

# Micro, Small & Medium Enterprises

## Government of West Bengal

New Secretariat Building (9th Floor), 1.Kiran Shankar Roy Road, Kolkata, West Bengal 700001

Website: [www.wbmsme.gov.in](http://www.wbmsme.gov.in)

NIT NO. 218/CC/IDMS/2018

Dated: 16.02.2018

### **TENDER NOTICE FOR ONLINE DAK MANAGEMENT SYSTEM(OFFLINE)**

The Director, Micro Small & Medium Enterprises, Govt. of West Bengal invites sealed bid documents from the interested bidder for the work detailed below (Submission of Bid Offline only):

In Dte. of MSME different type of Daks/Letters come from the different Sections. These are generally classified as Dak (ordinary), Confidential, File Movement, Secret Dak and VIP References. Whenever any Dak /Letter arrives, first it is identified for its type. After identification it is noted in the corresponding register. A serial number is maintained for each type of Dak which is referred to as Dak Number & Bar Code also. For each type, separate sequences of Dak Numbers are maintained. The system of maintaining the daks is referred to as Dak Monitoring System. The information should maintained in the system as type of dak, dak no., dak receiving date, letter no., letter date, sender information, subject, forwarded to officer, date of forwarding the dak, remarks. In many a cases the Dak is forwarded to some officer or Section and this forwarding occurs many times on a single Dak. This forwarding information is also maintained in the register to track the movement of the documents.

## **Scope of work**

### **(1) Software:**

- Scanning of front page of received dak/ documents.
- Generate and Print of three barcodes at Receiving point.
- Forward or endorsed to respective officers or addressee.
- Setup each Employee with an ID to transfer and receive documents.
- Create employee, item and location hierarchy.
- User-defined category of documents.
- Chain of custody tracking.
- Set retention dates and intervals.
- Flag items as disposable after retention.
- Use quickly-identifiable icons.
- Enhanced employee access groups/levels.
- Generate reports.
- Integral barcode label designer.
- Use a mobile Handheld, Web Portal, or Kiosk to scan document transfers performed.
- Training and hand holding for one months from the installation of the final software.
- AMC rate for next one year after completion of warranty period.

### **(2) Android Application:**

- The system should be integrated with Android Application to track the pending list which is assign to user end or other.
- Through Application, User can forward or endorsed to respective officers or addressee.
- User can Track the assign list with priority.

### **(3) Domain, Webspace & Hosting**

Web Space and hosting: Quote for Web Hosting and Storage charges (Yearly Rate)

#### **Instruction : -**

Bid should be submitted in sealed envelope in prescribed format consisting with **Quotation with memo no.** in sealed covers.

#### **Eligibility criteria for participation in quotation:**

1. The prospective bidders shall have completed at least two similar nature of work during the last 3(three) years prior to the date of issue of this Notice under the authority of State/Central Gov., State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government (Work Order Required)
2. GST Number, Pan Card, Professional Tax receipts Challan for the year 2017-2018, Income Tax Acknowledgement Receipt for assessment year (2016-2017) have to be submitted.
3. Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non-Statutory documents).
4. A prospective outside bidder participating in a single job either individually or as partner of a firm or in Joint Venture shall not be allowed to participate in the same job in any other form.
5. Quotation shall remain valid for a period not less than 180(One Hundred Eighty) days after the dead line date for Quotation submission. Quotation valid for a shorter period shall be rejected by the 'Tender / Purchase Committee' as non-responsive.

#### **6. Important Information:- (Date & Time Schedule)**

Sl. No.	Particulars	Date & Time
1.	Date of issue / publish /upload of NIT Documents (Publishing Date)	16.02.2018
2.	Opening Date of collection /download of Tender Documents	16.02.2018
3.	Last Date of collection /Download of Tender Documents	12.03.2018
4.	Last Date of submission of Quotation	12.03.2018, 2:00 p.m.
5.	Date of opening of Quotation	12.03.2018, 3:00 p.m.

## 7. Format

### Format for submitting financial BID

1. Name of the Enterprise ( Bidder) :
2. Address of the Enterprise :
3. Phone No: :
4. Mobile No :
5. Website & e-mail address :
6. No. of key personnel (Technical) in the organization :
7. Experience of similar work :  
( enclose documentary evidence)
8. Bid amount for the entire work : Rs.
9. **DAK MANAGEMENT SYSTEM**  
(DMS) page as mentioned in "Scope of Work for

Declaration: I have gone through the Notice inviting Quotation No.      Dated :      and clearly understood the nature of job. The information submitted in the format is true to the best of my knowledge.

Signature of the Bidder

Seal

#### Enclosure:

- i. Trade License
- ii. Up to date IT returns
- iii. Up to date VAT / GST Tax return
- iv. GST Registration No.
- v. PAN

Condition: (1) All papers / documents / Printed materials (Hard copy) will be collected physically by your representative from Directorate of MSME or it can be downloaded from the website [www.wbmsme.gov.in](http://www.wbmsme.gov.in).

(2) Minimum 3 Yrs. of experience in above mentioned type of work in Government department is required. (Proof of experience should be submitted).

(3) Payment will be made after satisfactory completion of the work order. The necessary bill & work done certificate issued by appropriate authority should be produced for making payment at that time.

(4) The intending quotationer is required to quote the rate in figures as well as in words as price.

(5) No CONDITIONAL/ INCOMPLETE QUOTATION will be accepted under any circumstances.

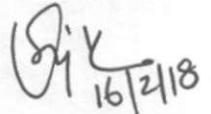
(6) The Director, MS&ME reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained



The Sealed Quotation must be super scribed "Quotation for development a DAK Management System (DMS) for Directorate of Micro, Small and Medium Enterprises" and is to be submitted at Directorate of Micro, Small & Medium Enterprises, N.S. Building, 9<sup>th</sup> Floor, Room No. 10, A Block, 1, K.S. Roy Road, Kolkata 700 001. within 12<sup>th</sup> March, 2018 at 02.00 P.M. The tender/quotation will be opened at the same day at 03.00 P.M. in presence of the bidders or their representatives.

For any query please contact with Sri Abhijit Bandyopadhyay, Deputy Director of MSME. Contact No. 033-40613062.

The undersigned reserves the right to cancel the quotations or tender process suo motu without assigning any reason.



Director

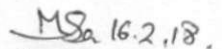
Micro, Small & Medium Enterprises,  
West Bengal

No: 218/1(6)/CC/IDMS/2018

Date:16/02/2018

Copy forwarded for information & taking necessary action to:

1. Joint Director of MSME (P&S) /(Accounts) / (Audit),/ Dy. Director of MSME Dte. of M&SSE, WB
2. Notice Board & [www.wbmsme.gov.in](http://www.wbmsme.gov.in) of this Directorate for wide publication.
3. Office copy.
- 4.

  
For Director  
MSME, WB