

## Details of Bidder

Sr. No.	Particulars	Detail
1.	Name of the bidder company	:
2.	Address (with Telephone No., Fax )	:
3.	Name & Address of the Proprietor/Partner/Director (with Mobile Number)	:
4.	Name and mobile number of the contact person.	:

**Scope of work:** Office of the Principal Accountant General (A&E) Haryana, Chandigarh is looking for an online integrated system for processing of documents related to employees of this office for submission, processing, transfer, approval and communication for Leave, Travelling Allowance, Tour Program, Overtime, Tuition Fee, Newspaper, Immovable Property Returns, Conveyance, Long Terms Advances, Deputation and Ex-Country permissions etc. of group B and C of this office to submit documents/requests, transfer them to their supervising officers, subsequent transfer to back/to higher authorities and other officials with suitable remarks, approval/rejections and communication to supervisors as well as official concerned and record keeping officials. If any services, functions or responsibilities not specifically described in the contract are an inherent, necessary or customary part of the services or are required for proper performance or provision of the services in accordance with the Broad Scope of Work or Indicative List of Required Features, they shall be deemed to be included within the scope of the work to be delivered for the charges, as if such services, functions or responsibilities were specifically described in the scope of work. The work includes 1) Study, Requirement understanding and Analysis with respect to developing Online Integrated System for employees of this office 2) Design, Development, Implementation and Maintenance of proposed online integrated system. 3) The system shall have options for multiple level of controls having varied rights for all the levels so that they are able to perform functions pertaining to them 4) System front-end (specific forms of leave, medical and Travelling etc) shall have provision for making entries.

### **Proposed Work Flow**

- Study of existing system which includes the flow of data in various forms, their structure and treatment of entries made in it.
- Gathering of detailed requirements,
- Identification of technologies/ platforms (open source),
- Information integration and consolidation,
- Development of appropriate screen layouts,
- Development and submission of prototype for testing purpose
- Development of system and implementation.

Developers are to submit proposal for prototype along with sealed quotation.

### ***Operation & Maintenance***

- Creation of necessary documents and user manual for training
- Support on training/demo as and when required
- Warranty for one year from the date of commissioning
- Annual maintenance of the system

### ***Deliverables***

- User manual and Standard Operation Procedure (SOP)
- Technical and design manual (with data backup process)
- Error free source code

### ***Required Features to be included in the system***

- All the staff members will have an independent user ID and password for logging into the system. They will be allowed to make entries in respective forms viz. leave, travelling or medical etc. and submit it to the concerned administrative section.
- Concerned administrative section will open the application and make the necessary remarks after taking the necessary action.
- Status of any of the service matters (mentioned above) should be communicated to the concerned officials in his/her login account.
- Provision for MIS reports should be available in the Admin Panel.

### ***Schedule and Timeline for the delivery of the project***

Project is to be completed within timelines. The maximum time for completion of the project are given as under:

<b>Sr. No.</b>	<b>Activity</b>	<b>Time Schedule</b>
1.	Study of existing system and gathering of detailed requirements	T+2 days
2.	Identification of technical platform and designing of screen layouts	T+2+15 days
3.	Commissioning of the application	T+2+15+15 days
4.	Training Schedule	T+2+15+15+10 days
5.	Sign Off	T+60 days

### ***Selection Procedure***

- The tendering authority shall determine to its satisfaction whether the selected bidder who has submitted the best suited prototype and substantially responsive bid is qualified to perform the contract satisfactorily.
- The tendering authority/procurement committee, in observance of best practices, shall:-
  - Reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption
  - Strictly apply only and all of the evaluation and qualification criteria specified in the bidding document.

### ***Confidentiality***

- Information relating to the examination, evaluation, comparison and post qualification of bids, and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the contract award.
- Any attempt by a bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its bid.
- From the time of bid opening to the time of contract award, if any bidder wishes to contact the tendering authority on any matter related to the bidding process, he/she is allowed to do so in writing.

