

**Schedule of Tender
For
Supply of Asset Management and tracking Software
And
Creation of Asset Register for Existing assets**

**At
Reserve Bank of India
Chennai Regional Office**

**RESERVE BANK OF INDIA
CHENNAI**

**Supply of Asset Management and tracking Software
And
Creation of Asset Register for Existing assets**

Sealed QUOTATIONS are invited for Supply of Asset Management and tracking software and creation of Asset Register for Existing assets for Reserve Bank of India, Chennai. The tender document is available on RBI website www.rbi.org.in. The vendors intending to bid for the above tender may download the same for submitting their bids. Hard copy of tender Document may be obtained from the Bank on submission of a written request to The Regional Director, Reserve Bank of India, Estate Department, Fort Glacis, 16, Rajaji Salai, Chennai – 600001

Bid Details:

1.Name of Organization	Reserve Bank of India, Rajaji Salai Chennai 600001
2. Place and address of submission of tender	Shri N.S. Vishwanathan, Regional Director for Tamil Nadu and Puducherry, Reserve Bank of India, Rajaji Salai, Chennai 600001 (by name and super scribed)
3.. Date of issue of the tender	February 06, 2012
4. Due date/time of submission of the Tender	February 21, 2012 at 2.00 p.m
5. Earnest Money Deposit	Rs.20,000/- as EMD is payable by Demand Draft drawn in favour of Reserve Bank of India, payable at Chennai.
6. Validity of rates	The tender shall remain valid for acceptance by the Bank for a period of three months from the date of opening of Part II of the tender.
7. Technical details / Requirements for which the tender is invited	a. As per specifications enclosed. b. All details that are required in the specification must be included in the offer. Incomplete tenders are liable to be rejected. c. Wherever numerical values are specified, tenderer shall respond with numerical values that actually correspond to the product. Any additional features / details pertaining to the product should be enclosed separately. d. The Software will be finally accepted based on the compliance of the software with the acceptance criteria. The final acceptance criteria will be finalized at the time of placing order. Hence the bidder has to go through the Acceptance criteria and convey their acceptance unambiguously. Any option / accessory required in vendor's opinion but not listed in our enquiry should be indicated and quoted separately.
8. Date time and Venue of Tech bid opening	February 21, 2012 at 3.00 p.m in 2 nd floor of the Main office building of the Bank at the address of communication given above.

9. Date and Time of opening of Price bid	On a subsequent date which will be intimated to all tenderers.
10.Contact Officials/Details (Available Monday to Friday except on Holidays)	B.Sekar, Assistant General Manager Phone No. 044 -25399258
11. Price offered	<p>The rates shall be firm and shall not be subject to any change. The rates quoted shall be inclusive of excise duty, VAT, Service Tax etc, levied by Central/State Government or local authority.</p> <p>The quotation should be furnished in TWO parts in different sealed covers in the following manner.</p> <p>b. Part I should contain complete technical details of the SOFTWARE / HARDWARE offered along with name and full profile of the vendor, full name and address of the authorized agent, guaranteed delivery period and 2 sets of the latest catalogues, Profile, etc. This part should not contain the price details and commercial conditions. The EMD as indicated should also be enclosed along with Part I. The cover should be sealed and super scribed with “Tender Enquiry Reference and Date” and “Technical Bid for Asset Management Software” – Part I.</p> <p>c. Part II should contain the Price bid only. The cover should be sealed and super scribed as “Price and Commercial Bid for Asset Management Software – Part II.” Break up cost for optional features and optional equipment / accessories are to be clearly indicated.</p> <p>d. Both these covers should be put together in an outer cover sealed and super scribed with “Supply of Asset Management and tracking Software and Creation of Asset Register for Existing assets” addressed to ” Shri N.S. Vishwanathan, Regional Director, Reserve Bank of India, Fort Glacis, 16, Rajaji Salai, Chennai – 600001“.</p>
12. Payment Terms	90% payment will be made to the vendor on satisfactory installation and acceptance of hardware and software and balance 10% will be released on expiry of warranty or on submission of Bank guarantee of the equivalent amount issued by a scheduled bank valid up to one month after the end of the warranty period. All payments by the Bank under this contract will be made only at Chennai
13. Insurance	Necessary Insurance covers for materials and workmen (with RBI as the first name) should be taken at your cost before the commencement of the work and submit the original policy for our records.

