TENDER DOCUMENT FOR

EXPRESSION OF INTREST FOR

STORE AND ASSET

MANAGEMENT SOFTWARE

TO

AIIMS PATNA

DATE OF ISSUE OF TENDER FORM WITH DOCUMENT: 14.07.2014
DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT: From 14.06.2014 to 24.07.2014 up to 14.00 hrs
DATE & TIME FOR OPENING OF TENDER DOCUMENT: On 18.07.2014 at 15.00 hrs
No. AIIMS/Pat/Tender/EOI/Store & asset Mgt Software/2014

Notice Inviting Expression of Interest for Supply of store & asset management software

All India Institute of Medical Sciences, Patna (AIIMS Patna) invites EOI for Supply, installation and implementation of store & asset management software form reputed companies/firms/individuals/societies etc. those are in the business for the last three years. Accordingly, sealed EOI are invited latest by 24.07.2014 up to 14:00 hrs.

2. The interested Companies/Firms/Agencies may send their EOI complete in all respect along with Tender Fee of Rs. 500/- and other requisite documents to the undersigned duly superscripted “EOI for Tender No AIIMS/Pat/Tender/EOI/2014” before 1400 hrs on 24th July, 2014. The bids received after this deadline shall not be entertained under any circumstances whatsoever.

NOTE: The EMD and Tender Fee draft should be put in the envelope containing Technical Bid failing which the tender shall be rejected forthwith.

4. The sealed envelopes are to be deposited in the tender box placed at the Administrative office, AIIMS, Patna or may be sent through registered/speed post addressed to The Medical Superintendent, All India Institute of Medical Sciences, Phulwarisharif, Patna – 801505. Bids sent by COURIER will not be entertained.

5. Bids will be opened on 24.07.2014 at 15.00 hrs in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

6. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Medical Superintendent through the website www.aiimspatna.org.

7. Director, AIIMS, Patna reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, AIIMS, Patna in this regard shall be final.

Medical Superintendent
AIIMS, Patna
**NATURE AND SCOPE OF WORK:**

AIIMS PATNA requires Asset Management and tracking software and creation of Asset Register for Existing assets for All India Institute of Medical Sciences, Patna. A detailed requirement is formulated below to give an idea of requirement of the institute.

<table>
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<tr>
<th>S.No.</th>
<th>Description</th>
<th>AllIMS Requirement</th>
<th>Vendor's Offer</th>
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<tbody>
<tr>
<td>1.0</td>
<td>The requirement</td>
<td>Huge number of assets worth crores of Rupees have been procured and developed in AIIMS, Patna. Presently, the details are maintained mostly in ledgers and other paper forms. With the view to adopt technology in managing assets AIIMS, Patna 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.</td>
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<tr>
<td>2.0</td>
<td>Client / Server System/ Technology</td>
<td>The Asset Management software should be web based or thick Client - server architecture (1 Server+4 Client). Front end shall be minimum Visual basic.net and Data base Software shall be Oracle or SQL.</td>
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<td>3.0</td>
<td>Asset Management</td>
<td>Should be able to deliver the following functionalities</td>
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<tr>
<td>3.1</td>
<td>Creating asset register</td>
<td>Including various supporting documents</td>
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<td>3.2</td>
<td>Asset Identification</td>
<td>Using Barcode as appropriate to the items. (Quote separately the prices of different BARCODE PRINTER, BARCODE SCANNER, POLYSTER ASSET LABELS, LABEL PRINTING CHARGES, READERS, BARCODE READERS etc., required for Asset identification.)</td>
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<td>3.3</td>
<td>General database</td>
<td>Of all procurements Retrieve, present in a user-friendly interface</td>
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<td>4.0</td>
<td>Installation</td>
<td>At AIIMS, Patna by the supplier</td>
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<tr>
<td>&amp; Commissioning</td>
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<td><strong>5.0 Acceptance</strong></td>
<td>The Software / hardware should satisfy its functionality and performance at AIIMS 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.</td>
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<td><strong>6.0 Manuals</strong></td>
<td>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.</td>
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<td><strong>7.0 Training</strong></td>
<td>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.</td>
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<tr>
<th>Spare Parts &amp; consumables</th>
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<td><strong>8.0 Spare Parts &amp; consumables</strong></td>
<td>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.</td>
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<th>Performance Warranty</th>
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<td><strong>9.0 Performance Warranty</strong></td>
<td>For three years from the date of acceptance at AIIMS.</td>
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<td><strong>10.0 Guarantee</strong></td>
<td>Vendor should guarantee that the systems delivered to AIIMS, Patna are brand new, including all components. In the case of software, the vendor should guarantee that the</td>
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software supplied to AIIMS, Patna is licensed and legally obtained. All such licenses should be in the name of AIIMS, Patna.

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<td>1.0</td>
<td>Asset location</td>
<td>Assets are spread over various departments of AIIMS, Patna. 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 AIIMS, Patna.</td>
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| 2.0    | Size of work                       | Approximate size of the work  
- Number of locations – College Building + Girls Hostel + Boys Hostel + Ayush PMR Building + Residential complex  
- Number of assets – 10000 (approx) |                |
| 3.0    | One time assignment                | Vendor is expected to visit each and every department & 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 AIIMS, Patna and the Vendor for performance of the obligations arising out of the agreement and any delay will enable the AIIMS, Patna to resort to any or both of the following:  
For any delay in supply and installation of the hardware/software at the delivery location, AIIMS 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                            | Service support with spare parts availability for                                                                                                                                                            |                |
a period of 3 years is essential. Please indicate the shortest turnaround time for making the Software / hardware operational from the time of reporting the breakdown. In case 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. There shall be one Preventive Maintenance visit every month during the warranty period of the Hardware/Software. Two half-yearly verifications should be carried out, one after 31st March and the other after 30th September. 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.

Public holidays as declared for patna 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.

Scanners: Rs.500 per day
Printers: Rs.500 per day

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 AIIMS,Patna. The penalty charges may be deducted from the Security Deposit/ Performance guarantee submitted by the vendor.
Expressions of Interest must be accompanied with the following documents/information

1. Detailed profile of the Agency.
2. Experience of working on similar assignments with Central Govt./P.S.U./ Autonomous Institutions.
3. The annual turnover for the last three years.
4. A refundable Demand Draft of Rs.5, 000/- payable to Director, AIIMS, at Patna.
5. All the vendors will require demonstrating their software and at the same time have to submit a soft copy of their presentation for evaluation of technical bid.

AIIMS however reserves the right to reject any or all of the proposals received, without assigning any reason.

Medical Superintendent
AIIMS Patna