



Centre for e-Governance
Society for IT Initiative Fund for e-Governance
Department of Electronics and IT, Government of Haryana

Advt. No.: SIT/2004/01

Tender No.: SIT/2004/01/SRS

Sr.No.:

Date of Issue:

TENDER DOCUMENT

FOR

EMPANELMENT OF IT COMPANIES

FOR

**PREPARATION OF SOFTWARE REQUIREMENT
SPECIFICATIONS DOCUMENT**

AND

**DEVELOPMENT OF APPLICATION SOFTWARE
UPTO AN ESTIMATED VALUE OF RUPEES TEN LACS**

(This tender document contains 11 pages)



Centre for e-Governance
Society for IT Initiative Fund for e-Governance
Department of Electronics and IT, Government of Haryana

1. Issued to : M/s _____

2. Date & time of Closing : 27.02.2004 at 01.30 pm
3. Date & time of Opening : 27.02.2004 at 03.00 pm
4. Venue of Tender opening : Knowledge Centre
Centre for e-Governance,
Department of Electronics and IT
9th Floor, Haryana Civil Secretariat,
Sector 1, Chandigarh – 160001



Centre for e-Governance

Society for IT Initiative Fund for e-Governance

Department of Electronics and IT, Government of Haryana

- 1.1 The State Government recognizes the importance of Information Technology and lays a strong emphasis on its use in the functioning of Government Departments, Boards, Corporations etc. In order to hasten the process of computerization, it has been decided to empanel suitable IT companies for the preparation Software Requirement Specifications Document and/or development of Application Software with a value up to Rs.10.00 lacs. For complex applications, Software Requirement Specification (SRS) may be prepared separately and thereafter, Application Software Development may be taken in hand separately. In case of simple applications, the preparation of SRS document as well as development of Application Software may be combined and taken up together as one project. The scope of SRS document and Development of Application Software (DAS) is contained in Annexure I and Annexure II respectively. The list is not exhaustive and subject to change.
- 1.2 Whenever any Department, Board & Corporation wants to out-source the preparation of SRS document and/or development of applications software, it would invite tenders from the empanelled parties and select one of them to carry out the job.
2. **General Instructions and Conditions**
 - 2.1 Tenderer must apply in the prescribed tender form given in Annexure III. Any offer not made in the prescribed tender form would be summarily rejected.
 - 2.2 The tender document must be enclosed in a sealed envelope addressed to Secretary, Society for IT Initiative Fund for e-Governance, Department of Electronics and Information Technology, 9th Floor, Haryana Civil Secretariat, Sector 1, Chandigarh – 160 001.
 - 2.3 The envelope must be super-scribed with “Tender No. SIT/2004/01/SRS (Preparation of SRS & DAS)”.
 - 2.4 Each page of the tender document should be stamped and signed by authorized signatory.

- 2.5 All the columns of the document should be duly, properly and exhaustively filled in.
- 2.6 The authorized signatory must sign all cuttings and corrections. Certificate of authorization by the applicant company shall be enclosed.
- 2.7 No tender will be considered unless all the required documents are furnished and properly attested wherever required.
- 2.8 The tender form must be deposited along-with non-refundable fee of Rs.1000/- (Rs. One Thousand) in the form of Demand Draft in favour of '**Society for IT Initiative Fund for e-Governance**' payable at Chandigarh. Any tender form without this fee will not be entertained.
- 2.9 Only those tenders would be opened, which have been received by the due date and time. The Centre shall not be responsible for postal or any other delay.
- 2.10 This empanelment would be for a period of one year i.e. from the date of issuance of order of empanelment. But, in the event of any information furnished is found to be incorrect or misleading or deceptive or if there is a breach of any of the terms & conditions at any time on the part of an empanelled party, the empanelment may be terminated summarily by Secretary, Society for IT Initiative Fund for e-Governance, Department of Electronics and IT, Govt. of Haryana, without assigning any reason.
- 2.11 Arbitration Clause: In the eventuality of any dispute, the matter will be referred by Department of Electronics & IT to a Financial Commissioner working in Govt. of Haryana for arbitration and his/her decision shall be binding on the parties.
- 2.12 Jurisdiction: All disputes will be settled with in the jurisdiction of Chandigarh.
- 2.13 Empanelment of a party does not ensure the award of contract for any work / job by the Society for IT Initiative Fund for e-Governance, Department of Electronics and Information Technology, or by any other Department, Board, Corporation, or Authority of Haryana Government.
- 2.14 Secretary, Society for IT Initiative Fund for e-Governance, reserves the right to cancel all or any tender without assigning any reason whatsoever.
- 2.15 Attach a separate sheet, wherever required.

3. The party should meet the following pre-qualification criteria:

- 3.1 Certification of ISO 9001:2000 in software development or SEI-CMM level-3.

- 3.2 Minimum three years experience in the software development business, including preparation of SRS.
- 3.3 Minimum turnover of Rs. 2 crores in each of the last two years from software development including SRS.
- 3.4 Executed successfully minimum two software development projects, each worth of at least Rs. 10 lacs for the Application Software Services, including preparation of SRS during the last two years.
- 3.5 Have a local presence in or around Haryana, Chandigarh, and Delhi.
- 3.6 Employing at least 20 full-time Software Professionals.

Note: Above conditions shall not apply to Government and Public Sector Undertakings having adequate in-house software development capabilities, which wish to get empanelled.

4. All the tender forms that are opened will be scrutinized on the basis of documents and information furnished by Tenderers along with the tender document. The Society may obtain clarifications wherever required. Based upon the scrutiny, offers of those Tenderers who will fulfill the pre-qualification criteria and other conditions as stated above would be short-listed and would be called for making presentation before a Committee constituted by the Society for selection and making recommendations for the empanelment.

Scope of Software Requirement Specifications (SRS)

The SRS is a specification of a particular software product that performs required functions. The IEEE Std. 830-1984 and IEEE Std. 830-1993 are followed to write SRS. All the functional area of a proposed system for which SRS is being prepared is described which includes input, processing logic and output specifications. The SRS document describes in details the screen contents corresponding to each for the functions in the proposed system, processing logic for the functions in the system and also the contents for all type of reports, documents, registers required to be generated in the proposed system. The essential part of a SRS document are listed below:

1. Introduction
 - Purpose
 - Intended Audience
 - Scope
 - Definitions and abbreviations
 - References
 - Overview
2. Overall Description of Proposed System
 - Organizational Setup
 - Existing Manual System
 - User Characteristics
 - General constraints
 - Assumptions
 - Data Collection and Dissemination
 - Functions of the proposed system
3. Specific Requirements of Proposed System
 - Functional Requirements (Functional Specifications)
 - External Interface Requirements
 - Performance Requirements
 - Presentation Requirements
 - Quality Requirements
 - Attributes
 - Other Requirements
4. Appendices index

Note: The list is not exhaustive and subject to change.

These parts are arranged in an out line that can serve as an example for writing an SRS. A SRS document is outcome of the analysis phase. It defines the functionality to be provided by the system at different levels and provides the basis for designing the system to be developed.

Scope of Application Software Development

1. Preparation of System Design Document based on SRS Document
2. Programming
3. Testing
4. Pilot implementation
5. Maintenance
6. Documentation
 - a. System manual
 - b. Technical manual
 - c. Operational manual
7. Training
8. Handing over (It includes the period of technical support after the acceptance of application software.) etc.

NOTE: The list is not exhaustive and subject to change.



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Annexure - III

TENDER NO. SIT/2004/01/SRS

**TENDER FORM FOR EMPANELMENT OF IT COMPANIES FOR PREPARATION OF
SOFTWARE REQUIREMENT SPECIFICATIONS DOCUMENT AND DEVELOPMENT OF
APPLICATION SOFTWARE, UPTO AN ESTIMATED VALUE OF RS. TEN LACS**

1. Particulars of Applicant Company					
Name of the Company					
Registration No.					
Address				STD Code	
				Tel. No.1	
				Tel. No.2	
				Fax No.	
City				Pin	
State			E-mail *		
Website Address					
Type of company	Government		Public Sector Undertaking		Private Limited
	Partnership		Public Limited		Proprietorship

* Email sent on this address will be treated as valid communication.

2. Details of Non-refundable Fee					
Demand Draft No.		Dated		Amount	
Drawn on (Bank & Branch)					

3. Particulars of Managing Director/CEO/Proprietor/Managing Partner					
Name & Designation	Address			STD Code	
				Tel. No.1	
				Tel. No.2	
				Fax No.	
	City				Mobile
State		Pin		E-mail	

4. Particulars of Contact Persons						
S No.	Name & Designation	Address		Numbers		
1.				STD Code		
				Tel. No.		
				Fax No.		
		City:			Mobile	
		Pin Code:			E-mail	

S No.	Name & Designation	Address	Numbers	
2.			STD Code	
			Tel. No.	
			Fax No.	
		City:	Mobile	
		Pin Code:	E-mail	
3.			STD Code	
			Tel. No.	
			Fax No.	
		City:	Mobile	
		Pin Code:	E-mail	

5. Location of Offices in & around Haryana, Chandigarh and Delhi				
S No.	Name of Head	Address	Numbers	
1.			STD Code	
			Tel. No.	
			Fax No.	
		City:	Mobile	
		Pin Code:	E-mail	
2.			STD Code	
			Tel. No.	
			Fax No.	
		City:	Mobile	
		Pin Code:	E-mail	
3.			STD Code	
			Tel. No.	
			Fax No.	
		City:	Mobile	
		Pin Code:	E-mail	

6. Turnover for last three years				(All amounts in Indian Rupees and in Lacs only)
Year	Period (Month/Year)		Total Turnover of the Company	Turnover from Software Development including SRS
	From	To		
2000-2001				
2001-2002				
2002-2003				
2003-2004		-- Dec' 2003 (Actual/Estimated)		

7. Certifications	Yes/No (Indicate the level wherever it is applicable)	Valid up to
ISO-9001: 2000 in software development		
SEI-CMM Level		
P-CMM Level		
Any other (Please specify)		

Add a separate sheet, if necessary

8. Experience	Years	Months
Software Development including preparation of SRS		
Telecom Projects		
Other IT Projects		

Add a separate sheet, if necessary

9. Details of customers for which Application Software developed or SRS prepared						
Sr. No.	Name & Address of Customer	Contact Person & Tel. No.	Project Type Software or SRS or both	Value (Rs. in lacs)	Year of award	Year of Completion
9.1 Projects completed during last 2 years						
1.						
2.						
3.						
9.2 Projects completed prior to last 2 years						
1.						
2.						
3.						
<u>Add a separate sheet, if necessary</u>						
Note: Attach explanatory note for each project in not more than two pages.						

10. Details of IT Professionals	
No. of full time Software Professionals employed as on 01.01.2004	
Please attach list of Software Professionals along-with their qualifications and experience.	

11. Any other information that Applicant Company wants to give

Add a separate sheet, if necessary

12. List of Enclosures	
(i)	
(ii)	
(iii)	
(iv)	
(v)	
(vi)	
(vii)	

Undertaking

This is to certify that I have gone through all the pages of the tender document. The applicant company undertakes to abide by all the terms & conditions mentioned in the tender document. It is further certified that the information furnished in the tender is true and correct.

Date:

Signatures:

Place:

Name:

Seal

Designation: