

**Request for Proposal (RFP)**

**For**

**Selection of CMMI Assessment Body**

**For**

**CMMI version 1.3 Level 5 Assessment Services**

**For**

**Bhaskaracharya Institute for Space Application  
& Geo- Informatics (BISAG)**

**Bid Processing Fee: Rs. 1000/-**

**Tender no: SW14082013034**

**(Aug, 2013)**



**GUJARAT INFORMATICS LIMITED**  
Block 1, 8<sup>th</sup> floor, Udyog Bhavan  
Sector-11, Gandhinagar- 382 017  
Phone: 079-3256022 Fax: 079-23238925  
Website: [www.gil.gujarat.gov.in](http://www.gil.gujarat.gov.in)

**Last date of Submission of Pre-bid Queries: 21<sup>st</sup> August, 2013 up to 1500 hrs**  
**Date of pre-bid meeting (optional): 30<sup>th</sup> August, 2013 at 1500 hrs.**  
**Last date of Submission of online bids: 16<sup>th</sup> September, 2013 up to 1500 hrs**  
**Date of Opening of Technical Bids: 17<sup>th</sup> September, 2013 at 1500 hrs.**

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## **1 Section 1: Invitation for RFP**

### **1.1 RFP Notice**

Gujarat Informatics Ltd. (GIL), Gandhinagar on behalf of Bhaskaracharya Institute for Space Application & Geo-Informatics (BISAG), Department of Science & Technology, Government of Gujarat invites Proposals for “Selection of CMMI Assessment Body for CMMI version 1.3 Level 5 Assessment Services for Software Division”.

a. The RFP includes the following documents:

- Section 1 - Invitation for Proposals (IFP)
- Section 2 - Instruction to Bidders (ITB)
- Section 3 - General Conditions of Contract (GCC)
- Section 4 – Terms of Reference(SOW)
- Section 5 – Technical Proposal Forms (TP)
- Section 6 – Commercial Proposal Forms

b. Interested companies may download the RFP document from the website [www.gujaratinformatics.com](http://www.gujaratinformatics.com) & <https://gil.nprocure.com>

c. The bid must be submitted online through <https://gil.nprocure.com>

d. Bid Processing Fee – **Rs. 1000/-** in the form of DD in favour of “Gujarat Informatics Limited” payable at Gandhinagar.

Earnest Money Deposit **Rs. 10,000/-** in the form of DD in favour of “Gujarat Informatics Limited” payable at Gandhinagar.

e. GIL/BISAG reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.

f. This RFP document is not transferable.

g. Pre qualification details & Technical Bids will be opened in the presence of Bidders’ or their authorized representatives who choose to attend on the specified date and time.

h. In the event of the date specified for receipt and opening of bid being declared as a holiday for GIL office the due date for submission of bids and opening of bids will be the following working day at the appointed times.

**Minimum absolute technical score to qualify for commercial evaluation is 60. The commercial evaluation shall be done using criteria of lowest bid.**

## 1.2 Important Information

S. No	Information	Details
1.	RFP No.	<b>SW14082013034</b>
2.	Bid Processing Fee	Rs. 1,000/-
3.	Earnest Money Deposit (EMD) in the form of a DD	Rs 10,000/-
4.	Last date and time for submission of pre-bid queries	<b>21st August, 2013 up to 1500 hrs</b>
5.	Last date and time for submission of DDs of EMD & Bid processing Fee at GIL in physical form	<b>16th September, 2013 up to 1500 hrs</b>
6.	Last date and time for submission of proposals (Technical and commercial/Financial) (Online)	<b>16th September, 2013 up to 1500 hrs</b>
7.	Opening of Technical Bids	<b>17th September, 2013 at 1500 hrs</b> <b>Place:-</b> Gujarat Informatics Ltd. Block No. 1, 8 <sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar. Tel: 079-23256022, Fax: 079-2323892
8.	Place, Time and Date of pre-bid meeting, submission of bid processing fee, EMD and opening of financial bid.	<b>Pre-Bid meeting date- 30th August, 2013 at 1500 hrs.</b> <b>Place: -</b> <b>Gujarat Informatics Ltd.</b> Block No. 1, 8 <sup>th</sup> Floor, Udyog Bhavan, Sector-11, Gandhinagar. Tel: 079-23256022, 59240 Fax: 079-2323892 Date of opening of Financial Bid will be intimated later

S. No	Information	Details
9.	Contact Person for queries	Dr. Neeta Shah Director (e-Governance) Gujarat Informatics Ltd. Block no. 1, 8th floor, Sector 11, Udyog Bhavan, Gandhinagar. Tel. No: (079) 23259223, 59240 Fax. No. (079)23238925 Email : <a href="mailto:neetas@gujarat.gov.in">neetas@gujarat.gov.in</a> <a href="mailto:smitag@gujarat.gov.in">smitag@gujarat.gov.in</a>
10.	Address at which proposal in response to RFP notice is to be submitted:	Dr. Neeta Shah Director (e-Governance) Gujarat Informatics Ltd. Block no. 1, 8th floor, Sector 11, Udyog Bhavan, Gandhinagar.  Tel. No: (079) 23259223, Fax. No. (079)23238925 Email : <a href="mailto:neetas@gujarat.gov.in">neetas@gujarat.gov.in</a>
11.	Bid validity	180 days, From date of financial bid opening
12.	Date, Place of negotiation	Prior to signing the contract. Director (e-Governance) Gujarat Informatics Ltd. Block no. 1, 8th floor, Sector 11, Udyog Bhavan, Gandhinagar. Tel. No: (079) 23259223, Fax. No. (079)23238925 Email : <a href="mailto:neetas@gujarat.gov.in">neetas@gujarat.gov.in</a>
13.	Deadline / last date for furnishing performance security	Within 15 working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier
14.	Performance security value (Performance Bank Guarantee)	10% of contract value.
15.	Performance security validity period	6 Months beyond expiration of contract period.

