

# **Tender Document**

**For Online Submission of GPF Final  
payment cases and transmission of  
eAuthority,  
2<sup>nd</sup> Phase**



**Tender ID: Admn-IV/online GPF/2<sup>nd</sup> phase/2021-22/114**  
**Dated : 19.07.2021**

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

## 1. Fact Sheet

S. No	Particulars	Details
1	Tender ID	Admn-IV/Online GPF /2 <sup>nd</sup> phase/2021-22/114
2	Tender date	19.07.2021
3	Selection Method	Tender will be awarded to the bidder with the highest score based on the Quality and Cost Based Selection (QCBS) Evaluation Method.
5	EMD	Earnest Money Deposit of <b>Rs. 30,000/-</b> only. Demand Draft in favour of <b>PAO O/o the Accountant General (A&amp;E) Punjab, Chandigarh</b> from any of the nationalized scheduled commercial bank.
8	Nodal Officer for correspondence and Clarification.	Deputy Accountant General (Admn) E-mail: dustakar.rajashekar@cag.gov.in Tel: 0172-2615281
9	Pre bid Conference	26.07.2021 at 11:30 AM
10	Issue of addendum/clarification (if any)	06.08.2021
11	Last date of bid submission	10.08.2021 at 11:00 AM
12	Opening of Technical bid	10.08.2021 at 12:00 PM
13	Opening of Financial bid	Will be intimated after award

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 development and implementation on online submission and transmission of GPF final payment cases and transmission of eAuthority, 2<sup>nd</sup> phase 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.

### **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 development and integration of Online Submission and transmission of GPF final payment cases and transmission of e-Authority as well as transmission of GPF final payment cases and transmission of eAuthority, 2nd phase of the GPF subscribers (Death case) and nomination forms.
- b) 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.
- c) First phase of the software has been developed called “ODMS” on the PHP module. The detail of first phase will be explained in pre bid meeting.

## **3. Scope of Work**

**3.1** There will be two modules in the second phase :-

**3.1.1** Nominations

**3.1.2** For GPF FP Cases of Deceased Officials.

**3.2 Nominations:** There should be three options in the Nomination purpose portal.

**3.2.1** Fresh Nomination Forms.

**3.2.2** Updation/Revised Nomination Forms

**3.2.3** View existing Nominations with Metadata (This is being done separately by another vendor i.e. Neel Data)

**3.2.1 Rule for Fresh Nomination Forms** – (i) A Subscriber shall, at the time of joining submit the Nomination Form, to the Accountant General (A&E), Haryana through their Head of office, a nomination in Form P.F. No. 2 conferring on one or more persons the right to receive the payable amount of the Fund, in the event of his/her death.

a) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the share payable to each of the nominee in such manner as to cover the whole of the amount that may become payable in the event of death of subscriber.

**3.2.2 Updation of Nominations:** - A subscriber may at any time cancel or revise the nomination by sending a notice through ODMS to the Principal Accountant (A&E), Haryana through his Head of Office, keeping in view the conditions laid down in rule 14 of Haryana Government Rules 2016.

**3.2.3 View Nominations:-** If any employee submits, fresh Nomination/Revised Nominations the nomination details should appear on a new screen so that employer can view and take a printout of the same. Meta data and scanned copy of existing employees may be placed on the ODMS server or an API may be used for the same.

### **3.3 Death Case (Payment to the deceased official nominee/family members in Form PF-10)**

**3.3.1** The second module of the Nomination portal pertains to GPF Final Payment Cases to deceased official nominee/family members in Form PF-10.

**3.3.1.1** In case of death of subscriber while in service, the amount standing to his/her GPF Account shall become payable to the nominee/the member(s) of his family.

**3.3.1.2** The nominee/family members of deceased subscriber consult, to DDO/HOD with required documents like death certificate. Further functions of DDO are as mentioned:

**3.3.1.2.1** DDO will then upload the deceased death certificate on ODMS.

**3.3.1.2.2** DDO then check whether family details and nomination details of the deceased exists in HRMS data.

**3.3.1.2.3** DDO further check whether the nominee is a part of a family or not. DDO has to ensure that nominee is a subset of the family. DDO can also update family member's details on ODMS.

