

Tender Document

Migration of GPF Data From
dBase/Foxpro to Oracle 11g

Tender Id –Admin-IV/Migration GPF/2020-21/360
Dated 20.01.2021



Principal Accountant General (A&E) Haryana
Plot No. 4 & 5, Sector-33B, Chandigarh-160020
www.aghry.nic.in

1. FactSheet

S. No	Particulars	Details
1	Tender ID	Tender Id –Admin-IV/Migration GPF/2020-21/360
2	Tender date	20.01.2021
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 Rs. 20,000/- only. Demand Draft in favour of PAO O/o the Accountant General (A&E) Punjab, Chandigarh 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	27.01.2021 at 03:00 PM
10	Issue of addendum/clarification (if any)	05.02.2021 at 05:00 PM
11	Last date of bid submission	Proposals must be submitted no later than 08.02.2021 by 11.00 AM
12	Opening of Technical bid	08.02.2021 at 03:00 PM
13	Opening of Financial bid	12.02.2021 at 11:00 AM

2. Request for Proposal

Sealed quotations are invited from eligible, reputed and qualified IT firm with sound technical and financial capabilities for Migration of dBase/Foxpro data of GPF subscriber to Oracle 11g for the **office of the Principal 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 Pr. Accountant General (A&E) Haryana, Chandigarh** invites responses (“Proposals”) to this Request for Proposals (“RFP”) from companies/Agencies (“Bidders”) for Migration of dBase/Foxpro data to Oracle 11g.

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.

This Scope of Work as under:

- 3.1** Transfer of GPF subscriber data from dBase /Foxpro to existing Oracle 11g system.
- 3.2** Transfer of debit, credit, opening balance, missing debits, missing credits and annual ledger cards data of subscriber.
- 3.3** Viewing and printing of transferred data in the VLC/GPF software.
- 3.4** Data validation and compatibility should be ensured.

4. 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.	Transfer of the data	T+2+15+10Days
4.	Sign Off	T+30 Days

5. Essential Technical Pre-requisite

- 5.1 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. (Detail of firm to be submitted as per Annexure-I)
- 5.2 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 the execution and delivery of the work. The bidders will submit a **prototype for the proposed solution** along with the bid.
- 5.3 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.
- 5.4 The bidder should submit certified copies of their company duly audited Balance Sheet for last three financial years. Average annual turnover of the bidder should be more than Rs.50 lakh.
- 5.5 The bidder must have successfully executed minimum 3 similar projects. The documentary evidence in form of work order/contract and performance report must be enclosed on the client's letterhead.
- 5.6 The bidder should not have been blacklisted by central/state government departments/ undertakings. (submit as per Annexure-II)
- 5.7 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, 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 Principal Accountant General (A&E) Haryana, Chandigarh** has the right to cancel or modify the tender.

5.8 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.

5.9 Pre bid conference will be held on 27th January 2021 at 03:00 PM.

6. Evaluation of Bids

6.1 Technical Evaluation

6.1.1 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 confirms to all the eligibility terms and condition of the tender without any material deviation.

6.1.2 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.

6.1.3 Evaluation of technical bid will be as per marks laid in the Annexure-III.

6.2 Financial Evaluation

6.2.1 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. Financial bid is to be submitted as per Annexure –IV.

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

6.3 Evaluation and Comparison of Bids

6.3.1 Only eligible bids will be determined and out of eligible bids 70 % weight-age will be awarded for Technical Evaluation and 30 % weight-age will be awarded for Financial Evaluation.

6.3.2 Technical Bid will be assigned a Technical Score out of a maximum of 70 points, through evaluation of proto type (as per Annexure-III).

6.3.3 Formula for evaluation of financial bid – Lowest price amongst all the bidders will be awarded full marks. Evaluation/Scoring of other bidders with respective price (P) will be calculated as $L1/P * 30$.

6.3.4 Bidder obtaining highest marks (Technical +Financial) will be awarded the work.

7. General Information

7.1 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.

7.2 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.

- 7.3 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.
- 7.4 The bidder should enclose bid security (EMD) of Rs 20,000/- in favour of the **PAO O/o the Accountant General (A&E) Punjab, Chandigarh** in form of demand draft. The tenders without Earnest Money Deposit shall be summarily rejected. The EMD of the successful bidder will be retained as security deposit and will be returned after the successful completion of the work. The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The successful bidder shall be sign the agreement within 10 days of the award of the work order. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.
- 7.5 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.
- 7.6 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.
- 7.7 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.
- 7.8 Bidders may seek clarification regarding the project and/or the requirements for prequalification, in writing through mail within a reasonable time.

- 7.9 All disputes arising shall be subject to the jurisdiction of Chandigarh alone. The **Office of the Principal Accountant General (A&E) Haryana, Chandigarh** reserves right to award the work/ cancel the award without assigning any reason.
- 7.10 The payment shall be paid only after successful completion of work without errors and delays.
- 7.11 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.

Sd/-

Deputy Accountant General (Admn)

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.

Undertaking regarding blacklisting/non-debarment

(To be printed on the letter head of the company/firm/agency)

To

Deputy Accountant General (Administration)
O/o the Principal Accountant General (A&E)
Haryana Plot No. 4 & 5, Sector-33B,
Chandigarh-160 020.

Respected Madam,

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:

Technical Parameters and their weightage

Sl.No.	Particulars	Criteria	Points Awarded	Points Awarded
1	Experience certificate for working with Oracle 11g	1	8	15
		> 1 and ≤ 5	12	
		> 5	15	
2	Experience certificate on working with GPF			15
5.	Proportional weightage for time proposed to be taken for completion of work.	8 weeks	8	15
		6 weeks	12	
		4 weeks or lesser	15	
6.	Manpower deployment on project.	Less than 3	5	10
		More than 3	10	
7.	Prototype (to be assessed by evaluation committee)			15
<i>TOTAL POINTS</i>				<i>70</i>

Financial Bid Format

Sl.No.	PARTICULARS	Amount in Rs.
1.	Charges for the entire scope of work as mentioned in Para 3.1 to Para 3.4 of the RFP document.	
TOTAL AMOUNT		
Amount in words :		

Signature & Stamp of the bidder.

Note: Rates quoted shall be inclusive of all taxes and duties.