

Department of Information Technology

Government of Arunachal Pradesh

**Request for Proposal for Development of Human
Resource Management System (HRMS) for the
Government of Arunachal Pradesh**

Dec 2012

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1.1 FactSheet

Clause Reference	Topic
	<p>The method of selection is: Quality cum Cost Based Selection (QCBS)</p>
	<p>RFP can be Collected from the following address on or before 1st February, 2013, 2:00 pm:</p> <p style="padding-left: 40px;">The Director-cum-Member Secretary State Council for IT & e-Governance Department of Information Technology Government of Arunachal Pradesh ESS Sector, Maungphi Complex Itanagar – 791 111 Telephone No: Fax: Email:</p> <p>By paying the document Fee of Rs.10,000/-by Demand Draft in favour of Director-cum-Member Secretary, State Council for IT & e-Governance and payable at Itanagar from any of the scheduled commercial bank</p> <p>OR</p> <p>Downloaded from www.arunachalpradesh.gov.in. However in this case, the bidders are required to submit the tender cost in the form of a demand draft (details mentioned in above para) along with the Proposal.</p> <p>AND</p> <p>A non-refundable administrative Fee of Rs.2,000/-by Demand Draft in favour of Director-cum-Member Secretary, State Council for IT & e-Governance and payable at Itanagar from any of the scheduled commercial bank</p>
	<p>Earnest Money Deposit of amount Rupees Nine Lakh by Demand Draft in favour of Director-cum-Member Secretary, State Council for IT & e-Governance and payable at Itanagar from any of the nationalized Scheduled</p>

	Procurement is for services linked to DELIVERABLE
	The assignment is in phases
Bid Submission	Both bids Financial & Technical must be submitted in two different sealed envelopes on or before 1st February 2013 at 2:00 PM
Contact	For queries/ clarifications, if any please contact Partha Pratim Barua partha.pratim@semt.gov.in

Clause Reference	Topic
	Proposals should be submitted in English
	The estimated number of professional staff-months required for the Assignment is:
	Taxes: As applicable
	Proposals must remain valid for 90 days after the submission date, i.e., until:
	<p>Bidders must submit</p> <ul style="list-style-type: none"> • An original and four additional copies of each proposal alongwith One copy of non-editable CD for Technical Proposal • One original copy of the Commercial Proposal
	<p>The proposal submission address is:</p> <p style="padding-left: 40px;">The Director-cum-Member Secretary State Council for IT & e-Governance Department of Information Technology Government of Arunachal Pradesh ESS Sector, Maungphi Complex Itanagar – 791 111</p> <p>Proposals must be submitted no later than the following date and time: on or before 1st February 2013 at 2:00 PM</p>

1.2. Background Information

The Government of Arunachal Pradesh desires to have a Human Resources Management System (HRMS) to support the HR processes for the existing employee base. The HRMS system would act as a tool to capture the personal, professional and educational data for all the employees. Additionally, it would allow time and leave management features. The system is desired to be flexible and scalable for any additional requirements that might arrive in the future. Fund from North Eastern Council and the government of Arunachal Pradesh would be used for the project.

1.2.1 Basic Information

- a) Department of Information Technology, Government of Arunachal Pradesh invites responses to this Request for Proposals (RFP) from IT Consulting and Implementation agencies for the provision of the e-Governance consulting and implementation support as described in this RFP. Department of Information Technology, Government of Arunachal Pradesh is the Nodal Agency for this public procurement.
- b) Any contract that may result from this public procurement competition will be issued for a term of twenty four (24) months.
- c) The Department of Information Technology reserves the right to extend the Term for a period of upto one year on the same terms and conditions.
- d) Proposals must be received not later than time, date and venue mentioned in the Fact Sheet.

Proposals that are received after the deadline WILL NOT be considered in this procurement process.

1.2.2 Project Background

The proposed solution should have the following features besides other additional features that may be proposed:

- The design should be based on proven industry best practices

- The solution should be designed to be hosted in the intranet for all government employees. Additional security features and application hardening might be applied if the application is hosted over the internet
- The solution should be technologically simple but robust. Data backup, recovery and restoration should be developed in line with the standards of Govt. of Arunachal Pradesh
- The solution should be designed to be flexible, scalable and maintainable and should be able to serve as a platform/framework for future application developments and deployments

1.2.3 Key Information

- The prime objective of the project is to put in place a Human Management Resource System for supporting the HR processes for all the government employees in the state
- The program was initiated during 2010-11 and the sanction has come during 2012-13
- All the challenges involved with managing the Service Records of the employees, Payrolls, and other HR related issues to be addressed with the HRMS system
- Department of Information Technology is the nodal agency for implementation and all the government departments and other government organisations along with the employees are stakeholders for this programme
- All the government departments would share the details of the employee database and other information required during the development of the HRMS to the consulting agency selected for this assignment
- No office space would be provided to the selected bidder.

1.3 Instructions to the Bidders:

1.3.1 General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form

their own conclusions about the consultancy and implementation support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.

- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the Department of Information Technology on the basis of this RFP
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Department of Information Technology. The Department of Information Technology may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the Department of Information Technology.
- d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

1.3.2 Compliant Proposals/Completeness of Response

- a) Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP document carefully. Submission of the bid/ proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Bidders must:
 - i. Comply with all requirements as set out with in this RFP.
 - ii. Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP
 - iii. Include all supporting documentations specified in this RFP

1.3.3.1 Pre-bid Queries

- a) The Bidders will have to ensure that their queries on the RFP should reach to

The Director-cum-Member Secretary
State Council for IT & e-Governance
Department of Information Technology
Government of Arunachal Pradesh
ESS Sector, Maungphi Complex

Itanagar – 791 111

By post, facsimile or email on or before 24th January 2013.

b) The queries should necessarily be submitted in the following format:

S. No.	RFP Document Reference(s)	Content of RFP requiring	Points of Clarification
1.			
2.			
3.			
4.			
5.			
6.			

c) The Department of Information Technology shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Nodal Agency.

1.3.3.2 Response to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer notified by the Department of Information Technology will endeavor to provide timely response to all queries. However, Department of Information Technology makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor undertakes to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, Department of Information Technology may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the www.arunachalpradesh.gov.in and emailed to all participants.
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Department of Information Technology may, at its discretion, extend the last date for the receipt of Proposals.

1.3.4 Key Requirements of the Bid

1.3.4.1 Right to Terminate the Process

- a) Department of Information Technology may terminate the RFP process at any time and without assigning any reason. Department of Information Technology makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This RFP does not constitute an offer by Department of Information Technology. The bidder's participation in this process may result in Department of Information Technology selecting the bidder to engage towards execution of the contract.

1.3.4.2 RFP Document Fees

- a) RFP document can be purchased at the address & dates provided in the Fact sheet by submitting an on refundable bank demand draft of Rupees Ten Thousand, drawn in favor of Director-cum-Member Secretary, State Council for IT & e-Governance payable at Itanagar from any scheduled commercial banks.
- b) The bidder may also download the RFP documents from the website www.arunachalpradesh.gov.in. In such case, the demand draft of RFP document fees should be submitted along with Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

1.3.4.3 Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Bids, EMD of Rupees Nine lakh only, in the form of a Demand Draft issued by any nationalized bank in favor of Director-cum-Member Secretary, State Council for IT & e-Governance, payable at Itanagar, and should be valid for 6months from the due date of the tender/ RFP.
- b) EMD of all unsuccessful bidders would be refunded by Department of Information Technology within one month of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be retained.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid /proposal submitted without EMD, mentioned above, will be summarily rejected.

- e) The EMD may be forfeited:
- If a bidder withdraws its bid during the period of bid validity.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

1.3.4.4 Submission of Proposals

- a) The bidders should submit their responses as per the format given in this RFP in the following manner
- Technical Proposal-(1 Original +4 Copies + 1 CD) in second envelope
 - Commercial/ Financial Proposal - (1 Original) in third envelope
- b) The Response to Technical Proposal and Commercial Proposal (As mentioned in previous paragraph) should be covered in separate sealed envelopes super- scribing "Technical Proposal" and "Commercial Proposal" respectively. Each copy of each bid should also be marked as "Original" OR "Copy" as the case may be.
- c) Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal.
- d) The two envelopes containing copies of Technical Proposal and Commercial Proposal should be put in another single sealed envelope clearly marked "Response to RFP for Development of HRMS for the Government of Arunachal Pradesh <RFP Reference Number> and the wordings "DONOT OPEN BEFORE <Date and Time>".
- e) The outer envelope thus prepared should also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder to enable the Bid to be returned unopened in case it is declared "Late".
- f) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in there section of the Bid.
- g) The original proposal/ bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the proposals.
- h) All pages of the bid including the duplicate copies, shall be initialed and stamped by the person or persons who sign the bid.
- i) In case of any discrepancy observed by Department of Information Technology in

the contents of the submitted original paper bid documents with respective copies, the information furnished on original paper bid document will prevail over others.

- j) Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper bid document. In case of any discrepancy observed by Department of Information Technology in the contents of the CDs and original paper bid documents, the information furnished on original paper bid document will prevail over the softcopy.

1.3.4.5 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal. All pages of the bid must be signed and sealed by the person.

1.3.5 Preparation and submission of Proposal

1.3.5.1 Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Department of Information Technology to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

Department of Information Technology will in no case be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.

1.3.5.2 Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

1.3.5.3 Venue & Deadline for Submission of proposals

Proposals, in its complete form in all respects as specified in the RFP, must be submitted to Department of Information Technology at the address specified below:

The Director-cum-Member Secretary

State Council for IT & e-Governance
Department of Information Technology
Government of Arunachal Pradesh
ESS Sector, Maungphi Complex
Itanagar – 791 111

Last Date of Submission and Time: 1st February 2013, 2:00 pm

1.3.5.4 Late Bids

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b) The bids submitted by telex/telegram/ fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c) Department of Information Technology shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.
- d) Department of Information Technology reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

1.3.6 Deviations

The bidder may provide deviation to the contents of the RFP document. It may be noted that once the deviations are provided, the bidder would not be allowed to withdraw the deviations submitted.

