



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

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
HIMACHAL PRADESH, SHIMLA**

Tender No: 01/2023

Website :- <https://cag.gov.in/ac/himachal-pradesh/en> Email:-agachimachalpradesh@cag.gov.in

No. -EDP/IT/Change Management in VLC/2022-23/123-125 Date : 10 .01.2023

NOTICE INVITING TENDER

The office of the Principal Accountant General (A&E), HP, Shimla invites bids for change management in VLC application.

Tender/bid document containing conditions of prequalification, detailed scope of work, etc., can be downloaded from <https://cag.gov.in/ac/himachal-pradesh/en/tenders> and submitted personally or through post/courier along with required documents to the DAG (Admn.) O/o the Pr. A.G.(A&E), Himachal Pradesh, Shimla, Pin-171 003 so as to reach on or before last date of submission of bid. The cost of bid document is Nil and EMD is Rs. 15,000/- (Rupees Fifteen thousand only).

<i>Events</i>	<i>Tentative dates</i>
<i>Date for publication of NIT</i>	09.01.2023
<i>Last date for receipt of Queries from bidders</i>	20.01.2023- 11:00 Hrs
<i>Last date for submission of bids</i>	27.01.2023– 15:00 Hrs
<i>Opening of technical bids</i>	30.01.2023– 15:00 Hrs
<i>Opening of financial bids</i>	02.02.2023– 16:00 Hrs

Sd/-

**Deputy Accountant General (Admn),
Office of the Pr. AG(A&E),HP, Shimla**

INVITATION OF BIDS

This invitation to tender is for work of Change Management of the existing VLC Application. The tender documents may be downloaded from the website <https://cag.gov.in/ae/himachalpradesh/en/tenders>. The downloaded bid documents shall be submitted along with a bank Demand Draft towards Earnest Money Deposit(EMD) amounting to **Rs.15,000/-** in favor of “**Pay and Accounts Office O/o the Pr. Accountant General (A&E) Himachal Pradesh, Shimla**” drawn on any of the Nationalized Banks payable at Shimla failing which the bid will be rejected. Bidders should write their name and full address at the back of the Bank draft submitted.

- 1.1 Essential** - The bidder(s) must be a company registered under the Companies Act, 1956.
- 1.2** The bidder should have carried out similar work of change management in any government department.
- 1.3 Desirable** – Should have developed Government Accounting/ Administrative/ Pension/ VLC software application using Oracle database or carried out change Management in any Government Department.

The Bid document placed in sealed Envelope superscripted as ‘**Change Management of VLC Application**’ comprises of two envelopes i.e. One envelope superscripted as “**Technical Bid**” (Annexure I) and another as “**Financial Bid**” (Annexure II). Please ensure that all the documents as prescribed in various sections are enclosed with the bid document.

- 1.4** The requirements of all relevant subsections of the tender document may be complied with.
- 1.5** Sealed Tenders are invited under two bid system (i.e. Technical Bid and Financial Bid), from reputed manufacturers/companies/organizations/firms or Oracle channel partners for Change Management in VLC Application in this office. The method of submission of tender, amount of Earnest Money/Security Deposit, scope of work and General Terms and Conditions applicable has been mentioned in **Section 2 and 3**. The change/modification is to be made strictly as per parameters/technical specifications given in scope of work and General Terms and conditions. The terms and conditions and scope of work specific to the tender have been mentioned **in Section II**. The format for Submission of tender has been given in Annexure I (for Technical Bid) and Annexure II (for Financial Bid) to this Notice Inviting Tender.
- 1.6** The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Pr. Accountant General (A&E) Himachal Pradesh, Shimla, in this regard shall be final and binding on all.
- 1.7** The tenders completed in all respects must reach this office by Registered or speed post up to last date of submission of bid. The tenders received after the scheduled date and time will not be accepted.
- 1.8** The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile etc. before submitting his bid and all pages of tender must be page marked in numeric and total no. of page enclosed in bid should be mentioned in the covering letter.

Sd/-
Deputy Accountant General (Admn.)

BACKGROUND, SCOPE OF WORK AND INSTRUCTIONS TO BIDDERS

2.1 Introduction

The Pr. Accountant General (A&E), Himachal Pradesh, Shimla (Purchaser), plans to select service provider for Change management of VLC application package in its office. The decision of purchaser shall be final to select service provider for placing the work/purchase order OR not to select any service provider at his/her discretion.

