

Association of State Road Transport Undertakings



Tender document for Development of Online

- (A) ASRTU Rebate Software**
- (B) ASRTU Testing Software**

ASRTU Bhawan,
Plot No.4-A, PSP Block, Pocket- 14, Sector-8, Dwarka, New Delhi – 110077

Online Rebate& Testing Software development and subsequent maintenance

1. INTRODUCTION

Association of State Road Transport Undertakings (ASRTU) represents 62 Public Sector Bus Transport Organizations (STUs) in India for their common aims & objectives related to public bus transport system. Its member STUs own nearly 1.5 lakh buses and purchase spares worth about Rs.2500 crores a year. ASRTU also invites National Competitive Bids and concludes Rate Contracts (RCs) for automobile spares and accessories in common use with all the STUs. **ASRTU's policy is to encourage quality and competition, hence inviting tenders from OE suppliers exclusively.**

AIM OF THE DOCUMENT

The purpose of this document is to finalise a software company to develop to develop two modules for monitoring the Rebate Income and testing activities of ASRTU respectably.

1.2 TENDER ISSUING AUTHORITY

This tender is issued by the Association of State Road Transport Undertakings (ASRTU), intended to short-list a firm for developing the above software. ASRTU's decision with regard to the short-listing of bidders on the basis of Technical bid shall be final and the ASRTU reserves the right to reject any or all the bids without assigning any reason.

Name of officer	:	Executive Director
Name of Section	:	Association of State Road transport Undertaking.
Postal Address	:	ASRTU Bhawan, Plot No. 4-A, PSP Block, Pocket-14, Sector-8, Dwarka New Delhi-110077 (INDIA)
Telephone Number	:	011-43294294, 25361640, 25361641
Facsimile Number	:	011-43294242, 25361642
Last date of receipt of tender	:	
Email	:	asrtu@del2.vsnl.net.in
Website	:	http://www.asrtu.org

Selection Criteria

The firm has to submit both Technical and Financial bids in separate sealed envelopes in the Formats attached at Performa I & II.

The Technical bids will be scrutinized for short-listing firms on the basis of size, experience, technical expertise etc. The Financial bid of only those firms short-listed on the basis of Technical bid will be opened for comparing rates.

From technical side the software need to ensure the following:

- The software must provide the audit trail, so that, every activities of user can be tracked and monitored for future action.
- The software must be scalable and compatible to with ASRTU existing System.
- Admin (for use by IT, Administrator ASRTU)
- Roll wise category should be defined in software.

- The software is to be hosted at ASRTU site or any other location site the technical specification and license required for the same to be intimated in tender document in both case.
- Software must have Provision for further modifications and additions.
- The software should use the existing data / database i.e ORACLE 11G
- The firm has to mention the warranty of the software.
- The Firm has to Host and maintain the software after the warranty.
- The source code which is used to develop the online software like JAVA/JSP/HTML/Oracle etc of the package will be the property of ASRTU after implementation.
- In case the software package needs to be transferred at any point of time to a different site the necessary support will be provided by the agency.
- Any other requirement related to software will be the responsibility of vendor in future from technical view.

General Information:

- a) The Tender DOCUMENTS can be seen in the ASRTU web site www.asrtu.org
- b) Tender initiation date is on **24.12.2016**. Last date for submission of tender documents is on **20-1-2016 @ 04.00 p.m.**
- c) ASRTU reserves the right to cancel the tender document at anytime without assigning any reasons.
- d) Wherever efficiencies are specified certificates given by authorized third party are to be enclosed to that effect.
- e) **Any correspondence should be made in the name of the Executive Director, ASRTU, New Delhi.**
- f) **Any information related to software is required, contact to Mr. Rajiv Ranjan Jha, DBA & Mr. Atul Gupta, Asst. Dir(IT&MIS),ASRTU**

(TECHNICAL BID)

Please furnish the particulars with proof.