### ***Clarifications of bids***

- Any clarification submitted by a Bidder with regard to its Bid that is not in response to a request by the tendering authority shall not be considered.
- No change in the prices or substance of the Bid shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by the tendering authority in the evaluation of the Financial Bids.

### ***Terms & Conditions:***

Bidder has to abide by the terms and conditions contained in Annex-I

**Tender Enquiry No.** : CRT/Emp\_Panel/2019-20/119  
**Date** : 20.05.2019  
**Submission of bid upto** : 29.05.2019  
**Name and Address of the Tenderer** : Dy Accountant General (Admn)  
O/o Pr. Accountant General (A&E) Haryana,  
Plot No. 4 & 5, Sector-33B, Chandigarh  
**Telephone Number** : 0172-2615281  
**Website** : [www.aghry.nic.in](http://www.aghry.nic.in)  
**E-mail of the tenderer** : monica@cag.gov.in

***Annexure 1: Terms & Conditions***

1. Company/Vendor/Consultant should have at least 3 years of experience in similar type of work.
2. The Company/Vendor/Consultant will submit a prototype of the utility along with the sealed quotation.
3. Company/Vendor/Consultant of the most suitable and appropriate prototype will be asked for financial negotiation.
4. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever.
5. Copy of orders/letters of major organization/Government Departments to which the bidder has provided similar services/utilities.
6. The Company/Vendor/Consultant must have a valid GSTN Number and submit the self attested copies of the same.
7. An "Earnest Money Deposit (EMD)" to the tune of Rs.5,000/- (Rupees Five Thousand Only) in the form of Demand Draft from nationalized bank in favour of "**PAO O/o the AG (A&E) Punjab, Chandigarh**" payable at Chandigarh, shall be submitted. Any bid not accompanied by the EMD will not be entertained. EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity process.
8. The price offered in the Tender should be valid for 90 days from the date of publication of tender.
9. The bidder has to give an affidavit on non-judicial stamp paper of Rs.20/- that there is no vigilance/CBI case pending against the firms/vendors/consultants and the firm has not been black listed in the past by any Govt or Private Organization.
10. All the technical queries/complaints, which may be indefinite, shall be attended immediately during entire warranty/support period.

11. Training to the officials of this office will be conducted by the bidder.
12. In case the bidder fails to cope up with the workload or does not render satisfactory services during the currency of the warranty/support period, the contract awarded to him shall be cancelled without giving any notice or without assigning any reason whatsoever. In this connection, decision of the Dy. Accountant General (Admn) shall be final and binding on the bidder.
13. The bidder shall not sublet the whole or part of the works, except where otherwise provided in the order, without the prior written consent of the competent authority of this office.
14. Tenders submitted without the required entries in the bid performa will not be considered.
15. The page number should be marked in all pages serially and the bidder shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Tender Document.
16. The rates shall be written both in words and in figures in the prescribed performa for financial bid. A bidder shall also show the total of each item, to total of each schedule and the grand total of the whole contract. In case of conflict between the figures and words in the rates, the later shall prevail. The decision of the Deputy Accountant General (Admn), O/o Principal Accountant General (A&E) Haryana, Chandigarh in this regard shall be final and binding on all bidders.
17. EMD shall be forfeited if the bidder withdraws his bid during the period of tender validity process, or successful bidder fails to provide the services, or the bidder fails to comply with any condition(s) of the Tender Document or any information given by the bidders is found incorrect at later stage.
18. In case of any query, the bidder may contact Deputy Accountant General (Admn), 1<sup>st</sup> floor of this office with prior permission.
19. Any matter or issues arising hereunder or any dispute hereunder shall be subject to the exclusive jurisdiction of the courts situated at Chandigarh.
20. In token of acceptance of Terms and Conditions, the bidder may attach the copy of T&C duly signed and stamped with bid.

Sd/-

**Deputy Accountant General (Admn)**