2.2 Background of Existing Project

Interested bidders are requested to study the system and assess the volume of work before submission of bid during the office working hours within a period of 10 days from the date of publication of tender notice.

2.3 Scope of Work:

The following changes are required to be made in the existing VLC application package:

A. SOP for rounding off figures of Annual Finance and Appropriation Accounts.

The following changes are required to be carried out for rounding off of figures in annual accounts:

- a. Rounding off figures and comma separators as per new SOP issued by the GA Wing. Simultaneously, system's ability to generate unrounded figures (whole rupees figures) as OB, addition/deletion and CB etc. for validation with rounded figures for FA & AA by internal audit, local audit, inspection team, HQR's team please.
- b. Ability to update OBs of Heads of Accounts which are closing to balances by unrounded figures as per new guidelines.
- c. Availability of unrounded figures for audit using Computerized Aided Audit Tools.
- d. Facility to check data consistency as per as per MSO (A&E) at the time of data receipt from IT system.
- e. Ability to export data in the CFRA formats without manual intervention, preferably through an Application Programming Interface (API).
- f. Ability to emit the data in a machine-readable format as per DATA act recommendations to enable Finance Accounts Vol II to be made electronic or for other requirements, if any.
- g. Figures/data of all the statements of the Finance Accounts, as applicable, shall be generated from the VLC (without manual intervention) in absolute figures except annexures.
- h. All parts and the sectors of the accounts, Consolidated Fund – receipts and expenditure, Public Accounts – various sectors and Contingency Fund will be first prepared in whole rupee in excel.
- i. Total of the entry level rounded figures (component figures) depicted in the statement shall be the sum total for one higher level.
- j. Import absolute data from the VLC as relevant for a statement or subset in a separate VLC table/ excel sheet.
- k. Administer machine rounding in terms of lakhs and crores as per the levels applicable (use 'Round' function in excel/ rounded figures directly from VLC). This shall apply to all the detailed statements and summarized statements of the Finance Accounts and the statements of the Appropriation Accounts.
- l. Ensure the absolute figures and rounded off figures are available at the same place/co located in separate VLC table/excel sheet to depict the variations.
- m. Generate statements as per the machine rounded off figures.

B. Other Change Management works.

B.I

Book Module

1. Updation required in RBD reports (provision for inclusion of RBI figures, correct display of figures of Agency Banks, facility to generate difference of RBD (State) report,

2. Facility for depicting figures of Revenue and Capital Expenditure Reports of CFRA, necessitated due to merger of Plan and Non Plan.
3. Generation and printing of Monthly Civil Account (MCA) in A4 sheet.
4. Report on review of balances is not available in Book-II Module. This report needs to be generated through system.
5. Facility to generate Statements No. 7 and 22 of Finance Accounts in A4.

B. II Budget Module

1. Reasons for final saving/excess, entire provision, re-appropriation/surrenders fed into Budget Module do not appear properly in A4 report, this needs rectification. .
2. After, merger of Plan and Non Plan, shares of Union and State in Centrally Sponsored Schemes are not being shown separately, this needs to be corrected.
3. Provision for depicting recoveries in Grant Nos. 5, 10, 13, 16 and 31 needs to be made in the system.
4. Other miscellaneous updations are required in A4 report (in Budget Module) i.e. insert Rupee Foradian symbol (₹) instead of Rs., + symbol should be appeared for excess, sign used for saving i.e. - should be replaced with “(-)”, comments for the saving/excess of charged amount, provision should be replaced with appropriation, hyphen (-) symbol does not appear after nomenclatures, hyphen symbol should be between re and appropriation, Lakh does not depict with amount in reasons, numeration presentation style to be followed in A4 as per SOP issued by the Headquarters’ office vide their dated 17-08-2022 etc.

B. III GPF module

1. Facility to automate final payment through GPF module
2. Subscriptions should not be allowed to be posted after three months from retirement of subscribers, Missing Credits should be disabled after retirement of subscriber.
3. The system should have facility to display two or more withdrawals/ advances drawn in same month in calculation sheet.
4. Linking GPF final payment authority with debit vouchers in the system.

B. IV Loans Module

1. Updations are required in broadsheet of MH 8342-117 – NPS is required to be updated to format as per HQ's letter No. 1139/GA-257/2018 dated 31/12/2019. Report depicting figures upto sub head is required.
2. Opening balances under Major head 8673-Cash Balances investment broadsheet figures and ledger figures do not carry forward in Loans module correctly. This problem in opening balances exists in every month.