The Proposal evaluation committee would evaluate and classify them as “material deviation” or “non material deviation”. In case of any material deviations, the Committee would be entitled to reject the bid.

1.3.7 Evaluation process

- a) Department of Information Technology will constitute a Bid Evaluation Committee to evaluate the responses of the bidders
- b) The Bid Evaluation Committee constituted by the Department of Information Technology shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection.
- c) The decision of the Bid Evaluation Committee in the evaluation of responses to the RFP shall be

final. No correspondence will be entertained outside the process of evaluation with the Committee.

- d) The Bid Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e) The Bid Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f) Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

1.3.7.1 Tender Opening

The Proposals submitted upto 2:00 pm 1st February 2013 will be opened at 3:00 pm on 1st February 2013 by Bid Evaluation Committee in the presence of such of those Bidders or their representatives who may be present at the time of opening.

The representatives of the bidders should be advised to carry the identity card or a letter of authority from the tendering firms to identify their bonafide for attending the opening of the proposal.

1.3.7.2 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of submission of Tender.

1.3.7.3 Tender Evaluation

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive. If Proposals;
 - Are not submitted in as specified in the RFP document
 - Received without the Letter of Authorization (Power of Attorney)
 - Are found with suppression of details
 - With incomplete information, subjective, conditional offers and partial offers submitted
 - Submitted without the documents requested in the checklist
 - Have non-compliance of any of the clauses stipulated in the RFP
 - With lesser validity period
- b) All responsive Bids will be considered for further processing as below.

Department of Information Technology will prepare a list of responsive bidders, who comply

with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this RFP document. The decision of the Committee will be final in this regard.

1.4 Criteria for Evaluation

1.4.1 Pre-Qualification Criteria

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Sales Turnover In Consulting (or IT Consulting, depending on the nature of work)	Annual Sales Turnover generated from services Related to IT Consulting and Implementation during each of the last three financial years (as per the last published Balance sheets), should be at least Rs.10crores. This turn over should be on account of Consulting (or IT Consulting) and Implementation only and should not comprise of sales revenues related to supply of hardware/IT infrastructure and their associated maintenance services, implementation of	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
2	Technical Capability	Prime Bidder must have successfully completed in the last 5 years at least the following numbers of consulting and implementation engagement of value specified herein : <i>Should have level CMM level 3 Northeast experience is expected</i> <i>One project of similar nature not less than the amount of Rs. 5 crores; OR</i> <i>Two projects of similar nature not less than the amount equal to Rs. 3 crores each;</i>	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the Client
3	Certifications	ISO 9001:2008, ISO27001, CMM i3, Audit Certificate (from CA), Certificate of Incorporation, Trade Licenses, latest Tax Certificates (Sales, Service etc.) Company PAN details, any other certificates of relevance.	Copy of the Certification
4	Consortiums	Bidder can be an individual organization or Consortiums	Letter of Association
5	ITR	As Noted Above	

6	MoA/ Incorporation Certificate		Copy of Memorandum of Association/ Incorporation Certificate
7	Power of Attorney	As directed	
8	Address Proof	As per records submitted and approved.	

1.4.2 Technical Qualification Criteria

Bidders who meet the pre-qualifications/eligibility requirements would be considered as qualified to move to the next stage of Technical and Financial evaluations

Technical Evaluation Criterion

S. No	Criteria	Requirements	Max	Supporting Documents
	COMPANY PROFILE		20	
1.	Average turnover from services related to IT Consulting (i.e. revenue should be on account of IT consulting other than related to supply of hardware/IT infrastructure and their associated maintenance services, packaged software etc. in last 3 years (Turnover in Rs crores)	Equal to more than Rs. 10 crores : 10 marks Between Rs. 6 crores and Rs. 10 Crores (including) : 6 marks Between Rs. 3 crores & Rs. 6 Crores: 3 marks Less than Rs. 3 crores : 0 marks	10	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
2.	Full-time professional staff engaged in software development and implementation (Number of Staff)	Equal to more than 100: 5 marks Between 80 & 100: 3 marks Between 50 & 80: 1 marks Less than 50 : 0 marks	5	A self certification from authorized signatory
3.	Geographical Presence of the Consulting organization	Full marks for having an office in the state of Arunachal Pradesh or if an undertaking is given that a temporary project office will be set up	5	A self certification from authorized signatory or an undertaking to set up office

	RELEVANT PAST EXPERIENCE		20	
4	Experience relevant to this engagement as listed below to be demonstrated in a maximum of <Nos.> engagements that have either been completed or an ongoing project where a similar deliverable or milestone has been successfully achieved. The work order should have been issued within the last 5 years, as on March 2012.	Equal to or more than 5 projects : 20 marks 4 Projects : 16 marks 3 Projects : 12 marks 2 Projects : 8 marks Less than 2 projects : 0 marks	20	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate (for ongoing projects) from the client
	APPROACH & METHODOLOGY		20	
5.	Approach and Methodology to perform the work in this assignment : 1) Understanding of the objectives of the assignment: The extent to which the consultant's approach and work plan respond to the objectives indicated in the RFP 2) Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work		5	A note
6.	Demonstration of understanding of the Department's requirements	Assessment to be based on : ó Learnings ó Challenges likely to be encountered ó Mitigation proposed ó Client references	10	A note

