

NATIONAL JUDICIAL ACADEMY

P.O. Suraj Nagar, Bhadbhada Road, Bhopal, 462044 (MP)
Tel- EPABX – 0755- 2432500, Fax- 2696904

NJA/Adm/IT/

Date : August 09, 2010

REQUIREMENT OF SOFTWARE DEVELOPMENT AGENCY

National Judicial Academy, an autonomous body fully funded by the Government of India, invites commercial offer for “Designing, Building/Implementing an integrated Automation System for its Various Functionalities” from reputed IT Companies/Firms who have proven experience in similar activities. The interested agencies are advised to visit the Academy and assess the actual work volume before submitting their commercial offer. Necessary instructions for submission of commercial offer is available on Academy website www.nja.gov.in or can be obtained personally from office during working hours.

Commercial offers should be submitted to the Registrar (Adm) of the Academy latest by 14:00 hrs of 26/08/2010 and the same will be opened at 15:00 hrs on 26/08/2010. The Employer has the right to reject any or all offers without assigning any reason(s).

Registrar (Adm)

Profile of Organisation

1. Name of Firm / Organization : _____

2. Status of the Firm/ Organization (support the documents) : Proprietary / Partnership/Company/ Government/
Joint Venture / Other (specify)_____

3. Registration/ License no. of the firm/or organization : _____

4. Postal Address : _____

5. Telephone No.(s) : _____

6. Fax No. : _____

- E -mail : _____

7. Web site : _____

8. Year of Establishment : _____

9. Activities/ Services Offered : _____

- 10 Name of the Principal/ Head of Organization : _____

11. PAN : _____

12. TIN : _____

13. Service Tax Registration details : _____

Date :

Place :

Signature of Authorized Signatory
Seal



National Judicial Academy

1. Instructions for submission of offer for “Designing, Building/Implementing an integrated Automation System for Various Functionalities” (Development of Software).

National Judicial Academy, an autonomous body fully funded by the Government of India, invites commercial offer for “Designing, Building/Implementing an integrated Automation System for its Various Functionalities” from reputed IT companies/Firms who have proven experience in similar fields of automating the functional activities.

The process will also involve

1. Formulating a solution that is efficient, cost-effective, and secure, and providing a Seamless integration of its functionalities.
2. Implementation, testing of the system.
3. Data entry of the registration no. & programme wise details of the participants from begin of the programmes in NJA.
4. Data entry of filing records of the Academy
5. Data entry of Fixed Assets Register
6. Data entry of Evaluation forms etc.

Brief Scope of the Work

The work involves software solutions for the following main modules:

(1) Academic and Participants Services.

Management of allotment of registration no. issue the M.R. for collecting the money from participants, issue of registration cards, participant’s information i.e. High Court Wise, Programme wise, registration no. wise. Information to participants will be available on NJA website on as per authorisation basis, database of participants, resource persons and Academy events. Generation of unique activity, as for each budgeted activity.

(2) Estate :- Maintenance of Inventory and permanent assets, allotment of Houses.

(3) Stores and purchase :- Requisition, order placing and assets/inventory management, scrape disposal.

(4) Guest House Management :- Management of room Inventory and room allotment.

(5) General Maintenance and Housekeeping :- Transport services and management, security services, horticulture, housekeeping and catering services administration and billing.

Signature of Contractor

Brief description of work is as under:

Sl. No.	Activities	Document / Information to be required from the software
1	2	3
01	Collection of cash from participants on account of Registration fee and Lodging & Boarding charges.	<ol style="list-style-type: none">1. Generation of cash receipt for cash collection to Lodging & Boarding charges.2. Generation of Registration no. cum receipt to amount paid for registration3. Daily cash collection summary consolidated & Programme wise4. Generation of registration list of the participants i.e.<ol style="list-style-type: none">1) High court wise2) according to Registration number5) Display the information of participants in NJA website to easily assess by the participants to obtain his/her details regarding programme attended in the Academy.6) Generation of participants information i.e.<ol style="list-style-type: none">1. Programme wise.2. High Court wise.3. Consolidated list.
02	Issue of Money Receipt	As mentioned under point no. (1)
03	Preparation of details regarding collection of cash from participants	As mentioned under point no. (1)
04	Maintain the record of Registration of Participants	As mentioned under point no. (1)
05	Maintain the Fixed Assets Register, Store Registers & Register of Consumable Stores.	Maintain the following Registers :- <ol style="list-style-type: none">1. Fixed Assets Register2. Store Register3. Stationery Register4. Consumables Register
06	Bill Register	Bill register to show the status of bills which are received by the Academy for payment.
07	Issue of Vehicles duty slips	Issue of vehicle duty slip to generate the following information : <ol style="list-style-type: none">(1) Date wise details of vehicles used by the Academy.(2) Amount payable to contractor on the basis of data entered in system on the basis of duty slips.

Signature of Contractor

08	Preparation of records for verifications of bills received from Transport agency, Security, House Keeping Agency, Catering service providers and Maintain the record of workers which are engaged by the contractors	Requisite data to be entered in system to identify the no. of workers engaged, quantity, days etc. to generate the adequate information to verifying the contractor's bill.
09	Filing record	Department wise filing records : 1- Record of running files 2- Record of closed files 3- Record of files opened during the year 4- Record of files closed during the year
10	Preparation of salary bill and remittance of deductions	1. Preparation of salary bill 2. Preparation of list of remittances a. GPF b. GIS c. HBL d. INCOME TAX e. PROFESSIONAL TAX f. CPF Including NJA Contribution g. Other deductions h. CPF monthly & yearly return
11	Guest House Management	Room Inventory management and room allotment.

Offer Document should cover

1. Office Address, Designated contact Person with contact details.
2. Core business area of operations, number of years in the business, ownership and organisational structure of the company/Firm. Attach Memorandum of Association and Articles of Association along with commencement of business certificate.
3. Audited financial statements for the last three years showing financial capability. Details like IT/PAN/TAN/ numbers, Service Tax registration be furnished
4. Technical capabilities of the firm in providing automation solutions. Brief details of all the major similar assignments undertaken in the past 2 years. Enclose the list of projects with executive summary and attach necessary documentary proofs.
5. Your organisation's core technical competencies and skill sets available. Provide details about skilled manpower resource available with you. Give emphasis to availability of trained resources for Designing, Building/Implementing an automation system for an institute/Academy.
6. Details about quality processes and standards followed and certifications obtained by your organisation. Enclose copies of relevant valid quality certificates.

Signature of Contractor

Eligibility Criteria :

The interesting bidder must have experience as prime contractor for having successfully completed similar types of work during last two years in any institutions, organizations etc.

Term & Condition for Maintenance

Concerned company should provide one year free Maintenance to the Academy from the date of completion of the project.

Other

Experienced IT companies/Firms interested in participating are requested to submit their Commercial offers for “Designing, Building/Implementing an integrated Automation System for its Various Functionalities” to the Registrar (Adm), National Judicial Academy, Bhadbhada Road, P.O. Suraj Nagar, Bhopal-462044 in a sealed envelope along with EMD in Account payee Demand Draft/Banker’s Cheque or Fixed Deposit Receipt from any of the commercial bank of Rs 10,000/- in favour of National Judicial Academy Payable at Bhopal. The EMD will be refunded at the earliest after expiry of final bid validity.

Bid Validity

The bids Shall be valid for a period of 90 days after the last date of bid submission.

Performance Security

1. With in 10 days of issue of letter of acceptance, the successful bidder shall deliver to the Academy a performance security in any of the forms given below for an amount equivalent to 10% of value of work awarded.
2. In the form of Bank Guarantee of any commercial Bank or In the form of account payee Demand Draft or FDR from any commercial Bank in favour of National Judicial Academy (FDR in joint form is not acceptable).
3. The Performance Security shall be valid for a period of 15 months, which will be released after completion of the maintenance period.
4. Failure of the successful bidder to comply with the requirements of above conditions (1) & (2) shall constitute sufficient grounds for cancellation of the award of work and forfeiture of the security deposit.
5. The performance security will be released within 30 days after completion of free maintenance period.

Commercial offers for “Designing, Building/Implementing an integrated Automation System for its Various Functionalities” should be submitted to the Registrar (Adm) of the Academy latest by 14:00 hrs of 26/08/2010 and the same will be opened at 15:00 hrs on 26/08/2010.

The Academy reserves the right to accept or reject any or all Commercial offers without assigning any reason(s) thereof. The Decision of the Registrar (Adm), National Judicial Academy Bhopal shall be final and binding on all parties participating in the bidding process.

**Registrar (Adm)
National Judicial Academy**

Signature of Contractor