B. V Account current module

1. Number of digits in Transfer Entry (TE) columns needs to be increased from 16 digits to enable posting of figures higher than 16 digits.
2. Updations in Party Broadsheets of Minor Heads 101,102,109,112 &123 in MH 8658 suspense account. These broadsheets are not being running properly in the VLC module.
3. Generation of monthly report of addition and clearance in broadsheet, mentioned in Point 2 above.

B. VI DC module

1. OB Suspense reference numbers generated in a particular month change when we re-run the processes of the previous month in the next month. This needs to be corrected
2. If covering list is uploaded and no voucher entry is done, the unposted voucher report does not show all the vouchers as unposted. This needs to be corrected
3. Number of AC/DC bills drawn/ pending on monthly basis needs to be shown in the report.
4. Status of clearance/addition of GIAs monthly basis needs to be generated.

B. VII Works Module

1. Update of individual record entry may be allowed without deleting other detail records during posting of monthly account in Monthly Payment & Receipt detail entry.

2. Difference between Budget & progressive expenditure (Last column of report) is showing wrong total in Report of Consolidated Payment.
3. Format of amount column be changed to without comma and Progressive column output is appearing under amount of current month column in Report of Consolidated Receipt.
4. Wrong output is being generated as it is including even posted data accounts in Report of awaited Form- 51.
5. Include Demand No. also while grouping in Report on Reconciliation.
6. Discrepancy between figures in Reconciliation report and Consolidate report.
7. In RIT 8782-101-01 challan broadsheet, the details of outstanding debits are not being carry forwarded in the next month. Pending unpaired challans due to some error in module.
8. 8782-101-02 Cheques cheques broadsheet though the lumsum closing balance of both broadsheet and ledger figures is being carry forwarded in the next month correctly but the supporting details of the both outstanding credit and debits are properly being carry forwarded in the next month. Pending unpaired cheques due to some error in module.
9. 8658-101-05 National Highway (N.H) Broadsheet and form updation required for data entry.
10. In Broadsheets of 8009-GPF-101, 8443-PWD Deposit, 8658- Suspense-107 CSSA, 8658- Suspense-129 MPSSA,8671-cash balance closing balance of March and opening of April figures not match with March closing.
11. 8782-101-03 other/ AG Memo's (Pending AG Memo's since 2000).

2.4 Deliverables

- A. Project Plan
- B. Check List for temporary site for testing
- C. Updated System Manual (Copied from existing one if available /Updated) or need to be written a fresh.
- D. Installation Manual
- E. System Administration Manual
- F. User Manual
- G. Test Plan including documentation of the test results and review reports after bug fixing and fine tuning, if any.
- H. Source Code
- I. Training
- J. Implementation/Warranty support.

2.5 Tentative Time Frame :-

The work will be taken up and completed within FOUR WEEKS from the date of award of work (work order).

2.6 Documents comprising the bid (Technical Bid) (Annexure I) (Part A & B)

The bids prepared by the Bidder(s) shall comprise of the following components:

A. Technical bid as per criteria specified below to be submitted before last date of submission of bid along with the following:

1. The bidder must be a company registered under the Companies Act, 1956/2013.
2. A letter on the bidder's letterhead i.e. describing the technical competence (the complete list of software engineers- minimum 3 software engineers with 2 year minimum experience on the rolls of the firm as well as list of engineers whom they will be able to provide to this office in case they are selected.
3. The cost of Bid documents is "Nil"-.
4. EMD of Rs. 15000/-- (Rs. Fifteen Thousand only) in the form of account payee DD/Banker's Cheque in favor of Pay and Accounts Officer O/o Pr. AG (A&E) Himachal Pradesh, Shimla has to be submitted along with bid documents.

5. EMD should be placed in the Technical bid 'Original'.
 6. Person signing the bid shall bind the bidder as the 'Constituted Authority of the company'.
 7. At least 3 work orders and 3 satisfactory performance certificate regarding development/modification/upgradation of application of similar nature at any Govt./PSU/semi govt. in the last 3 years.
 8. Letter of undertaking regarding acceptance of all the terms and condition of this tender document
 9. Letter of undertaking regarding the company is not black listed by any Govt./semi Govt. Organization or PSU.
- B.** Financial Bid (Annexure-II) to be submitted on or before last date of submission of bid.

2.7 Price

Charges quoted by the bidder must be all inclusive, firm and final, and shall not be subject to any escalation whatsoever during the period of the contract.

