

**Expression of interest for
Development & Implementation of a Web Based End to End Customized Software
Solution for National Judicial Academy Procurement and Store activities**

Schedule of Expression of Interest

Sr.	Information	Details
1	EOI No. and Date	Reference No. NJA/Store/22-23/ERP date 26 th Jun 2022
2	Publication of Expression of Interest	28 th July 2022
3	Last date for submission of written queries for clarifications	08 Aug 2022 Mr. Kailash Kumar Soni Storekeeper National Judicial Academy, Suraj Nagar, Bhadbhada Road, Bhopal e-Mail ID: nja@nja.gov.in e-Mail ID: Kailash.soni@nja.gov.in
4	Date of pre-proposal meeting	12 th Aug 2022 at 16:00 Hrs.
5	Release of response to clarifications in Pre-proposal meeting.	12 th Aug 2022 at 16:30Hrs.
6	Last date (deadline) for submission of EOI Proposal	18 th Aug 2022 till 14:30 Hrs. in Single Envelop
7	Date & Time for presentation by Eligible bidders	18 th Aug 2022 at 16:00 Hrs onwards
7	Addressee and Address at which proposal in response to EOI notice is to be submitted:	Registrar (Administration) National Judicial Academy, Suraj Nagar, Bhadbhada Road
8	Opening of Responses/EOI	18 th Aug 2022 at 15:30 Hrs.
9	Evaluation of EoI by Committee	18 th Aug 2022 at 15:30 Hrs
10	Issue of RFQ to Responsive/Eligible Bidders	20 th Aug 2022
11	Last Date for submission of RFQ by Responsive/Eligible Bidders	26 th Aug 2022 up to 14:30 Hrs
12	Opening & Evaluation of Bids by Committee on Quality cum Cost Basis	26 th Aug 2022 at 16:00 Hrs
13	Declaration of Result, if required	27 th Aug 2022

Disclaimer

This EOI is not an offer by National Judicial Academy, but an invitation to receive EOIs from bidders. No contractual obligation whatsoever shall arise from the EOI process unless and until a formal contract is signed and executed by duly authorized Officer of National Judicial Academy with the bidder.

Registrar (Administration)
National Judicial Academy, Bhopal

1. EXPRESSION OF INTEREST

1.1 National Judicial Academy, is an Autonomous body under the Administrative and functional control of Hon'ble Supreme Court of India and Ministry of Law & Justice and Ministry of Corporate Affairs, Govt. of India. The Academy, involved providing training to Judicial officers of union and territories invites Expression of Interest (EOI) for "Development & Implementation of a Web based End to End Customized Software Solution for Academy Purchase and Store Activities" in the prescribed format from Proprietorship Concern/Company registered under Indian Company Act, 1956/ Firm registered under The Partnership Act 1932/ Society registered under Societies Act, 1860/Autonomous bodies or any other venture not covered above which are engaged in providing web enabled end to end integrated Solutions preferably for Govt. Institutions.

1.2 The bidder must have its own developed integrated software solution which can be customized as per the requirements of National Judicial Academy. The solution should have been implemented and in use for last two years in at least two Govt. Institutions/organizations or Autonomous bodies.

1.3 Interested & Eligible firms may submit Expression of Interest (EOI) in a sealed cover clearly marked "Expression of Interest (EOI) for Development & Implementation of a Web based End to End Customized Software Solution for Purchase & Store Activities" and addressed to the Registrar (Administration), National Judicial Academy, Suraj Nagar, Bhadbhada Road, Bhopal (MP).

1.4 Expression of Interest completed in all respects should reach to the Registrar (Administration), NJA, Bhopal on or before 14:30Hrs on 18th Aug 2022. For details, please visit the website <http://www.nja.gov.in> and CPP Portal www.eprocure.gov.in.

1.5 National Judicial Academy, Bhopal will not be responsible for any postal/ courier delay.

1.6 For any further queries and clarifications, the bidders may contact the Nodal Officer Mr. Vikas Sahu, Website & Network System Administrator and Mr. Kailash Kumar Soni, Storekeeper on Telephone No 0755-2432599/2432590.

2. COST OF EOI

2.1 The soft copy of the EOI may be downloaded from the website: www.nja.gov.in. The EOI document is free of cost. If the EOI document required to be provided through speed post/registered post/courier, the postal charges to be pre-paid by the bidders.

3. CRITICAL INFORMATION

3.1 Applicants are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this EOI shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

3.2 Applicants are requested to attend a pre-proposal (before submission of EOI) meeting as per schedule.

4. ABOUT THE PROJECT

4.1 Main objective of this project: The main objective of the project is automation and integration of all the activities of Pre and Post activities of procurement and Store accounting through an integrated web based system in order to realize its vision to achieve end-to-end automation of its operations and interfaces with all its stakeholders.

4.2 The scope of the Project includes, but not limited to, development, supply, implementation, training, AMC and integration & synchronization of application with the proposed solution.

4.3 National Judicial Academy intends to award work to competent and professional/freelancer/individual/ firms engaged in providing end to end Customized Software Solutions. The proposed solution must have strong MIS besides dynamic Reporting & Query system. All the reports shall be drilled down. The Solution available with the bidders shall meet the requirement of National Judicial Academy. In case, it is not meeting the full requirements of National Judicial Academy, the bidder will have to carry out the required changes in its software as per National Judicial Academy requirement.

4.4 Time Frame: The maximum time for complete automation of activities of procurement and store accounting is 06 month from the date of award of contract including testing and implementation of the integrated solution.

5. INSTRUCTIONS TO THE BIDDERS

5.1 Completeness of Response

5.1.1 Bidders are advised to study all instructions, forms, requirements and other information in the EOI documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document with full understanding of its implications.

5.1.2 The response to this EOI should be full and complete in all respects. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.

5.2 EOI Proposal Preparation Costs & related issues

5.2.1 The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by National Judicial Academy to facilitate the evaluation process.

5.2.2 National Judicial Academy will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.3 Other Terms and Conditions

5.3.1 This EOI does not commit National Judicial Academy to award a contract or to engage in negotiations.

5.3.2 Presentation of available existing solution / Software developed by the technically qualified bidder will be reviewed by an evaluation committee of National Judicial Academy and marks will be awarded by the committee based on the parameters mentioned in subsequent paragraphs.

5.3.3 All materials submitted by the bidder will become the property of National Judicial Academy and may be returned completely at its sole discretion.

5.4 Pre-Bid Meeting

5.4.1 National Judicial Academy shall hold a pre-proposal meeting with the prospective bidders on 12th Aug 2022 at 16:00Hrs at Mini Conference Hall, National Judicial Academy, Bhopal

5.4.2 The Bidders will have to ensure that their queries for Pre-proposal meeting should reach to the nodal officer by post, facsimile or email on or before 08th Aug 2022. **The contact details of the nodal officer and storekeeper are:** Telephone No 0755-2432599 & 0755-2432590 e-mail nja@nja.gov.in.

5.4.3 All queries to be raised will relate to the EOI alone and no queries related to detailed analysis of Scope of work, payment terms and mode of selection will be entertained. These issues will be amply clarified at the RFP stage

5.4.4 The preferred mode of delivering written questions to the aforementioned contact person would be through e-mail. In no event will the National Judicial Academy be responsible for ensuring that Applicants' enquiries have been received by National Judicial Academy. The queries by the applicants will be provided in the following format:

S No	Page	Section	Sub Section	Details	Clause of the EOI on which Clarification required	Clarification Required

5.5 Responses to Pre-proposal Queries and Issue of Corrigendum

5.5.1 The Nodal Officer & Storekeeper notified by the National Judicial Academy will endeavor to provide timely response to all queries.

5.5.2 At any time prior to the last date for receipt of EOI, National Judicial Academy may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the EOI Document by a

corrigendum.

5.5.3 The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on <http://www.nja.gov.in>

5.5.4 Any such corrigendum shall be deemed to have been incorporated into this EOI.

5.5.5 In order to provide prospective Bidders reasonable time for taking the corrigendum into account or for any other reason, National Judicial Academy may, at its discretion, extend the last date for the receipt of EOI Proposals.

