

‘Expressions of Interest’ for Office Automation Application / Software including Project Management

The National Biodiversity Authority (NBA), a statutory body under Ministry of Environment and Forests, Government of India, invites ‘Expressions of Interest (Eoi)’ from interested, well established, suitably experienced bidders for providing the following to the said Authority:

1. Office Automation application / software including Project Management for the GoI-UNDP Project

For the scope of work along with other terms and conditions, please refer to [www.nbaindia.org](http://www.nbaindia.org). The Eoi (Technical and Financial) addressed to the Project Manager, GoI-UNDP Project, NBA, 5<sup>th</sup> Floor, TICEL Biopark, Taramani, Chennai-600 113 should reach on or before **10th June 2010** by 5.00 P.M.



India—UNDP Project  
'Strengthening Institutional  
Structures to Implement the  
Biological Diversity Act'



NATIONAL BIODIVERSITY  
AUTHORITY  
5<sup>th</sup> Floor, TICEL Bio Park,  
Taramani Chennai 600113



**NOTICE INVITING EXPRESSION OF INTEREST FOR  
OFFICE AUTOMATION and PROJECT MANAGEMENT APPLICATION / SOFTWARE**

**1) INTRODUCTION:**

National Biodiversity Authority (NBA), a statutory body under Ministry of Environment and Forests, Government of India, Government of India has been established in the year 2003 with Head office at Chennai to implement the Biological Diversity Act, 2002.

- i. to regulate and approve access to biological resources of the country by foreign nationals with the purpose of securing equitable share in benefits arising out of the use of biological resources; and associated knowledge relating to biological resources including bio-survey;
- ii. to conserve and sustainably use biological resources including flora, fauna, marine bioresources, micro-organisms etc.
- iii. to secure sharing of benefits with local people as conservers of biological resources and holders of knowledge and information relating to the use of biological resources;
- iv. protection and rehabilitation of threatened species;
- v. to regulate and approve transfer of research results to foreign nationals involving Bioresources;
- vi. to approve Intellectual Property Rights involving Bioresources;
- vii. to regulate and approve third party transfer of Bioresources and associated traditional knowledge;

NBA coordinates the activities of the State Biodiversity Boards and Biodiversity Management Committees by providing the needed technical assistance and guidance, as well as commissions studies and sponsors special initiatives.

In order to implement the different programs, the need for strengthening of institutional structures has been recognized as a critical element. Hence a project 'Strengthening Institutional Structures to Implement the Biological Diversity Act' was conceived, developed and implemented by MoEF, NBA and UNDP.

The main focus of the project is to strengthen the institutional capacities at various levels and of different stakeholders in UN Development Assistance Framework (UNDAF) states and bring in behavioral changes to manage natural resources in an integrated, participatory and sustainable manner. The Project will help to address the challenges in implementation of the BD Act by supporting strengthening the SBB and BMC through capacity building, awareness and education and database and networking.

For effective implementation of the Gol-UNDP project for 'Strengthening of Institutional Structures to Implement the Biological Diversity Act', the National Biodiversity Authority (NBA) invites Expression of interest (Eol) from well established suitably experienced software firms to provide Office Automation program. Scope of work and other terms and conditions are detailed hereunder:

## **2. Purpose**

To ensure that the Project Management Unit is constantly updated on the project and administrative related activities at the various State Project Units, Liaison Office and NBA, a custom made, centralized, office automation and project management application is required.

## **3. Eligibility criteria**

Bidders should be well established and suitably experienced. They should have a minimum of 10 years of experience in creation and implementation of project management and office automation software / applications (including deployment of the required hardware for implementing the application) in medium / big industries, preferably in Government organizations. The bidder should have minimum turnover of INR 75 lakhs and performance should be consistent with stated incremental growth for the past three years. Copies of the implementation and performance certificates from at least three Government organization and / or Five private organization of repute, detailed company profile, along with supporting document showing growth and experience should be enclosed with the Eol.

## **4. Proposed schedule for completing the assignment**

The office automation and project management application / software should be put in place and fully functional, three months from the date of awarding the contract. The NBA reserves the right to extend the period without any change in terms and conditions.

## **5. Last date for submission of Eol**

5.1 The interested parties may submit their Eol in two separate sealed covers indicating on the top of envelope "Expression of Interest for Office Automation Application / Software including Project Management" 1) Technical bid. 2) Financial bid on or before **30.05.2010 by 5.00 P.M**".

5.2 The Technical bids will be opened first and financial bids of those who qualify in technical bid will be opened thereafter.

5.3 The contractor will be selected based on combined grading of Technical plus Financial bid.

## **6. Scope of work**

Please refer annex A appended.

## **7. Other terms and conditions**

- a) NBA reserves the right to cancel/withdraw the invitation or to modify/add/delete the eligibility criteria and terms and conditions without assigning any reason thereof.
- b) NBA reserves the full right to accept/reject any proposal or call for any clarification/information/presentation.

- c) The NBA reserves the right to reject any or all Bids without assigning any reason thereof as well as the right to add/delete/modify any one or more of the terms and conditions.
- d) The NBA reserves the right to discontinue the services of the appointed contractor/firm at any point of time on account of non-satisfactory performance by the Lawyer.
- e) There is no fee for participation in the EoI.
- f) In case of any dispute, the same will be limited to jurisdiction of Chennai courts only.

#### **8. Letter of Appointment**

The selected contractor / firm shall be issued a Letter of Appointment indicating the date for the commencement and completion of the program implementation.

#### **9. Agreements / IPR**

The selected contractor / firm shall enter into a Confidentiality Agreement & Agreement for services provided in the prescribed format (Annex B). The codes etc used for creating the program would remain licensed to India-UNDP Project, NBA, TICEL Park, Taramani, Chennai – 600113.

#### **10. Submission of EoI**

The interested parties may submit their EoI in two separate sealed covers indicating on the top of envelope “Expression of Interest for Office Automation Application / Software including Project Management” 1) Technical bid. 2) Financial bid on or before **30.05.2010 by 5.00 P.M** to:

The Project Manager,  
GoI-UNDP Project,  
National Biodiversity Authority  
5<sup>th</sup> Floor, TICEL Biopark,  
Taramani, Chennai -600 113.  
email : [ysingh@nbaindia.in](mailto:ysingh@nbaindia.in), [umaundp@nbaindia.in](mailto:umaundp@nbaindia.in)  
Ph: 044-2254 1335 / 2254 1390 / 22542777  
Fax : 044-22541200

**Scope of Works**

1. Office Automation Application / Software
  - a. Database repository – huge database, stable architecture, easy to use and retrieve
  - b. Database input – collection and collation, data flow, tracking
  - c. Email connectivity, email server
  - d. Approvals – tours, advances, procurements, settlements, leave – multilevel – creation, sanction and tracking
  - e. Reports – tours, meetings – text (all formats), images (all formats), tables, charts – input, import and retrieval, with provision to export to Word or Excel or Plain Text or PDF formats
  - f. Attendance – staff
  - g. Discussion board
  - h. Contracts for staff and personal details – creation, acceptance of scanned inputs/images, entry and modification
  - i. Office locations – input and retrieval (contact details etc)
  - j. Multilevel approval, access / restriction provisions
  - k. Searchable, indexed – Menu driven
  - l. Report creation – individual and / or combined based on the inputs indicated above.
  - m. Project Management ( as detailed hereunder )
  
2. The Project management aspect of the software should be able to do the following:
  - a. Input data, actionable outputs, activities and deliverables – long, medium and short term - based on the project document (s)
  - b. Scheduling (a series of events or tasks depending on one another in different ways, including people and resources, tasks, estimates, duration of tasks)
  - c. Calculate critical path / issue tracking system – highlight series of events depending on each other
  - d. Provide information / project portfolio management and report creation
  - e. Resources and Document(s) management – input and retrieval, including import and export
  - f. Should be implementable on desktops and also as a web application
  - g. Should be multiuser and collaborative (support multiple users modifying different section of the plan)
  - h. Time Bar / PERT chart creation based on the inputs

**Other Terms and conditions:**

1. Pricing for the mandatory Hardware(s) (Server / Clients etc) and Software(s) (Operating System, Server / client software) required for running the application / program should be quoted separately in the financial offer of the EoI

2. Scope of work, proposed solution, phase wise implementation, testing plan, execution and project deliverables to be indicated in the technical offer of the EoI
3. The application / software should have provisions for adding modules at a later stage
4. One week user training including documentation / user manual should be provided free of cost
5. Implementation, testing and successful running of the program – support should be provided to ensure that the program is executed successfully in all the locations; five at present
6. One year remote support, onsite support for breakdown issues, free of cost, commencing from the date of successful implementation of the project
7. AMC details from 2<sup>nd</sup> year onwards to be indicated in the financial offer of the EoI.

**Confidentiality Agreement & Agreement for Services provided**