2.8 Bidder's Qualification

The "Bidder" as used in the tender documents shall mean the one who has signed the tender form. All certificates and documents received hereby shall be furnished by the service provider.

It is further clarified that the individual signing the tender or other documents in connection with the tender must certify that he/ she signs as 'Constituted authority of the bidder.

2.9 Terms and conditions of Tendering Firms

Terms and conditions of the tender shall be binding upon all the bidders. In case terms and conditions of the contract applicable to this invitation of tender are not acceptable to any bidder, clearly specify the deviation statement separately. Similarly in case the services being offered has deviations from the requirement specifications, the bidder shall describe in what respects and to what extent the services being offered differ/deviate from the specification, even though the deviations may not be very material. Bidder must State categorically whether or not his offer conforms to requirements/scope/deliverables and other ancillary services specified.

2.10 Opening of Bids:-

All sealed bids will be opened inside office premises on the date of opening of technical bids before the bidders. The financial bid will be opened on the same day or any later date, only for those bids which qualify in technical bid. If deemed necessary, Purchaser may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. Purchaser may, if so desire, ask the bidder to give presentation for the purpose of clarification. All expenses for this purpose, as also for the preparation of documents and other meetings, shall be borne by the bidders.

2.11 Preliminary examination of Bids:-

Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

A bid determined as not substantially responsive will be rejected by Purchaser and may not subsequently be made responsive by the bidder by correction of the nonconformity. Purchaser may waive any minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

2.12 Verification of Reference

Purchaser, if considers necessary, may conduct verification of references to satisfy themselves on the

performance of the services offered with reference to their requirements. Purchasers will satisfy themselves on the veracity of the references to the requirements specified.

2.13 PURCHASER's right to vary scope at the time of award

Purchaser reserves the right at the time of award of contract to increase or decrease scope of work with or without any change in other terms and conditions. Signing of Contract.

The successful bidder has to sign a contract provided along with condition provided in the tender document, incorporating all agreements between the parties. The cost of contract form and other ancillary charges shall be borne by the successful bidder.

2.14 Service Period

The initial contract period shall be extended on same terms and conditions, unless amended otherwise, for a further period if purchaser decides to take additional services not included in the scope of work or those included in the other optional services.

2.15 Security Deposit

The contractor shall furnish performance security to the purchaser to the extent of 10% of the value of the contract value in the form of Performance Bank guarantee (PBG) within 15 days of award of the contract failing which necessary action including forfeiture of the Earnest Money Deposit will be taken against the contractor.

- a) The PBG will be valid for a period of 180 days beyond the stipulated date for cessation of the contract which is co-terminus with the warranty period.
- b) No interest is payable on the PBG.
- c) PBG will be realized by the purchaser in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.

2.16 Tax Deduction At source: IT and GST as applicable will be effected from the bills.

2.17 Payment:-

Payment shall be released by O/o the Pr. Accountant General (A&E), Himachal Pradesh, Shimla, subject to production of pre received invoice in duplicate according to following milestones achieved.

Sr. No.	Milestones	Release of payment
1	After completion of work and receipt of successful test report duly approved by the concerned section/wing and after final signoff.	100% of the total cost

No amount would accrue to the contractor in case of failure to furnish satisfactory maintenance warranty during the contract period and Performance guarantee of 10% of the total cost will be release subjected to satisfactory performance at the end of the contract period.

Signature of tenderer duly stamped and seal

3 GENERAL CONDITIONS OF CONTRACT

3.1. Definition

In this document the following terms shall be interpreted as indicated

Terms	Definition
Purchaser	Pr. Accountant General (A&E) Himachal Pradesh, Shimla
Contract	The agreement entered into between Purchaser and the Bidder (s) as recorded in the contract form signed by Purchaser and the Bidder, including all attachment and annexure thereto and all documents incorporated by reference therein.
Bidder	The company with whom the order for VLC application change/modification and other ancillary and incidental support services is placed and shall be deemed to include the bidder's successors, representatives (approved by Purchaser), heirs, executors, administrators and Permitted assigns, as the case may be unless excluded by the terms of the contract.
Contract Price	The price payable to the bidder under the contract for the full and proper performance of his contractual obligations.
MM	Man Month

3.2. Application

These general conditions shall apply to the extent that they are not superseded by provisions in other parts of the contract.

