Dear Bidder,

GIPL is a leading Total Solution Provider of IT/ITeS services to Government of Gujarat and its Corporations/ Boards. We are ISO 9001:2015 certified origination and a subsidiary of Gujarat State Petroleum Corporation Ltd (A Govt. of Gujarat Undertaking). Guj Info Petro Limited(GIPL) has been providing various IT related Services, IT Project Consultancy as a Total Solutions Provider / Nodal Agency to Government of Gujarat and its Corporation / Boards, Educational Institutions etc. since more than 15 years.

GIPL is looking forward to select the Bidder for "Quality Assurance Agency for Software Testing Services for GIPL software department." as premises at Gandhinagar location as per the scope of work mentioned in **Annexure-A** attached herewith.

In this regards, we request you to provide quotation for said services in the following format for "Quality Assurance Agency for Software Testing Services for GIPL or GIPL's client." Gandhinagar, on or before 11/03/2020, 3.00 PM   in sealed cover, with duly mentioning thereon "Quality Assurance Agency for Software Testing Services for GIPL or GIPL's Client" at the below address.

General information for bidders

Company Name	Guj Info Petro Limited
Address	2nd Floor, Block-15, Sector- 11, Udhyog Bhavan, Gandhinagar Kind attention :- Chief Project Officer
Website	www.gipl.in
Main Services	IT/ITeS including Data Centre solutions

Any clarifications desired by the Bidders in connection with any part of this proposal may be sought as per contact details below, however no bid will be acceptable by e-mail.

Name of Contact Person	Contact email ID
Shekhar Raval Chief Project Officer	Shekhar.r@gspc.in

A. Pre-Qualification Criteria

Sr. No.	Eligibility Criteria	Required Document
1.	The Bidder must have valid PAN and GST registration.	Copy of registration should be submitted with the bid.
2.	Bidder's Average Annual Turnover (After deducting GST, Service tax, VAT, GST etc.) of the last 3 years ending on 31st March, 2019 shall be at least of Rs.50.0 Lacs on standalone basis.	Audited financial statements for the past three financial years. (I.e. FY 2016-17, FY 2017-18 and FY 2018-19).
3.	The bidder must have positive net worth on standalone basis in each of the last three financial years as on 31stMarch,2019. (Net worth = Share capital + Reserves & surplus (excluding any revaluation reserve and share application money pending allocation) – miscellaneous expenses).	Audited financial statements for the past three financial years. (I.e. FY 2016-17, FY 2017-18 and FY 2018-19).
4.	Bidder should have successfully executed Ten (10) projects of Quality Testing in India in 1 year on the inquiry floating date.	Copy of work order & work completion certificate of the Project duly certified by end user shall be enclosed by bidder.
5.	Bidder should not have been blacklisted / banned / declared ineligible / declared having dissatisfactory performance by any government / quasi-government authority in India for supply of materials / carrying out operations and maintenance work.	An undertaking by an authorized signatory of the company needs to be submitted in this regard as per format mentioned in the **Annexure-B.**
6.	The Bidder should have Employee Strength.	Minimum 25 Employee should be of the relevant projects.
7.	E.P.F. Registration no.	Attach self-attested Copy
8.	E.S.I. Registration no.	Attach self-attested Copy

B. Commercials:

Sr. No	Activity – Scope	Man-Day Rates (in Rs.)
1.	Software Testing charges	
	Taxes	
	Total Amount (Inclusive of Taxes)	

Terms and Conditions:

1. The Bidder needs to quote composite rate i.e. CGST + SGST + CESS or CGST + IGST + CESS as the case may be. Any changes in Govt. Taxes / Duties would be applicable as on actual at the time of invoice processing.

2. Necessary statutory deductions, in accordance with rules as applicable, may be deducted at source by GIPL from the above quoted amount.
3. The quoted rate is inclusive of all lodging, boarding, travelling charges as may be required during the tenure of execution of the assignment.
4. It will be the responsibilities of the Bidder to meet food, medical and any other requirements in respect of the persons deployed by it (Agency) in GIPL and GIPL office will have no liabilities in this regard.
5. GIPL reserves the right to cancel this requirement without assigning any reason.
6. The final decision however on selection of the Bidder will be at discretion of the competent authority of GIPL.
7. Evaluation will be based on Bidder's eligibility and the most competitive and the lowest rate quoted by the participating and eligible bidders.
8. The manpower deployed by the Bidder shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of GIPL during the currency or after expiry of the contract.
9. For all intents and purposes, the Bidder shall be the "Employer" within the meaning of different Labour Legislations in respect of manpower Operator so employed and deployed in GIPL. The manpower deployed by the Bidder in GIPL office shall not have claims of any Master and Servant relationship nor have any principal and agent relationship.
10. The Bidder shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. GIPL shall, in no way, be responsible for settlement of such issues whatsoever. GIPL shall not be responsible for any damages, losses, claims, financial or other injury to any manpower deployed by Bidder in the course of their performing the functions/duties, or for payment towards any compensation.
11. The Bidder should incur all the expenditure towards provisioning of these services to GIPL. The implementation of this service should not require any IT hardware up gradation or new procurement leading to any additional expense (i.e. instrument for testing) for GIPL. However, suggestions related to any compliances shall be provided.
12. The quotation that complies with all of requirements and offers the lowest price, shall be selected. Any offer that does not meet the requirements shall be rejected.
13. Any Work Order that will be issued as a result of this Inquiry shall be subject to the Terms and Conditions mentioned herein.
14. GIPL reserves the rights to issue the work order in full or part thereof.

Contract Period: -
Initially contract period shall be for six months from the date of work order for Software Testing Services for GIPL or GIPL's Client and can be extended for further six months based on performance of service if require.

Liquidated Damages: -
The bidder acknowledges that time is the essence of the Contract and in case of any delay in completion of the project by the bidder end; the said delay shall cause substantial damage to GIPL or GIPL's client. The bidder hereby agrees without prejudice

to any other right or remedy available to the GIPL or GIPL's client under the Contract to pay liquidated damages at rates mentioned herein.

Bidder and GIPL agrees that the amount fixed as liquidated damages herein are reasonable and are a genuine pre-estimate of the minimum loss and damage that GIPL or GIPL's client would suffer due to delay in completion by the successful bidder end and the Bidder shall not question the rate of liquidated damages in court of law or raise any question otherwise.

The bidder has to maintain the service response time during entire contract period. The Service response time & subsequent liquidated damages (LD) applicable (in case of failure of maintaining the service response time) is as mentioned below:

1. If bidder failed to provide services, then 1.5 times actual daily charges will be deducted for no of delay days.

2. The decision of GIPL will be final and binding to the bidder in case of the LD to be applied in all above cases.

3. In case of continued failure in contract period, the contract shall be terminated by GIPL and any pending payment will not be released.

Project Deliverables –
GIPL's software team will generate requirement of GIPL or GIPL's client to Quality Assurance Agency. QA agency will submit certain testing document in line with requirement of GIPL or GIPL's client or knowledge transfer activity perform. User Acceptance duly signed and stamped will be submitted by QA agency at the time of invoice submission

Payment Terms:

- Project wise Monthly (in arrears) Payment shall be made after User Acceptance duly signed and stamped received from the GIPL or GIPL's client.
- No extra payment will be made for such execution like improving the quality or correction of the work or performance of the delayed work.

Confidentiality
The bidder and its personnel shall not, either during the term or after expiration of the contract, disclose any proprietary or confidential information relating to the services, contract or the GIPL / GIPL's Client business or operations without the prior written consent of GIPL. The accountability and responsibility for maintaining & secrecy of the data will be with the agency.

Intellectual Property Rights
Source code and IP rights of the software developed/Tested/Documented for GIPL, will be sole property of GIPL only. However, QA Agency will not have rights to market the same for any commercial transaction without any further approval of GIPL.

Governing Laws & Jurisdiction:
The resulting work order shall be governed by and construed in accordance with the laws of India and will be subject to exclusive jurisdiction of courts in Gandhinagar, Gujarat, India.

Limitation of Liability:
GIPL's total liability to the Bidder over the period of the resulting engagement arising out of or in connection with the engagement whether such liability arises from any claim based upon contract, warranty, tort or otherwise, shall in no case exceed 100% of the actual amount to the paid by Guj Info Petro Limited to the Bidder under the resulting engagement. In no event shall GIPL be liable for any incidental damages, consequential damages, special damages, indirect damages, loss of profits, loss of revenues, or loss of use, these limitations and exclusions will apply regardless of whether liability arises from breach of contract, warranty, tort (including but not limited to negligence), by operation of law, or otherwise.

Thank you and we look forward to receiving your quotation.

GIPL TEAM.

Annexure-A

Scope of work for QA Agency Services for Software Testing

Quality Assurance (QA) agency which has to appoint onsite QA engineer to develop and execute/perform various testing methodology to ensure product quality. Main responsibilities include designing and implementing tests, debugging and defining corrective actions also review system requirements and track quality assurance metrics (e.g. defect densities and open defect counts.). It is responsible for conducting tests before product/software launches to ensure software runs smoothly and meets client needs, while being cost-effective. Ultimately, QA Agency should monitor all stages of software testing to identify and resolve system malfunctions to meet quality standards.

A) Responsibilities

- Review functional, technical requirements and specifications.
- Create detailed, comprehensive and well-structured test plans and test cases
- Estimate, prioritize, plan and coordinate testing activities
- Design, develop and execute automation scripts using various standard tools, if require
- Identify, record, document thoroughly and track bugs
- Perform thorough regression and release testing when bugs are resolved
- Develop and apply testing processes for new and existing products to meet client needs
- Liaise with internal teams (e.g. developers and Seniors) to identify system requirements
- Monitor debugging process results.
- Investigate the causes of non-conforming software and train users to implement solutions
- Track quality assurance metrics, like defect densities and open defect counts etc.,
- Stay up-to-date with new testing tools and test strategies

B) Requirements
- Proven work experience in software development.
- Proven work experience in software quality assurance.
- Strong knowledge of software QA methodologies, tools and processes
- Experience in writing clear, concise and comprehensive test plans and test cases.
- Hands-on experience with both white box and black box testing
- Hands-on experience with automated testing tools
- Concrete knowledge of SQL and scripting
- Experience working in an Agile/Scrum development process
- Experience with performance and/or security testing is a plus
- Required Mobile Devices will be arranged by bidder.

C) Services (Type of Testing)

- Manual/Auto testing
- Mobile Application Testing
- Security Testing
- Functional Testing
- Volume/Load/Stress Testing
- Performance Testing
- Compatibility Testing
- Cross Browser Testing
- Integration Testing etc.,
- Network Testing
- Beta Testing
- Black Box Testing
- Regression Testing

D) QA Methodology

Initiation :-Details product understanding, Resource formation,   Knowledge transfer, Setup Test environment Test strategy building.

Test Design   :- Test case creation and review, Test metrics.

Test   Execution: Perform   testing   as   mention   above   services (Refer section "C").

Reporting   : Test plan, Test Cases, Bug Sheet, Metrics, Test Cycle Closure, Root Cause Analysis, Corrective and   Preventive Action.

"Annexure – B"

FORMAT FOR SELF DECLARATION – NO BLACKLISTING CERTIFICATE

No: Date: <DD/MM/YYYY>

To
Chief Executive Officer
Guj Info Petro Limited
Block No: 15, 2ⁿᵈ Floor, Udyog Bhavan,
Sector -11, Gandhinagar – 382 011, Gujarat.

Ref: "QA agency for Software testing Services for GIPL".

Dear Sir,

In response to the referenced **""QA agency for Software testing Services for GIPL",** as an owner/partner/director of _____ _____, of _____ _____, I/ We hereby declare that presently our company/firm _____ is having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU.

We further declare that presently our company / firm _____ is not blacklisted / banned / declared ineligible / declared having dissatisfactory performance / put on holiday list / disqualified for reasons of corrupt and fraudulent practices by any State/Central Government/ PSU on the date of Bid submission.

We further declare that presently our company / firm _____ is not blacklisted by any State/Central Government/ PSU for any IT/ITeS Goods and/or Services as on the date of Bid submission.

Yours Sincerely,
Name of the Bidder:
Authorized Signatory:
Seal of the Organization:
Date:
Place: