



SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

## **TENDER**

**For**

**END-TO-END DIGITIZATION OF FINAL PAYMENT CALCULATION  
AND GENERATION/ISSUANCE OF AUTHORITY PROCESS**

**TENDER ID: GA-II/GPF Automation/24-25/139**

**DATED: 02.08.2024**

**O/o THE PRINCIPAL ACCOUNTANT GENERAL (A&E)  
HARYANA, PLOT NO. 4 & 5, SECTOR-33B, CHANDIGARH-  
160020**

**<https://cag.gov.in/ae/haryana/en>**

## **1. Basic Information**

- a) Office of the Principal Accountant General (A&E) Haryana, Chandigarh invites sealed quotations from Companies/Agencies (“Bidders”) for End-to-End Digitization of Final Payment calculation and generation/issuance of authority process as per scope of work attached with this tender document.
- b) Sealed quotations are invited through Open Tender Enquiry from eligible, reputed and qualified IT firms with sound technical and financial capabilities for development and implementation of End-to-End Digitization of Final Payment calculation and generation/issuance of authority process of GPF for the Office of the Principal Accountant General (A&E) Haryana, Chandigarh as detailed out in the scope of work of this Tender document.
- c) Interested bidders are advised to study the tender document carefully. Submission of response shall be deemed to have done after careful study and examination of the Tender document with full understanding of its implications.

## **2. Details of BID**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Tender ID	<b>GA-II/GPF Automation/24-25/139</b>
2	Tender date	<b>02.08.2024</b>
3	Selection Method	<b>LCS</b>
4	EMD	Earnest Money Deposit of Rs.20,000/- only in form of Demand Draft in favour of <b>PAO O/o the Principal Accountant General (A&amp;E) Punjab, Chandigarh</b> from any of the nationalized/ scheduled/ commercial bank.
5	Nodal Officer for Correspondence and Clarification	Sr. Deputy Accountant General (Admn) E-mail: <a href="mailto:singhr3@cag.gov.in">singhr3@cag.gov.in</a> Tel: 0172-2615281
6	Pre Bid Meeting	<b>07.08.2024 at 11:30 A.M.</b>
7	Last date of Bid submission	<b>22.08.2024 till 04:30 P.M.</b>
8	Opening of Technical Bid	<b>23.08.2024 at 11:30 A.M.</b>
9	Opening of Financial Bid	Will be intimated separately.

-sd/-

**Sr. Dy. Accountant General (Admn)**

### **3. Scope of Work**

#### **Objective:-**

To automate the computation of GPF Final payment amount within the existing system framework.

#### **Introduction:-**

Presently, this office is using VLC application for carrying out its work. This application is running in Oracle 11g (Database as well as Application) through a client server model. Servers are using Red Hat Linux 6.9 as OS and clients use different versions of Windows OS and access the application through browser. In this VLC application, there is a GPF module where modifications are required to be made. Besides the above system, there is another application by the name of ODMS (Online Diary Management System) through which Online Final Payment case is received. At present, the Final payment cases (Superannuation and Death) are received online in this office through ODMS application except AIS (All India Service) cases. A script file is generated from ODMS which is used to upload data in VLC application and cases get diarized automatically. These cases are stored in GPF\_FP\_DIARY table. Final Authorized amount is entered through a form in FP\_AUTHORITY table. Thereafter, the calculation part is done manually by assigned dealing assistant. The dealing assistant checks the case and last 5 years details are checked and current year/last year interest is calculated manually on calculation sheet and then put up to AAO who acts as checker and then he forwards to Sr. AO who acts as checker and approver. The final approved amount and other details are then sent manually for printing of authority by filling an input sheet. This printed authority is again put-up to concerned Sr. AO for final approval after which the e-authority is generated and digitally signed by the Sr. AO in VLC system itself. This ensures a two-way check system at the level of Sr. AO.

This office intends to modify the VLC system to calculate the GPF Final payment amount also.

#### **The scope of work is detailed as under: -**

- 1 To develop a new form like the already existing form named GIR. This new form automatically fetches data of diarized case and closing Balance of last year and also the subscription (Credits as well as Debits) of present year. The data is available in PF\_SCH, FP\_Diary, ME\_EMP and ME\_SUBSCRIBER tables of database. This screen will be used by the dealing assistant. The user should have provision to manually input the Month upto which Interest is allowed.
- 2 To develop a PL/SQL procedure which calculates the interest portion for present year which should run within form by button click and display the final calculated amount on screen of that form and this calculated amount should also get reflected in FP\_AUTHORITY table and form as well. Further, there

should be option to print Calculation sheet (**Format-A**) on both these forms. The authority form is used by the user during feeding of Input. The input sheet should also be generated from this authority form. (**Format-B**).

- 3 There should be a provision in the above form and procedure to calculate the amount with interest for any previous year's particular subscriptions which may be included/excluded from the Final amount.
- 4 If there is any missing credit pertaining to previous year adjusted in the current year then the procedure should be able to add those missing credits along with applicable interest in the Final payment amount.
- 5 There should also be provision to calculate IFP (Interest on Final Payment) Amount for each case and post it in PF\_SCH table and reflected through GIR Search form.
- 6 The system should incorporate a two-way check system as being done in the manual system to double assure the final payment amount.
- 7 In case of wrong interest month resulting in wrong calculation, there should be provision to re-enter the interest month and re-calculate the final payment amount and interest.
- 8 The procedure should have provision to calculate any residual Payment amount. Residual payment is issued after issuance of Final payment in case any new claim of subscriber arises due to any reason than that amount after giving applicable interest is residual payment.
- 9 Provision of cases prior to computerized data may be considered.
- 10 Further, after Final approval of authority by Sr. AO the case is required to be entered in Final Payment Diary, Closed Account Register to keep watch on the debit of authorized amount and Interest Transfer entry has be prepared to close the account in the system. This step should also be automated.

**Deliverables: -**

- Source code of Procedures and Forms and Reports developed.
- A developed form for calculating final/last year amounts and integrating it with the Authority form for seamless data flow.
- Provision for computing amounts with interest for specific previous year subscriptions within the system.
- Implementation of IFP Amount calculation for individual cases and integration with the GIR Search form.

- Comprehensive documentation encompassing system modifications, workflow changes, user manuals, and technical specifications for future reference and maintenance.

#### **4. Schedule and Timelines**

<b>S. No.</b>	<b>Activity</b>	<b>Time Schedule</b>
1	Study of existing system and gathering of detailed requirements.	T + 10 Days
2	Identification of technical platform and designing of screen layouts	T + 10+ 15 Days
3	Designing of screen layouts	T+ 10 +15+10 Days
4	Commissioning of the application	T+ 10 +15+10 + 5 Days
5	Training Schedule	T+ 10 +15+10 + 5+5 Days
6	Sign Off	T + 45 Days

#### **5. Operation and maintenance**

- 5.1 Support on training/Demo as and when required during warranty period.
- 5.2 Warranty for one year from the date of commissioning.
- 5.3 All technical queries/complaints including modifications shall be attended immediately during entire warranty/support period.

#### **6. Essential Technical Pre-requisites**

- 6.1 The registered bidder should be operating with an objective of offering of relevant IT solutions and services that are the subject matter of this tender.
- 6.2 The bidder shall be single point of contact with office of the **Principal Accountant General (A&E) Haryana, Chandigarh** and shall be solely responsible for execution and delivery of the work.
- 6.3 The Bidder should be registered with appropriate tax authorities such as Income Tax and GST and should submit self-attested copies of valid certificates of registration with these authorities.
- 6.4 The bidder should submit CA certified copies of their company Balance Sheet for last three financial years (2021-22, 2022-23, 2023-24).
- 6.5 The bidder must have successfully executed similar projects in similar software/language. Copy of completion certificate/ satisfactory report of past three years (2021-22, 2022-23, 2023-24) projects must be submitted.
- 6.6 The bidder should not have been blacklisted by central/state governmentdepartments/ undertakings.