3.3. Standard

The services performed under this contract shall conform to the latest international ~~stand~~

3.4. Use of Contract document and Information

The bidder shall not, without Purchaser's prior written consent, disclose the contract or any provision thereof, or any specification, design, drawing, pattern, sample or information furnished by or on behalf of Purchaser in connection therewith, to any person other than a person employed by the bidder in the performance of the contract.

Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

The bidder shall not without Purchaser's prior written consent, make use of any document or information forming a part of this tender except for purpose of performing the contract.

Any document forming a part of this tender, other than the contract itself shall remain the property of PURCHASER. Patent Rights

The bidder shall indemnify Purchaser against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the services or any part thereof.

3.5. Installation and provision of Services

At the direction of Purchaser, the acceptance test of the system shall be conducted by the selected bidder in the presence of Purchaser and/ or authorized officials and/ or any other team or agency nominated by Purchaser.

Should the acceptance tests not conclude to the satisfaction of Purchaser as Stated above in this section, the selected bidder(s) shall repair/replace/reconfigure/re-provision the upgraded system, at his cost, the whole or any part of the system as may be necessary for conclusion of the acceptance tests to the satisfaction of Purchaser within a further period of 15 days.

Should acceptance tests still not conclude to the satisfaction of Purchaser, the Purchaser shall have the right to reject the upgraded system in respect of which the acceptance tests are not satisfactorily concluded as provided in this section and to terminate this contract to the extent that relates to such requirements.

3.6. Delivery & Documents

Delivery of the upgraded system and associated documents shall be made by the selected bidder(s) in accordance with the terms specified by Purchaser in their notification of award.

3.7. Maintenance

In addition to the services specified the selected bidder must integrate the system to make the system fully functional. It shall be bidder's responsibility to locate the exact nature of the problem(s)/ fault(s) and rectify the same, if any. The bidder must also take necessary steps to successfully connect all the System upgraded by him. The selected bidder undertakes that all problems/bugs shall be removed by remote support, telephonic support, email support and if necessary by personal visits during the period of warranty. The selected bidder shall provide the contact details like names and telephone numbers of the officials responsible for maintenance of upgraded system in the format prescribed in Section.

3.8. Warranty

The Service Provider shall submit a warranty for minimum one year on-site maintenance from the date of completion of the change management. During warranty period complaints/problem reported should be attended within 24 hours, if fails penalty as per para 3.14 will be imposed.

3.9. Warranty on Services

The bidder warrants that the services provided under the contract are as per the Agreement between the bidder and Purchaser.

3.10. Assignment

The bidder shall not assign, in whole or in part, his obligations to perform under the contract, to any other party or persons, except with Purchaser's prior written consent. The permission, if any, of Purchaser has to be taken before award of the contract.

3.11. Sub Contract

The successful bidder (s) shall NOT subcontract all or any item/portion of the awarded work without written concurrence of the PURCHASER. Such subcontracting, in his original bid or later, shall not relieve the bidder from any liability or obligation under the contract. Purchaser shall have the right to direct the bidder to demonstrate the capacity/capability of the subcontractor to provide the service subcontracted to the desired specifications/requirements. If in the opinion of the purchaser the sub contractor's capacity to provide such services has not been satisfactorily demonstrated the purchaser shall have the right to direct the bidder to change the sub contractor.

3.12. Delays in the bidder's performance

Performance of service shall be made by the bidder in accordance with the time schedule specified by Purchaser in the contract.

Any unexcused delay on the part of the bidder(s) in the performance of his delivery obligations shall render the bidder liable to any or all of the following sanctions:

Forfeiture of his EMD and imposition of liquidated damages, and/ or termination of the contract for default.

If at any time during performance of the contract, the bidder or its subcontractor(s) should encounter conditions impeding timely installation of the software and performance of services, the bidder shall promptly notify Purchaser in writing of the fact of the delay, its likely duration and its cause(s), before the scheduled delivery or provisioning date. Purchaser shall evaluate the situation after receipt of the bidders' notice and may at their discretion extend the bidder's time for performance, in which case the extension shall be ratified by the parties by amendment of the contract. If the bidder's request to delay the installation of software and performance of services is not found acceptable to the Purchaser, the above mentioned clause would be invoked.