5.6 Right to Terminate the Process

5.6.1 National Judicial Academy may terminate the EOI process at any time without assigning any reason. National Judicial Academy makes no commitments, express or implied, that this process will result in a business transaction with anyone.

5.6.2 This EOI does not constitute an offer by National Judicial Academy. The bidder's participation in this process may result in short listing the eligible bidders.

5.7 Submission of Responses

5.7.1 The EOI shall be submitted in a single sealed envelope superscripted with "Expression of Interest for Development & Implementation of a web based end to end Customized Software Solution for National Judicial Academy Procurement & Stores activities". This envelope should contain EOI proposal and one soft copy of the same in the form of a non-rewriteable CD. CD media must be duly signed using a Permanent pen Marker and should bear the name of the bidder.

5.7.2 EOI proposal shall consist of supporting proofs and documents as defined in the Pre-qualification section.

5.7.3 Bidder shall submit all the required documents as mentioned in the annexures including various templates (Form 1 to Form 3) and Consortium Agreement & Power of Attorney etc. (if applicable). It should be ensured that various formats mentioned in this EOI should be adhered to and no changes in the format should be done.

5.7.4 Envelope should indicate clearly the name, address, telephone number, Email ID and Fax number of the bidder.

5.7.5 The EOI proposal submitted by bidder should be a complete document and should be bound as a volume. The document should be page numbered, must contain the list of contents with page numbers and shall be signed by the Authorized Representative of the bidder.

5.7.6 Bidder must ensure that the information furnished by him / her in respective CD(s) is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by the National Judicial Academy in the contents of the CD(s) and original paper bid documents, the information furnished on original paper bid document will prevail over the soft copy.

5.7.7 EOI document submitted by the bidder should be concise and contain only relevant information as required.

5.8 Bid Submission Format

5.8.1 The entire proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal.

Venue and Deadline for Submission

Proposals must be received at the address specified below latest by:

18th Aug 2022 up to 14:30

The Registrar (Administration),
National Judicial Academy,
Suraj Nagar, Bhadbhada Road
Bhopal -462044

5.8.2 Any proposal received by the National Judicial Academy after the above deadline shall be rejected and returned unopened to the Bidder.

5.8.3 The bids submitted by fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

5.8.4 National Judicial Academy shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.

5.8.5 National Judicial Academy reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

6. Broad Scope of Work

6.1 Option 1 - Using Centralized database

This option can be exercised through online data processing when all computers in the remote units engaged are connected through a fast and efficient network viz. LAN/MAN/WAN/Internet. Direct data posting (from sub units) to the centralized server will enable the administration to consolidate the accounts effortlessly without executing data import/export process and as a result all reports can be generated online with up-to-date data at any point of time.

1. Provides Strong Data Security & safety
2. Provides easy record searching & modification facility
3. Provides easy Data Backup & Restore facility
4. Unlimited data/record storage capability with Centralized Database maintenance
5. Operational Manual for users is provided
6. Fully customizable as per the user's requirement
7. Supports Web-based platforms & browsers
8. Tight Security with Password Privileges for operators & data locking system

6.2 Option 2 – Using Decentralized Database

On non-availability of efficient network with sub/constituent unit(s) an import based consolidation process can be carried out on receiving the periodical data from the software component installed in remote unit(s). In this case, before the periodical consolidation at head office, a batch process is to be run to incorporate unit wise accounts data received in external media like CD, DVD, Flash Drives or through email.

