
 Government eProcurement System		eProcurement System Government of India							
		Tender Details							
		Date : 20-Oct-2020 03:37 PM							
		 Print							
Basic Details									
Organisation Chain	Office of the CAG of India AE-Punjab-Chandigarh - CAG								
Tender Reference Number	AC/ePPO/2020-21/28								
Tender ID	2020_CAG_591940_1								
Tender Type	Open Tender	Form of contract	Lump-sum						
Tender Category	Services	No. of Covers	2						
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No						
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No						
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No						
Payment Instruments			Cover Details, No. Of Covers - 2						
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description			
	1	Bankers Cheque	1	Fee/PreQual/Technical	.pdf	Technical bid			
	2	Bank Guarantee	2	Finance	.xls	Financial Bid			
	3	Demand Draft							
Tender Fee Details, [Total Fee in ₹ * - 0.00]			EMD Fee Details						
Tender Fee in ₹	0.00	Fee Payable To	Nil	Fee Payable At	Nil	EMD Amount in ₹	15,000	EMD through BG/ST or EMD Exemption Allowed	Yes
Tender Fee Exemption Allowed	No					EMD Fee Type	fixed	EMD Percentage	NA
						EMD Payable To	Pay and accounts officer office of PAG AE Punjab	EMD Payable At	Chandigarh
Work /Item(s)									
Title	Development of ePPO and Other Associated								
Work Description	Development of ePPO and Other Associated Payment Authorities								
Pre Qualification Details	Please refer Tender documents.								
Independent External Monitor/Remarks	NA								
Show Tender Value in Public Domain	No								
Tender Value in ₹	0.00	Product Category	Miscellaneous Services	Sub category	NA				
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work (Days)	35				
Location	PAG A and E Punjab and UT	Pincode	160017	Pre Bid Meeting Place	office of PAG A and E Punjab and UT				

Pre Bid Meeting Address	office of PAG A and E Punjab and UT Plot no 20 sec 17 E Chandigarh	Pre Bid Meeting Date	26-Oct-2020 11:00 AM	Bid Opening Place	office of PAG A and E Punjab and UT
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	20-Oct-2020 05:00 PM	Bid Opening Date	05-Nov-2020 03:37 PM
Document Download / Sale Start Date	20-Oct-2020 05:00 PM	Document Download / Sale End Date	04-Nov-2020 03:00 PM
Clarification Start Date	20-Oct-2020 05:00 PM	Clarification End Date	23-Oct-2020 05:00 PM
Bid Submission Start Date	20-Oct-2020 05:00 PM	Bid Submission End Date	04-Nov-2020 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Development of ePPO and Other Associated Payment Authorities	375.55

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Additional Documents	BOQ.xls	Financial Bid	245.50

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	noel.riphat@gmail.com	Noel Riphat	NOEL RIPHAT
2.	bharatsinghb.pjb.ae@cag.gov.in	Bharat Singh Bhandari	BHARAT SINGH BHANDARI
3.	surendrasy.pjb.ae@cag.gov.in	surendra singh yadav	SURENDRA SINGH YADAV

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Remarks
Urgent nature of Procurement	unable to dropdown

Tender Inviting Authority

Name	DAG Admn
Address	office of PAG A and E Punjab and UT Plot no 20 sec 17 E Chandigarh

Tender Creator Details

Created By	Bharat Singh Bhandari
Designation	Assistant Accounts Officer
Created Date	20-Oct-2020 03:20 PM

Request for Proposal

For

**Development of ePPO & Other Associated
Payment Authorities**

Tender ID : AC/ePPO/2020-21/28 Dt. 20.10.2020



Accountant General (A&E) Punjab

Plot No. 20, Sector-17E, Chandigarh-160017

www.agpunjab.gov.in

FACT SHEET

Sl.No.	PARTICULARS	DETAILS
1	RFP No.	AC/ePPO/2020-21/28 dt 20.10.2020
2	Earnest Money Deposit (EMD) in form of Demand Draft	Earnest Money Deposit of ₹ 15,000/- only. Demand Draft in favour of PAO O/o the Accountant General (A&E) Punjab, Chandigarh from any of the nationalized scheduled commercial bank.
3	Date of Publication	20-OCT-2020
4	Last date and time for submission of pre-bid queries by email at nathanb@cag.gov.in	23-OCT-2020 Dy Accountant General (Admin) O/o Accountant General (A&E) Punjab, Plot No. 20, Sector 17E, Chandigarh.
5	Pre-bid conference date and place	26-OCT-2020 at 11.00 am Conference Hall, 1 st floor, O/o Accountant General (A&E) Pb, Plot No. 20, Sector-17E, Chandigarh.
6	Last date and time for submission of bid	04-NOV-2020 upto 1500 hrs
7	Opening of Technical Bid	05-NOV-2020 at 1500 hrs
8	Opening of Financial Bid	09-NOV-2020 at 1500 hrs
9	Bid Validity	180 days from the date of opening
10	Security Deposit (EMD) validity period	6 months beyond expiration of contract period.

1. Request for Proposal

On behalf of the **President of India**, sealed quotations are invited under two stage bidding for development of electronic format of all pension related authorizations from eligible and qualified firms with sound technical and financial capabilities in the **Office of the Accountant General (A&E) Punjab, Chandigarh**, on behalf of the **President of India** hereinafter referred to as “**Department**”.

1.1 Basic Information

- 1.1.1 **Department** invites responses (“Proposals”) to this Request for Proposals (“RFP”) from companies/Agencies (“Bidders”) for development of electronic format of all pension related authorizations under two stage bidding system. 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.
- 1.1.2 Eligible bidders may go through the RFP document from the website www.agpunjab.gov.in, www.eprocure.gov.in and www.gem.gov.in
- 1.1.3 Bidders shall submit Bid Security/EMD of C 15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft OR in the form of unconditional Bank Guarantee (which should be valid for 9 months from the last date of submission of the bid) in favour of P.A.O. O/o Accountant General (A&E), Punjab, payable at Chandigarh.
- 1.1.4 **Department** reserves the right to reject any or all the Proposals in whole or in part without assigning any reasons.
- 1.1.5 Time is the essence of the contract.
- 1.1.6 This RFP document is not transferrable.

1.2 Scope of Work

1.2.1 Development of ePPO

- 1.2.1.1 Facility to upload photos and specimen signatures to be incorporated in SAI pension application.
- 1.2.1.2 All the associated documents for ePPO as per Annexure-II needs to be e-signed after being generated through the application (the respective reports needs to be generated in pdf and xml format and should be un-editable).
- 1.2.1.3 Reports of PPO, FPPO and Special Seal Authority required to be modified with inclusion of e-photo in the reports.
- 1.2.1.4 Position of signing the document shall vary w.r.t. document type and should be signed based on the document type and the desired position indicated in the attached sheets.
- 1.2.1.5 Digitally signed e-PPO/e-FPPO/e-RPPO/e-RFPPO files would be placed in a separate folder.
- 1.2.1.6 The data against all such e-PPOs/e-FPPOs/e-RPPOs/e-RFPPOs and other associated payment authorities are required to be generated in the xml format and needs to be stored on a separate server.
- 1.2.1.7 Payment authority would be signed using an e-token and only the authorized user could sign the document.
- 1.2.1.8 Preparation of daily log of authorities generated in xls/csv format.
- 1.2.1.9 The design and layout of the digitally signed e-PPO and other associated payment authorities are attached as Annexure-I.
- 1.2.1.10 Eight numbers of additional fields will be inserted after column 20 of ePPO with the field name as Additional field 1, Additional field 2 and so on.

1.2.1.11 Standard remarks by the Branch Officers will be master enabled in three different columns namely Remarks Heading, Remarks Table and Remarks Description.

1.2.1.12 Specific remarks, if any will also be driven through master enabled facility where description column will allow the Branch Officer to type.

1.2.1.13 Printing facility of ePPOs on laser printer and Line printer will also be developed.

1.2.1.14 The ePPO generated through SAI system will be digitally signed as well as provision for mobile based OTP verification and Aadhar based OTP verification will also be developed.