## 2 Section 2: Instruction to Bidders

### 2.1 Introduction

#### 2.1.1 Sources of Funds

Gujarat Informatics Limited (hereinafter referred to as "GIL"), on behalf of Bhaskaracharya Institute for Space Application & Geo-Informatics (BISAG), Department of Science & Technology, Govt. of Gujarat (hereinafter referred to as "BISAG.") invites Proposals for "Selection of CMMI Assessment Body for "CMMI version 1.3 Level 5 Assessment Services for Software Division".

The Work Order will be placed on the selected Service Provider by BISAG directly and the payment for the services mentioned in the said work order will be made directly by BISAG from their own sources of funds as per the financial terms and conditions of this document. Unless otherwise specified in this document, GR No TSP-2004-808-DST dated 30<sup>th</sup> July 2004 of Department of Science & Technology and their subsequent amendments will be applicable to this bid.

#### 2.1.2 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and the GIL/BISAG will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### 2.2 Qualification Criteria

The assessment body meeting the following qualification criteria will be short listed and considered for technical evaluation.

Sr. No.	Eligibility Criteria	Document/ Information to be submitted with proposal
1.	The assessment body should be a registered under the Indian Company Act, 1956 OR should be a partnership firm, who have their registered offices in India and should have been in existence for a period of at least 5 years as on 31 <sup>st</sup> March, 2013.	Certificate of Incorporation/ Partnership firm
2.	The assessment body should have an average annual turnover of at least <b>Rs. 50 Lakhs</b> from the assessment work in the last 3 financial years (2010-11, 2011-12, 2012-13) as revealed by audited accounts.	Completed Form 3 along with copy of audited Turn Over certificate
3.	The consulting firm/ company should have a valid approval from SEI (Software	Certificate/copy of approval from SEI.

Sr. No.	Eligibility Criteria	Document/ Information to be submitted with proposal
	Engineering Institute, USA) or equivalent for CMMI level 5 assessment services.	
4.	The assessment body has completed at least 3 project of assessment of CMMI level 5 projects.	Completed Form 5 along with Work Order/ Client Letter/ Job Completion certificate
5.	The assessment body should have a minimum <b>3 qualified assessors</b> .	Letter from Authorized signatory/ HR Manager

- 2.2.1 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Gujarat and/or black-listed by any of the departments of the state Government of Gujarat.
- 2.2.2 Any kind of consortium will not be allowed
- 2.2.3 All supporting documents are to be uploaded in our e-Tendering website <https://gil.nprocure.com>.

### 2.3 Methodology and Criteria for evaluation of Proposals

GIL/BISAG will form an evaluation Committee or it may be done by I.T. Committee/ Task Force which will evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, GIL/BISAG may, at its discretion, ask the bidders for clarification of their Technical Proposals.

Only those proposals meeting the above qualification criteria will be evaluated as per the criteria mentioned below

Sr. No.	Criteria	Max Points	Point system	Form
<b>1.</b>	<b>Profile of assessment body</b>	<b>15</b>		
	No. of years of operation in India	5	> 5 – 7 years – 3 points 7 – 10 years – 4 points >10 years – 5 points	Form 2
	Full-time assessor engaged in India for assessment ( Number of Staff)	5	3 – staff – 3 points 04-10 staff – 4 points > 10 staff – 5 points	Form 2
	Average Turnover of Assessment body for last 3 years from the assessment ( Turnover in Rs Crores)	5	50 lakhs -1 crores - 3 points 1 – 5 crores – 4 points >5 crores – 5 points	Form 3
<b>2.</b>	<b>Experience of firm</b>	<b>40</b>		
	Past experience of responding assessment	10	10-20 projects – 3 points 20-50 projects – 6 points	Form 4 along with

Sr. No.	Criteria	Max Points	Point system	Form
	body for assessment work (Number of Projects)		>50 projects - 10 points	completion / work in progress certificate issued by the client
	Past experience of responding assessment body for specifically in CMMI Level 5 assessment work (Number of Projects)	15	3 - 5 projects – 5 points 5 - 8 projects – 10 points > 8 projects - 15 points	Form 5 along with completion / work in progress certificate issued by the client
	Past experience of responding assessment body for specifically in CMMI Level 5 assessment work (Number of Years)	15	5 Years to 10 – 5 points 10 to 15 years – 10 points > 15 years – 15 points	
3.	Profile of Proposed assessor(s) Required for Completing the Specified Work.	<b>25</b>	Committee will evaluate the Form 7 submitted by the bidders	Form 7
4.	<b>Technical Approach &amp; Methodology</b>	<b>20</b>		
	1. Understanding of Scope of Work	10	Committee will evaluate the Technical Approach and Methodology from the paper submitted by the bidders and presentation made by the bidders at the venue decided by GIL/BISAG	
	2. Approach and Methodology	10		
	<b>Total</b>	<b>100</b>		

**Technical Bid Evaluation:**

Bidders with technical score of 60 and above will qualify for the evaluation in the commercial process.