9. Provides Strong Data Security & safety
10. Provides easy record searching & modification facility
11. Provides easy Data Backup & Restore facility
12. Unlimited data/record storage capability with Centralized Database maintenance
13. Operational Manual for users is provided
14. Fully customizable as per the user's requirement
15. Supports Web-based platforms & browsers
16. Tight Security with Password Privileges for operators & data locking system

7. STORE ACCOUNTING

7.1 Procedures

- A. Categorization of Equipment/items.
- B. Classification of Stores.
- B. Identification of Section/Part reference number.
- C. Allotment of Item Code.
- D. Unit of Measurement.
- E. Master Description Card: listing information of permanent value concerning the item
- F. Provisioning Card: Fixation of Maximum and Minimum Establishment.
- G. Stock Record Card on which transactions are recorded.
- H. Posting of Stock transactions.
- I. Adjustment of Mis-posting of transactions.
- J. Closing of Stock Record card after audit and Stock balance reduces to NIL.
- K. Raising of Vouchers.
- L. Allotment of Voucher Numbers.
- M. Period of Accounting.
- N. Approval of Vouchers.
- O. Disposal of Vouchers.
- P. Discrepancy.
- Q. Physical Verification of Stores.
- R. Loss and Damages to Stores.
- S. Transfer of Stores.
- T. Procurement of Stores.
- U. Local Purchase.
- V. Local Contract.
- W. Local Repair and Maintenance.
- X. Maintenance of Inventories.
- Y. Fixed Asset Management
- Z. Accounting of Scrap.
- AA. Accounting of Unserviceable, Surplus, obsolete and BER inventories.
- AB. Disposal of unserviceable, surplus, obsolete and BER inventories.

- AC. Issue/Receipt of items on Loan.
- AD. Preservation of Store.
- AE. Store House management: Bin Stock Location Cards.
- AF. Internal Demand and Indent Management.
- AG. Global Gallery of items

7.2 Vouchers

- a. Internal Demand and Issue Voucher.
- b. Internal Return and Receipt Voucher.
- c. External Receipt Voucher.
- d. External Issue Voucher.
- e. Internal Conversion Voucher.
- f. Internal Exchange Voucher
- g. Internal Issue Voucher (Pre-Payment)
- h. External Issue Voucher (Pre-Payment)
- i. Contingent Bills.
- j. Internal Recovery Vouchers.
- k. Store Inward Vouchers.
- l. Store Outward Vouchers
- m. Auction Sale Account.
- n. Supply Order.
- o. Work Order.
- p. Indent Voucher
- q. Loss Statement

7.3 DEMAND MODULE

- i. Demand Generation by User.
- ii. Registration of Demand.
- iii. Issue of items against demand if stock available by generating internal issue voucher.
- iv. Generating inabilities against demand if item not available.
- v. Conversion of demand into local purchase requisition against the inabilities.
- vi. Conversion of demand into Job Card if internally manufactured.
- vii. Review of Time barred demands in case of non-materialization.
- viii. Short closure of demand in case of partially fulfilled.
- ix. Cancellation of demand in case of non-materialization or other reason.

7.4 PROCUREMENT MODULE UPTO RS.5000/- (Direct Purchase)

- 1. Generation of Local Purchase Requisition/Indent by user department against inabilities.
- 2. Registration of Local Purchase Requisition/Indent.
- 3. Recommendation by Head of Department.
- 4. Fund availability by Accounts officer.
- 5. Concurrence by Chief Account Officer.
- 6. Approval by Registrar (Administration) up to Rs. 5000/-
- 7. Generation of imprest form against LPR/Indent.
- 8. Recommendation by Chief Account officer.
- 9. Approval of Imprest Advance by Registrar (Admin)
- 10. Receipt confirmation of Imprest Advance by Indenter.
- 11. Purchase of item(s) from local market
- 12. Visual and Quality inspection of items by HOD.
- 13. Generation of External Receipt Voucher by store.
- 14. Allotment Voucher Number.
- 15. Verification of voucher by Chief Account officer.
- 16. Approval of Voucher by Registrar (Admin).
- 17. Acknowledgement and cross linking of voucher with Imprest Advance for settlement.

7.5 PROCUREMENT MODULE ABOVE RS.5000 AND UP TO 25000

- 1. Generation of Local Purchase Requisition/Indent by user department against inabilities.
- 2. Registration of Local Purchase Requisition/Indent.
- 3. Recommendation by Head of Department.
- 4. Fund availability by Accounts officer.
- 5. Recommendation by Chief Account Officer.
- 6. Recommendation by Registrar (Administration).
- 7. Approval by Hon'ble Director (Competent Authority) Administrative Approval.