<p>14. Notes</p>	<p>a. Late offers will not be entertained or accepted.</p> <p>b. All the items in the tender Specifications are to be filled in. In-complete Tender Specifications may not be considered.</p> <p>c. The Reserve Bank of India, reserves the right to reject any tender / all tenders.</p> <p>d. In case of unsuccessful tender, the EMD will be refunded only after finalisation of contract, which will not bear any interest.</p> <p>e. In case of the tenderer whose offer is accepted, the EMD will be refunded only after receipt, inspection and acceptance of the equipment at RBI, Chennai treating it as a security deposit.</p> <p>f. You are requested to fill up the details of your Software / Hardware specification in the detailed specification sheets enclosed.</p> <p>g. The successful tenderer shall bound to sign a formal contract within 14 days of award of contract in accordance with the draft agreement approved by the Bank. The cost of stamp paper shall be borne by the tenderer.</p>
<p>15. General Terms and Conditions</p>	<p>Latest software release version to be given at the time of installation. Front end shall be minimum Visual basic.net and Data base Software shall be Oracle or SQL.</p> <p>Software to be installed on central server and the software should be operated from client Personal computers</p> <p>All Software provided should be licensed to RBI.</p> <p>The software provided should be customised without any additional charge so as to be compatible with the requirements of the Office for generation of various statements/reports</p> <p>Maintenance, Enhancement, automatic up gradation and Support for 2 year for all software.</p> <p>Installation, commissioning, testing and proving all the features and functions of the system supplied should be the responsibility of the vendor.</p> <p>The selected Vendor shall give minimum of Three-year comprehensive on-site warranty covering all parts & labour. This period will start from the date of installation and acceptance of all the goods by RBI. During the warranty period, the Vendor will have to undertake comprehensive maintenance of the entire System including software, supplied by the Vendor.</p>

**RESERVE BANK OF INDIA
CHENNAI**

Part I

Enclosure to the Schedule of Tender

Detailed Specifications for Technical Bid for Asset Management Software

S.No.	Description	RBI Requirement	Vendor's Offer
1.0	The requirement	Huge number of assets worth crores of Rupees have been procured and developed in RBI, Chennai. Presently, the details are maintained mostly in ledgers and other paper forms. With the view to adopt technology in managing assets RBI, Chennai is looking for a Barcoding asset management system Functional scope of the proposed system is listed below. These are major functionalities only and the vendor is expected to propose detailed solution for covering this. The Software / Hardware should be capable of performing in all specified parameters accurately, consistently, user friendly and simple to use and should be reliable.	
2.0	Client / Server System/ Technology	The Asset Management software should be web based or thick Client - server architecture (1Server+4 Client). Front end shall be minimum Visual basic.net and Data base Software shall be Oracle or SQL.	
3.0	Asset Management	Should be able to deliver the following functionalities	
3.1		Creating asset register including various supporting documents	
3.2		Asset Identification using Barcode as appropriate to the items. (Quote separately the prices of different BARCODE PRINITER, BARCODE SCANNER, POLYSTER ASSET LABELS, LABEL PRINTING CHARGES, READERS, BARCODE READERS etc., required for Asset identification.)	
3.3		General database of all procurements Retrieve, present in a user-friendly interface.	
4.0	Installation & Commissioning	At RBI by the supplier	
5.0	Acceptance	The Software / hardware should satisfy	

