

Request For Proposal (RFP)

For

Development of application for online
submission of Final Payment Cases,
Transmission of eAuthority and integration
of the same with existing Online Diary
Management System and Online Treasury
Information System of Haryana



Principal Accountant General (A&E) Haryana,
Plot No. 4 & 5, Sector 33B, Chandigarh-160 020.

www.aghry.nic.in

On behalf of the President of India, sealed quotation under Limited Tender Enquiry and two stage bidding, are invited for development of application for online submission of Final Payment cases and integration of the same with existing Online Diary Management System in the office of the **Principal Accountant General (A&E) Haryana, Chandigarh** hereinafter referred to as “Department”.

1. Basic Information

- 1.1. **Department** invites responses to this Request for proposal (RFP) from companies/ Agencies (Bidders) for development of application for online submission of Final Payment cases and integration of the same with existing Online Diary Management System.
- 1.2. Proposals must be received not later than the time, date of venue mentioned in the fact sheet. Proposals received after the deadline WILL NOT be considered.
- 1.3. Eligible bidders may download the RFP document from the official website of this office www.aghry.nic.in or www.cppp.gov.in/publish
- 1.4. **Department** reserves the right to reject any or all the proposals in whole or in part, without assigning any reason.
- 1.5. The RFP document is not transferrable

2. Scope of work

- 2.1. **Department** is already having a web based application named Online Diary Management System developed in php with database in MySQL and State Government of Haryana has an Online Treasury Information System (OTIS)
- 2.2. **Department** intends to develop a new application for online submission of Final Payment cases.

- 2.3. Newly developed application will be integrated with the Online Diary Management System for submission and transmission of authorization and communication (mentioned in para 2.1) as well as for transmission of authorization through Online Treasury Information System (OTIS) as mentioned in para 2.1 subject to support from the relevant formations of State Government of Haryana.
- 2.4. Proposed application will be used by the remote users i.e. employees and retired officials of Government of Haryana (in exceptional cases) and DDOs in Haryana by using the existing IP.
- 2.5. Bidders can overview the ODMS application being used by this office by visiting this office on the date and time mentioned in the Fact Sheet.
- 2.6. Pre-bid conference will be held on 10th July 2020 at 11.00 am

2.7.Detailed Requirement

- 2.7.1. Creation of login screens with Username and password credentials
- 2.7.2. Facility to enter data in pre designed form and to upload the digitally signed pdf documents (upto 5 nos)
- 2.7.3. Transmission of this form within the department hierarchy for checking etc.
- 2.7.4. Save online data with GPF module for Diary purpose.
- 2.7.5. Offline generation of payment eAuthority
- 2.7.6. Affixing of digital signature of the checked and verified form.
- 2.7.7. Customized MIS reports for monitoring progress of work

3. Deliverables

- 3.1. User manual and Standard Operation Procedure (SOP)
- 3.2. Technical and design manual (with data backup process)
- 3.3. Error free source code

4. Schedule & Timeline

4.1. Study of existing system	:	T+2 days
4.2. Identification of Technical platform	:	T+2+5 days
4.3. Designing of screen layouts	:	T+2+5+7 days
4.4. Commissioning of the application	:	T+2+5+7+20 days
4.5. Training Schedule	:	T+2+5+7+20+5 days
4.6. Sign Off	:	T+45 days

5. Operation and Maintenance

- 5.1.** Warranty for year from the date of commissioning
- 5.2.** Support on training/demo as and when required during training period
- 5.3.** All technical queries/complaints which may be indefinite shall be attended immediately during entire warranty/support period.

6. Eligibility Criteria

- 6.1. The company/firm/agency should be registered with the appropriate Registration Authorities.
- 6.2. The company/firm/agency should demonstrate capability to deliver by submitting a prototype along with Technical Bid.
- 6.3. Annual turnover of the company should not be less than 50 lakh per annum in the last financial year.
- 6.4. The company/firm/agency should have undertaken and successfully completed similar nature of work in Central/State Government.

7. Procedure of submission of bid

- 7.1. Bid will be submitted in two sealed envelopes for Technical and Financial.

7.2. Both the envelopes will be super scribed as Tender ID : Admn-IV/GPF/2020-21/24 dated 24.06.2020.

7.2.1. Submission of Technical bid

7.2.1.1. Duly filled, signed and stamped the Technical Proposal as per Annex-A

7.2.1.2. Self attested copies of PAN & GST registration

7.2.1.3. Copy of balance sheet for last three years.

7.2.1.4. Copies of government works of the similar nature (completion certificate)

7.2.1.5. A prototype of the solution proposed.

7.2.2. Submission of Financial bid

7.2.2.1. Financial bid should contain only Annex-B (on the company's letterhead)

8. Evaluation Criteria

8.1. Evaluation of Technical Bid

8.1.1. Technical bid will be opened by the designated evaluation committee in the presence of the bidders or their authorized representatives.

8.1.2. Total number of the bids received will be announced before the opening of technical bid.

8.1.3. In the first stage, only technical bid will be opened and evaluated on Quality and Cost Based Selection, where 60% weightage will be given to the Technical and 40% weightage will be given to the Financial bid. Out of 60% technical weightage, 40% will be awarded for suitability of prototype and 20% will be awarded for number of similar works completed.

8.1.4. Financial bid of the bidders, whose prototype is rejected, will not be opened.

8.1.5. Technical bids received will be measured as per norms fixed by the Department.

Prescribed norms will be announced in the presence of the bidders or their authorized representatives before opening of bid.

8.2. Financial bid evaluation

8.2.1. The financial bid shall be binding upon the agency subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal i.e. 180 days after the opening of bid.

8.2.2. Formula for evaluation of financial bid – Lowest quote (L-1) amongst all bidders will be awarded full weightage of 40. Evaluation of other bidders with respective quotes L-2, L-3, L-4 and so on will be calculated as $(L1/L2)*40$.

8.2.3. **Department** reserves the right to accept or reject any or all the proposals without assigning any reason.

9. Instruction to Bidders

9.1. A pre bid conference will be held as per date and time mentioned in the Fact Sheet to enable the perspective bidders to get overview of the Online Diary Management System.

9.2. The bidders shall bear all costs associated with the preparation and submission of bid and the **Department** will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

9.3. Successful bidder will be asked to submit a performance guarantee of Rs.15,000/- in form of bank guarantee/Demand Draft.

9.4. A prospective bidder requiring any clarification of the bidding documents may submit his request in writing, at the mailing address ghanlaxmiC@cag.gov.in.

- 9.5. Bids shall be valid for 180 days after the date of bid opening as prescribed in the Fact Sheet. A bid valid for a shorter period may be rejected by the **Department** as non responsive. **Department** may solicit the bidder's consent to an extension of proposal validity without modification in the proposal.
- 9.6. No bidder shall contact **Department** on any matter relating to its bid, from the time of the bid opening to the time of contract awarded. In a bidder wishes to bring additional information to the notice of **Department**, he should do it in writing. **Department** reserves the right as to whether such additional information should be considered or not. Any effort made by the bidder to influence the **Department** in its decision on bid evaluation, bid comparison or contract award may result into disqualification of the Bidder's bid.
- 9.7. **Department** requires that bidder selected through this RFP must observe the highest standards of ethics during the performance and execution of awarded contract. The undue use of information related to work process may result in termination of the contract. In case the Agency is found guilty for the same, criminal proceedings may also be initiated against the Agency.

10. Payment

- 10.1 Payment will be made after successful completion of the work. A completion certificate in this regard will required to be obtained from the Funds-I section.
- 10.2 The invoice of the company shall be processed and forwarded to Finance Department, Government of Haryana by the **Department** only after successful and satisfactory completion and implementation of the job.

10.3 **Department** may impose penalty on account of unsatisfactory completion of work or for non-completion of work or for delay in completion of work. **Department** will decide the amount of penalty and same shall be a binding on the company.

10.4 Deduction on account of tax i.e. TDS etc shall be made by the Finance Department, Government of Haryana according to rules from amount payable to the **Company**.

11 **Service Level Agreement and Penalty**

11.1 Agency will carry out the work strictly as per the Schedule and timeline given in para 4 of the tender document.

11.2 Extension in any case, will not be allowed if delay is on the part of bidder. In case an event of delay arises, penalty as decided by the **Department**, may be imposed maximum to the tune of 10% of the contracted value.

11.3 Any delay for more than 10 days, may attract the termination of the contract and performance guarantee submitted by the bidder may be forfeited.

12 **Force Majeure:** Notwithstanding anything contained in the RFP, the agency shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure. For the purpose of this clause “Force Majeure” means an event beyond the control of the agency and not involving the agency’s fault or negligence and which was not foreseeable. Such events may include war or revolutions, fire, floods, epidemics and quarantine restrictions. The decision of the **Department** regarding Force Majeure shall be final and binding on the Agency. If a Force Majeure situation arises, the Agency shall promptly notify to the **Department** in writing of such conditions and the cause thereof. Unless otherwise directed by the **Department** in writing, the Agency shall continue

to perform its obligation under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 13 **Legal Jurisdiction:** All legal disputes between the Agency and the **Department** shall be subject to jurisdiction of the courts in Chandigarh, Union Territory only.