8. Purchase with Quotation or without quotations
9. Quality Inspection.
10. Generation of Receipt vouchers
11. Brought on Charge.
12. Issue against the Demand.
13. Payment by Account.

7.6 PROCUREMENT MODULE ABOVE RS. 25000 TO 250000 & Above

1. Administrative Approval (AON) – LPR
2. Publication of Tender
3. Comparative Analysis of Quotes – Technical and Financial.
4. Benchmarking of Quotes.
5. Recommendation of Committee.
6. Recommendation by Chief Accounts Officer
7. Recommendation by Registrar (Admin)
8. Approval for Expenditure Angle Sanction.
9. Generation of Purchase order.
10. Allotment of Purchase order number.
11. Approval of purchase order by Competent Authority.
12. Delivery Schedule/Delivery Period.
13. Liquidated Damages for delay.
14. Quality Assurance by Indenter.
15. Generation of External Issue Voucher
16. Brought on Charge.
17. Issue against demand.
18. Promulgation of Receipt transaction of store as per class (Fixed Asset or Consumable or Limited Life Asset)

8. VENDOR MANAGEMENT

- 8.1 Registration of Vendor.
- 8.2 Details of Vendors.
- 8.3 Categorization of Vendor.
- 8.4 Selection of Vendor.

9. PROCUREMENT MANAGEMENT

- 9.1 Requirement of Items
 - a. Collect Requirements from Departments
 - b. Categorize Items Required
- 9.2 Tender Management
 - a. Publishing of Tender
 - b. Tender Processing
 - c. Selection of Vendor
 - d. e-Tendering
- 9.3 Vendor Management
- 9.4 Purchase management
 - a. Generation & Placing of Purchase Orders
 - b. Receiving of ordered Materials
 - c. Verification of Received Materials
 - d. Invoice Processing
 - e. Updating of Stock

10. Inventory Management

- 10.1 Raising of Indent
- 10.2 Apply for Items
- 10.3 Approval of Indent through designated channel
- 10.4 EOQ, Lead Time
- 10.5 Issue of Items
- 10.6 Updating of Stock
- 10.7 Alerts on reaching Re-order Level
- 10.8 Items Entry together with invoice details
- 10.9 Items issue Details
- 10.10 Stock Transactions record card maintenance
- 10.11 Fix Assets Management

10.12 Disposal of unserviceable, surplus, obsolete and E-waste

10.13 The relevant scope of work related to **Inventory management** are given below:

1. Facility to record all capital items such as equipment, furniture, fixtures, etc.
2. Records maintained separately on financial year basis.
3. Maintenance of fixed asset & consumable register based on the procurement date during the current financial year
4. Warranty/AMC Management
5. Calculation of depreciation of items
 - a. Computation of asset value
 - b. Accounting of the items written-off as well as disposed-off
 - c. All the above modules shall have an extensive reporting facility integrated within them.
 - d. Search facility for as and when needed.
 - e. Stores Inventory
 - i. Item receipt
 - ii. Physical verification & issue for testing
 - iii. Generation of Good Receipts note
 - iv. Stock entry (with unique stock Accession Number)/printing on assets
 - v. Stock entry information to Accounts for bill payment
 - vi. Issue of items against issue slips
 - vii. Maintenance of minimum stock level
 - viii. Inventory control for consumables
 - ix. Accounting items written off- obsolete and disposed off
 - x. Reports for Physical Stock Verification
 - xi. Management reports
 - xii. Approval process
 - xiii. Budget tracking
 - xiv. Online administrative approval for tendering process to avoid paper based noting approval
 - xv. Annual Physical items stock Verification system
 - xvi. Form 39 (Road permit) Generation system,
 - xvii. Gate Pass for items
 - xviii. RFID tag based equipment and furniture location status as well as quantity status

