

# **Tender Document**

**Modification in GPF module –**  
**Calculation of taxable interest relating to**  
**contribution in GPF**



**Tender ID: CRT/Change Mgt. GPF/2022-23/426**  
**Dated:22.09.2022**

**Accountant General (A&E) Haryana**  
**Plot No. 4 & 5, Sector-33B, Chandigarh-160020**  
**[www.aghry.gov.in](http://www.aghry.gov.in)**

## 1. FactSheet

S. No	Particulars	Details
1	Tender ID	CRT/Change Mgt. GPF/2022-23/426
2	Tender date	22.09.2022
3	Selection Method	Tender will be awarded to the bidder with the lowest of the financial bid among qualified technical bidders will be selected.
4	EMD	Earnest Money Deposit of <b>Rs. 10,000/-</b> only. 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.	Deputy Accountant General (Admn) E-mail: <a href="mailto:agaeharyana@cag.gov.in">agaeharyana@cag.gov.in</a> Tel: 0172-2615281
6	Pre bid Conference	29.09.2022 at 11:00 AM
7	Issue of addendum/clarification (if any)	Till 17.10.2022
8	Last date of bid submission	Proposals must be submitted no later than 18.10.2022 by 10.00 AM to Deputy Accountant General (Admn)
9	Opening of Technical bid	18.10.2022 at 12:00 PM
10	Opening of Financial bid	To be notified to successful bidder later.

Sd/-

**Deputy Accountant General  
(Admn)**

## 2. **Request for Proposal**

Sealed quotations are invited through Limited Tender Enquiry (LTE) from eligible, reputed and qualified IT firm with sound technical and financial capabilities for changes/modification in GPF module for the **office of the Accountant General (A&E) Haryana, Chandigarh** as detailed out in the scope of work of this Request For Proposal (RFP) Document. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this RFP Document.

### **Background Information:**

#### **Basic Information**

a) **Office of the Accountant General (A&E) Haryana, Chandigarh** invites responses (“Proposals”) to this Request for Proposals (“RFP”) from companies/Agencies (“Bidders”) for modification work in GPF module as per the scope of work of the RFP.

b) Proposals must be received not later than the time, date at the venue mentioned in the Fact Sheet. Proposals received after the deadline WILL NOT be considered in this procurement process.

c) Interested bidders are advised to study the RFP document carefully. Submission of response shall be deemed to have been done after careful study and examination of the RFP document will full understanding of its implications.

## 3. **Scope of Work**

1. Development of new screen for viewing status of Non-taxable and taxable account in the subscriber's GPF account.
2. Modification/creation of Interest procedure for generating interest on non-taxable and taxable accounts as per new rule.
3. Development of report of Ledger account in form CAM-47 of the subscriber. (Civil Account Manual).
4. Development of report of Annual GPF Statement in form CAM-49 of the subscriber.

#### 4. Deliverables

- 4.1 User manual and Standard Operation Procedure (SOP)
- 4.2 Technical and design manual (with data backup process)
- 4.3 Error free source code
- 4.4 Changes to be carried out mostly on site and proper training may be provided to the concerned officials of the sections.

#### 5. Schedule and Timeline

Sr. No.	Activity	Time Schedule
1.	Study of existing system and gathering of detailed requirements	T+2 Days
2.	Identification of technical platform and designing of screen layouts	T+2+15 Days
3.	Commissioning of the application	T+2+15+15 Days
4.	Training Schedule	T+2+15+15+10 Days
5.	Sign Off	T+60 Days

#### 6. Operation and maintenance

- 6.1 Support on training/ Demo as and when required during warranty period.
- 6.2 Warranty for one year from the date of commissioning.
- 6.3 All technical queries/complains, which may be indefinite, shall be attended immediately during entire warranty/ Support period.

#### 7. Essential Technical Pre-requisite

- 7.1 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.
- 7.2 The bidder shall be single point of contact with **office of the Accountant General (A&E) Haryana, Chandigarh** and shall be solely responsible for the execution and delivery of the work.
- 7.3 The Bidder should be registered with appropriate tax authorities such as Income Tax and GST and should submit self-certified copies of valid certificates of registration with these authorities.
- 7.4 The bidder should submit certified copies of their company duly audited Balance Sheet for last three financial years (2018-19, 2019-20, 2020-21).
- 7.5 The bidder must have successfully executed minimum 5 similar projects of changes and modification in SAI application. The documentary evidence in form of work

order/contract and performance report must be enclosed on the client's letterhead.

7.6 The bidders should not have been blacklisted by Central/State Government departments/undertakings.

7.7 At any time before the submission of bids, **office of the 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, Bidder(s) 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 Accountant General (A&E) Haryana, Chandigarh** has the right to cancel or modify the tender.

7.8 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.

7.9 Pre-bid conference will be held on **29.09.2022 at 11.00 A.M.**

## **8. Evaluation of Bids**

### **8.1 Technical Evaluation**

8.1.1 The bidder should fulfill the following points to qualify the technical bids (document in support of each submitted information must be enclosed):

8.1.1.1 The firm should have registered office in Chandigarh and tri-city.

8.1.1.2 The firm should have a turnover of 50 lakhs in each of the financial year's i.e 2018-19, 2019-20 and 2020-21.

8.1.1.3 The firm has completed at least 03 similar projects in VLC system in past 03 years.

8.1.1.4 The firm has an expertise in working in Oracle servers (detail of man power may be provided).

8.1.1.5 The firm should not be black listed/ liquidated.

8.1.2 The committee may call the responsive bidder(s) 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. The bidder should give a detailed presentation on how their prototype is best suited for the work.

### **8.2 Financial Evaluation**

8.2.1 The Financial Bids of those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.

8.2.2 The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present.

### 8.3 Evaluation and Comparison of Bids

8.3.1 The tender will be evaluated on financial bid for the technically qualified bidders only.

8.3.2 In case of tie the decision of the committee will be final and will be accepted by the bidder.

## 9. General Information

9.1 The tender is a “Two Bid” document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format in ‘Annexure-A’ along with Earnest Money Deposit (EMD). The financial bid should contain only commercials as per Annexure-‘B’. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.

9.2 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.

9.3 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.

9.4 The bidder should enclose bid security (EMD) of Rs 10,000/- 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 exemption of EMD as per government rule will be considered. 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 receipt of signed agreement along with performance security. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.

The successful bidder shall be required to deposit **performance security** in form of bank guarantee valid for 18months, equal to approx. five percent (5%) of contract value within 15 days from the date of the award of the work. The performance guarantee will be returned only after the successful completion of the work. The performance guarantee will be forfeited if the bidder does not complete the work or is charged any penalty for work done is not satisfactory.

- 9.5 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.
  - 9.6 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.
  - 9.7 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.
  - 9.8 Bidders may seek clarification regarding the project and/or the requirements for prequalification, in writing through mail within a reasonable time.
  - 9.8 The payment shall be paid only after successful completion of work without errors and delays and on the availability of the budget.
  - 9.9 Completion will be given after verification by the committee & concerned section/wing.
  - 9.10 No additional payment claim will be entertained for any minor work carried out in addition to the scope of work.
  - 9.11 Separate work order will be issued for any major work required to be carried out.
10. **Penalties**
- 10.1 The Performance Guarantee will be forfeited if the work is **not completed satisfactory** and within the stipulated time.
  - 10.1 The payment as decided by the competent authority will be **deducted** in event of the partial completion of the work.
11. **Force Majeure**
- 11.1 All disputes arising shall be subject to the jurisdiction of Chandigarh alone. The **Office of the Accountant General (A&E) Haryana, Chandigarh** reserves right to award the work/ cancel the award without assigning any reason.
  - 11.2 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.

Sd/-

**Deputy Accountant General (Admn)**

**Annexure-A**  
**STRUCTURE OF THE ORGANIZATION**

1. Name and Address of the bidder
  
2. Telephone Number/Fax No./Email ID
  
3. Legal Status (Attach copies of original documents)
  
4.
  - 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 (attach self attested photocopies)
  - a) Registration Number
  - b) Place of Registration
  - c) Date of validity (if any)
  
- 5 Name and titles 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, give reasons.
  
- 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) 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.

Signature and Stamp of the bidder



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

To

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

**Ref: Tender ID: CRT/ Change Mgt. GPF/2022-23/426 dated .09.2022.**

Respected Sir,

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

PARTICULARS

AMOUNT

For modification in GPF module as per tender

:

**Signature & Stamp of the Bidder**