**Commercial/Financial Bid Evaluation:**

The Commercial bid of those bidders who qualify in the technical evaluation will only be opened. All other Commercial bids will not be opened. The Commercial bids (**as per the formats provided in Section 6**) of the technically qualified bidders will be evaluated by ranking from lowest bid to highest bid. The lowest bidder will be invited for negotiations, if any.

**2.4 Bid Security (Earnest Money Deposit)**

**(Its compliance would be verified at the time of actual opening of the Technical Bid)**

2.4.1 The bidder shall furnish the bid processing fee of Rs. 1,000/- and Bid security (Earnest Money Deposit) of Rs. 10,000/- in the form of DD favoring “Gujarat Informatics Ltd.” and submit to GIL office address as mentioned below.

Director (eGovernance)  
Gujarat Informatics Ltd,  
Block No. 1, 8<sup>th</sup> Floor,  
Udyog Bhavan,  
Gandhinagar-382010

The bid security and bid processing fee must be sent in the sealed cover clearly mentioned that **“EMD & BID processing fee for the RFP of “Selection of CMMI Assessment Body for CMMI version 1.3 Level 5 Assessment Services for BISAG, Software Division”**.

2.4.2 Proposals not accompanied by bid processing fee and EMD shall be treated as non-responsive and summarily rejected by GIL/BISAG.

2.4.3 Earnest Money Deposit (EMD) shall be refunded to all the unsuccessful bidders within one month after award of the work to the successful/suitable bidder on a written request.

2.4.4 The successful bidder’s EMD will be discharged from GIL after the signing of the contract and submission of performance security to BISAG.

- 2.4.5 The bid security shall be forfeited:
- a. If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form ;
  - b. Or in case of a successful Bidder, if the Bidder fails:
    - To sign the Contract ;or
    - To furnish the performance security

**2.5 Clarification of Bidding Documents**

2.5.1 A prospective Bidder requiring any clarification of the bidding documents may submit his queries, in writing, at the mailing address. The queries must be submitted in the following format only to be considered for clarification:

Sr. No	Section No.	Clause No.	Reference/ Subject	Clarification Sought

2.5.2 The queries not adhering to the above mentioned format shall not be responded.

2.5.3 The GIL/BISAG will respond in writing, to any request for clarification to queries on the Tender Document, received not later than the dates prescribed. Email intimation about the clarification (including the query but without identifying the source of inquiry) will be uploaded.

2.5.4 During evaluation of bids, GIL/BISAG may, at its discretion, ask the Bidder for a clarification of its bid. GIL/BISAG may also ask for rate analysis of any or all items and if

rates are found to be unreasonably low or high, the bid shall be treated as non-responsive and hence liable to be rejected. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

2.5.5 In case of any confusion, non-synchronization or anomaly between RFP/Tender clauses and attached forms/documents, clauses of RFP/Tender shall prevail.

## **2.6 Amendment of Bidding Documents**

2.6.1 At any time prior to the deadline for submission of bids, GIL/BISAG may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.

2.6.2 In order to allow prospective bidders reasonable time to consider the amendments while preparing their bids, GIL/BISAG at its discretion, may extend the deadline for the submission of bids.

## **2.7 Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and GIL/BISAG shall be in English language. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation of the relevant document in the English language and in such a case, for purpose of interpretation of the Bid, the translation shall govern.

## **2.8 Validity of Proposals**

Bids shall be valid for 180 days after the date of financial bid opening prescribed in RFP. A Bid valid for a shorter period may be rejected by GIL/BISAG as non-responsive. GIL/BISAG may solicit the bidders' consent to an extension of Proposal validity (but without the modification in Proposals).

## **2.9 Right to Accept Proposal**

GIL/BISAG reserves the right to accept or reject any proposal, and to annul the proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

## **2.10 Disqualification**

GIL/BISAG may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

- 2.10.1 Submitted the Proposal documents after the response deadline.
- 2.10.2 Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- 2.10.3 Exhibited a record of poor performance such as doing as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- 2.10.4 Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- 2.10.5 Failed to provide clarifications related thereto, when sought.
- 2.10.6 Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted
- 2.10.7 Submitted a proposal with price adjustment / variation provision.

## **2.11 Preparation of Proposal**

- 2.11.1 The Proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal.

- 2.11.2 The Proposal shall be typed or written in indelible ink (if required) and shall be initialed on all pages by authorized representative of the bidder to bind the bidder to the contract. The authorization shall be indicated by Board Resolution/ Power of Attorney and shall accompany the proposal
- 2.11.3 In addition to the identification, the covering letter (Form 1) shall indicate the name and address of the bidder to enable the proposal to be returned in the case it is declared late pursuant, and for matching purposes
- 2.11.4 The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and 'uncalled for' correspondence shall not be entertained.
- 2.11.5 Alteration / Rewording / Deletion / Correction of any part in the Tender Document are not permitted. If found in any bid proposal bid may be liable to be rejected without prior intimation to the bidders.
- 2.11.6 The Bidder is required to submit the complete proposal along with required forms etc. The proposal shall be exactly according to the presented formats given in the Tender documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Any additional information should be enclosed separately and referred to in the relevant column in the proposal formats. Modifications / rewording of formats shall not be acceptable. No column should be marked as "NIL" or "Zero", "0" etc. Where no price is proposed to be charged for any item or its parts required to be supplied, it should be clearly mentioned in words.
- 2.11.7 The technical response should be concise. Any response not as per the specified format may be liable to be rejected. No marketing literature pertaining to the bidder should be enclosed along with the proposal. If enclosed, it may be treated as disqualification
- 2.11.8 Committee may ask bidder(s) for detailed presentations. All such shall be at the cost of bidder.
- 2.11.9 The envelopes should be addressed to:  
**The Director** (e-Governance)  
Gujarat Informatics Ltd.  
Block No. 1, 8th Floor,  
Udyog Bhavan, Gandhinagar  
Gujarat
- 2.11.10 The bidder is expected to examine carefully all instructions, forms, terms and specifications in the Tender document. Failure to furnish all information required in the Tender Document or submission of a proposal not substantially responsive to the Tender Document in every respect will be at the bidders risk and shall result in rejection of the proposal.