- 6.7 At any time before the submission of bids, **Office of the Principal Accountant General (A&E) Haryana, Chandigarh** may amend the tender by issuing an addendum in writing or by standard electronics means. If the amendment is substantial, Bidders shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if required. **Office of the Principal Accountant General (A&E) Haryana, Chandigarh** has the right to cancel or modify the tender.
- 6.8 Even though bidders may satisfy the above requirements, they may be disqualified if the bidder has made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.
- 6.9 Pre bid meeting will be held on: **07.08.2024 at 11:30 A.M.**

## **7. Evaluation of Bids**

### **Technical Evaluation**

- 7.1 Detailed technical evaluation including demonstration of the prototype shall be carried out along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid will be of the one that conforms to all the eligibility terms and condition of the tender without any material deviation.
- 7.2 The committee may call the responsive bidders who comply with all terms and conditions of the tender for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution.
- 7.3 A duly filled, signed and stamped Technical proposal to be submitted as per **Annexure - A and B.**

## **8. Financial Evaluation**

- 8.1 The Financial Bid of those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.
- 8.2 The Financial Bids shall be opened in the presence of representatives of technically qualified Bidders, who may like to be present.
- 8.3 Financial bid should contain only **Annexure - C** (on the Company's Letter head).

## **9. Payment Schedule**

Payment will be made after 30 days from the date of successful implementation of the program (subject to the availability of budget), after imparting necessary training thereof and issuing of acceptance Certificate by the office. The

payment is to be made by the **O/o the Principal Accountant General(A&E) Haryana, Chandigarh** after receiving the budget from Headquarters' Office.

## **10. General Information**

- 10.1 The tender is a "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.
- 10.2 All information called for in the enclosed form should be furnished against the respective columns in the forms. If information furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- 10.3 The Responses should be typed or hand written but there should not any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.
- 10.4 The bidder should enclose bid security (EMD) of Rs. 20,000/- in favour of the **PAO O/o the Principal Accountant General (A&E) Punjab, Chandigarh** in form of demand draft. The tenders without Earnest Money Deposit shall be summarily rejected. The successful bidder shall be required to deposit **performance security in form of bank guarantee valid for 12 months, equal to 5% of contract value within 15 days from the date of the award of the work**. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after the signing of the agreement along with performance security. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.
- 10.5 Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned.
- 10.6 The bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information.

- 10.7 Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.
- 10.8 Bidders may seek clarification regarding the project and/or the requirements for pre-qualification, in writing through mail within a reasonable time.
- 10.9 All disputes arising shall be subject to the jurisdiction of Chandigarh only. The **Office of the Principal Accountant General (A&E) Haryana, Chandigarh** reserves right to award the work/ cancel the award without assigning any reason.
- 10.10 The payment shall be paid only after successful completion of work without errors and delays. A penalty of forfeit of Performance Bank Guarantee will be imposed on the successful bidder in case of delay/Non completion of the work.
- 10.11 Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.

## **11. Penalties**

- 11.1 The Performance Guarantee will be forfeited if the work is **not completed satisfactory** and within the stipulated time.
- 11.2 The payment as decided by the competent authority will be **deducted** in event of partial completion of work.
- 11.3 In case of hiding of any data/source code/password by the vendor will be liable to be blacklisted and further no payment will be made.

## **12. Legal Jurisdiction**

All legal disputes between the Vendor and the **Department** shall be subject to jurisdiction of the courts in Chandigarh, Union Territory only.

-sd/-

**Sr. Dy. Accountant General (Admn)**



### **Annexure-A**

(Information to be submitted by the bidder on letter head)

#### **STRUCTURE OF THE ORGANISATION**

<b>S. No.</b>	<b>Descriptions</b>	
1.	Name and Address of the Bidder	
2.	Telephone Number/Fax no./Email ID	
3.	Legal Status (Please attach copy of original documents) a) An Individual/Consortium b) A Proprietary/Partnership c) A Trust d) A Limited Company or Corporation	
4.	Particulars of Registration with various Govt. Bodies and Tax authorities (Please attach self-attested Photocopies)	
5.	Name and title of Proprietor/Partners/Directors to be concerned with this work	
6.	Were you or your company ever required to suspend the work for more than 6 continuous months. If yes, please give reason	
7.	Have you or your partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons thereof.	
8.	Have you or your partner(s) have been debarred/blacklisted for tendering in any organization at any time? If so, give details	
9.	Area of specialization	
10.	Any other information considered necessary but not included above.	
11.	Number of manpower available in your office	

**Signature and Stamp of the bidder**

## Annexure-B

### Technical Parameters and their weightage

S. No.	Particulars	Criteria	Points Awarded	Max. Point
1	Similar project developed/ modification/ upgradation in <b>Oracle 11g (Forms, Reports &amp; Database), PHP, MySQL</b> (at least 01) carried out in past 03 Financial Years 2021-22, 2022-23, 2023-24 in Govt Offices *Mention only completed projects and copy of the same must be attached	>5 Projects	20	20
		> 3 and $\leq$ 5 Projects	15	
		$\geq$ 1 and $\leq$ 3 Projects	10	
2	List of developers (at least 5 developers) on rolls worked on the similar projects in <b>Oracle 11g, PHP and MySQL</b> with details. *Mention only those developers who are involved in this project.	$\geq$ 10 developers	20	20
		$\geq$ 7 developers	15	
		$\geq$ 5 developers	10	
3	Average turnover of the company in past 3 years i.e. F.Y 2021-22, 2022-23, 2023-24 *Only CA certified copy will be entertained.	> 50 lacs	20	20
		>25 lacs and $\leq$ 50 lacs	15	
		$\geq$ 25 lacs	10	
<b>TOTAL POINTS</b>				<b>60</b>

Note:- 1. Minimum marks required to qualify is 30 i.e. 50% marks.

2. Supporting documents of the above particulars are desired.

**Annexure-C**

(To be printed on the company's letter head)

To,

The Sr. Deputy Accountant General (Admin)  
O/o the Principal Accountant General (A&E) Haryana,  
Plot no. 4&5, Sector-33B,  
Chandigarh -160020

Ref: Tender ID: GA-II/GPF Automation/24-25/139 dated 02.08.2024

Respected Sir,

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

<b>PARTICULARS</b>	<b>AMOUNT</b>
End-to-end digitization of Final Payment and calculation and generation/issuance of authority process.	

**Signature and Stamp of the Bidder**

## Format- A

FORM - A-G (Rev. 1-1-80) No. 1 - H.S.P. 1-80

**PERCENT RATE OF INTEREST**—1968-69=5.20, 69-70=5.50, 70-72=5.75, 72-74=6.00, 74-75=7.00, 75-78=7.50,  
1978-81=8.00, 81-82=8.50, 82-86=9.00, 1986-89=12.00, 2000-01 = 11.00, 2001-02 = 9.50, 2002-03 = 9.00, 2003-09 = 8.00

**BONUS**—1976-78 = 0% on Annual Deposits, 1978-87 = 1% on Closing Balance

Final Payment Case of Sst/Smt./Late \_\_\_\_\_ G.P.F. A/c No. JHR/ \_\_\_\_\_

Name of D.D.O. \_\_\_\_\_ Name of Treasury/Sub Treasury \_\_\_\_\_

Date of Retirement/Resign./Death \_\_\_\_\_ FD \_\_\_\_\_ Interest allowed upto \_\_\_\_\_

Details of withheld amount & missing Credit	Year	Calculation of Payment	Details of	Space for Calculation of Interest
	Rate of Interest		(i) Credits (ii) Amounts (iii) Withdrawals (with m)	
		O. B. —		
		Deposits —		
		Interest —		
		Total —		
		Withdrawal (Minus) —		
		Bonus —		
		C. B. —	(See whether you have checked the withdrawals)	
		O. B. —		
		Deposits —		
		Interest —		
		Total —		
		Withdrawal (Minus) —		
		Bonus —		
		C. B. —	(See whether you have checked the withdrawals)	
		O. B. —		
		Deposits —		
		Interest —		
		Total —		
		Withdrawal (Minus) —		
		Bonus —		
		C. B. —	(See whether you have checked the withdrawals)	

## Format- B

58198 - A.G. Adoff. - H.G.P. Chd

### INPUT SHEET FOR FINAL PAYMENT AUTHORITY

Sectional Dispatch No. : \_\_\_\_\_

DDO's code : \_\_\_\_\_

DDO's Full Address (in capital) : \_\_\_\_\_

Treasury /Sub-Treasury : \_\_\_\_\_

DDO's Reference No. & Date : \_\_\_\_\_

Series and Account Number : \_\_\_\_\_

Name of Subscribe (in Capital) : \_\_\_\_\_

Date of Retirement/Date of Death/ : \_\_\_\_\_

Date of Quittal of Service : \_\_\_\_\_

Amount authorized (in Figures) : \_\_\_\_\_

In Words (Rupees) : \_\_\_\_\_

Interest Allowed Up to : \_\_\_\_\_

Missing Credits : \_\_\_\_\_

Withheld amount : \_\_\_\_\_

Remarks if Any : \_\_\_\_\_

DEBIT taken during last : \_\_\_\_\_

12 months from the DOR/DOD : \_\_\_\_\_

Case Type (Service/Family) : Service/Family

Name of Nomination(s):-

Name	Relation	Share
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Postal Address of the Subscriber : \_\_\_\_\_

(In CAPITAL Letters)

\_\_\_\_\_

\_\_\_\_\_

Address of Income Tax Commissioner

Cash payment is more than Rupees: \_\_\_\_\_

SIGNATURE of Sectional Head With Date

Signature Sr. AO

## Format- B

**उच्चतम प्रधान महालेखाकार ( लेखा एवं वित्त) विभाग, चण्डीगढ़**

<p>संस्था विधि</p> <p>सेवा में</p> <p>सहोदय,</p> <p>श्री/शुश्री</p> <p>हो गई है तथा उस विधि पर सामान्य धर्मिय विधि (लेखा संख्या एच.आर.</p> <p>धन राशि को भुगतान की जायदाद को संदर्भ में, फार्म टी.आर. 42ए में बिल प्रस्तुत करने हुए</p> <p>की गई श्रावण सहित समस्त प्राप / अचलित जस - बाकिमें की जमा राशि तब प्रदर्शित करने वाली रूपरे</p> <p>रूपों</p> <p>की धन राशि को</p>	<p>से अधिक नहीं।</p> <p>ने विधि</p> <p>विषयक सूचना के साथ कि</p> <p>को नौकरी छोड़ दी/मृत्यु</p> <p>) में जमा</p> <p>तक संगणित</p> <p>संख्या/उप संख्या पर निम्नलिखित का आपको अधिकतर देना है।</p> <p>के नियमों की शर्तों के अनुसार किया जायदाद धर्मिय तथा धन राशि को</p> <p>विधि को इच्छा की थी कि विधि में उसके संभव को समस्त/अंशिक धन</p> <p>सम्बन्ध</p> <p>भारत</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>उसे प्रस्तुत राशि स्वीकार करनी है तथा आगे कोई बकाया नहीं दिखे जायदाद।</p> <p>को इस विषय में आवश्यक निर्देश जारी कर लिये गये हैं।</p> <p>को नौकरी छोड़ने/मृत्यु से 12 माह पूर्व विधि रखने से लिखावे</p> <p>कोई अधिम राशि नहीं निकलजाई।</p> <p>वे पारते भुगतान न किया जाए।</p> <p>भवतीय,</p> <p>म. लेखा अधिकारी / सहायक महालेखाकार</p> <p>को सूचनाएँ एवं</p> <p>को सूचनाएँ देवित है।</p> <p>को लेखा अधिकारी / सहायक महालेखाकार</p>	<p>प्रति</p> <p>1 श्री / शुश्री</p> <p>2 आपका आभूत</p>
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टिप्पणी- इसमें जो बिंदु आने को चाहिए वे सब धर्मिय प्रदर्शित में अधिम तथा प्रदर्शित देना, अन्य बातें आगे से परामर्श भुगतान करने में मिल सका जायदाद है।  
 न/कोई करने को। लेखाधिकारी द्वारा सुधर्मिय प्रदर्शित जायदाद, इस करने, का अधिकार अधिकतर अधिकारी तक सहायक अधिकारी द्वारा आयावे के  
 प्रमाण- एच में तब लेखा अधिकारी को अधिक बिल जायदाद जायदाद।  
 प्रधान महालेखाकार(ले. एवं व.) विभाग, चण्डीगढ़ को अधिक करने को मिल प्रधान महालेखाकार से प्राप्त उनकी संख्या \_\_\_\_\_ दिधि \_\_\_\_\_ का  
 को \_\_\_\_\_ रूपरे की भुगतान हेतु अधिकारी की पारती के साथ है।  
सहायक अधिकारी को संख्या \_\_\_\_\_