**3.3.1.2.4** Nomination can be overridden by AG Office on receipt of courts orders.

**3.3.1.2.5** DDO then permits, valid nominee to create his/her user-id & password and submit GPF FP case in Form PF-10 to him/her.

### 3.4 **Details of work**

- 3.4.1 Develop the form no -10 for online submission of final payment case as done in Phase-1 for form -9.
- 3.4.2 Provide ATO login and mapping of DDO with respective TO/ATO in the application form 9 & 10.
- 3.4.3 Develop Section-wise, Monthly/Quarterly Final Payment Case Diary Reports showing Opening Balance, Additions, Total, Clearance, Rejection and Closing Balance.
- 3.4.4 Develop the provision of storage of data and application details in the DMS Server.
- 3.4.5 Develop the nomination form PF No.2 with the option of viewing, modifying or applying by the subscriber through Head of Office to AG office. Add provision for acceptance/rejection and remarks column by AG Office.
- 3.4.6 Storage and viewing of the nomination form by the AG office user.
- 3.4.7 Generation of pdf and xml form of eAuthority for each form of final payment case.
- 3.4.8 Linking of the eAuthority of Phase I &II and flow of the eAuthority in the VLC. Placing of FP authority from VLC to server for fetching by NIC automatically without manual intervention.
- 3.4.9 Uploading system of eAuthority for both phases i.e. phase - I & II on ODMS automatically and further marking of GPF case automatically in the VLC Module.
- 3.4.10 The process of applying of FP Case in Form PF-09 and 10 by subscriber/nominee & family member of deceased and receiving of e authority to subscriber/ATO/TO/DDO/Income Tax Office should be hassle free.

### 4. **Deliverables**

- 4.1 User manual and Standard Operation Procedure (SOP)
- 4.2 Technical and design manual
- 4.3 Data backup process
- 4.4 Error free source code and training of source code & database management to two officials.
- 4.5 Assist in audit of the system

## **5. Schedule and Timelines**

<b>Sr. No.</b>	<b>Activity</b>	<b>Time Schedule</b>
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+5 Days
3.	Designing of screen layouts	T+2+5+10 Days
4.	Commissioning of the application	T+2+5+10+45 Days
5.	Training Schedule	T+2+5+7+45+5 Days
6.	Sign Off	T+80 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 including modifications of phase-1 & II, which may be indefinite, shall be attended immediately during entire warranty/ Support period including modifications of Phase I and Phase II.

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

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 execution and delivery of the work. The bidders will submit a **prototype for the proposed solution** along with the bid.

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.

7.5 The bidder must have successfully executed similar projects.

- 7.6 The bidder 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 26.07.2021 at 11:30 AM.

## **8. Evaluation of Bids**

### **8.1 Technical Evaluation**

- 8.1.1 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.
- 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.
- 8.1.3 A duly filled, signed and stamped Technical proposal to be submitted as per **Annexure – A.**

### **8.2 Financial Evaluation**

- 8.2.1 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.
- 8.2.2 The Financial Bids shall be opened in the presence of representatives of technically

eligible Bidders, who may like to be present.

8.2.3 Financial bid should contain only **Annexure – B** (on the company's letterhead)

## 9. **Payment Schedule**

9.1 Payment will be made after 30 days from the date of successful implementation of the program, after imparting necessary training thereof and issuing of acceptance Certificate by the office. The payment is to be made by the state government, the bill will be sent for payment to the state government.

## 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.30,000/- 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 ten percent (10% 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 prequalification, in writing through mail within a reasonable time.
- 10.9 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.
- 10.10 The payment shall be paid only after successful completion of work without errors and delays. A penalty of forfeit of EMD 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. **Legal Jurisdiction:**

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

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**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 (Attach copies 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 (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.	
11.	No. of manpower available in office	

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 :Admn-IV/Online GPF/2<sup>nd</sup> phase/2021-22/114 dated 14.07.2021.**

Respected Sir,

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>
For Online Submission of GPF Final payment cases and transmission of eAuthority, 2 <sup>nd</sup> Phase	
:	

**Signature & Stamp of the Bidder.**