S.No.	Particulars	
1.	Name of the Company	
2.	Registered Address with Phone, Fax & Email id	
3.	Contact person with Name, Designation, Mobile No. & email Id details.	
4.	Year of Incorporation with Certificate details	
5.	Name, address and details of consortium if any	
6.	Experience in similar projects (furnish evidence as per RFP)	
7.	Name of the customers	
8.	Details of qualified professionals for implementation of the solutions (furnish evidence as per RFP)	

11.	Turnover of preceding 3 years, furnish yearwise (last year turnover from similar activity should be more than 50 lacs)	
12	Details of Present working Technologies	
12.	Whether having ISO certificate, furnish copy	
16.	Any other additional requirement related to the above mentioned project.	
17.	Remarks if any	

The information mentioned herein above proforma is true and correct and we hereby undertake to accept all the obligations and responsibilities of Tender.

Place : Signature of authorized* Signatory with stamp

Date : Name of the authorized person of the Company

Designation:

Financial Bid

S.No.	Software Module	Software Tools Used for development	Total cost with service Tax
1.	Rebate Module		
2.	Testing Module		

Annexure A

Brief on ASRTU Secretarial Rebate monitoring system

ASRTU finalises **Rate Contracts** with Vendors/suppliers (Manufacturers of Bus spare parts) for its **member State transport undertakings**. The Vendors/suppliers pay ASRTU a percentage of the payment received by them from the member STUs against the supply made on **quarterly basis**. This payment then is reconciled with the **monthly information** received from the member STUs for verifying **outstanding**. This payment received from Vendors called **ASRTU Secretarial Administrative Rebate**.

Scope of Work

The software needs to ensure the following from functional side:

- Provision for entering/transferring/migrating data coming from different sources for the above purpose.
- All conditions stated in the Annexure related to Rebate income to be inbuilt in the system for calculation of service tax, interest, conversion of contract, reconciliation of data, etc.
- Reports relating to the requirement as per the Rebate conditions stated in the Annexure .
- Reports required for MIS purpose for analysis of data by higher authority.
- Any other requirement related to monitoring of this system.

The ASRTU Secretarial Administrative Rebate is governed by the conditions placed below.

ASRTU SECRETARIAL ADMINISTRATIVE REBATE PAYMENT :

The supplier shall pay **2% Secretarial Administrative Rebate, unless otherwise specified**, on value of invoice (Basic Rate + Excise Duty and exclusive of Sales Tax & other Taxes, if any) on all supplies made to the STUs **plus Service Tax** (as applicable) calculated on **Gross Rebate amount**, within the due period as specified in **clause 17(C)**. The condition of payment of 2% rebate to ASRTU includes the supplies made in following situations :

- i. Supplies made against the Rate Contract/Trial Rate Contract finalized by ASRTU.
- ii. Supplies made against contracts finalized by member STUs on the basis of open/limited tenders invited by them for the same specifications/slightly modified specifications.
- iii. Supplies made against negotiated rates, turnover discounts per annum basis/volume discounts etc. finalized by STUs. The declaration to this effect has already been obtained from the firm.

The ASRTU shall have the right to deduct the outstanding payment due from the firm from the deposits available with ASRTU or take any action as deemed fit in the event of not informing/making full rebate payments by the firm (including its appointed distributor/ sole selling agent) for all the supplies made to STUs under above situations.

All member STUs through their nodal officers are requested to send their payment released details (including divisions, depots and workshops) in favor of the firm on monthly basis in the prescribed format, along with declaration certificate to the Secretary, Standing Committee (S&C) office, ASRTU at New Delhi.

A) **Minimum Amount of Rebate Payable to ASRTU**

All the suppliers/contract holders shall pay a sum equivalent to **2% (two percent) unless otherwise specified plus Service Tax** (as applicable) on Gross Rebate amount on all supplies made to the ST Undertakings. However,

it is essential for all the contract holders to pay a minimum secretarial administrative rebate to ASRTU irrespective of the sales made by the firm to STUs in the following manners:

- i. Long Term Rate Contract holder shall pay minimum rebate of **Rs.1 lac per annum plus Service Tax** (as applicable).
- ii. The contract holder shall have to pay a minimum rebate equaling to EMD per contract for two years contract period **plus Service Tax** (as applicable).
- iii. In case of issue of contract for the period of one year, the value of minimum rebate required to pay during the contract would be 50% of the EMD **plus Service Tax** (as applicable)

Payment of rebate amount as mentioned above shall be a pre-requisite for timely issuance of new contract, up-gradation of contract and issue of any circular in favour of the firm during the period of contract, etc.

B) Provisions of Incentive/Penalty for Rebate Payment

- i. To relieve hardship to suppliers, a provision has been made that suppliers can pay secretarial rebate to ASRTU on the basis of **actual PAYMENT RECEIVED** by them during the quarter. However, for the supplies made during the quarter and if payment is not received in the same quarter, the supplier can release the rebate payment in the quarter when the payment is actually received.
- ii. The rebate payment to ASRTU shall be accompanied with the information in the prescribed Proforma in respect of the payment received from Member STUs during the respective quarter along with the requisite certificate by the supplier's auditor.
- iii. The rebate payment along with requisite information/certificate shall be provided to ASRTU office within one month from the end of the respective quarter. An **incentive of 5%** of the rebate amount paid within the prescribed time of one month will be allowed to be adjusted by the firm during releasing of rebate for next quarter.
- iv. The payment of rebate shall be made by way of Demand Draft/Local Cheque payable at New Delhi and no outstation cheque will be accepted.
- v. If the supplier fails to make the payment of rebate within due date (as specified in clause 17(C)(iii) above) **interest on Service Tax** as applicable **and simple interest @ 12% on Rebate** from the date of completion of two months from the end of the quarter, will be levied on the delayed payment. The supplier is also liable for payment of statutory penalty if any arises due to delay payment made on their part.
- vi. If the supplier fails to make payment even within six months from the date of completion of the quarter, their contract (RC/TRC) may be converted into **Provisional contract** for the period of 3 months stating the reason that "due to non-payment of ASRTU secretarial rebate, the contract is converted into provisional contract". However, the levy of **12% interest along with interest on Service Tax** due as applicable as per clause (C)(V) will continue during the provisional contract period also.
- vii. If the supplier finally fails to pay the rebate amount even during the provisional contract period i.e. within the 9 months of completion of the quarter, the contract thereafter may be **suspended**.
- viii. Restoration of the original status to such supplier will only be with approval of SC(S&C) and on full and final clearance of all dues of ASRTU with interest for delay in payment.

REMARKS:-

If the supplier finally fails to pay the rebate to ASRTU then purchasing STUs will be requested to deduct the ASRTU estimated rebate value from their payable bills to the firm (like pending bill, security deposit, etc.) and send to ASRTU under intimation to the firm.

Testing Procedure

ASRTU, an Apex Co-ordinating Body of 59 STUs, invites tenders on behalf of STUs for supply of spare parts. After evaluation of the tenders, technically and commercially, it establishes supply contracts with the manufacturers. ASRTU has finalized about 430 contracts for 73 groups of items. In order to encourage new supplier to come on contract, ASRTU has introduced Vendor Development Registration Scheme (VDRS).

The scheme helps to avoid any delay on account of the long processing/ evaluation cycle time, in regard to evaluation of their products through laboratory tests besides obtaining field activity in advance, particularly for new entrants. The new entrants are given adequate lead time for getting their works inspected and products evaluated, both in the laboratory and also in actual field operations. Deficiencies, if any, could also be rectified by new entrants during this lead period.

The VDRS application form and the works inspection proforma reflect details of the manufacturing and testing facilities and capacity, etc., required to be submitted to ASRTU.

All the spare parts have been grouped into 73 groups and 144 sub-groups for facilitating processing of tenders etc. The sub-groups wherever required are sub-divided application-wise to cater to the requirements of various makes of vehicles namely, Leyland and Tata.

Testing of samples for product evaluation against ASRTU/BIS/Original Equipment Manufacturer's specifications is undertaken at the CIRT, Pune. The samples, for this purpose, are picked up from out of the production line of the manufacturers.

The Works Inspection Report establishing the capacity and capability of the firm to manufacture requisite quality spares on a sustainable basis. The Works Inspection is carried out by a designated team of officials on behalf of ASRTU, to assess the financial soundness, besides production and inspection facilities of the firm. As per the norms of works inspection, the firm must have certain minimum in-house manufacturing, testing and inspection facilities.

As a policy, required number of test reports for the products/materials under each Group/Sub-groups application-wise (i.e.Tata and Leyland) should be available. He samples may be collected from production line/out of supplies to STUs for consideration of the Tender.

5.0 Vendor Development Registration Scheme (VDRS)

5.1 VDRS envisages advance action towards inspection and evaluation of a firm's capabilities to supply quality automobile spares on sustainable basis well before establishment of a formal contract between the firm and ASRTU.

5.2 The scheme provides sufficient lead time for both the parties for the above work besides providing for rectification of deficiencies if any in the firm's facilities and for re-evaluation of the same by the ASRTU.

5.3 Any firm desirous of entering into contract with ASRTU, can register itself under Vendor Development Registration Scheme (VDRS) to complete the pre-requisites of consideration of tenders i.e. Works Inspection and Testing of random samples.

5.4 Under the VDRS, ASRTU arranges inspection of the firm's works and testing of the manufacturer's products at CIRT, Pune. The test charges as per the applicable rate schedule of CIRT are to be paid by

the manufacturers. The cost of material, packing, forwarding & transportation charges etc. of sealed samples are borne by the firm.

5.5 A 'step by step procedure' for registration under VDRS is described here in below :

i) a) For registration under VDRS, the firm shall submit an application on its letter head, requesting ASRTU for supply of necessary formats for the purpose (necessary documents, specifications etc.).

b) The firm has to indicate its product range and identify products for which it seeks registration under the scheme.

c) This application has to be accompanied with a demand draft of Rs. 5725/- or as specified by ASRTU in favour of "The Executive Director, ASRTU, New Delhi payable at New Delhi. Demand Draft details such as Demand Draft no., date, amount and name of the Bank, need to be mentioned in the application.

d) The application be submitted at the address mentioned at Para 7.0 of this Section.

ii) On receipt of the application and demand draft, the ASRTU shall dispatch following documents at its registered office address or at the address so desired by the firm

a) Vendor Development Registration Scheme booklet.

b) VDRS Registration Application Form.

c) Works Inspection Proforma in triplicate and Works Inspection Norms.

d) Schedule of relevant Items.

e) Set of relevant ASRTU Specifications and test charges applicable sub-group wise.

iii) After studying the documents, the firm should carefully fill-up all the formats giving full details against every item and submit the same to ASRTU for further processing. The following documents need to be submitted by the firm at this stage.

a) VDRS Registration Application Form duly filled-in.

b) Works Inspection Proforma in duplicate duly filled-in.

c) List of manufacturing machinery/equipment installed and working (in annex-I of the works inspection proforma).

d) Details of testing and inspection facilities available (in Annexure-II of the works inspection proforma).

e) Copies of the relevant documents as per the check list provided with the works inspection proforma.

f) List of items manufactured for Tata and Leyland bus applications alongwith part number (wherever applicable) or general items used for maintenance of buses, as the case may be.

g) Works inspection charges of Rs. 3435/- or as specified by ASRTU per factory per location by way of demand draft drawn in favour of "The Executive Director, ASRTU, New Delhi" payable at New Delhi along with works inspection proforma duly filled-in (the demand draft details such as demand draft number, date, amount and name of the Bank be mentioned in the application form).

h) Testing charges as applicable at the time of submission of documents to this office, be sent by way of demand draft drawn in favour of "The Executive Director, ASRTU, New Delhi" payable at New Delhi, (the demand draft details such as demand draft number, date, amount and name of the Bank be mentioned in the application form)

iv) a) After receipt of the works inspection charges and test charges, ASRTU will arrange for inspection of the works and collection and sealing of samples, for testing, from the production line of the firm.

b) The sealed samples shall be sent to the Director, Central Institute of Road Transport, Pune-Nasik Road, Bhosari, Pune - 411 026 by the firm at its own cost.

c) As per the policy, requisite test reports shall be available for the products under each group/sub-group, tested from production line at the time of consideration of the tender by the SC (S&C). Samples of different items (generally specified by ASRTU) need to be offered by the firm from each sub-group for this purpose.

d) If samples of same item (when different items are not available) are offered then the samples are to be sealed from different batches of production on different dates maintaining a minimum gap of 30 days between the two samples.

e) Procedure for sample collection & dispatch on behalf of ASRTU.

i) The random samples, on behalf of ASRTU, from production line or from out of supplies (as the case may be) are to be collected and sealed by ASRTU/STU Officers in the presence of the Manufacturer/his representative.

ii) The random samples are to be jointly sealed by the representative of STU/ASRTU and the Manufacturer/his representative.

iii) The samples shall be sent directly to the Director, Central Institute of Road Transport, Pune Nasik Road, Bhosari, Pune - 411 026 at the cost of the firm under intimation to the Assistant Director (Testing), ASRTU.

iv) The firm shall take care of following points for dispatch of samples to CIRT, Pune.

a) Firm shall mention following details in its letter while sending the samples to CIRT, Pune under intimation to the Assistant Director (Testing), ASRTU.

- Original ASRTU letter number. & date for testing of random samples of their products/materials.

- Sample Test order number.

- Details of samples sealed along with part numbers (wherever applicable), specification number and quantity.

- Details of Test Charges sent/to be sent to ASRTU New Delhi/CIRT, Pune.

b) Seal & signature of the Officer(s) must be distinctly visible on the sample/carton while sending the random samples.

c) The samples which have been sealed be sent to Director, CIRT, Pune within 15 days of sealing by STU/ASRTU Officers.

d) The parcels of sealed samples be sent by Courier/Road Transport on door delivery basis to CIRT, Pune.

e) Freight be prepaid at the Consigner's end.

f) Dispatch documents shall invariably include a Delivery Challan/Note.

g) The Consignment note or way bill or lorry receipt as well as the delivery note or challan would invariably be marked "sample for destructive testing only and item of no commercial value" or a separate certificate to this effect be sent with the consignment.

h) CIRT, Pune has been exempted from payment of octroi duty by Pimpri Chinchwad Municipal Corporation in whose locality the Institute is located. For issue of octroi duty exemption certificate, the Transporter may be asked to contact CIRT's "Customer Service Section".

i) As per the procedures laid down, the samples once sent for testing to CIRT, will not be returned to the Manufacturer.

v) a) Copies of sample test reports received from CIRT, Pune/ any other details as considered by the ASRTU shall be communicated to the firm for necessary corrective actions.

b) Should re-inspections of the firm's facilities be requested by the firm after rectification of the deficiencies etc., ASRTU shall organise re-inspection of the firm's works on receipt of a request from the firm in writing for this purpose and the re-inspection charges of Rs.3435/- per Procurement/per location or as specified by ASRTU, in the form of demand draft drawn in favour of "The Executive Director, ASRTU, New Delhi" payable at New Delhi,

c) The test reports and works inspection reports remain valid for a period of three years from the date of testing and two years from the date of inspection respectively.

vi) a) In case Works Inspection Report is satisfactory and the products pass the prescribed laboratory tests then ASRTU would request member STUs to consider placement of trial orders on the firm and report the field performance of the firm's products.

b) The firms so registered under VDRS are expected to have an advantage of reduced lead time requirement for completing the requisite conditions for consideration for award of ASRTU contracts.

6.0 Although registration under the VDRS is not a prerequisite for participation in ASRTU tenders as and when called for, the firms registered under VDRS would be informed with such notice inviting tenders. Non receipt of such information, however, will not exempt the firms for any of the requirements of the tenders. Every firm intending to participate in the tender enquiry should invariably remain updated about the issue of such tender notice through news paper or otherwise.