ed signatory  
holding power of  
attorney

**Note:** Documentary proof to be attached for the entries at Serial 6 to 11.

I/We hereby declare that information furnished above is true and correct. At any stage if the above information is found incorrect, Finance Department may cancel my/our empanelment.

Name and signature of the authorized person  
of the firm along with seal

Seal & Signature of the Tenderer

**CHECK LIST OF ATTESTED COPIES OF DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID**

Bank Draft (EMD)	Yes/No
Bank Draft (Cost of Tender Document)	Yes/No
VAT/CST Registration	Yes/No
PAN (Income Tax)	Yes/No
Income Tax Return (for last 3 years)	Yes/No
Audited Balance Sheet of last 3 years	Yes/No
Service Tax Registration	Yes/No
Experience Particulars	Yes/No
Affidavit regarding non-subletting of work	Yes/No

**TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE**

**PROFORMA FOR FINANCIAL BID  
(PART-B)**

Tender for Designing software and Maintenance of Software application system for Institutional Finance, Department of Finance, Govt. of Bihar, Patna

1. Name of Company/Firm/Agency :
2. Rates to be quoted

SL.No.	Description of Work	Rate (INR) (inclusive of all taxes)
A.	For Development, Installation, Operation and Maintenance of Software for 3 years	
Total (In Figures)		
Total (In Words)		

- B. AMC Charges (after 3 years) :- (i) In figures.....  
(ii) In words .....

**In case there is a difference in Figures and Words the rate quoted in words will be considered**

**Declaration :**

- a. We hereby declare that we are ready to provide the services in accordance with the requirement of the work as per mentioned rate in our Financial Bid.
- b. It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

**Authorized Signatory**

Name:-

Designation:-

Company Name:-

Address:-

E-Mail Id:-

Company Seal

Place : .....

Date : .....

**Note: The bidder has to submit a signed copy of the notice along with the Financial Proposal.**



पीआईडी अधिनियम के तहत प्राप्त सूचना

क्र. सं.	जिला का नाम	निकाय/कंपनी का नाम एवं पंजीयन सं.	निकाय कंपनी के निदेशक/ प्रबंधन मंडल का नाम टेलीफोन एवं मोबाईल सं.	कंपनी का कार्यक्षेत्र	कंपनी का नियामक (रेग्युलटर)	नियामक (रेग्युलटर) द्वारा प्राप्त मंत्रालय/प्रमाणिकरण
1		1.	1. 2.			
		2.	1. 2.			
		3.	1. 2.			
2		1.	1. 2.			
		2.	1. 2.			
		3.	1. 2.			
3		1.	1. 2.			
		2.	1. 2.			
		3.	1. 2.			