## **2.12 Modification and Withdrawal of Bids**

- 2.12.1 The Bidder may modify or withdraw his bid before the last date of submission of bids through the e-Tendering website <https://gil.nprocure.com>.

- 2.12.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may also be sent by fax but followed by the signed confirmation copy, post marked not later than the deadline for submission of bids.
- 2.12.3 No bid may be modified subsequent to the deadline for submission of bids.
- 2.12.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of the bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

### **2.13 Submission, Receipt and Opening of Proposals**

- 2.13.1 Sealing and Marking of Bids
- All bids must be submitted online through <https://gil.nprocure.com> as per the formats mentioned in the same using digital signature.
  - Telex, cable, e-mailed or facsimile bids will be rejected.
- 2.13.2 GIL/BISAG will open all bids in the presence of Bidder or his representative who choose to attend.
- 2.13.3 The Bidder's representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the GIL/BISAG, the Bid shall be opened at the appointed time and location on the next working day.
- 2.13.4 The Bidder's names, bid modifications or withdrawals, bid prices ,discounts and the presence or the absence of requisite bid security and such other details as GIL, at his discretion, may consider appropriate, will be announced at the time of opening.
- 2.13.5 Bids that are not opened and read out at bid opening shall not be considered for further evaluation, irrespective of the circumstances. Withdrawal bids will be returned unopened to the Bidders.
- 2.13.6 Financial Bids of only those bidders who are technically qualified will be opened in the presence of the qualified bidders / their representatives at pre-specified time and date which will be communicated to the qualified bidders well in advance.

### **2.14 Preliminary Examination**

- 2.14.1 GIL/BISAG will examine the bids to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 2.14.2 Prior to the detailed evaluation, GIL/BISAG will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which confirms to all the terms and conditions of the bidding documents without material deviation. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security, Warranty, Applicable law and Taxes and duties will deemed to be material deviations. GIL/BISAG determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

2.14.3 If a Bid is not substantially responsive, it will be rejected by GIL/BISAG and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

2.14.4 Conditional bids are liable to be rejected.

### **2.15 Contacting GIL/BISAG**

2.15.1 No Bidder shall contact GIL/BISAG 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 GIL/BISAG, he should do so in writing. GIL/BISAG reserves its right as to whether such additional information should be considered or otherwise

2.15.2 Any effort by a Bidder to influence GIL/BISAG 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 bid security amount.

### **2.16 Award of Contract**

On acceptance of Proposal for awarding the contract, the GIL/BISAG 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 of the term of the Contract shall be made except by written amendment signed by the parties.

### **2.17 BISAG's Right to Vary Quantities at Times of Awards**

BISAG reserves the right at the time of award of Contract to increase or decrease quantity of work by 20% without any change in rate fixed or other terms and conditions. However for bought out items/components or third party items, the prevailing market rates at the time of award shall be considered.

### **2.18 Bank Guarantee**

2.18.1 The successful Bidder has to furnish a security deposit so as guarantee his/her (Bidder) performance of the contract.

2.18.2 The Assessment body whose tender is accepted shall deposit 10% of the amount of Contract value as Performance Security valid for at least 3 months. If additional work is allotted, the agency has to deposit the additional Performance Security accordingly. The Performance Security shall be in the form of Bank Guarantee valid for 3 months from the date of actual start of operation.

2.18.3 The proceeds of the performance security shall be payable to GIL/BISAG as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

2.18.4 The Performance Security shall be denominated in Indian Rupees and shall be in the form of a bank guarantee issued by a nationalized / scheduled bank and following private banks located in India, in the form provided in the bidding documents.

- IDBI Bank
- AXIS Bank
- HDFC Bank and
- ICICI Bank
- Kalupur Co-operative Bank

- 2.18.5 Within 15 days of the receipt of notification of award from GIL/BISAG, the successful bidder shall furnish the performance security in accordance with the Conditions of The Contract, in the performance security Form provided in the bidding documents in the Performa prescribed in the Tender.
- 2.18.6 The Performance Security will be discharged by GIL and returned to the Bidder on completion of the bidder's performance obligations under the contract.
- 2.18.7 In the event of any contract amendment, the service provider shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for further period.
- 2.18.8 Failure of the successful Bidder to comply with the requirement of the contract and PBG can constitute sufficient grounds for the annulment of the award and forfeiture of the bid security in which event BISAG may make the award to the next lowest evaluated bidder or call for new bids.

## **2.19 Fraud and Corruption**

GIL/BISAG requires that assessment body selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, GIL/BISAG:

2.19.1 Defines, for the purposes of this provision, the terms set forth as follows:

- "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of GIL/BISAG or any personnel of assessment body (s) in contract executions.
- "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to GIL/BISAG, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive GIL/BISAG of the benefits of free and open competition.
- "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was given by the GIL/BISAG in Section IV.
- "Coercive Practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.

2.19.2 Will reject a proposal for award if it determines that the Bidder recommended for award has been engaged in corrupt or fraudulent practices and same shall be conveyed to Dept of Science & Technology /GIL or black listed by any of the Department of Government of Gujarat in competing for the contract in question.