Sd/-

Dy. Accountant General (Admn)

ANNEXURE-A (Technical Bid)
(To be printed on the company's letter head)

Name of the Company/Firm	:
Address of the Company	:
Telephone No.	:
Name of the Contact Person	:
Designation of the Contact Person	:
Address of the Contact Person	:
Mobile Number	:
Email ID	:
Constitution of the company/firm	:
PAN Number (Please attach self attested photocopy)	:
GST Number (Please attach self attested photocopy)	:
Turnover	:
2017-18 (Please attach copy of Balance sheet)	:
2018-19	:
2019-20	:
No. of similar government works executed successfully. (Attach copy of completion certificates)	:
Prototype submitted or not?	:

Signature and stamp of the Authorized Signatory.

ANNEXURE-B (Financial Bid)
(To be printed on the company's letter head)

To

The Deputy Accountant General (Admin)
O/o the Principal Accountant General (A&E) Haryana,
Plot No. 4 & 5, Sector-33B,
Chandigarh.

Ref: Tender ID : Admn-IV/GPF/2020-21/24 dated 24.06.2020.

Respected Madam,

In reference to the above noted Tender ID, we are giving our best competitive rates (inclusive all taxes) as under:

<u>PARTICULARS</u>	<u>AMOUNT</u>
Development & Integration of application as specified in the scope of work provided in the Tender document.	:

Signature & Stamp of the Authorized Signatory.

Covering Letter (to be printed on the bidder's letterhead)

Dt_____

To

The Deputy Accountant General (Admin)
O/o the Principal Accountant General (A&E) Haryana,
Plot No. 4 & 5, Sector-33B,
Chandigarh.

Ref: Tender ID : Admn-IV/GPF/2020-21/24 dated 24.06.2020.

Subject: Submission of proposal in response to the RFP for development and integration of GPF application

Respected Madam,

Having examined the RFP document, we the undersigned, herewith submit our proposal in response to your RFP No. Admn-IV/GPF/2020-21/_____ dated _____ for development of application for online submission of Final Payment Cases, Transmission of eAuthority and integration of the application with existing Online Diary Management System in full conformity with the said RFP document.

1. We have read the provisions of the RFP document and these are acceptable to us. We further declare that additional conditions, variations, deviations, if any found in our proposal shall not be given effect to.
2. We agree to abide by this proposal, consisting of this letter, the qualification criteria form, proposal form all other attachments for a period of 180 days from the date of opening of bid, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. We hereby declare that all the information and statements in this proposal are true and accept that any misrepresentation contained in may lead to our disqualification.
4. We would like to declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this RFP.
5. We hereby declare that our proposal is submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Signature & Stamp of the Authorized Signatory.

FACT SHEET

S.No.	PARTICULARS	DETAILS
1	RFP Number	Admn-IV/GPF/2020-21/24 dated 24.06.2020
2	Last date and time for submission of pre-bid queries by email ghanlaxmic@cag.gov.in	08-JULY-2020, 05.30 PM Deputy Accountant General (Admn)
3	Pre bid conference (Answering of queries received and overview of ODMS)	10-JULY-2020 at 11:00 AM Conference Hall, 1 st Floor, O/o Principal Accountant General (A&E) Plot No. 4 & 5, Sector-33B, Chandigarh
4	Last date for submission of bid	13-JULY-2020 UPTO 05.30 PM
5	Opening of Technical Bid and demo of prototype	14-JULY-2020 AT 11.00 AM
6	Opening of Financial Bid	16-JULY-2020 AT 11.00 AM
7	Bid Validity	180 DAYS

CHECK-LIST

Following documents should be attached along with the tender document.

1. Covering letter (on bidder's letter head)
2. Technical Bid in Annexure-A (in sealed envelope)
3. Financial Bid in Annexure-B (in sealed envelope)
4. Certificate of incorporation
5. Financial Details (self attested copies of balance sheet)
6. Address Proof
7. Self attested copy of PAN
8. Self attested copy of GST No.
9. Self attested copies of similar govt works completed.
10. A copy of tender document duly signed and stamped on each page, as acceptance of all the terms and conditions of the RFP.

Sd/-

Dy. Accountant General (Admin)