6. Following points/issues may also be given due consideration:

- i. e-indent raising by indenter through Wing Head
- ii. consolidated requirement/ e-indent from Wing Head
- iii. consolidated requirement through Central Purchase committee
- iv. e-tender
- v. Technical Evaluation
- vi. Financial Evaluation
- vii. Delivery Challan
- viii. Items classification under A, B C System
- ix. Inspection Note
- x. Lead Time
- xi. EOQ
- xii. Fixed Asset Register
- xiii. Consumables Register

11. Reports viz.:

- 11.1 Items quantity/volume/cost under A, B C System procured during a specific period;
- 11.2 Number of transactions under A, B C System during a specific period;
- 11.3 Number of Purchase Orders issued under A, B C System during a specific period;
- 11.4 Number of Purchase Orders not executed under A, B C System during a specific period along-with reasons;
- 11.5 Number of Purchase Orders cancelled/rejected under A, B C System during a specific period along-with reasons;
- 11.6 Standardization of inventories used by different wings of National Judicial Academy. Vendor listing, ranking (based upon quantity/volume/cost/delivery schedules met) under A, B C System during a specific period along-with reasons.
- 11.7 Stock Record Card – Monthly/ Quarterly/Half Yearly and Annual Transactions record report.
- 11.8 Annual Physical Stock verification report.
- 11.9 Voucher Print Report.

- 11.10 Periodical Stock Review Report.
11.11 Annual Consumption Pattern Report.

12. Short listing Criteria of EOI

- 12.1 National Judicial Academy will shortlist bidders who meet the Pre-Qualification criteria, experience in execution of similar project for Govt. organizations and evaluation of demo to be given by the eligible bidders before the evaluation committee of National Judicial Academy.
- 12.2 The shortlisted bidders shall be required to submit their financial bids and the details regarding the same will be provided in the RFP.

13. PRE-QUALIFICATION CRITERIA

Sl No	ELIGIBILITY CRITERIA	Documents Required to be Submitted in Eoi
1	The Applicant must be a Proprietorship Concern/Company registered under Indian Company Act, 1956 /Firm registered under the partnership Act 1932/Society registered under Societies Act, 1860/Autonomous bodies or any other venture not covered above.	Registration Certificates. Document of Proprietorship.
2	The agency should have valid registration with appropriate statutory authorities as required under law. A copy of all such registrations such as Incorporation Certificate, MOA, PAN and Service Tax, etc. must be enclosed.	Copy of Certificate Incorporation; and Copy of Service Tax Registration Certificate, PAN etc.
3	The agency should have been in the S/W Development and execution of similar projects as mentioned in EOI at least for last three continuous years and served at least three clients in two different states of India. .	Proof of commencement of business. List of clients and copy of work order.
4	The bidder must have its own developed integrated software solution which can be customized as per the requirements of National Judicial Academy. The solution should have been implemented and in use for last two years in at least two Govt. Institutions/organizations. The assignments from 2 different customers will only be considered.	The completion certificate and documentary proof of project value should be submitted.
5	Reference, information and certificates from the respective clients certifying technical, delivery & execution capability of the bidder should be signed and the contact numbers of all such clients	Details of clients and certificates from them to be provided
6	The bidder should have annual turnover of at least Rs. 25 Lakh (Rupees Twenty Five Lakh Only) during each of the last three financial years (2019-20, 2020-21, and 2021-22) from similar services. The Balance Sheet of the company for the last three years should be positive.	Extracts from the audited Balance Sheet and Profit & Loss Statement OR Certificate from the statutory auditor Proof of positive net worth of the companies/firm (balance sheet of last three years) Income-Expenditure statement for the year 2019-20, 2020-21 & 2021-22.
7	The Bidder must be SEI CMMi Level 5 for the Software and services.	Copy of certification
8	The agency should possess the essential infrastructure, facilities and technical expertise.	The bidder has to give an undertaking on its letter head that it has the necessary infrastructure and expertise to handle this project and shall not outsource this project to a third party.
9	The firms having black-listed/ debarred in participating in any procurement activities by any State or Central Government or any other govt. organization in India are not allowed to bid.	Undertaking to this effect shall be submitted by the bidder on this letter head that the agency has not been blacklisted / debarred from participating in tender/bids by any State or Central Govt. organization in India.