(Output options as assessed at present with one to many e.g. Option-1: output to be taken Unsigned/Digitally Signed/Mobile Based OTP or Aadhar Based OTP, Option-2: Authority is required for Treasury Officer/DDO/Pensioners/Bank/All except bank or All and Option-3: Authority needs to be Stored/Printed or both)

However, if any changes are required based on development or information gathered at pre bid meeting, this may be reviewed and will be intimated in due course. *Bidders are also requested to give us their views on this aspect at pre bid meeting to enable better appreciation of the issue by this office.*

1.3 Eligibility Criteria

- 1.3.1 The Company/Firm/Bidder should be registered with the appropriate Registration Authorities, such as Income Tax and GST etc. If GST registration is not applicable, the same may be stated clearly in the bid document.
- 1.3.2 The Company/Firm/Bidder should demonstrate capability to deliver services/ manpower of requisite quality.
- 1.3.3 Average turnover of the Company/Firm/Bidder during last three years should be more than C 25.00 lakh.

1.4 Procedure for Submission of Technical Bid: Technical bid will be submitted in sealed envelope, super scribed as TECHNICAL BID (Tender ID _____ dated _____). The envelope containing Technical bid will include :

- 1.4.1 Copy of tender document duly signed and stamped on each page as a token of acceptance of tender terms.
- 1.4.2 Duly filled, signed and stamped the Technical Proposal Form as per Annexure-A.
- 1.4.3 Self attested copies of PAN and GST registration. If GST registration is not applicable, the same may be noted on the letter head of the agency.
- 1.4.4 Certificate from the Chartered Accountant regarding meeting criteria at Para 1.3.1 and Para 1.3.3 in form 5 (enclosed)
- 1.4.5 Copies of work orders executed by the Company/Firm/Bidder in support of successful completion of similar work and a satisfactory completion certificate of the similar work order.
- 1.4.6 A prototype of the procedures to be carried out could be included in the technical bid and will have a bearing on the technical evaluation.
- 1.4.7 Demand Draft/Unconditional Bank Guarantee of Earnest Money Deposit for **C 15,000/-**

in favour of PAO, office of the Accountant General (A&E) Punjab payable at Chandigarh. Validity of the demand draft will be 9 months from the last date of submission of bid. As per Govt of India instructions, MSMEs and Startups will be exempted from submitting the Earnest Money Deposit.

1.5 Submission of Financial Bid: The envelop super scribed as FINANCIAL BID (Tender ID _____ dated _____ will contain only Financial Bid.

1.5.1 Design and layout of the ePPO is given in Annexure-I and list of other associated payment authorities is Annexure-II. Since the standard and specific remarks are master enabled along with eight additional fields, the ePPO/eRPPO is flexible in its expected output. The format for various documents listed in Annexure-II will be similar to Annexure-I with some changes.

1.5.2 Bidders are required to submit financial bid inclusive of all taxes.

1.6 Evaluation Criteria:

1.6.1 Bid will be evaluated on QCBS, where technical criteria as detailed in Statement-1 will be evaluated against a technical score of 72. The financial bids will be considered only of those bidders who obtain an overall technical score of 60% and more than 50% in each individual criteria.

1.6.2 Marks for the each item in the Technical bid have been shown in Statement-1.

1.6.3 Technical bid will be opened by Designated Evaluation Committee in presence of the bidders or their authorized representative.

1.6.4 Total number of bids received will be announced to bidders during Bid opening time.

1.6.5 Technical bid will be opened first. Only technically qualified bidders will be considered for Financial Bid.

1.6.6 Weightage for technical evaluation will be 60% and financial bid will be 40% with evaluation process as detailed in Para 1.9 below.

1.7 Financial Bid Evaluation

1.7.1 The Company/Firm/bidder has to submit financial bids for Annexure-I and its associated payment authorities as per Annexure-II.

1.7.2 The Financial Bid should contain the charges (inclusive of all taxes).

1.7.3 The Financial Bid shall be binding upon the agency subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal i.e. 180 days after the date of opening the bid.

1.7.4 **Department** reserves the right to accept or reject any or all the proposals without assigning any reasons.

1.8 Service Level Agreement & Penalty

1.8.1 Agency will design an action plan to meet **Department** requirements.

1.8.2 A penalty of Rs.500/- per day subject to a maximum of 10% will be levied for delay in completion of work beyond date specified in the fact sheet.

1.8.3 Time is the essence of the contract, any delay beyond 15 days of scheduled completion on account of delays by the bidder can lead to cancellation as well as blacklisting of the bidder.

1.9 72 marks are for Technical bid as in Statement-1 and 48 marks are for Financial bid. The weightage of Technical bid will be based on T_H (highest marks of eligible bidder in technical bid), T_L (lowest marks of eligible bidder in technical bid) and T is the marks obtained by the eligible bidder in technical bid. The evaluation of the bidder will be as under:

1.9.1 $(T/T_H)*60 + (F/F_H)*40$; where T is the weightage scored in Technical, T_H is the highest marks of the technical, F is the marks scored in Financial and F_H is the highest marks of Financial bid.

2. Instructions to Bidders

- 2.1 A pre bid conference (mandatory) will be held on dated **26.10.2020** for clarification of any doubt arising out of tender document. Potential bidders are advised to attend this pre bid conference, so that they could prepare the Bid accordingly.
- 2.2 The Bidder shall bear all costs associated with the preparation and submission of its bid and the **Department** will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3 The Bidder shall furnish the Bid Security (Earnest Money Deposit) of **₹ 15,000/-** in the form of Demand Draft/Unconditional Bank Guarantee favouring P.A.O. (Audit), Office of the Accountant General (A&E) Punjab, payable at Chandigarh.
- 2.4 Proposals not accompanied by EMD shall be treated as non-responsive and summarily rejected by **Department**.
- 2.5 Earnest Money Deposit (EMD) shall be refunded to all the unsuccessful bidders within **60 days** after award of the work to the successful/suitable bidder on a written request. However, the EMD of the successful bidder will be retained as performance guarantee for a period of six months from the date of signing off the project.
- 2.6 The Earnest Money Deposit (EMD) shall be forfeited, if a bidder withdraws its bid during the period of Bid validity specified by the bidder on the bid form.
- 2.7 A prospective Bidder seeking any clarification of the bidding documents may submit his queries, in writing, at the mailing address nathanb@cag.gov.in. The **Department** will respond in writing, to any request for clarification to queries on the Tender Document, received not later than the dates prescribed.
- 2.8 Bids shall be valid for 180 days after the date of bid opening as prescribed in the Fact Sheet. A bid valid for a shorter period may be rejected by **Department** as non-responsive. **Department** may solicit the bidders' consent to an extension of Proposal validity (but without the modification in Proposals)
- 2.9 **Department** may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:
 - 2.9.1 Submitted the Proposal documents after the response deadline.
 - 2.9.2 Made misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - 2.9.3 Exhibited a record of poor performance.
 - 2.9.4 Submitted a proposal that is not accompanied by required documentation.
 - 2.9.5 Failed to provide clarifications related thereto, when sought.
 - 2.9.6 Submitted a proposal with price adjustment/variation provision.
- 2.10 No bidder shall contact **Department** on any matter relating to its bid, from the time of the bid opening to the time of contract is awarded. If he wishes to bring additional information to the

notice of **Department**, he should do so in writing. **Department** reserves its right as to whether such additional information should be considered or otherwise. Any effort by a bidder to influence **Department** in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of his EMD.

- 2.11 On acceptance of Proposal for awarding the contract, **Department** will notify the successful bidders in writing that their proposal has been accepted and Contract Agreement will be signed. After signing of the contract agreement, no variation in or modification or the terms of the Contract shall be made except by written amendment signed by the parties.
- 2.12 **Department** requires that agency selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. Information relating to the work of data entry is of highest confidential nature. The undue use by the Agency of confidential information related to work process may result into termination of work. In case the Agency is found guilty for the same, criminal proceedings may be initiated against the Agency and Agency will be liable for the penalty as imposed by the **Department**.
- 2.13 **Standards of Performance:** The Agency shall give the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The agency shall always act in respect of any matter relating to this contract as faithful advisor to **Department**. The Agency shall abide by all the provisions/Acts/Rules etc related to work. The Agency shall conform to the standards laid down in RFP in totality.
- 2.14 **Payment Terms:** Payment shall be made to the vendor on successful completion of work. Vendor will submit the bill along with:
- 2.14.1 Completion Certificate from the designated officer of the functional wing/section.
 - 2.14.2 **Department** will verify the bill and forward it to State Government of Punjab.
 - 2.14.3 State Government of Punjab will make the payment through Treasury and Accounts Department.
 - 2.14.4f Income Tax and other taxes, if applicable will be deducted from the bill.
- 2.15 **Sub Contracting:** No Sub Contracting shall be allowed for this project.
- 2.16 **Suspension: Department** may, by written notice to the Agency, suspend all payments to the Agency hereunder if the Agency fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension
- 2.16.1 Shall specify the nature of failure
 - 2.16.2 Shall request the Agency to remedy such failure within a period of not exceeding 15 days after receipt by the Agency of such notice of failure.

3. Deliverable & Timelines

Sl.No.	Milestone/Deliverables	Timeline
1.	Successful rollout of change management in SAI Pension Application.	2 Weeks
2.	Successful completion of user acceptance testing, performance testing ,training to staff and handing over of source code , system administration manual, user manual and installation manual etc.	2+2 weeks
3.	Project appraisal and sign off	2+2+1 weeks

4. Warranty & Support

- 4.1 Bidders will provide onsite support for any change/modification required for 6 months from the date of successful completion of the project.

5. Force Majeure

- 5.1 Notwithstanding anything contained in the RFP, the Agency shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure. For purposes of this clause “Force Majeure” means an event beyond the control of the agency and not involving the agency’s fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics and quarantine restrictions. The decision of **Department** regarding Force Majeure shall be final and binding on the Agency. If a Force Majeure situation arises, the Agency shall promptly notify to **Department** in writing of such conditions and the cause thereof. Unless otherwise directed by **Department** in writing, the Agency shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

6. Legal Jurisdiction

- 6.1 All legal disputes between the Agency and the **Purchaser** shall be subject to the jurisdiction of the courts in Chandigarh, UT only.

Deputy Accountant General (Admn)

7. Proposal Forms

The following are the response formats to be used by the bidders for proposals related to selection of Agency.

Sr. No.	Form	Details
1.	Form 1	Covering Letter
2.	Form 2	Technical Proposal in Annexure-A (In sealed envelope)
3.	Form 3	Financial Bid in Annexure-B (in sealed envelope)
4.	Form 4	Address Proof
5.	Form 5	Certificate from Chartered Accountant
6.	Form 6	Detail of Digital Signature related work undertaken.
7.	Form 7	Detail of Mobile based OTP related work undertaken.
8.	Form 8	Detail of Aadhar based OTP related work undertaken.
9.	Form 9	Registration with Taxation Authority (copy of PAN Card)
10.	Form 10	Copy of registration with Goods & Service Tax

Form 1- Covering Letter

(To be submitted on the Bidder's letterhead)

Date: _____

To

The Deputy Accountant General (Pension)
O/o the Accountant General (A&E) Punjab
Plot No. 20, Sector-17F,
Chandigarh-160 017.

Ref.: RFP No. _____ dated _____

Sub.: Submission of proposal in response to the RFP

Respected Madam,

Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP No. _____ dated _____ for providing IT manpower in full conformity with the said RFP document.