	Criteria	its functionality and performance at RBI as per the specifications satisfactory. The software provided should be customised without any additional charge so as to be compatible with the requirements of the Office for generation of various statements/reports.	
6.0	Manuals	All manuals, documentation and lists are to be supplied in English. The manufacturer shall provide 2 Nos of hard copies of an operating and maintenance manual for the Software / hardware explaining in detail the instructions for effectively using and maintaining the software / hardware and also 2 nos. of manuals in electronic / soft copy in cd/dvd form. Original Software to be supplied on CD- ROM / DVD-ROM media.	
7.0	Training	Training to be provided by the experts in this field. Training on operation, application and maintenance of the software / hardware to be provided for requisite number of staff of all the Departments for using the software and enable them to do the Data maintenance and day to day changes necessary in the system also.	
8.0	Spare Parts & consumables	List all necessary spares and consumables needed for the smooth functioning and upkeep of software / hardware. This should be supplied with price and other details.	
9.0	Performance Warranty	For three years from the date of acceptance at RBI.	
10.0	Guarantee	Vendor should guarantee that the systems delivered to Reserve Bank of India are brand new, including all components. In the case of software, the vendor should guarantee that the software supplied to Reserve Bank of India is licensed and legally obtained. All such licenses should be in the name of Reserve Bank of India, Chennai.	

SERVICES

Sl. No.	Description	RBI Requirements	Vendor's Offer
1.0	Asset location	Assets are spread over various departments of RBI, Chennai. One time exercise of building the asset register with Barcode tag and streamline before using the software. Bar coding of new procurements will be done by RBI.	
2.0	Size of work	Approximate size of the work - Number of locations – Main Office + 5 Residential colonies - Number of assets –17000 (approx)	
3.0	One time assignment	Vendor is expected to visit each and every department in Main Office and also five residential colonies, identify and account assets to build the asset register. This is one time exercise.	
4.0	Schedule for completion of this one time asset register	The delivery of the software and completion of the actual work relating to Asset Tracking and Management shall be completed within 45 days of execution of the agreement. The Vendor must adhere strictly to the implementation schedule, specified in the agreement to be executed between the Reserve Bank of India and the Vendor for performance of the obligations arising out of the agreement and any delay will enable the Reserve Bank of India to resort to any or both of the following: For any delay in supply and installation of the hardware/software at the delivery location, Reserve Bank of India will charge penalty @ 0.25% of the contract value per week or part thereof subject to a maximum of 10% of the contract value. b) Cancellation of the Order without any further notice, in addition to the other penal measures like forfeiture of EMD, foreclosure of BG, etc.	

5.0	Service support	<p>Service support with spare parts availability for a period of 3 years is essential. Please indicate the shortest turn around time for making the Software / hardware operational from the time of reporting the breakdown.</p> <p>Incase of breakdown /malfunction of hardware and/or software the same will be attended to and rectified within 24 hours of receipt of complaint from the department.</p> <p>There shall be one Preventive Maintenance visit every month during the warranty period of the Hardware/Software.</p> <p>Two half-yearly verifications should be carried out, one after 31st March and the other after 30th September.</p> <p>In case of vendor failing above standards, a stand-by arrangement should be made by the vendor (of equivalent or higher configuration) till the machine is repaired.</p> <p>Public holidays as declared for Chennai are excluded for the above downtime calculation. In case vendor fails to meet the above standards of maintenance, there will be a penalty in rupees per day as specified below.</p> <p>Scanners: Rs.500 per day</p> <p>Printers: Rs.500 per day</p> <p>If during the warranty period, any equipment has a hardware failure on four or more occasions in a quarter, it shall be replaced by equivalent new equipment by the vendor at no cost to Reserve Bank of India. The penalty charges may be deducted from the Security Deposit/ Performance guarantee submitted by the vendor.</p>	
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QUALIFICATION CRITERIA

