

**TENDER DOCUMENT**

For

E-COMMERCE PLATFORM & ERP SOFTWARE**PREAMBLE**

PROJECT : MARAYOOR JAGGERY PROCESSING UNIT

LOCATION : MARAYOOR SERVICE CO-OPERATIVE
BANK LTD.NO.2022
MARAYOOR,PO
IDUKKI, KERALA – 685620

COMPLETION : WITHIN 10 WEEKS FROM DATE AGREEMENT

CONTENTS

ARTICLE	DESCRIPTION	PAGE
V1.1	DEFINITIONS	
V1.2	TENDER CONDITIONS ELIGIBILITY / QUALIFICATION	
V1.3	FORM OF TENDER	
V1.4	GENERAL CONDITIONS	
V1.5	CONDITIONS	

for Marayoor Service Co-Operative Bank

For MARAYOOR SERVICE CO-OPERATIVE
BANK LTD. No: 2022

Authorised Signatory

Place : Marayoor

Date : 25/11/2023

**ARTICLE 1****DEFINITIONS**

For this Tender, terms set forth in this **Article 1.1**, when employed in singular or plural form, are defined to mean, unless the context otherwise requires, the following.

- 1.1 Project** means development of E-commerce platform and ERP solution for Marayoor Jaggery processing unit (Capacity 50 MT/Day) Management for **MARAYOOR SERVICE CO-OPERATIVE BANK LTD.NO.2022,MARAYOOR PO, IDUKKI, KERALA – 685620**
- 1.2** E-commerce Platform for handling 1000 product sales and ERP solution for managing the stack facility operations including Billing service.
- 1.3 Bidder/Contractor** means, the Eligible Person / Firm / Co-operative Society or Company who had tendered for **Project** and has been selected to undertake completion of **Project**.
- 1.4 Offer** means sealed offer based on this Tender No.2244_T5/2023 from **Bidder/Contractor** for undertaking above mentioned project.
- 1.5 Contract Document** means and includes, Tender Document and acceptance thereof, including conditions, specifications, designs, and formal **Agreement**.
- 1.6 Contract Value** means the fixed amount, **including all taxes** and duties, offered by **Bidder/Contractor** to complete **E-commerce Platform and ERP solution software**.
- 1.7 Earnest Money Deposit (EMD)** (equivalent of 2 % of **Contract Value** by Demand Draft from a Scheduled Bank, to be submitted along with **Offer**) is to ensure that **Bidder/Contractor** does not submit a dummy **Offer** or back out at time of Tender opening.

EMD provided by successful **Bidder/Contractor** is retained against **Security Deposit**. In the event of successful **Bidder/Contractor** backing out, respective **EMD** is forfeited.

EMDs from unsuccessful **Bidders/Contractors** are returned within 15 days from date of opening of the **Tender**
- 1.8 Time of completion** means the period in which the **Project** is to be completed from the date of signing the **Contract**.
- 1.9 Project Officer** means the executive, duly authorised by **Marayoor Service Co-Operative Bank** as in charge of execution of **this Project** and to whom **Bidder/Contractor** will report all technical aspects of the **Project**.
- 1.10 Certificate of Practical Completion** is the certificate issued by **Project Officer**, confirming that **Bidder/Contractor** has **completed** the contractual obligations as per **Offer**.
- 1.11 Defects liability period** of 12 months is a period of time following **Practical Completion**. If any defect/mal functioning of software/platform during this period is observed and notified by **Project Officer**, **Bidder/Contractor** shall rectify the same at his cost.
- 1.12 Performance Guarantee** of 5% of **Contract Value** and for a period of 12 months from date of **Completion Certificate**, is against due and faithful completion of **Project**.



After adjusting the **EMD**, balance of **Performance Guarantee** may be recovered by percentage deduction from the successful **Bidder/ Contractor's**, respective "on account" bills.

- 1.13 Performance Guarantee** amount shall be returned to the **Bidder/Contractor** after expiry of **Defects liability period**, (subject to **Bidder/Contractor** rectifying defects, if any during the period) against **No Claim Certificate** issued by **Project Officer**.
- 1.14 Agreement**, which is part of **Contract Documents**, means the formal Agreement executed between The **Secretary, Marayoor Service Co-Operative Bank** and **Bidder/Contractor**. **Agreement** will govern all terms and conditions of completion of **Project**.
- 1.15 The Bidder** should mention Specifications planned to use while developing E-commerce and ERP solution which may be amplified, added to or superseded by written instruction of **Project Officer** during **Time of Completion**.

ARTICLE 2

TENDER CONDITIONS

2.1 ELIGIBILITY / QUALIFICATION

Bidder/Contractor must have Experience in developing above software services and should have developed at least for 10-20 reputed clients.

If so desired by **Marayoor Service Co-Operative Bank**, **Bidder/Contractor** will make arrangements for **Project Officer** to check the current usage by the Clients.

SL.no	Completed Projects	years of usage
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1		
2		

2.2 Permissions/Approvals

Bidder/Contractor must have all necessary and valid Permissions/Approvals as well as Registration of GST Service Tax etc. necessary, to undertake **Project**.

ARTICLE 3

FORM OF TENDER

3.1 Competence

If **Bidder/Contractor** is,

An individual, **Offer** shall be signed with full name and complete address, both permanent address and communication address.

A partnership firm, **Offer** shall be signed by the Managing Partner of the firm. Notarised copy of Registered Partnership Deed of the firm shall be submitted along with **Offer**.

A company incorporated under the companies Act (1 of 1956), **Offer** shall be signed by its Managing Director duly authorised on their behalf and shall bear the official seal of the company.

3.2 Covering Letter

Offer shall have a covering letter, signed and sealed, in the following format, typed in the letterhead of **Bidder/Contractor**.

For MARAYOOR SERVICE CO-OPERATIVE
BANK LTD. No: 2022

SECRETARY

Ref :

Date :

Sub: Offer for development of E-commerce platform and ERP solution for Marayoor
jaggery processing unit (Capacity 50 MT/Day) Management - **Tender**
No.2244_T5/2023

Dear Sir,

I/We hereby submit our Offer for above mentioned subject.

Contract Amount – Rs. lacs (.....)

Commencement – within weeks from date of Agreement

Completion – within weeks from date of Agreement

Defects liability Period – 12 months from date of completion

Earnest Money Deposit – Rs. (.....)
2 % of Contract Value) by DD No..... dated
.....from.....

Validity of Offer – 30 days from date of **Offer**

Should this Offer be accepted, I/We hereby agree, to abide by and fulfil all the terms and conditions and execute all the works referred to in Tender Documents. If I /We fail to commence the work by the specified date mentioned above, I/We understand that my/our contract may be cancelled.

Yours faithfully,

For

Authorised Signatory

Place:

for Marayoor Service Co-operative Bank

Date:

Authorised Signatory