3.13. Liquidated Damages during Delivery, Implementation & Warranty and penalty for deficiency in performance

if the bidder fails to provision/deliver any or all of the services within the time period(s) specified in the contract, Purchaser shall without prejudice to its other remedies under the contract, deduct from the Unit contract price, as liquidated damages, a sum equivalent to the 0.5% of the unit contract price, every week (seven days) or part thereof of delay, up to maximum deduction of 5% of the Unit contract price. Once the maximum is reached, Purchaser may consider termination of the contract. Unit for the purpose of this clause refers to State office (s) including its Branch (es), if any. Performance of services shall be within the norms specified in the Agreement forming a part of the contract.

3.14. Termination for Default

Purchaser may, without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder, terminate the contract in whole or in part:

If the bidder fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by Purchaser, OR If the bidder fails to perform any other obligation(s) under the contract.

In the event Purchaser terminates the contract in whole or in part, pursuant to above mentioned clause, Purchaser may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered and the bidder shall be liable to Purchaser for any excess costs for such similar services. However, the bidder shall continue performance of the contract to the extent not terminated.

3.15. Arbitration

Purchaser and the bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute, arising between them under or in connection with the contract. If, after thirty (30) days from the commencement of such informal negotiations, Purchaser and the bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution. In such event, the first course will be to appoint an Arbitrator with mutual consent of both the parties. Failing which, the Indian Arbitration and Conciliation Act, 1996, the rules there under and any statutory modification or re-enactments thereof made till the date of signing of contract, shall apply to the arbitration proceedings. The venue of arbitration shall be the place from where the contract is issued i.e. Jurisdiction of Himachal Pradesh Court.

3.16. Governing Language

The contract, all correspondence and other documents pertaining to the contract, which are exchanged by the parties shall be written in English and shall govern its interpretation.

3.17. Applicable Law

The contract shall be interpreted in accordance with the Indian Laws.

3.18. Notices

Any notice by one party to the other pursuant to the contract shall be sent in writing or by fax/ email and confirmed in writing to the address specified for that purpose in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

3.19. Back up support

Bidder shall ensure appropriate backup available in case his engineers/professionals deployed on the job go on leave or resign from the service.

3.20. Source Code

In case the bidders support professional develops a module/does change management within the scope of work or otherwise as change management, the source code will be property of the Pr. Accountant General (A&E), Shimla, Himachal Pradesh.

3.21. Passing of Property

Ownership shall not pass to Purchaser unless and until the services have been delivered, installed and accepted, in accordance with the conditions of the contract to the entire satisfaction of PURCHASER and Purchaser has made payment for such services to the bidder. Selected Bidder shall have to hand over two sets in softcopy of changed / modified system.

3.22. Deduction

Payments, as envisaged in section 2.17 shall be subject to deductions (such as IT & TDS) of any amount, for which the bidder is liable as per law under the agreement against this tender.

3.23. Manuals, Data and Information

Complete information relating to installation, maintenance, backup, archiving, etc. should be supplied by the bidder.

Note:- The Vendor should implement the changes at the office itself and not through remote access.

BID Details:

Bid Particulars

Name of the Bidder _____

Address of the bidder _____

Contact details of the executive to whom all references shall be made regarding this tender:

Name _____

Designation

Address

Telephone

Fax

Email address

Bidder Seal

Bid Letter

Date: dd/mm/yyyyTo

**Deputy Accountant General (Admn)
Office of the Pr. Accountant General (A&E),
Himachal Pradesh, Shimla- 171 003**

Reference: Tender No 01/2023

Sir,

We hereby declare:

That we fulfill the criterion specified in the Bid Document. We hereby offer to provide the services at the prices and rates mentioned in the attached commercial bid. We do hereby undertake that, in the event of acceptance of our bid, the commencement of services shall be made as per the requirements. We affirm that the prices quoted are inclusive.

1. Bid particulars
2. This bid letter
3. Technical details of services offered
4. Statement of deviation from requirement specifications
5. Statement of deviation from tender terms and conditions
6. Warranty
7. Maintenance and service resource/infrastructure facilities

We agree to abide by our offer for a period of 120 days from the date of opening of the bid prescribed by Purchaser and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake to provisionas per these terms and conditions.

We hereby certify that the Bidder is a company and the person signing the tender is the constituted attorney.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

Signature of Bidder (with official seal) Dat_____ Name_____

Designation_____Address _____

Telephone_____ Fax _____

Email address_____

Details of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

Technical details of Services Offered

The list of all services (charges or otherwise) should conform to the requirements/scope of work/deliverables and other incidental & ancillary requirements and to be specified by the bidder (s) or the bidder(s) should give an undertaking as under:

Undertaking

We have understood the requirements of this project and shall provide all services as per the requirements of this bid document.

