

Inviting Quotations  
from Cert-In empanelled agencies  
for Conducting Functional Audit of Web based Computerized Reservation System,  
PUNBUS, Chandigarh

[Reference No : 914/I.T.Asst/2019 Dated 09/07/2019]

Last Date & Time of Submission of Bid	31/07/2019 at 3:00 P.M.
Date & Time of Opening of Bid	01/08/2019 at 2:30 P.M.

Name of the Bidding Company/ Firm	
Contact Person Authorized Bid Signatory	
Correspondence Address	
Mobile No Teleph one	
Website	
Official E-mail Address	

Subject:- Quotation for conducting the Functional Audit of Web-based Computerized Reservation System (CRS), PUNBUS from CERT-in Empaneled agencies.

PUNBUS is inviting sealed quotations from Cert-In Empaneled Agencies for conducting Functional Audit of Web-based Computerized Reservation System, PUNBUS i.e. <http://www.punbusonline.com>.

Bidders are advised to study the document carefully. The quotations may please be provided in the sealed envelope and should reach by post or by hand to the below mentioned address latest by 31/07/2019 at 3:00 PM. The sealed quotation is to be raised in the name of following –

Managing Director,  
PUNBUS,  
First Floor, Jeevandeep Building,  
Sector 17, Chandigarh (U.T.)

Tender document with other details is available on PUNBUS/Punjab Roadway's website <http://punjabroadways.punjab.gov.in/>

## **ANNEXURE-I**

### TERMS & CONDITIONS

1. The envelope shall be prominently marked on top with "QUOTATION FOR CONDUCTING THE FUNCTIONAL AUDIT OF CRS SOFTWARE OF PUNBUS". The envelop should be properly sealed.
2. The quotations should reach this office by 31/07/2019 at 3:00 P.M. and the quotations will be opened on 01 /08/2019 at 2.30 p.m
3. Only those Organizations/firms who are empaneled with the CERT-in for conducting testing/audits of websites/IT systems are eligible for submitting the quotation.
4. Incomplete or conditional quotations will not be entertained.
5. No quotation will be accepted after closing date and time.
6. The tenderer may remain present himself /herself or his/her authorized representative at the time of opening of the quotations. Only authorized representative will be allowed to attend the meeting of the Tender Committee.
7. All the firms/organization participating in the Tender must submit a list of their owners/partners etc. along with their contact numbers and a Certificate to the effect that the firm/organization is neither blacklisted by any Govt. Department nor any Criminal Case registered against the firm or its owner or partners anywhere in India be attached with this tender. Any firm/organization blacklisted by a Govt./Semi Govt. Deptt. shall not be considered for this tender and tender will be rejected straightway.
8. The scope of work, timelines and payment terms for the functional audit is attached in Annexure II.
9. A copy of terms & conditions attached as and Scope of work attached as duly signed by the tenderer, as a token of acceptance of the same should be attached along-with the tender.
10. The Tender Committee reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.
11. All disputes shall be subject to the exclusive jurisdiction of the Courts in Chandigarh.

NOTE:

(A) DOCUMENTS REQUIRED TO BE ATTACHED WITH QUOTATION:

1. GST Registration Certificate along with GST No.
2. Copy of documents evidencing empanelment with CERT-in.
3. Copy of this tender document duly signed with seal of the firm/organization, in token of acceptance of terms and conditions.
4. List of the owners/partners etc. of the firm and a Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.
5. All other supporting documents as required in the tender shall be attached.

B. Price Quotation should be in the format given at Annexure-III.

SIGNATURE WITH SEAL OF TENDERER

NAME IN BLOCK LETTERS: \_\_\_\_\_

Company Name with Full Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Scope of Work for the Functional Audit

Primary objective of the functional audit exercise is to verify that the PUNBUS' Computerized Reservation System (CRS) application functionally meets with terms & condition mentioned in the Annexure "A".

#### 1. Scope of Work

The audit agency, as part of the functional audit will carry out the following:

- a. Conduct a detailed functional audit of the CRS ([www.punbusonline.com](http://www.punbusonline.com)) against the requirements and terms & conditions specified in Annexure A.
- b. Identify the discrepancies/ shortcomings in the CRS against the functional audit and submit a detailed functional audit report to PUNBUS.
- c. After PUNBUS has got the discrepancies/ shortcomings rectified in the CRS, conduct a final functional audit of the CRS to verify that all the discrepancies/ shortcomings have been rectified and the CRS meets all the requirements and terms & conditions specified in Annexure A.
- d. Submit a certificate to the effect that the CRS meets all the requirements and terms & conditions specified in Annexure A.

#### 2. Deliverables and Timelines

The audit agency shall carry out the assignment as per the following timelines:

Sl. No.	Milestone/Deliverable	Timeline
1	Date of issue of Letter of Award by PUNBUS	T0
2	Kick-off meeting with PUNBUS to ascertain the requirements	T1 = T0 + 3 days
3	Submission of initial detailed Functional Audit report	T2 = T1 + 30 days
4	Submission of final Functional Audit report	15 days after PUNBUS intimation that the identified discrepancies have been rectified.

#### 3. Payment Terms

The payments to the audit agency will be made as per the following:

- a. 70% after submitting the initial functional audit report
- b. 30% on completion of functional Audit, after rectification of shortcomings pointed out in the first functional audit report.

**PRICE QUOTATION (On Company Letter Head)**

Name of the Bidder : \_\_\_\_\_ Address for Correspondence: \_\_\_\_\_

I/we hereby submit the quotation for conducting Functional Audit of Computerized Reservation System (CRS) of PUNBUS as per the Scope of work given in this tender document within the time specified and in accordance with the terms and conditions.

The bidders are required to quote the rates in the following format.

S. No.	Description	Base Price (In Rs.)	Tax (in Rs.)	Total Price (incl Tax) in Rs.
1	Functional Audit of Computerized Reservation System (CRS) of PUNBUS (www.punbusonline.com)			

1. The rates quoted must be reasonable and valid for a period of three months from the last date of submission of quotations.