7.	Project work break down Structure	Assessment to be based on : ó Overall Timelines ó Resource assignments (relevance to the task assigned) ó Dependencies	5	A note
	RESOURCE PROFILE		25	
8.	Resume of all consultants proposed for the assignment	<i>[Marks to be awarded on the basis of the relevant experience of the proposed Staff.</i> <i>At a consultant level (3-5 years of consulting experience) staff: Full marks, if the staff has experience in <3> or more assignments of similar nature.</i> <i>At a Manager level (5-12 years of consulting experience) staff: Full marks, if the staff has experience in <6> or more assignments of similar nature.</i>	25	CVs
	TOOLS & ASSETS	Case to case basis	15	
9.	Tools and Assets which could be leveraged for the assignment	As per requirements	As per Requirement	Note with appropriate supporting documents
10	CBS	Priority will be given on future implementation possibilities	10	
11	CMM Level	CMM level 5 ó 5 marks CMM level 4 ó 3 marks CMM level 3 ó 1	5	

Bidders, whose bids are responsive, based on minimum qualification criteria as in Pre-Qualification Criteria and score at least 60 marks from the technical evaluation criteria would be considered technically qualified.

1.4.3 Commercial Bid Evaluation

- a) The Financial Bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives.

- b) The bidder with lowest qualifying financial bid (L1) will be awarded 100% score. Financial Scores for other than L1 bidders will be evaluated using the following formula:

Financial Score of a Bidder (Fn) = {(Commercial Bid of L1/Commercial Bid of the Bidder) X 100}%
(Adjusted to two decimal places)

- c) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- d) The bid price will include all taxes and levies and shall be in Indian Rupees.
- e) Any conditional bid would be rejected
- f) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

1.4.4 Combined and Final Evaluation

- a) The technical and financial scores secured by each bidder will be added using weightage of 60% and 40% respectively to compute a Composite Bid Score.
- b) The bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:- $B_n = 0.60 * T_n + 0.40 * F_n$
Where
 B_n = overall score of bidder
 T_n = Technical score of the bidder (out of maximum of 100 marks) F_n = Normalized financial score of the bidder
- c) In the event the bid composite bid scores are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

1.5 Appointment of Consultant-cum-Implementing Agency

1.5.1 Award Criteria

Department of Information Technology will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

1.5.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

Department of Information Technology reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Department of Information Technology action.

1.5.3 Notification of Award

Prior to the expiration of the validity period, Department of Information Technology will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, Department of Information Technology, may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, Department of Information Technology will notify each unsuccessful bidder and return their EMD.

1.5.4 Performance Guarantee

The selected bidder will have to provide a Performance Bank Guarantee, within 15 days from the Notification of award, for a value equivalent to 20% of the total cost of ownership. The Performance Guarantee should be valid for a period of 24 months. The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Performance Guarantee shall contain a claim period of three months from the last date of validity. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the selected bidder fails to submit performance guarantee within the time stipulated, the Department of Information Technology at its discretion may cancel the order placed on the selected bidder without giving any notice.

Department of Information Technology shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or Department of Information Technology incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

1.5.5 Signing of Contract

Post submission of Performance Guarantee by the successful bidder, Department of Information

Technology shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between Department of Information Technology and the successful bidder.

1.5.6 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event Department of Information Technology may award the contract to the next best value bidder or call for new proposals from the interested bidders.

1.5 Fraud and Corrupt Practices

- a) The Applicants/Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the Department of Information Technology shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Department of Information Technology shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the Department of Information Technology for, inter alia, time, cost and effort of the Department of Information Technology, in regard to the RFP, including consideration and evaluation of such Applicant's Proposal.
- b) Without prejudice to the rights of the Department of Information Technology under Clause above and the rights and remedies which the Department of Information Technology may have under the LOI or the Agreement, if a bidder, as the case may be, is found by the Department of Information Technology to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such Bidders shall not be eligible to participate in any tender or RFP issued by the Department of Information Technology during a period of 24 months from the date such Applicant or Prime Bidder, as the case may be, is found by the Department of Information Technology to have directly or through an agent, engaged or indulged in any corrupt

practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

c) For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

- i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Department of Information Technology who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Department of Information Technology, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of the Department of Information Technology in relation to any matter concerning the Project;
- ii) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- iii) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- iv) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by Department of Information Technology with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- v) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

1.6 Conflict of Interest

- a) A bidder shall not have a conflict of interest that may affect the Selection Process or the Consultancy (the “**Conflict of Interest**”). Any bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Department of Information Technology shall forfeit and appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to the Department of Information Technology for, *inter alia*, the time, cost and effort of the Department of Information Technology including consideration of such bidder’s Proposal, without prejudice to any other right or remedy that may be available to the Department of Information Technology hereunder or otherwise.
- b) The Department of Information Technology requires that the bidder provides professional, objective, and impartial advice and at all times hold the Department of Information Technology’s interests paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The bidder shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Department of Information Technology.
- c) Without limiting the generality of the above, a bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
 - i) the Bidder, or Associates (or any constituent thereof) and any other Bidder, or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest;
 - ii) such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or
 - iii) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other’s information about, or to influence the Proposal of either or each of the other Bidder; or
 - iv) There is a conflict among this and other consulting assignments of the Bidder (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Bidder or having common controlling shareholders. The duties of the Consultant will depend on the circumstances of each case. While providing consultancy services to the