2.19.3 will declare a Assessment body ineligible, and black listed either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the Assessment body has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the contract. The same shall be conveyed to Dept of Science & Technology/GIL.

## **2.20 Confidentiality**

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons not officially concerned with such process until

the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of the other party, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

### **3 Section 3: General Conditions of Contract**

#### **3.1 Definitions**

- 3.1.1 “Applicable Law” means the laws and any other instruments having force of law in India as they may be issued force and in force from time to time.
- 3.1.2 “Proposals” means proposals submitted by bidders in response to the RFP issued by GIL/BISAG for “Selection of CMMI Assessment Body for CMMI version 1.3 Level 5 for BISAG”.
- 3.1.3 “Competent Authority” means the Chairman & Managing Director, Gujarat Informatics Limited, Gandhinagar
- 3.1.4 “Committee” means I.T. committee of the R&B Department
- 3.1.5 “Contract Price” means the price payable to the assessment body on the panel of GIL/BISAG under the Contract for the complete and proper performance of its contractual obligations.
- 3.1.6 “CMMI Assessment Body” means any private or public entity, which will provide the services to GIL/BISAG under the contract.
- 3.1.7 “Contract” means the Contract signed by the parties along with the entire documentation specified in the RFP
- 3.1.8 “Day” means Calendar day
- 3.1.9 “Effective date” means the date on which the contract comes into force and effect.
- 3.1.10 “GCC” means General Conditions of Contract, specified in Section 3 of RFP
- 3.1.11 “Government” means State Government.
- 3.1.12 “BISAG ” means Bhaskaracharya Institute for Space Application & Geo-Informatics (BISAG), Software Division, Department of Science & Technology, Government of Gujarat, Near Ch-0 circle, Indulal Yagnik Marg, Gandhinagar – 382 007, Gujarat.
- 3.1.13 “GIL” means Gujarat Informatics Limited, Block No.1, 8<sup>th</sup> Floor, Udyog Bhavan, Gandhinagar – 382 017, Gujarat.
- 3.1.14 “Personnel” means professional and support staff provided by the assessment body and assigned to perform services to execute an assignment and any part thereof
- 3.1.15 “Services” means the work to be performed by the assessment body pursuant to the selection by GIL/BISAG and to the contract to be signed by the parties in pursuance of any specific assignment awarded to them by GIL/BISAG.
- 3.1.16 “Third Party” means any person or entity other than the Central/States/Central/UT Government, GIL/BISAG, and assessment body.

#### **3.2 Application**

These general conditions shall apply to the extent that provisions in other parts Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of the GIL/BISAG shall be final and binding on the assessment body.

#### **3.3 Standards of Performance**

The assessment body 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 assessment body shall always act in respect of any matter relating to this contract as faithful advisor to GIL/BISAG. The assessment body shall abide by all the provisions/Acts/Rules etc of information Technology prevalent in the country. The assessment body shall conform to the standards laid down in RFP in totality.

### 3.4 Delivery and Documents

- 3.4.1 As per the time schedule agreed between parties for specific projects given to the assessment body from time to time, the assessment body shall submit all the deliverables on due date as per the delivery schedule. No party shall, without the other party's prior written consent, disclose contract, drawings, specifications, plan, pattern, samples or other documents to any person other than an entity employed by the affected party for the performance of the contract. In case of the termination of the contact, all the documents prepared by the assessment body under this contract shall become joint property of GIL/BISAG & the assessment body. The assessment body may retain a copy of such documents, but shall not use anywhere, without taking permission, in writing, from GIL/BISAG and GIL/BISAG reserves right to grant or deny any such request.
- 3.4.2 Deliverables will be deemed to be fully and finally accepted by GIL/BISAG. In the event GIL/BISAG has not submitted such deliverable review Statement to the assessment body before the expiration of the 15-day review period, or when GIL/BISAG uses the Deliverable in its business, whichever occurs earlier ("Deemed Acceptance").
- 3.4.3 In the event GIL/BISAG issues to assessment body a Deliverable Review Statement requesting corrections, Service Provider shall have a commercially reasonable period of time, not less than thirty (30) days, to make the required corrections to the Deliverables, after which time Service Provider will resubmit the Deliverables and the review cycle will recommence.

### 3.5 Payment Terms

- 3.5.1 The payment for all the services, activities and deliverables for the work shall be made based on the deliverables submitted in two copies at BISAG. The assessment body should have to submit softcopy of deliverables in the editable form. i.e. in Microsoft Word format
- 3.5.2 The payment to the assessment body will be made by BISAG after approving and accepting the deliverables.
- 3.5.3 Payment shall be made in Indian Rupees.
- 3.5.4 The payment schedule is as follows:

Sr. No.	Activity	Payment (% of contract value)
1.	Training introduction to CMMI (6 members)	10%
2.	SCAMPI-B Pre-Appraisal	20%
3.	ATM Training SCAMPI A Appraisal	10%
4.	SCAMPI-A Pre-Appraisal	20%
5.	Issuance of Certificate	40%

### **3.6 Prices**

Prices payable to the service provider as stated in the Contract shall remain firm and fixed during the performance of the Contract.

### **3.7 Assessment body Personnel**

The assessment body shall employ and provide such qualified and experienced personnel as may be required to perform the services under the specified project as assigned by GIL/BISAG. This is a specialized domain of CMMI and it is desirable from the assessment body to deploy the personnel, who have adequate knowledge and experience in the domain related with this project. It is desirable that the assessment body shall hire the services of domain Specialists, if required, to work on the Project effectively.