1. We have read the provisions of the RFP document and terms & conditions that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
2. We agree to abide by this Proposal, consisting of this letter, the Qualification Criteria forms and Proposal form, the duly notarized Board Resolution/Power of Attorney, and all attachments, for a period of 180 days from the date of opening of bid, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
3. We hereby declare that all the information and statements in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
4. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
5. We would like to declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices by any department in Central as well as in State Govt.
6. We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Signature & Stamp of the Bidder

Form 2 Annexure-A (To be printed on Agency's letter head)

Sr. No	Details to be furnished		
1.	Details of responding bidder		
a)	Name		
b)	Address		
c)	Telephone		Fax
d)	Website		
2.	Details of Contact Person		
a)	Name		
b)	Designation		
c)	Address		
d)	Telephone no.		
e)	Mobile no.		
f)	Fax no.		
g)	E-mail		
3.	Details of Authorized Signatory (please attach proof)		
a)	Name		
b)	Designation		
c)	Address		
d)	Telephone no.		
e)	Mobile no.		
f)	Fax no.		
g)	E-mail		
4.	Information regarding working experience and registration.		
a)	Experience Certificate in SAI (No. of SAI related works undertaken)		
b)	Working Experience in DSC (No. of DSC related works undertaken)		
c)	Working Experience on Aadhar verification (No. of Aadhar based works undertaken).		
d)	Working Experience on Mobile based OTP verification (No. of works undertaken).		
e)	Prototype attached (Yes/No)		
f)	Proposed time for completion of work (No. of weeks)		
g)	No. of manpower to be deployed on the project.		

Signature and Seal of the bidder

Form-3 – Financial Bid

Annexure-B
(To be printed on the letterhead of the agency)

To

The Deputy Accountant General (Pension)
O/o the Accountant General (A&E) Punjab
Plot No. 20, Sector-17F,
Chandigarh-160 017.

Ref.: RFP No. _____ **dated** _____

Respected Madam,

In reference to the above mentioned RFP No., we are giving our financial quote for the scope of work as mentioned in Annexure-I. The prices are inclusive of all taxes.

<u>PARTICULARS</u>	<u>Amount (in Rs.)</u>
--------------------	------------------------

Development of ePPO and other associated payment authorities As per Annexure-I (inclusive of all taxes)	
--	--

Signature & Stamp of the Bidder

Form 4 – Address Proof*(Please attach relevant documents as proof in support of above declaration)***Form 5- Financial Details**

The turnover of M/s _____ for the financial years as under is certified.

Sr. No	Details to be furnished	
1.	Turnover of Agency (in Rs lakhs)	
a)	FY 2017-18	
b)	FY 2018-19	
c)	FY 2019-20	

It is certified that M/s _____ meets the following criteria.

- 1.3.1 The Company/Firm/Bidder should be registered with appropriate Registration Authorities, such as Income Tax and GST (if applicable)
- 1.3.3 Average turnover of the Company/Firm/Bidder during last three financial years should be more than C 25.00 lakh.

Signature & Stamp of the Chartered Accountant.

Form 6- Detail of Digital Signature related work undertaken.

Sr. No	Name & Address, Phone No. of Client	Period of Contract	Whether Govt./Semi Govt. / Corporation/ Board/Govt. PSUs	Value of Engagement

Form 7- Detail of mobile based OTP verification related work undertaken.

Sr. No	Name & Address, Phone No. of Client	Period of Contract	Whether Govt./Semi Govt. / Corporation/ Board/Govt. PSUs	Value of Engagement

Form 8- Detail of Aadhar based OTP verification related work undertaken.

Sr. No	Name & Address, Phone No. of Client	Period of Contract	Whether Govt./Semi Govt. / Corporation/ Board/Govt. PSUs	Value of Engagement

Form-9 – Registration with Taxation Authority

(Please attach copy of PAN card as proof in support of above declaration)

Form-10 – Registration with GST

(Please attach relevant documents as proof in support of above declaration)

ANNEXURE-I

Form Pension 10

(Referred to in rule 10.11)

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), PUNJAB

PENSION PAYMENT ORDER

CUM-GRATUITY ORDER-CUM-COMMUTATION PAYMENT ORDER

(PART I & II)

File ID:		Date of Authorization		Date of Start of Pension/Family Pension	
Case No.		Place of Payment (Treasury/ Sub Treasury)			
Pension Payment Order No. (PPO No.)					
Gratuity Payment Order No. (GPO No.)					
Commutation Payment Order No. (CPO No.)					
1.	Name of the Government employee				
2.	Father's/Husband's Name				
3.	Gender				
4.	Employee Unique Code (HRMS ID)				
5.	(i) Full Residential Address				
	(ii) Mobile No.				
	(iii) Email ID (if any)				
	(iv) Aadhaar Card Number				
	(v) PAN				
6.	Date of birth of the Govt. Employee				
7.	Date of Entry into Govt. Service				
8.	Date of retirement/death/Pre Mature retirement.		<i>System should indicate retirement in case of normal pension and "death" in case of Family Pension</i>		
9.	Post held at the time of retirement/death				
10.	Pay Band & GP/ Level last held				
11.	Group of the Service last held				
12.	Office from where retired/died				
13.	Class of Pension				
14.	Debitable to Head of Account		2071-Pension & Other Retirement Benefits 01-Civil		
	i. For Pension		101-Superannuation and Retirement Allowances		

	ii. For Family Pension	105-Family Pension					
	iii. For DCRG	104-Gratuities					
	iv. For Commutation of Pension	102-Commuted Value of Pension					
15.	Rules Applicable	Punjab Civil Services Rules, Volume II.					
16.	(i) Total Qualifying Service	YY		MM		DD	
	(ii) Non-Qualifying Service	YY		MM		DD	
	(iii) Weightage in Service	YY		MM		DD	
	(iv) Net Qualifying Service	YY		MM		DD	
17.	(i) Last Pay Drawn						
	(ii) Average Emoluments for Pension/ Family Pension						
	(iii) Amount of Pension (Basic Pension) (50% of Row 16 (i) or (ii), whichever is higher)						
	(iv) Pension withheld, if any						
	(v) Cut in Pension, if any						
	(vi) Net Pension Payable						
	(vii) Provisional Pension, if any (to be adjusted in payable pension)	Amount (in Rs.)-----					
	(viii) Period from ----- to -----						
18.	(i) Commuted Portion of Pension (Max 30% of the Pension)						
	(ii) Reduced Pension						
	(iii) Commuted Value of Pension	(Under Rupees--)					
	(iv) Date of restoration of Pension						
19.	(i) Emoluments for DCRG (with brake up i.e. Pay, DA, NPA etc)						
	Pay						
	IR if any						
	NPA, if any						
	Special Pay, if any						
	Any other Pay as per Rule 2.44						
	DA						

	Total:					
	(ii) Number of completed Half years					
	(iii) DCRG Sanctioned (Amount)					
	(iv) DCRG withheld					
	(v) DCRG since paid, if any					
	(vi) DCRG Recovery					
	(vii) Net DCRG Authorised					
20.	(i) Emoluments for Family Pension					
	(ii) Family Pension :					
	(a) At enhanced Rate					
	(b) At normal Rate					
	(iii) Details of Family members eligible for Family Pension:					
	Sr. No.	Name	Relationship	Date of Birth/ Age	Whether Disabled/Handicapped (with proof attached)	Aadhaar Card No.

Instructions:

1.	Until further notice and on the expiry of every month, please pay to ----- (Name of the Pensioner), the above said Pension (as Set out in Part I & II of this order) plus the amount of Dearness Relief as admissible from time to time thereon after due identification of the Pensioner, subject to the condition(s) below and Punjab Government (FD) Notification dated 17.08.2009 (can be seen at www.agpunjab.gov.in or www.pbfinance.gov.in). Pension includes Interim relief.
2.	The Payment of Pension should commence from -----
3.	Dearness Relief is payable with reference to the amount of pension before commutation.
4.	In the event of death of ----- (Name of the Pensioner), Family Pension at enhanced Rate payable from day following day of death till expiry of 7 years from date of retirement or on completion of 65 years of age had the retiree survived at Rs per month may be paid to ----- (Name of the Family Pensioner). Thereafter above said normal Family Pension shall be paid as per condition mentioned in Punjab Civil Services Rules.
5.	The Income Tax, where deductible, should be deducted at source.