Sl. No	Description	RBI Requirements	Vendor's Offer
1.0	Experience	The vendor preferably should have implemented Barcode coded asset management systems preferably in Government of India organization	
2.0	Software Availability	The vendor preferably should have an end to end procurement Management and asset management system readily available to suit RBI requirements.	
3.0	Vendor location	The vendor should preferably have an office and service support personnel/Center in Chennai	
4.0	Customers Using Same/ Similar Software/ Hardware in India	Provide a list covering, Software / hardware type used by the Customer & Contact details like Contact person, phone, fax and e-mail address. Preferably customers in Chennai (Address & Contact details)	
5.0	Guarantee	Vendor should guarantee that the systems delivered to Reserve Bank of India are brand new, including all components. In the case of software, the vendor should guarantee that the software supplied to Reserve Bank of India is licensed and legally obtained. All such licenses should be in the name of Reserve Bank of India, Chennai.	

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**Part II
Specification / Pricing format for Price and Commercial Bid for Asset
Management Software**

Sl.No	Particulars	Quantity	Rate per unit (in Rupees)	Cost (in Rupees)
A-The complete Bar-code Asset Management And Tracking Application Soft ware				
1.	Application Soft ware server (Latest version) 1Server+4 Client (with Access Licence) / Web based			
2.	Professional Services For Server and client software installation & configuration			
3	Training Comprehensive administrative and User Training			
4	Annual Maintenance charges Comprehensive AMC for a period of two years after the expiry of the three year warranty period.			
B-New Asset Tagging & Acquiring of Asset Information, Data Entry & First Time Bar Code Scanning				
1	First Time Asset Tagging & Data Capture The information capture during the Tagging of Asset will be RBI Inv No. Bar Code No. Article Description Status (live or written off, etc) Location(Building/Dept/Section/Floor)	17000 assets	Rate per label	
2.	Affixing Transparent Tag		Rate per label	
3.	Data Entry in software The asset information gathered should be duly entered as follows in Data entry software Bar Code No. RBI Inv. No.(if present & visible on Asset) Article Description Account Head Category Sub-category Status(live or written off, etc) Location(Building/Dept/Section/Floor)		Rate per label-	
4	First –time Bar Code Scanning of New Assets Bar code New Asset will be bar-code scanned location-wise & Department wise and Data down loaded to Software		Rate per label-	

D-Consumables and Printing-Bar Code and Transparent Labels				
1.	Polyester Asset Labels. Non-Tear able, Weather proof- Spill proof size – 50 mm x 25mm		Rate per label	
2.	Transparent Labels (Tags) Labels Lamination for extra durability and protection Non-Tearable, Weather proof spill proof size		Rate per label	
3.	Bar code Label Printing Charges Printing of Header, Asset barcode, Barcode No. etc on blank white polyester labels		Rate per label	
E- Report Generation, Printing and Binding				
1.	First Time Asset Tagging Summary Report To be generated Department wise through software To be Printed, Binded and delivered to RBI Chennai in English language	Main Office + 5 Residential Colonies	Per report Per Dept./ Colony	
2.	Inventory Register Inventory Register to be generated department wise through software To be Printed, Binded and delivered to RBI Chennai in English language	Main Office + 5 Residential Colonies	Per report Per Dept./colony	
3.	Central First-Time Asset Tagging Summary Report A consolidated report to be generated for all dead stock assets Summary report for Office as a whole & Residential Colonies as a whole\o	One report for Office as a whole 5 colonies	One report for Office One report each for 5 residential colonies	
4.	Central Inventory Register-CIR A consolidated report of all Assets tagged	One report for Office as a whole 5 colonies	One report for Office One report each for 5 residential colonies	
F- Hardware-Barcode Printer and Scanner				
1.	Bar code Printer- Thermal Transfer Printer - 203 dpi resolution Superior 6 IPS- Printing speed Max 4.09" - printing width - core inner diameter 0 .5"	one	Per printer-	
2.	Bar code Scanner-HHT Scanner Memory - 2D imager, 64 MB RAM, 128 MB flash with width 2.4" QVGA display, OS-windows CE; IP rating - ip 54, drop 4 feet	One	Per scanner-	

Signature of Authorised Signatory
Name of Authorised Signatory
Date
Place
Seal