### **3.8 Applicable Law**

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The contracts shall be interpreted in accordance with the laws of the Union of India.

### **3.9 Governing Language**

The Contract shall be written in English Language. English version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English Language.

### **3.10 Sub Contracts**

No Sub Contracting shall be allowed for this project.

### **3.11 Assignments**

The assessment body shall not assign the project to any other agency, in whole or in part, to perform its obligation under the Contract, without the GIL/BISAG's prior written consent.

### **3.12 Payments**

During the period of their inability of services as a result of an event of Force Majeure, the assessment body shall be entitled to continue to be paid under the terms of this contract, as well as to be reimbursed for costs additional costs reasonably and necessarily incurred by them during such period purposes for the purpose of the services and in reactivating the service after the end of such period.

### **3.13 Performance Assessment**

This RFP is for selection of the assessment body for execution of the assignments from time to time.

- 3.13.1 Quality of deliverable is not up to the mark, (till the quality is improved to the required extent)
- 3.13.2 Delays in deliverables
- 3.13.3 Not assigning adequate resources in time
- 3.13.4 Not engaging resources on a dedicated basis, even when required.
- 3.13.5 Assigning resources that do not meet the clients requirements
- 3.13.6 Inadequate interaction with the client department
- 3.13.7 The work is either not complete or not completed satisfactorily as per the approved time schedule or the quality of deliverable.

### **3.14 Suspension**

GIL/BISAG may, by written notice to assessment body, suspend all payments to the assessment body hereunder if the assessment body fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension.

- 3.14.1 Shall specify the nature of failure
- 3.14.2 Shall request the assessment body to remedy such failure within a period not exceeding thirty (30) days after receipt by the assessment body of such notice of failure

### **3.15 Termination**

#### **3.15.1 Termination for Default**

The GIL/BISAG may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, terminate the Contract in whole or part:

- a) if the service provider fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the GIL/BISAG pursuant to GCC Clause 3.13 & 3.14; or
- b) if the service provider fails to perform any other obligation(s) under the Contract.
- c) If the service provider, in the judgment of the GIL/BISAG has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Borrower of the benefits of free and open competition;”

- d) If the Service Provider fails to conform to the quality requirement laid down/third party inspection/consultants opinion.

**3.15.2** In the event the GIL/BISAG terminates the Contract in whole or in part, pursuant to GCC Clause 3.15.1, the GIL/BISAG may procure, upon such terms and in such manner as it deems appropriate, delivered items similar to those undelivered, and the service provider shall be liable to the GIL/BISAG for any excess costs for such similar Services.

However, the service provider shall continue the performance of the Contract to the extent not terminated.

### **3.15.3 Terminations for Insolvency**

The GIL/BISAG may at any time terminate the Contract by giving written notice to the service provider, if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the GIL/BISAG.

### **3.15.4 Termination for Convenience**

3.15.3.1 The GIL/BISAG by written notice sent to the service provider may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the GIL/BISAG's convenience, the extent to which performance of the service provider under the Contract is terminated, and the date upon which such termination becomes effective.

3.15.3.2 The services that is complete and ready for rendering within 30 days after the service provider's receipt of notice of termination shall be accepted by the GIL/BISAG at the Contract terms and prices. For the remaining services, the GIL/BISAG may elect:

- a) To have any portion completed and delivered at the Contract terms and prices; and/or
- b) To cancel the remainder and pay to the service provider an agreed amount for partially completed services and for services previously delivered by the service provider.

### **3.16 Force Majeure**

3.16.1 Notwithstanding anything contained in the RFP, the assessment body shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

3.16.2 For purposes of this clause "Force Majeure" means an event beyond the control of the assessment body and not involving the assessment body's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the GIL/BISAG regarding Force Majeure shall be final and binding on the assessment body.

3.16.3 If a Force Majeure situation arises, the assessment body shall promptly notify to the GIL/BISAG in writing, of such conditions and the cause thereof. Unless otherwise directed by the GIL/BISAG in writing, the assessment body 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.

### **3.17 Resolution of Disputes**

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

### **3.17.1 Amicable Settlement**

- In the case dispute arising between the GIL/BISAG and the assessment body, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to Arbitral Tribunal as prescribed by Ministry of Law, Government of India. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

### **3.17.2 Arbitration**

- Arbitration proceedings will be held in India at Ahmedabad and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrators shall be shared equally by the GIL/BISAG and the assessment body. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

### **3.18 Taxes and Duties**

The assessment body shall fully familiarize themselves about the applicable Domestic taxes (such as VAT, Sales Tax, Service Tax, Income Tax, duties, fees, levies, etc.) on amount payable by GIL/BISAG under the contract. The assessment body, sub assessment body and personnel shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

### **3.19 Legal Jurisdiction**

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in Gujarat only.

### **3.20 Notice**

Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

## **4 Section 4: Terms of Reference**

### **4.1 Background**

BISAG is a State level nodal agency to facilitate the use of spatial and geo-spatial technologies for the planning and developmental activities pertaining to Agriculture, Land and Water Resource Management, Wasteland/Watershed Development, Forestry, Disaster Management, Infrastructure and Education. The Institute started its operations in April 1997 and was renamed as "Bhaskaracharya Institute for Space Applications and Geo-informatics" in December 2003.