DETAILS OF SIMILAR WORKS EXECUTED

S No	Name of Work/ Project & Location	Owner of sponsoring organization	Cost of Work	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/Arbitration pending in progress with details	Name, Designation and Address/telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Name of the Bidder: -

Authorized Signatory: -

Seal of the organization:-

Date:

Place:

Note: Apart from the above documents, the bidder is required to submit the Power of Attorney in the name of the Authorized Signatory.

14. Evaluation Process

- 14.1 National Judicial Academy will constitute an Evaluation Committee to evaluate the responses of the Applicants.
- 14.2 The Evaluation Committee constituted by National Judicial Academy shall evaluate the responses to the EOI and all supporting documents & documentary evidences. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI Proposal. The Committee may seek additional documents as it deems necessary.
- 14.3 Each of the responses shall be evaluated to validate compliance of the applicant according to the Pre-Qualification criteria, Forms and the supporting documents specified in this document.
- 14.4 The bidder will be required to make presentation before the Proposal Evaluation Committee on technical and operational aspects including the demonstration of their existing integrated solution to evaluate its suitability for the assignment.
- 14.5 The decision of the Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final.
- 14.6 Any attempt by a Bidder to influence the EOI evaluation process may result in the rejection of its EOI Proposal.
- 14.7 The Evaluation Committee reserves the right to reject any or all proposals.

14.8 Notification of Short listed bidders

- 14.8.1 National Judicial Academy shall notify the shortlisted bidders through emails or letters.
- 14.8.2 Only Shortlisted bidders will be issued the Request for Proposal (RFP).

15. EVALUATION CRITERIA

- 15.1 Eligible bidders would be given an opportunity to present a demo of its product before a panel formed by National Judicial Academy. Based on the live-demo of the presentation, marking would be done by Academy panel. Presentation should include the criteria mentioned in the below table.

S. No.	Criteria	Max. Marks	Minimum Marks needed	Marks obtained
1.	Understanding of Requirements	15	7.5	
2.	Demonstration of developed software Solution (currently in use by some clients)	40	20	
3.	Adequacy of proposed approach & methodology for application development, operations / execution, managed services and maintenance	15	7.5	
4.	Work plan (For example Gantt chart for all activities)	10	05	
5.	Number of Similar projects implemented	20	10	
6.	Total Score	100		

Approach and Methodology will be evaluated based on quality of the solution, presentation /discussions with bidder and the solution's ability to meet the requirement.

- 15.2 These marks would not be counted on subsequent stages and the RFP document shall be issued to qualified bidders only. The criteria for qualification
- 15.3 Minimum marks in each criterion as per the column four in above table.
- 15.4 Bidder fulfilling requirements and compliance as per FORM

16. BID SUBMISSION FORMS

- 16.1 The bidders are expected to respond to the EoI using the forms given in this section and all documents supporting Pre-Qualification / EoI Criteria.

Proposal / Pre-Qualification Bid shall comprise of following forms:

- Form 1: Covering Letter with Correspondence Details**
- Form 2: Details of the Applicant's Operations and Consulting Business**
- Form 3: Compliance Sheet for Pre-Qualification Criteria**

Form 1
Covering Letter on Letterhead of the Bidder with Correspondence Details

<Location, Date>

To,

The Registrar (Administration)
National Judicial Academy,
Suraj Nagar, Bhadbhada Road
Bhopal - 462044

Subject: EOI for “Development & Implementation of a web based end to end Customized Software Solution for Academy Procurement and Stores activities”.

Dear Sir/Madam,

This is with reference to your advertisement inviting” EoI for Development & Implementation of a web based end to end Customized Software Solution for Academy Procurement and Stores activities”. We, the undersigned, offer to provide the services for the same, please find below the details of our agency for your consideration:

We are hereby submitting our Expression of Interest in both printed format (2 copies) and as a soft copy in a CD/DVD. We understand that you are not bound to accept any Proposal you receive.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favors our company in the short listing process, we are liable to be dismissed from the EOI selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this EOI.