Department of Information Technology for this particular assignment, the prime bidder shall not take up any assignment that by its nature will result in conflict with the present assignment; or

- v) A firm hired to provide consulting services for the preparation or implementation of a project, and its Members or Associates, will be disqualified from subsequently providing goods or works or services related to the same project;
- d) An Bidder eventually appointed to provide Consultancy for this Project shall be disqualified from subsequently providing goods or services related to the same Project and any breach of this obligation shall be construed as Conflict of Interest; provided that the restriction herein shall not apply after a period of 12 months from the completion of this assignment; provided further that this restriction shall not apply to consultancy services performed for the Department of Information Technology in continuation of this Consultancy or to any subsequent consultancy/ advisory services performed for the Department of Information Technology where the conflict of interest situation does not arise.
- e) In the event that the bidder, its Associates or affiliates are auditors or financial advisers to any of the Bidders (for System Integration or any other activity) for the Project, they shall make a disclosure to the Department of Information Technology as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days from the receipt of such proposals and any breach of this obligation of disclosure shall be construed as Conflict of Interest. The Department of Information Technology shall, upon being notified by the bidder under this Clause, decide whether it wishes to terminate this Consultancy or otherwise, and convey its decision to the Consultant within a period not exceeding 15 (fifteen) days.

1.8 Scope of Work

In this Section, indicative Scope of work is detailed out as follows:

Conceptualization	<ul style="list-style-type: none"> • Core Service Level Definition • Pre-Feasibility • Base lining and M&E Framework • Detailed Project Report
Design and Development	<ul style="list-style-type: none"> • Solution Design • Business Process Reengineering (BPR) • Change and Capacity Building • Implementation Planning • Functional Requirement
Implementation	<ul style="list-style-type: none"> • User Acceptance • Benefit Realization • Knowledge Transfer • Certification
Post Implementation	<ul style="list-style-type: none"> • SLA Monitoring • Contract Management • Knowledge and Exit Management • Impact Assessment

The following table details the basic features of an HRMS System based on industry practices. These may be factored in the initial design and related artefacts. The Govt. of Arunachal Pradesh may also propose features it deems necessary.

1.8.1. Necessary Functional Requirements

HRMS – Necessary Functional Requirements		
SI No	Functionality	Description
1	Admin - Setup and customization of the system	Define the information that serves as a backbone of the system (i.e. Department structure, job titles, pay grades)
		Control the access to application and data by having defined user groups and users
2	User Profile Management	Admin/HR can create Ids for all Employees with default password; upon first login Employees can be forced to change password
		Employees can update their own details; alternately Admin/HR can enter all details for all Employees
		Admin/HR/Department Head can search for Employees based on Employee User Id, Name, Joining Date range, Profile/Grade etc
		Admin/HR can create Employee-Supervisor relationship

3	Leave Module - Streamline all leave related procedures	Ability to request for leave through self service module Date range facility for specifying continuous leave Application for and assignment of leave Include weekends and day offs in leave calculations
4	Time and Attendance - Improve workforce management through time expense tracking	Ability to define/modify and submit timesheets Attendance/Timesheet approval or rejection and necessary Admin/HR/Supervisor can also cancel attendance
5	Reports	Admin/HR and Department Head can define and generate Reports
6	Non-Functional	New SSL certificate valid for 5 years Session expiry set to 30 minutes; can be changed according to customer needs Data backup on ad-hoc/scheduled basis User group-level Access Control

1.8.2. Advanced Functional Requirements

HRMS - Advanced Functional Requirements		
Sr No	Functionality	Description
1	Admin Dashboard	System Summary & Running Status Users - Registered, Locked, logged-in etc
2	Orgonogram Dashboard	Create, manage and modify Posts, Designations, Offices Create and Manage Organization Matrix
2	Pre-defined reports	Employee Listing Employee Promotion Listing Office-wise/ Grade-wise Employee Listing
3	Document Generation	Generation of Employee Summary / Employee particulars in PDF Format

4	Recruitment	Job Vacancy Management Applicant Management
5	Additional Processing	Promotion Transfer Separation Performance Management
6	Payroll & Compensation Management	Salary - Integration with Financial System Pay-slip and related statements
7	Extension of 'Basic' features	Bulk upload of Employee Details and creation of User Ids Employee Request Management workflow Updated User Management with links to 'edit profile', 'lock user', 'delete user', 'change password', 'lock/unlock user Id' and 'delete user Id', and 'delete profile'
8	Non-Functional Requirements	Implementation of Password Policies
9	Expense Management	Capture, Tracking and Approval of all expenses

1.8.3. Non Functional Requirements

NFR	Description
Availability	HRMS should be available for internal users on a 24x7x365 basis with minimal down time barring the data backup and regular maintenance windows. Additionally, availability of HRMS would be impacted by the following occurrences <ul style="list-style-type: none"> • Hardware/ firmware upgrade for the servers • Operating system patches • Application upgrades
Disaster Recovery	HRMS should support disaster recovery and follow by the IT Department/State Data Center disaster recovery procedures.

1.8.4. Guiding Principles

- The solution should be portable to major operating systems
- The solution should meet all the functional and non-functional requirements
- The solution should allow for quick and easy deployment
- The solution should be easy to administer and manage
- The solution should provide a base framework for future releases and related applications

1.9 Deliverables & Timelines

<i>Sl. No.</i>	<i>Phase</i>	<i>Milestone</i>	<i>Timelines (in weeks)</i>
1	Phase I	<i>As-Is Status report</i> <i>Submission of Project Management Plan</i>	4
2	Phase II	<i>To-Be Processes maps & reports</i> <i>Functional Requirement Specification (FRS) report</i> <i>Change Management Plan Report</i> <i>Software Development</i>	12
3	Phase - III	<i>Finalization of project deliverables</i> <i>User Acceptance Test (UAT)</i> <i>Exit Criterion : This phase would end with successful UAT and submission of the Acceptance Report</i>	20
4	Phase - IV	<i>System Audit and submission of Audit Report Delivery of the proposed solution</i> <i>Solution Implementation of the proposed plan</i> <i>This phase would end with the project “go-live”, as declared by the Nodal Agency, either by written communication or in any</i>	35

		<i>official media release.</i>	
5	<i>Phase - V</i>	<i>Periodic relevant Project Reviews and Status Reports as per Approved Project Management, Monitoring And Evaluation Plan as in phase-I</i>	16
6	<i>Phase - VI</i>	<i>Project Appraisal and Future Roadmap Report This phase would end with the submission of the reports.</i>	4

In case of approval of a particular phase, all previous approvals would be deemed to be granted.

Reports that are part of the assignment must be written in English.

1.10 Payment Schedule

S. No.	Phase	Billable Fee (as % of Contract Value)
1	<i>Phase I</i>	5%
2	<i>Phase II</i>	10%
3	<i>Phase III</i>	20%
4	<i>Phase IV</i>	40%
5	<i>Phase V</i>	15%
6	<i>Phase VI</i>	10%

Payment Terms & Conditions

- a) The taxes as applicable would be deducted at source as per prevailing rates.
- b) Out-of-pocket expenses would be payable at actuals. However the same should not exceed 15% of the amount at each phase.
- c) The out-of-pocket expenses would be reimbursed on providing the certified statement of expenses by the Consulting agency. If required, the agency may be asked to substantiate this statement in case of any audit requirements

1.11 Support to be provided by Department of Information Technology

The Department will provide the following support, post the award of the contract to the successful bidder:

1. *Provide understanding of As-is processes*
2. *Provide the information on current IT infrastructure already available*
3. *The aspirations / expectation of the system which is planned to be procured*

1.12 Change Request

The following would constitute a Change request

- a) Any work which has not been specifically mentioned in the scope of work
- b) Any changes in the deliverables post approval by the client
- c) Bid Process Management in case of re-tendering is to be done for reasons for which the consultants are not responsible
- d) Any delay in the project timelines beyond the calendar time mentioned in the tender document for which Bidder is not directly responsible

Appendix I: Pre-Qualification & Technical Bid Templates

The bidders are expected to respond to the RFP using the forms given in this section and all documents supporting Pre-Qualification / Technical Evaluation Criteria.

Pre-Qualification Bid & Technical Proposal shall comprise of following forms:

Forms to be used in Pre-Qualification Proposal

Form 1: Compliance Sheet for Pre-qualification Proposal

Form 2: Particulars of the Bidders

Forms to be used in Technical Proposal

Form 3: Compliance Sheet for Technical Proposal

Form 4: Letter of Proposal

Form 5: Proposed Approach & Methodology

Form 6: Proposed Work Schedule & Project Plan

Form 7: Deviations

Form 8: Team Composition and their Availability

Form 9: Curriculum Vitae (CV) of Key Personnel

Form 10: Deployment of Personnel

The above documents should be compiled in chronological order with reference/ page no.

Form 1: Compliance Sheet for Pre-qualification Proposal

(The pre-qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre-Qualification proposal)

	Basic Requirement	Required	Provided	Reference & Page
1.	Document Fee	Demand Draft	Yes / No	
2	Power of Attorney	Copy of Power of Attorney in the	Yes / No	
3	Particulars of the	As per Form 2	Yes / No	
4	Earnest Money	Demand Draft	Yes / No	
5	Sales Turnover in IT Consulting	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes / No	
6	Technical Capability	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client	Yes / No	
7	Consortiums	Letter of Association	Confirmation that the bidder is bidding as a single entity	
8	Legal Entity	Copy of Certificate of Incorporation; and Copy of Service Tax Registration Certificate	Yes / No	
9	MoA	Copy of MoA	Yes / No	
10	Manpower Strength	Self Certification by the	Yes / No	
11	Blacklisting	A self certified letter	Yes / No	

Form 2: Particulars of the Bidders

SI	Information Sought	Details to be Furnished
A	Name and address of the bidding Company	
B	Incorporation status of the firm (public limited / private limited, etc.)	
C	Year of Establishment	
D	Date of registration	
E	ROC Reference No./ ITRC	
F	Details of company registration	
G	Details of registration with appropriate authorities for service tax	
H	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

Form 3: Compliance Sheet for Technical Proposal

The Technical proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Technical proposal

	Specific Requirements	Documents Required	Compliance	Reference & Page Number
1.	Covering Letter for Technical Proposal	As per Form 4		
2.	Average turnover from services related to IT Consulting (i.e. revenue should be on account of IT consulting other than related to supply of hardware/IT infrastructure and their associated maintenance services, packaged software etc. in last 3 years (Turnover in Rs Crores)	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor	Yes / No	
3.	Full-time professional staff engaged in consulting and implementing services (Number of Staff)	A self certification from authorized signatory	Yes / No	
4.	Experience relevant to this engagement as listed below to be demonstrated in a maximum of <Nos.> engagements that have either been completed or an ongoing project where a similar deliverable or milestone has been successfully achieved. <Provide the definition of “similar” to bring in the relevance factor required for this project> .	Completion Certificates from the client; OR Work Order + Self Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate (for		
5.	Approach & Methodology, Understanding and work Plan (As per the requirements specified in Technical evaluation)	A note (as per Form 5 & 6)	Yes / No	
6.	Deviations (if any)	Form 7	Yes / No	
7.	Team Composition (As per requirement specified in Technical evaluation)	CV & a Note (Form 8, 9 and 10)	Yes / No	
8.	Tools and Assets As per requirement specified in Technical evaluation)	A note and demonstration of the Tool/Assets	Yes / No	

All the Bidders are requested to mention the document reference number and Page number for each criteria.

Form 4: Letter of Proposal

To:

The Director-cum-Member Secretary
Department of Information Technology
Government of Arunachal Pradesh
ESS Sector, Maungphi Complex
Itanagar – 791 111

Telephone No:

Fax:

Email:

Subject: Submission of the Technical bid for Development of HRMS for the Government of Arunachal Pradesh

Dear Sir,

We, the undersigned, offer to provide Consultancy Services to the Department of Information Technology on Development of HRMS for the Government of Arunachal Pradesh with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial bid sealed in a separate envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for 90 days as stipulated in the RFP document.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature (*In full and initials*):

Name and Title of Signatory:

Authorized Signature (*In full and initials*): _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Location: _____ Date: _____

Form 5: Proposed Approach & Methodology

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present Approach and Methodology divided into the following sections:

- a) Understanding of the project
- b) Potential initiatives given the priorities c)

Technical Approach and Methodology

Technical Approach and Methodology.

You should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.

You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

Form 6: Proposed Work Schedule & Project Plan

In this section you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates of the reports and deliverables.

The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports to be delivered as final output, should be included here.

The above should be substantiated with the project plan, as per the following template. The project plan should be consistent with the Work Schedule.

No.	Activity ¹	Dependency	Calendar Months												
			1	2	3	4	5	6	7	8	9	10	11	12	n
1															
2															
3															
4															
5															
N															

1. Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Purchaser approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
2. Duration of activities shall be indicated in the form of a bar chart.

Form 7: Deviations

This section should contain any assumption on areas which have not been provided in the RFP OR any changes to the existing provisions of the RFP

A - On the Terms of Reference

<<Suggest and justify here any modifications or improvement to the Scope of Work you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal>>

B – Any other areas

Form 8: Team Composition and their Availability

Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical staff.

Form 8.1: Team composition and Key Tasks

Name of Staff with Qualification and	Area of Expertise	Position Assigned	Task Assigned	Time Committed for the Engagement

Form 8.2: Information on Team Involvement in other Engagements

Name of Staff with Qu Name of staff with qualification and Experience	Current assignment where resource CV had been presented in the proposal	End date of the assignment (as estimated on the date of submission of this bid)	% of commitment
Name of the Resource			

(Any information withheld / misrepresented, the Department of Information Technology would establish the veracity and if found true may lead to rejection of the bid OR cancellation of the contract)

Form 9: Curriculum Vitae (CV) of Key Personnel

1. **Proposed Position** [*only one candidate shall be nominated for each position Expert*]: _____
2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____
3. **Name of Staff** [*Insert full name*]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____
6. **Total No. of years of experience:** _____
7. **Total No. of years with the firm:** _____
8. **Areas of expertise and no. of years of experience in this area (as required for the Profile - mandatory):** _____

9. **Certifications and Trainings attended:** _____

10. **Details of Involvement in Projects** (*only if involved in the same*): _____

11. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
12. **Membership of Professional Associations:**
13. **Employment Record** [*Starting with present position and last 2 firms, list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From (Year): _____ To (Year): _____

Purchaser:

Positions held: _____

14. Detailed Tasks Assigned	15. Relevant work undertaken that Best Illustrates the experience as required for the Role (provide maximum of 6 citations of 10 lines each) <i>(Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 14 and as required for the role as listed in 'List of the key professional positions whose CV and experience would be evaluated')</i> Name of assignment or project: _____ Year: _____ Location: _____ Purchaser: _____ Main project features: _____ Positions held: _____ Value of Project (approximate value or range value): ____ Activities performed: _____
------------------------------------	---

16. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

_____ Date: _____

(Signature of staff member or authorized representative of the staff)

Day/Month/Year

Full name of Authorized Representative: _____

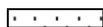
Form 10: Deployment of Personnel

No	Name of Staff	Deliverables Involved	Staff input in Months (in the form of a bar chart) ²													Total Staff man-Mont hs Proposed
			1	2	3	4	5	6	7	8	9	10	11	12	n	
1																
2																
3																
N																
											Total					

- Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category
- Months are counted from the start of the assignment.



Full time input



Part time input

Appendix II: Commercial Proposal Templates

The bidders are expected to respond to the RFP using the forms given in this section for Commercial Proposal.

Form 1: Covering Letter

Form 2: Commercial Bid Template

Form 1: Covering Letter

To:

<Location, Date>

The Director-cum-Member Secretary
State Council for IT & e-Governance
Department of Information Technology
Government of Arunachal Pradesh
ESS Sector, Maungphi Complex
Itanagar – 791 111

Telephone No:

Fax:

Email:

Subject: Submission of the Financial bid for Development of HRMS for the Government of
Arunachal Pradesh

Dear Sir/Madam,

We, the undersigned, offer to provide the consulting and implementing services for the Development of HRMS for the Government of Arunachal Pradesh in accordance with your Request for Proposal dated [*Date*] and our Proposal - Technical and Financial Proposals. Our attached Financial Proposal is for the sum of <<*Amount in words and figures*>>. This amount is inclusive of OPEs, Miscellaneous expenses & Service taxes.

I understand that the payment would be made on the basis of actual Service tax rate prevalent during the time of payment.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., <<*Date*>>

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized
Signature:
Name and Title of
Signatory: Name of
Firm:
Address:

Form 2: Undertaking

Undertaking for Bid Validity

Bid for Development of Human Resource Management System (HRMS)

for the Government of Arunachal Pradesh

I, the undersigned do hereby undertake that our firm _____

_____ agree to abide by this bid for a period 90 (Ninety) days for the date fixed for receiving the same and it shall be binding on us and may be accepted at any time before the expiration of that period.

Date:-

Signature of the bidder

Name in full(in block capital letters)

Address

Place:-

Form 3: Affidavit

AFFIDAVIT

I, (name) on behalf of (Firm Name), having its registered offices at (Registered Address), do hereby solemnly affirm and declare as follows;

1. That, I am the Power-of-Attorney holder in the instant matter and therefore am well acquainted with the facts and circumstances involved herein completely and comprehensively.
2. That, on behalf of the Firm/Company mentioned above, also hereby certify that neither I/our Firm/Company have abandoned any work in India nor any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. That, I hereby authorize(s) and requests) any Bank, Person, Firm or Corporation to furnish pertinent information deemed necessary and requested by the department to verify the statements/information or regarding my (our) competence and general reputation.
4. That, it is understood and agreed that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/project implementing agency.
5. That, I certify that all the statements/information furnished in the bid document for the assignment of **Development of Human Resource Management System (HRMS) for the Government of Arunachal Pradesh** are true and correct to the best of my knowledge and matters of record.

And I sign this affidavit on this the ___ day of _____, at Itanagar, Arunachal Pradesh.

DEPONENT

This has been solemnly affirmed and declared before me as had been identified by –

Form 4: Commercial Bid Template

Form 4A : Summary of Costs

S. No.	Costs	Currency (Indian National Rupees)	Amount(s)
1	Total Amount of Financial Proposal (A)		
2	Out of Pocket Expenses (B)		
3	Miscellaneous Expenses (C)		
4	Service Tax (Applicable rate * (A+B+C))		
	Total (A+B)		

Form 4B : Breakdown of Price per Activity

S. No.	Costs	Currency (Indian National Rupees)	Amount(s)
1	Phase I		
2	Phase II		
3	Phase III		
4	Phase IV		
5	...		
6			
7			
	Total (Should be equal to "A" in Form 2 A)		

Form 4C : Breakdown of Remuneration (man month rate)

S. No.	Names	Position	Deliverables Involved	Unit Cost (per man month rate)	Total Manmonth required / Total Remuneration	Amount
1						
2						
3						
4						
5						
6						
7						
	Total (Should be equal to "A" in Form 2 A)					

Form 4D: Estimate of Out of Pocket Expenses

S. No.	Description	Unit	Quantity	Unit Price In INR	Amount
1					
2					
3					
...					
Total (Should be equal to "B" in Form 2 A)					

Form 4E: Miscellaneous Expenses

S. No.	Description	Unit	Quantity	Unit Price	Amount
1	Software/project management tool				
2	< Any others, please specify>				
3					
...					
Total (Should be equal to "C" in Form 2 A)					