BISAG provides specialized services and solutions in implementing map-based Geo-Spatial Information Systems. BISAG undertakes all services for the entire process of implementing an enterprise level GIS system. These services include GIS database design and development, map creation/updation and finishing, data migration/conversion and format translation, software development and customization, systems integration and technical consulting. BISAG also provides complete GIS solutions, which bundle hardware and software with GIS systems development services.

BISAG provides a full complement of specialized services in implementing end-to-end Geo-Spatial Technology applications in the areas of Ground Control Survey, Digital Photogrammetry, Digital Terrain / Elevation Models and Contouring, Vector Data Capture, Digital Ortho-photography and Ortho-mosaicing, Image Analysis and Interpretation for Thematic Mapping, Cadastral / Parcel Mapping, GIS Database Design and Development, Map Creation / Updation and Finishing, Data Migration/Conversion and Format Translation, Software Development and Customization, Geo-database Modeling as well as high-end Domain & Geo-Spatial Technical Consulting and Support. BISAG has strengthened its range of high-end Geo-Spatial services in large-scale mapping by using advanced Photogrammetry and D-GPS technologies to cover elevation modeling, surface modeling and true ortho-photo generation.

BISAG offers comprehensive GIS/PHOTOGRAMMETRIC solutions over large geographical areas. These include solutions and services in the areas of mapping, cartography, imaging, Photogrammetry and utility / environment resource management. BISAG provides solutions based on Remote Sensing, using Multi-spectral data, for specific applications like agricultural crop monitoring, watershed management, forest fire mapping etc.

BISAG also offers leading-edge Mapping - GIS solutions for disaster management and specialized needs of Public Safety agencies like police, fire and ambulance services. Additionally, a full complement of e-governance solutions is also offered, to address varying GIS and MIS needs of governments and municipal corporations.

BISAG software division is already certified to ISO 9001:2008, ISO 27001:2005 and CMMI Level-3 and has 70 staff strength. This division is involved in planning, operations and monitoring related GIS based software development projects (GIS-Geo Informatics System and Management Information System) for various sectors of Government of Gujarat and Government of India using Image Processing, GIS, GPS and various other technologies. The software development model used at BISAG is pilot development of software, followed by providing continual support to the user department for maintenance and implementation of software.

#### **4.2 Scope of Work**

1. Training Introduction to CMMI (6 members)
2. SCAMPI-B Pre-Appraisal
3. ATM Training (6 members)
4. SCAMPI-A Appraisal
5. Issue of Certificate

#### **4.3 Resources to be deployed:**

The resource to be deployed for this assignment should be proposed by bidder as a part of technical bid.

#### **4.4 Contract Period**

The assessment body is expected to provide the above services within 6 months of issuing of work order.

#### **4.5 Validity of Contract**

The validity contract would be for period of 6 months and it may be extended by 4 months based on the requirement. The timeline may be adjusted as per BISAG's schedule of activities/priorities.

#### **4.6 Location and Facilities**

The assessment body shall be available full duration of the contract to BISAG and/or GIL whenever requires Gandhinagar. All the necessary arrangement should be done by assessment body. No travelling and living facilities shall be provided by BISAG.

## **5 Section 5: Technical Proposal Forms**

The following are the response formats to be used by bidders for Proposals related to selection of assessment body for e Government projects:

<b>Sr. No.</b>	<b>Form</b>	<b>Details</b>
1.	Form 1	Covering Letter
2.	Form 2	General Information
3.	Form 3	Financial Details
4.	Form 4	Summary of experience in certification/ assessment of CMMI projects
5.	Form 5	Summary of experience particularly in CMMI level 5 certification/ assessment projects
6.	Form 6	Profile of personnel proposed by assessment body
7.	Form 7	Staffing Schedule
8.	Form 8	Work Schedule

### 5.1 Form 1 – Covering Letter

*(To be submitted on the assessment body letter head)*

Date:

To,  
Director (e-Governance)  
Gujarat Informatics Limited  
8th Floor, Block -1, Udyog Bhavan,  
Sector - 11, Gandhinagar - 382017  
Gujarat, India

**Ref: RFP Notification no \_\_\_\_\_ dated \_\_\_\_\_**

**Subject: Submission of proposal in response to the RFP for “Selection of CMMI Assessment Body for “CMMI version 1.3 Level 5 Assessment Services for BISAG, Software Division”.**

Dear Sir/Madam,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP Notification no \_\_\_\_\_ dated \_\_\_\_\_ for “**Selection of CMMI Assessment Body for “CMMI version 1.3 Level 5 Assessment Services for BISAG, Software Division”**”, in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm 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.
3. We agree to abide by this Proposal, consisting of this letter, the Qualification Criteria forms and the Technical Proposal form, the duly notarized Board Resolution/ Power of Attorney, and all attachments, for a period of 180 days from the date of financial opening, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. If we are entrusted assessment assignment, we undertake to provide a Bank Guarantee in the form and amount prescribed.
5. 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.
6. 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.
7. We would like to declare that we are not involved in any major 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.
8. We understand you are not bound to accept any proposal you receive.

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.