We hereby declare that our proposal submitted in response to this EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

< Applicant’s Name with seal >

Name:< < Insert Name of Contact person > > Designation:

Signature:

Form 2

Details of the Applicant’s Operations and Business

Sl No	Information Sought	Details to be Furnished
1	Name and address of the bidding Agency	
2	Incorporation status of the Agency	
3	Year of Establishment	
4	Date of registration	
5	ROC Reference No.	
6	Details of registration with appropriate authorities for service tax	
7	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

Form -3
Compliance Sheet for Pre-Qualification Criteria

S.No	Requirement/Compliance	Provide Compliance details (Yes/No) Ref Page No in EOI Other details, if any
1	LEGAL	
A.	1 The Bidder must be a Sole proprietor, individual Company/ Firm/ Society registered under Indian Company Act, 1956/ The Partnership Act 1932/ Society Registration Act, 1860.	
	2 Bidding firm is an individual corporation/ company.	
	3 Bidding firm isa Consortium of maximum two companies/ firms. (Copy of agreement and power of attorney)	
B	1 The Bidder possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the EOI document.	
	2 The bid is complete in all respects and covers the entire scope of work as stipulated in the document.	
	3 Bidders is meeting the Eligibility Criteria	
C	1 VAT/ Sales Tax Registration Certificate along with the Sales Tax clearance certificate of the last year	
	2 Service Tax Registration Certificate	
	3 Income Tax Registration/ PAN Number	
D	1 An attested & valid copy of all the above-mentioned certificates provided	
E	1 The Bidder should be in operation anywhere in India for at least Three Years as on 31-Mar-2022	
F	1 Copy of Power of Attorney in the name of the Authorized signatory	
	2 Black Listing : An affidavit on the appropriate stamp paper by the authorized signatory	
2	TECHNICAL	
A	1 SEI CMM Level 5	
	2 Single Point of Contact Provided	
	3 Executed Similar Projects	
	4 The agency should have been in the S/W Development and execution of similar projects as mentioned in EOI at least for last three continuous years and served at least three clients in two different states of India. (copy of work order to be provided)	
	5 Reference, information and certificates from the respective clients certifying technical, delivery & execution capability of the bidder should be signed and the contact numbers of all such clients	
	6 The bidder must have its own developed integrated software solution which can be customized as per the requirements of National Judicial Academy. The solution should have been implemented and in use for last two years in at least two Govt. organizations having its branches/offices/colleges at various locations where the value of each assignment should be equal or more than 25Lakh (INR).The completion certificate should be submitted. The assignments from 2 different customers will only be considered.	
	7 Organization should own the complete source code of the software being used for integrated solution	
	8 Organizationshouldhavestrongquality management and in-house quality assurance group.	
	9 The bidder should have on its payroll at least 05 Technical employees.	
	10 Self- Certified list of manpower engaged along with the designation signed by the authorized signatory	
3	FINANCIAL	
A.	1 Cost of EOI Document	
	2 The bidder should have annual turnover of at least Rs. 25 Lakhs during each of the last three financial years (2019-20, 2020-21, and 2021-22) from similar services.	
	3 Copies of audited balance sheets/ profit & loss accounts/ annual reports of last three financial years (2019-20, 2020-21, and 2021-22).and CA Certificate should be enclosed.	
	4 Income-Expenditure statement for the year 2019-20, 2020-21, and 2021-22.	
	5 Bidder should have a positive net worth during the last three financial years (2019-20, 2020-21, and 2021-22).	

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of ₹10/- duly attested by the Notary Public)

To,

The Registrar (Admin)
National Judicial Academy,
Suraj Nagar, Bhadbhada Road
Bhopal (MP) - 462044

Sir,

In response to the EOI Ref No. Dated . Development & Implementation of a Web Based End to End Customized Software Solution for Academy activities, I/ We hereby declare that presently our Company/ Firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -
Date:
Place: