

**No. TU/IV-11/(5)/06**  
**Government of India**  
**Ministry of Science & Technology**  
**Department of Scientific & Industrial Research**  
**Technology Bhawan, New Mehrauli Road,**  
**New Delhi – 110 016.**

**Date: 20.12.2006**

**To,**

**As per list enclosed**

**Sub:      Development of an ICT based System for Industrial R&D Promotion Programme (IRDPP) – Invitation of limited Tenders regarding- DSIR.**

**Sir,**

In order to enhance efficiency and transparency in service delivery and internal operations of the Department of Scientific & Industrial Research (DSIR), It has been decided to establish an ICT based system for Industrial R&D Promotion Programme (IRDPP). Therefore, quotations in a sealed cover are invited for development of web based e-applications, design & development of databases, implementation and post-implementation managed services / support for the ICT based Governance system for the Industrial R&D Promotion Programme (IRDPP) as per the terms and conditions mentioned below :-

**Broad Scope of work for development of the following software :-**

**A . In-house R&D activities:-**

- e-application: Web based submission of applications for recognition / renewal of recognition (see **Annexure 'A'**)
- Design & development of databases and associated procedure for processing of data submitted through e-applications.
- Compendium, directories , searchable keys and required outputs.
- Implementation & post implementation managed services inclusive of data processing job.
- Training

**B. Scientific Industrial Research Organization activities:-**

- e-application: Web based submission of applications for recognition / renewal of recognition. (see **Annexure 'A'**)
  - Design & development of databases and associated procedure for processing of data submitted through e-applications.
  - Compendium, directories , searchable keys and required outputs.
  - Implementation & post implementation managed services inclusive of data processing job.
  - Training
- C. Procurement and implementation of necessary hardware / SW and network components.**
- D. Connecting RDI/DSIR, head office and the central system with a state of the art networking infrastructure.**
- E. Providing operational and maintenance support for the system.**

### **TERMS AND CONDITIONS**

- Rates of the required system must be quoted after confirming the specifications/ procedure as in **Annexure – 'A'**. The quotations must contain the name, office and residential address including telephone number(s) of the person or persons with his/her usual signatures. Unsigned documents shall not be accepted.
- Rates quoted shall be valid upto one year from the date of acceptance of tender. The quoted rates must be in clear visible figures and words and shall not alter/overwrite/make cutting in the rates. If alterations /overwriting/ cutting in rates is noticed, such tenders shall not be taken into consideration. Percentage (%) of VAT, Excise, if any, to be claimed shall be indicated clearly in the quotation along with a copy of Registration Certificate issued by the competent authority.
- Last date for receipt of quotations in DSIR, New Delhi: 31<sup>st</sup> January, 2007 by 5:30 P.M. Any canvassing in this regard will disqualify the tenderer. The Committee reserves the right to relax any of the above mentioned 01 conditions(s) and reject on its discretion any or all the Quotation(s) 0altogether without assigning any reasons.
- Implementation/Delivery: All the products and services shall be delivered at DSIR within three months from the date of the acceptance of tender.
- The Software Product Principal has presence in the major metros of India. It

should have the ability to support AMC and installation requirements in Delhi.

- The Software should be independent hardware and should work /integrate with any Third party Software supporting Open Standards.
- The solution provider and/or its partner should ISO certified Company.
- The Software Product Principal should provide a list of their clientele in India.
- The Software solution provider should own the Intellectual Property Rights (IPR) for the product offered & should have a direct Implementation team.
- The Software Solution Provider have at least two working sites in Government domain in India for demonstrating the vendor's understanding about Indian Government and technology environment.
- Vendor should not assign the job to subcontractor or subcontract any part thereof to any other party without obtaining prior permission from DSIR.
- Vender will have to execute a confidentiality agreement with DSIR for maintaining the confidentiality of the software/data.
- DSIR reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory execution of the work.

**Warranty –**

- (i) A software product should be at least for one year from the date of supply. AMC charges for additional four years to be mentioned separately.
- (ii) The vendor must have a maintenance base in Delhi to provide maintenance service of the System being offered, efficiently and promptly.
- (iii) The Supplier shall provide necessary Software updates free of cost during the warranty/guarantee period.
- (iv) On computer server, the warranty shall be comprehensive. On-site warranty for a period of three years from the date of commissioning and acceptance of tender by DSIR.

**Acceptance –** On completion of implementation, installation & configuration, DSIR shall

check for the correctness and completeness of the configuration of the software. Complete functions shall be tested as per the specifications & functional requirements.

**Payment Terms –**

- (i) For Software Products - 70% on delivery and installation, and the balance payment to be released after implementation.
- (ii) For Hardware 90% against delivery and installation, balance after acceptance of hardware by DSIR.
- (iii) For Digitization & Indexing 100% payment to be released within 15 days after submission of invoice for satisfactory completion of work.

**Training –** Before acceptance after installation, the vendor shall provide 3-days training on administrative support and end-user support at DSIR for which the training material to be provided by the vendor.

**Force Majeure -** The Vendor shall not be liable if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. “Force Majeure” means an unforeseen event beyond the control of the vendor.

3. DSIR reserves the right to accept or reject in part or full any or all the offers without assigning any reasons thereof. Performance Guarantee to the extent of a Contract value by way of Bank Guarantee from a scheduled Bank will have to be provided by the vendor.

4. If any clarification is required, the same may be obtained from the undersigned. If Interested, you may send your quotation in the prescribed form at Annexure 'B' alongwith a performa at Annexure 'C' duly filled-in, in a sealed cover & earmarked on it "Quotation and this letter Number" latest by 31<sup>st</sup> January, 2007 by 5:30 P.M. at the following address:

Deputy Secretary  
RDI Division,  
Department of Scientific & Industrial Research  
Room No. 33, TIFAC Building,  
Technology Bhawan, New Mehrauli Road,  
New Delhi – 110 016.

Yours faithfully,

(Ram Kumar)  
Deputy Secretary to the Govt. of India  
Tel. No: 2651 3070

## **Annexure 'A'**

### **Industrial Research & Development Promotion Programme**

#### **1. Introduction :**

The activity pertaining to Industrial Research & Development Promotion Programme, is an important component of a plan scheme "Technology Promotion, Development and Utilisation (TPDU)". The specific areas covered under this scheme are :-

- Recognition of In-house R&D in Industry
- Recognition of Scientific and Industrial Research Organisations (SIROs)
- Fiscal Incentives for Scientific Research

#### **2. Genesis of the Programme :**

IRDPP/DSIR plans to start with a paper-less office concept especially to start with automation of registration and renewal of registration of applications for In-house R&D units & SIROs from manual mode to electronic mode i.e. web based submission of e-application; design & development of databases and associated procedure for processing of data submitted through e-applications etc. At present, there are about 1212 in-house R&D units and 568 Scientific and Industrial Research Organisations recognised by DSIR. The procedure for recognition & renewal of such units is given below:-

##### **a) Recognition of In-house R&D unit :**

For the purpose of recognition, the R&D units are to apply to DSIR in the prescribed proforma. The proforma and other details about the scheme are enclosed as **Appendix -I**. The applications, after initial scrutiny in the DSIR, are circulated for comments among various concerned Ministries/ Departments and organisations such as DCSSI, CSIR, ICAR, ICMR, ICAS, DBT, DCPC, DoT, DRDO, DIT and NRDC. The units seeking recognition are visited, if necessary, by the expert teams comprising of representatives of DSIR, as well as outside agencies, like, administrative Ministries, CSIR, NRDC, DBT, ICAR, ICMR, DRDO, DIT, DoT, IITs and local educational & Research Institutions before they are taken up for consideration. In order to obtain first hand information on R&D activities of the applicant firms, discussion with the chiefs of the R&D unit and executives of the firm are also held in DSIR in many cases. During the discussion, outside experts are invited and their comments are sought. The applications along with comments from outside agencies, visit reports, and the Department's own evaluation are considered by an Inter-Departmental Screening Committee constituted by

Secretary, DSIR. The Committee meets every month to consider the applications and makes recommendations to the Secretary, DSIR based on its evaluation of R&D infrastructure and R&D activities of the applicant firms.

**b) Renewal of recognition of In-house R&D unit : -**

Recognition to R&D units is granted for a period ranging from one to three years. The R&D units are advised to apply for renewal of recognition well in advance (three months prior to the date of expiry of the recognition). Applications received for renewal of recognition are circulated among the CSIR, NRDC and/or the concerned administrative Ministries / Departments of Government of India for their comments. The applications are examined in DSIR taking into account the inputs received from other agencies for taking suitable decision on their renewal.

At present, In-house R&D units recognised by DSIR are about 1212. A revised and updated 'Directory of Recognised in-house R&D Units' was brought out during November, 2006.

**c) Recognition of Scientific and Industrial Research Organisations (SIROs)**

The DSIR has brought out the Guidelines for Recognition of Scientific and Industrial Research Organisations (SIROs). The application performa for seeking recognition under the SIRO Scheme is enclosed as **Appendix-II**. Functional SIROs having broad based governing council, research advisory committee, research personnel, infrastructural facilities for research, well defined, time bound research programmes and objectives of undertaking scientific research, are eligible to be considered for recognition by DSIR. The investments of surplus funds required for immediate research should be indicated in terms of the Income-tax Act, 1961.

Applications for seeking recognition under the SIRO scheme are considered in DSIR by an Inter-Departmental Screening Committee with members from Council of Scientific and Industrial Research (CSIR), Indian Council of Medical Research (ICMR), Indian Council of Agricultural Research (ICAR), Indian Council of Social Sciences Research (ICSSR) and University Grants Commission. The recommendations of the Screening Committee are sent for approval of Secretary, DSIR. The recognition is effective from the date of approval accorded by the Secretary. Retrospective approval is not granted.

**d) Renewal of recognition of the Scientific and Industrial Research Organisations (SIROs)**

Recognition granted to SIROs is for a duration of one to three years. The SIROs are advised to apply for renewal of recognition well in advance (three months prior to the

date of expiry of recognition). Such applications received for renewal of recognition are examined by Research Review Groups consisting of representatives of ICAR, ICMR, CSIR and ICSSR depending on the area of research. Based on the evaluation made by the Research Review Groups, renewal of recognition is granted to SIROs.

At present, there are 568 SIROs duly recognised by DSIR. Out of these, 205 are in the area of natural and applied sciences, 197 are in the area of medical sciences, 37 are in the area of agricultural sciences, 108 are in the area of social sciences and 21 are universities/colleges.

DSIR has brought out a Directory of Recognised Scientific & Industrial Research Organisations in November 2006.

**3. Scope of work for development of Software** – Following is the scope of work and services to be provided by the Software Provider for Automation of IRDP programme.

- (i) Automation of IRDP applications (online login & registration, automated unique login/registration account/no, acknowledgement, Document scanning, digitization, indexing, storage and retrieval system) alongwith all the necessary supporting software like operating system, web server, applications server, Application Programme Interface software (with necessary software patches and updates) and any other software required to make IRDP e-application fully operational. These software shall be provided of appropriate version and appropriate licenses.
- (ii) Supply, installation, testing, commissioning, and implementation of software updates/ upgrades during the warranty period as and when released.
- (iii) Supply, installation, testing and commissioning of Computer Server to install the IRDP Management Software. If any computer hardware is required to install Middle tier software, the same shall also be supplied and installed by the Software Solution Provider. The servers shall have sufficient RAM, disk storage, backup devices attached to it.
- (v) System Administration/ Support Services for IRDP Management System like, maintenance and upkeeps of the hardware (servers, scanners) and software, data backup/ restoration, assigning permissions to various users etc. shall be provided by the software solution provider during the specified support period.



**Annexure-'B'****PROFORMA FOR SUBMISSION OF FINANCIAL BIDS**

<b>Sl.No.</b>	<b>Description of the work</b>	<b>Cost in Indian Rupees</b>

**Authorized Signature  
With Company's Seal**

**Annexure-‘C’****PROFORMA FOR SUBMISSION OF COMPANY SPECIFICATION**

1. Name of Bidder
2. Address
3. Phone and Fax
4. E-mail address, if any

## 5. Details of the Company's Registration

S.No.	Name of Registration Authority	Registration Number	Product/Service for which Registered	Validity period, If applicable

6. Details of the Income Tax paid during last three years (enclose proof)
7. Brief description of organization and outline on recent experience (last three years) in similar assignments projects for
8. Turnover of the organization, also attach the latest Balance Sheet.
9. Description of the manner the selected agency would plan to execute the project. Work-plan, Time Schedule. Approach, Methodology to carry out the work.
10. Technical Manpower Strength & Composition of personnel/project team involved, including their CV's.
11. Any comments / Suggestions of organization on TOR.
12. Comments of agency on acquiring any data/service to execute the project from some other sources as per the needs of TOR.
13. List of Major Customers (Attach separate sheet if required)
14. The Hardware & Software, if any, for specified job.
15. Indicate name of state/states for which Quote submitted.

**Note: Strike out, whichever is not applicable and attach Annexures wherever required.**

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