Sincerely,

Dated this (date / month / year)

Authorized Signature [in full and initials]:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Name of assessment body:

Address:

**5.2 Form 2 – General Information**

<b>Sr. No</b>	<b>Particulars</b>	<b>Details to be furnished</b>	
<b>1.</b>	<b>Details of responding Assessment body</b>		
a)	<b>Name</b>		
b)	<b>Address</b>		
c)	<b>Telephone</b>		<b>Fax</b>
d)	<b>Website</b>		
<b>2.</b>	<b>Details of Contact Person</b>		
a)	<b>Name</b>		
b)	<b>Designation</b>		
c)	<b>Address</b>		
d)	<b>Telephone no.</b>		
e)	<b>Mobile no.</b>		
f)	<b>Fax no.</b>		
g)	<b>E-mail</b>		
<b>3.</b>	<b>Details of Authorized Signatory (please attach proof)</b>		
a)	<b>Name</b>		
b)	<b>Designation</b>		
c)	<b>Address</b>		
d)	<b>Telephone no.</b>		
e)	<b>Mobile no.</b>		
f)	<b>Fax no.</b>		
g)	<b>E-mail</b>		
<b>4.</b>	<b>Information about responding Assessment body</b>		
a)	<b>Status of Assessment body (Public Ltd. / Pvt. Ltd etc)</b>		
b)	<b>No. of years of operation in India</b>		
c)	<b>Details of Registration (Ref e.g. ROC Ref #)</b>	<b>Date</b>	
		<b>Ref #</b>	
d)	<b>Income Tax Registration number.(PAN)</b>		
e)	<b>Service Tax Registration No.</b>		
f)	<b>Years of operations in India.</b>		
g)	<b>No. of resources/ staff in India</b>		
h)	<b>Locations and addresses of offices (in India and overseas)</b>		

**5.3 Form 3 – Financial Details**

<b>Sr. No</b>	<b>Particulars</b>	<b>Details to be furnished</b>
<b>1.</b>	<b>Turnover of Assessment body (in Rs lakhs)</b>	
a)	FY 10-11	
b)	FY 11-12	
c)	FY 12-13	
Average Turnover		

*\* Please attach relevant documents as proof in support of above declarations*

**5.4 Form 4 – Summary of experience in CMMI certification/ assessment projects.**

Sr. No.	Project Title	Client name	Project Duration	Project Details in Brief	Value of Engagement

- *Please provide Work Order/ Client Letter/ Job Completion Certificate for each of the projects mentioned above. In absence of any of the above documents, please provide a self attestation by Authorized Signatory that the mentioned projects were undertaken by the Assessment body. In absence of any of the above documents, the project shall not be considered for evaluation*

**5.5 Form 5 – Summary of experience particularly in CMMI Level 5 certification/assessment project.**

**Profile of assessment body**

[Provide here a brief (two pages) description of the background and profile of your business]

**Experience of the Assessment body**

[Use separate sheet for each assignment]

1.	Name of Assignment	
2.	Name of client	
3.	Address	
4.	Approx. value of the contract (in Rupees Lakhs)	
5.	Location of project	
6.	Duration of Assignment/job (months)	
7.	Start date (month/year)	
8.	Completion date (month/year)	
9.	Name of professional staff of your Assessment body involved and functions performed	
10.	Name of associated assessment body, if any	
11.	No. of professional staff-months provided by associated assessment body:	
12.	Description of the project	
13.	Services provided for the project	

*\* Please provide Work Order/ Client Letter/ Job Completion Certificate for each of the projects mentioned above. In absence of any of the above documents, please provide a self attestation by Authorized Signatory that the mentioned projects were undertaken by the Assessment body. In absence of any of the above documents, the project shall not be considered for evaluation*

**5.6 Form 6 – Profile of personnel proposed by assessment body**  
**[For each position of key professionals, separate form should be submitted]**

- 1 Proposed Position:
- 2 Name of Assessment body:
- 3 Date of birth:
- 4 Nationality:
- 5 Education: [Indicate college/university and other specialized education of staff member in the following format]

Sr. No.	Degree	Name of Institute	Percentage/ Grade obtained	Year
1.				
2.				
3.				
4.				
5.				

- 6 Other Training/ Certification:
- 7 Employment Record:  
 [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

Sr. No.	Name of employer	Positions held	From	To
1.				
2.				
3.				
4.				
5.				

- 8 Understanding of work involved for this position:  
 [Provide details of your understanding of work entailed in the position based on your experience]
- 9 Relevant experience of CMMI:  
 [Provide details of such experience relevant to CMMI Projects]

10 Domain specific experience in category:

(Provide details of working / experience in government related domain such as:  
Hardware and Network Infrastructure, Database management, Cyber security, secure authentication mechanism)

The above list is indicative in nature. You may also provide details of experience related to other government domain.

11 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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative]

[Full name of staff member or authorized representative]

**5.7 Form 7: Staffing Schedule**

No	Name of Staff	Staff input (in the form of a bar chart)													Total Staff week input
		1	2	3	4	5	6	7	8	9	10	11	12	n	
Key Personal															
1															
2															
3															
n															
															subtotal

- 1 Weeks are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 2 Field work means work carried out at place other than the assessment body's home office.

**5.8 Form 8: Work Schedule**

No.	Activity	Weeks											
		1	2	3	4	5	6	7	8	9	10	11	12
1													
2													
3													
4													
5													
6													
n													

- 1 Indicate all main activities of the assignment, and other benchmarks such as Client 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 bar charts.

## **6 Section 6: Financial/Commercial Proposal Forms**

### **6.1 Financial/Commercials Format**

<b>Sr. No.</b>	<b>Activity</b>	<b>Total Charges (INR)</b>
1.	Training introduction to CMMI (6 members)	
2.	SCAMPI-B Pre-Appraisal	
3.	ATM Training SCAMPI A Appraisal	
4.	SCAMPI-A Pre-Appraisal	
5.	Issuance of Certificate	
<b>Total charges for completion of the work as per scope of work</b>		

*\* The charges mentioned above shall be inclusive of all the expenses except service tax. No extra charge will be paid to the assessment body apart from the prices quoted above.*