Bidder Seal

Also a certificate in the following format shall be provided by the bidder (s):Certificate

We clearly understand that even if we make occasional use of our hardware/software etc., during development stage/testing stage we will not get any financial benefits nor shall we claim it in any form.

Bidder Seal

Statement of Deviation from Requirement Specifications/Scope of work/Deliverables

Date: dd/mm/yyyy

To

**Deputy Accountant General (Admn),
Office of the Accountant General (A&E),
Himachal Pradesh, Shimla -171 003**

Reference: Tender No. 01/2023

Sir,

There are no technical deviations (null deviations) from the requirement specifications of tendered items and scope of work. The entire work shall be performed as per your specifications and documents. OR (Strike out whatever is not applicable).

Following is the exhaustive list of technical deviations and variations from the requirement specifications of tendered items/scope of work. Except for these deviations and variations, the entire work shall be performed as per your specifications and documents.

S. No	Section No.	REQ No.	Page No	Statement of deviations and variations

Bidder Seal

**Format Of Undertaking, To Be Furnished On Company Letter Head With Regard To
Blacklisting/ Non- Debarment, By Organization**

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

**Deputy Accountant General (Admn),
Office of the Pr. Accountant General(A&E),
Himachal Pradesh,.Shimla-171003**

Sir,

We hereby confirm and declare that we, M/s-----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/Undertaken the works/ Services in past.

There are no complaints against us regarding delayed supply and refusal of supply for which supply order granted by the client or Govt. department.

For

Authorized Signatory

Date:

Annexure I

Technical Bid
General Criteria(Part-A)

CHANGE/MODIFICATION MANAGEMENT IN VLC APPLICATION AT THE
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA

1	Name of the Company			
2	Address (with Tel. No., Fax no. & e-mail address)			
3	Contact Number			
4	(a) Registration Number			
	(b) PAN Number			
	(c) GSTN no.			
5	Details of EMD Deposited and cost of Tender			
	Demand Draft/PO Number	Name of the Bank	Amount (in Rs.)	Date

Sr. no.	Particular (copy of supporting documents duly self attested)	Enclosed (Yes or no)	Attached at page no. (page marking compulsory)
6	A letter on the bidder's letterhead i.e describing the technical competence (the complete list of software engineers-minimum 3 software engineers on the rolls of the firm with 2 year minimum experience as well as list of engineers whom they will be able to provide to this office in case they are selected.		
7	Latest audited annual financial results (balance sheet and profit & loss Statement) of the bidder for the last 3 years (minimum turnover of Rs. 20 lakh per year is required)		
8	Person signing the bid shall bind the bidder as the 'Constituted Authority of the company/firm.		

9	Latest GST clearance certificate.		
10	At least 3 work orders and 3 satisfactory performance certificate regarding development/ modification/ upgradation of application of similar nature at any Govt./PSU/semi govt. in the last 3 years.		
11	Letter of undertaking regarding the company is not black listed by any Govt./semi Govt. Organization or PSU.		
12	Letter of undertaking regarding acceptance of all the terms and condition of this tender document.		

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case found any deviation in the above statement at any stage, the company will be black-listed and will not have any deal with the Govt. offices in future. I also certify that the period of validity of this Bid is 120 days from the date of opening of the Financial Bid.

(Signature of authorized signatory)

Note: The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile etc before submitting his bid and all pages of tender must be page marked in numeric and total no. of page enclosed in bid should be mentioned in the covering letter.

Annexure II

Financial Bid

CHANGE/MODIFICATION MANAGEMENT IN VLC APPLICATION AT THE
OFFICE OF PR.ACCOUNTANT GENERAL (A&E)
HIMACHAL PRADESH, SHIMLA

Format for the submission of bid

Sr. No.	Item	Costs (In INR)
1	Incorporation of Change/Modification in VLC Application mentioned under scope of work including one year onsite maintenance warranty from final signoff.	
2	The Details specification work of modification with following breakup.	
A	SOP for rounding off figures of Annual Financial and Appropriation Accounts.	
B	Other Change Management Work	
I	Book Module	
II	Budget Module	
III	GPF Module	
IV	Loans Module	
V	Account current Module	
VI	DC Module	
VII	Works Module	
3.	Applicable Taxes	
	Grand Total	

Grand Total (in words).....

Signature and Seal of authorized signatory

Dated:

ANNEXURE - III

Pro-forma for Bank Guarantee for Agreement – Performance bank guarantee Reference No.

_____Date_____Bank Guarantee No.To

Deputy Accountant General (Admin)
Office of the Pr. ACCOUNTANT GENERAL (A&E),
HIMACHAL PRADESH, SHIMLA-171003.

Ref: Tender No. 01/2023

Against agreement vide advance acceptance of the Tender No. 01/2023 covering implementation of Change management in VLC application Package in A&E offices of HIMACHAL PRADESH (hereinafter called the said 'agreement') entered into between The Deputy Accountant General (Admin), Office of the Pr. Accountant General, HIMACHAL PRADESH (herein called the Purchaser) and M/s _____(herein called the Service Provider) this is to certify that at the request of the Service Provider, we____(Name of the Bank), are holding in trust in favor of the Purchaser, the amount of Rs._____(Rupees only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Service Provider of any of the terms and conditions of the said agreement and/ or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said agreement and/ or in the performance thereof has been committed by the Service Provider and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

We_____(Name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said agreement by the Service Provider i.e. till _____(viz. the date up to 24 months after the date of successful commissioning and acceptance by the purchaser) hereinafter called the said date and that if any claim accrues or arises against us_____(Name of the Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us

_____(Name of the Bank), notwithstanding the fact that the same is enforced within six months' after the said date, provided that notice of any such claim has been given to us. _____(Name of the Bank), by the Purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

It is fully understood that this guarantee is effective from the date of the said agreement and that we _____(Name of the Bank), undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Service Provider in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present bond being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.

We_____(Name of the Bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the

terms and conditions of the said agreement or to extend time of performance by the Service Provider from time to time or to postpone for any time of from time to time any of the power exercisable by the Purchaser against the said Service Provider and to forebear or enforce any of the terms and conditions relating to the said agreement and we,

_____ (Name of the Bank), shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Service Provider or for any forbearance by the Purchaser to the said Service Provider or for any forbearance and/ or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from liability under this guarantee.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider.

Date _____ **Place** _____ **Signature** _____

Witness _____ **Printed Name** _____

(Bank's common seal)

ANNEXURE- IV

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: - Authorization for attending bid opening on (Date) in the Tender for Change management in VLC Application in the office of the Pr. Accountant General (A&E) Himachal Pradesh, Shimla

Following persons are hereby authorized to attend the bid opening for the tender Mentioned above on behalf of(Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1		
2		

**Signature of the Tenderer
Or Officer authorized to sign the bid Documents
on behalf of the Tenderer**

Note:-

1. Maximum of two representatives will be permitted to attend bid opening in cases where it is restricted to one first preference will be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the Tenderer & Seal

Check List

1. The **Technical Bid** (Eligibility Criteria) 'original' and 'copies' should be placed in one sealed **Envelope I** super scribing '**Technical Bid for 01 /2023 Dated .01.2023**' as per requirements mentioned at para **2.6**. Please ensure that all the documents as prescribed in Section 2 of Bid Document and other relevant sections are enclosed.
2. The cost of the Bid Document is **Nil**.
3. All bids must be accompanied by EMD in the form of Cheque/Demand draft of **Rs 15,000/- (Rupees fifteen thousand only)**. The EMD should be submitted in the Sealed Envelope of Technical Bid "**Annexure I**".
4. The '**Financial Bid**' should be as per the **Annexure II** and other relevant instructions and placed separately in the sealed Envelope II duly super scribed as Financial bid for Tender no. 01/2023
5. Page numbering should be done in the bid document.
6. It should be ensured that requirement(s) of all relevant sections and sub-sections of the tender document have been complied with.
7. Any relaxation regarding MSME/NSIC/Startups shall be considered only as per prevalent GOI guidelines on production of relevant certificates and supporting documents.

Key Events & Dates

<i>Events</i>	<i>Tentative dates</i>
<i>Date for publication of NIT</i>	09.01.2023
<i>Last date for receipt of Queries from bidders</i>	20.01.2023- 11:00 Hrs
<i>Last date for submission of bids</i>	27.01.2023– 15:00 Hrs
<i>Opening of technical bids</i>	30.01.2023– 15:00 Hrs
<i>Opening of financial bids</i>	02.02.2023– 16:00 Hrs

Note: The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile etc. before submitting his bid and all pages of tender must be page marked in numeric and total no. of page enclosed in bid should be mentioned in the covering letter.