Specimen Signature

(Signature and Designation)
Seal of Pension Payment Issuing Authority

To,

1. The District Treasury Officer ----- ;
2. A copy of the above is forwarded to ----- (Designation and Address of the PSA);
3. A copy forwarded to ----- (Name of the Pensioner with complete address)

Specific Remarks of Senior Accounts Officer:

- 1.
- 2.
- 3.

(PART III)

Bank Details for Pension Payment		
1.	Joint Bank Account Number	
2.	IFSC	
3.	Bank Name	
4.	Branch Name	
5.	Branch Code	
6.	CPPC Code	
7.	Bank Address	
8.	MICR code	
9.	PIN	
10	Phone Number	

(PART IV)

(For Pension Disbursing Authority - Record of initial pension and revision thereof) Amount of Pension at the time of Retirement (Rs.)-----

Amount of Dearness Relief (DR) at the time of Retirement-----

Letter No. and Date	Date of effect	Amount of Revised Pension (Rs)	Brief Reason of Revision	Amount of Revised DR (Rs)	Total Monthly Pension Plus DR (Rs)	Remarks	Initial of the Designated Officer

(PART V)

Record of transfer of PPO from one Pension Disbursing Authority to another, if any:

Sr. No.	Full Particulars of PDA at which Pension is drawn before transfer	Date up to which Pension has been paid	Full particulars of PDA to which PPO is transferred	Date and signature of authorized officer of transferring PDA

(PART VI)

Periodical Identification of the Pensioner

(To be done annually in the month of November each year)

Sr. No.	Ack No. of Certificate Received physically or electronically	Life Received or officer	Initial of the designated officer	Remarks	Sr. No.	Ack No. of Certificate Received physically or electronically	Life Received or officer	Initial of the designated officer	Remarks
1					26				
2					27				
3					28				
4					29				
5					30				
6					31				
7					32				
8					33				
9					34				
10					35				
11					36				
12					37				
13					38				
14					39				
15					40				
16					41				
17					42				
18					43				
19					44				
20					45				
21					46				
22					47				
23					48				
24					49				
25					50				

(PART VII)

Record of disbursement

(To be maintained by the Bank in the following proforma)

Month for which pension is due	Basic Pension	OAA	IR	DR	FMA	Total (Rs)	Date of Payment	Initials

Standing Instructions:

- 1.
- 2.
- 3.

Specific Instructions:

- 1.
- 2.
- 3.

List of Authorities to be modified

Annexure-II

Sr. No.	Remarks
1	Pension Payment Order
2	Family Pension Payment Order
3	Revision Pension Payment Order
4	Revision Family Pension Payment Order
5	Gratuity Payment Order
6	Gratuity Payment Order Family
7	Revised Gratuity Payment Order
8	Commutation Payment Order
9	Revised Commutation Payment Order
10	Outside Authority Regular
11	Outside Authority Family
12	Revised Outside Authority Regular
13	Outside Authority Part-2
14	Outside Authority Gratuity
15	Revised Outside Authority Commutation
16	Intimation
17	C&R (Regular)
18	C&R (Family)

Statement-1

PARTICULARS		Points Awarded	Total
Technical Weightage			72
i.	Experience certificate in SAI (in number of works undertaken and completed)		
	a. 1	8	
	b. More than 1 and equal to 5	12	
	c. More than 5	16	
ii.	Experience certificate on working with Digital Signatures (in number of works undertaken and completed)		
	a. 1	2	
	b. More than 1 and equal to 5	3	
	c. More than 5	5	
iii.	Experience certificate on working with mobile based OTP verification (in number of works undertaken and completed)		
	a. 1	2	
	b. More than 1 and equal to 5	3	
	c. More than 5	4	
iv.	Experience certificate on working with Aadhar based OTP verification (in number of works undertaken and completed)		
	a. 1	2	
	b. More than 1 and equal to 5	4	
	c. More than 5	6	
v.	Prototype (to be assessed by the evaluation committee)	15	
vi.	Proportional weightage for time proposed to be taken for completion of work.		
	a. 5 weeks	8	
	b. 4 weeks	12	
	c. 3 weeks or lesser	16	
vii.	Manpower deployment on project.		
	a. Less than 3	5	
	b. More than 3	10	