GUJARAT INFORMATICS LIMITED

RFP for Selection of Agency for Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA)

RFP.NO. GIL\SSA\Application Integration\2018-19   **DATE: 05.02.2019**

Client: **Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA), Government of Gujarat, Gandhinagar**

Name of Work: Selection of Agency for Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA)

Last date of submission of the queries (vipulp@gujarat.gov.in)   : 08.02.2019 upto 1500 hrs
Date of Pre-bid meeting   : 12.02.2019 at 1500 hrs
Last Date & Time of Bid Submission on https://gil.nrocure.com   : 26.02.2019 up to 1500 hrs.

(Note: the bidder shall submit the EMD & Bid processing fees in physical at GIL along with Original Affidavit at attached in section 6)

Un-priced Bid Opening:

Date & Time: 26.02.2019 at 1600 hrs.

Venue: **Gujarat Informatics Limited**
                    Block No. 2, 2nd Floor, C & D Wing,
                    Karmayogy Bhavan, Sector - 10 A,
                    Gandhinagar – 382010, Gujarat.

Communication Address:

          Gujarat Informatics Limited
          Block No. 2, 2nd Floor, C & D Wing,
          Karmayogy Bhavan, Sector - 10 A,
          Gandhinagar – 382010, Gujarat.
          Phone No.: 079 - 232 56022,
          Fax No.: 079 - 232 38925
          Website: www.gil.gujarat.gov.in
          Email id: vipulp@gujarat.gov.in

Gujarat Informatics Limited (hereinafter referred to as "GIL") invites offer through E-tendering for **Selection of Agency for Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA).**

The work is to be completed on turnkey basis. Bidder will have to Develop, Install, Commission and maintain the same during warranty period, as per terms and conditions of the contract as per uploaded specifications electronically.

Unit cost is required to be offered for all the items and all the accessories as requested. SSA does not guarantee any fixed quantity at the time of signing the contract agreement. Proposals are hereby called from the Bidders having capability for **Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA)**.

Bidders who wish to participate in this bid will have to register on https://gil.nprocure.com. Further bidders who wish to participate in online bids will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from (n) code solutions – a division of GNFC Ltd., or any other agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.

Proposal in the form of BID are requested for the item(s) in complete accordance with the documents to be uploaded as per following guidelines.

1. Bidder shall submit their bids on https://www.gil.nprocure.com.

2. Submit Bid Security and non-refundable bid processing fees in a separate sealed envelope super scribed with the bid document number to GIL office on or before due date.

3. Bids complete in all respects should be uploaded on or before the BID DUE DATE.

4. Services offered should be strictly as per requirements mentioned in this Bid document. Please spell out any unavoidable deviations, Clause/Article-wise in your bid under the heading Deviations.

5. After due date, the bidder will not be able to make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. However, GOG reserves the right to seek revised financial offer.

6. Bidder shall quote the prices of services as mentioned valid for 180 days.

7. In addition to this RFP, the following sections uploaded are part of Bid Documents.

Section: 1	Eligibility Criteria
Section: 2	Scope of Work
Section: 3	Instructions to Bidders
Section: 4	Format of Forms
Section: 5	Financial Bid Format
Section: 6	EMD, Performance Bank Guarantee, Contract Form & Affidavit

Important Dates & Details:

1	RFP Reference Number	GIL\Application Development\2018-19
2	Last Date & Time for Submission of Bids electronically on https://gil.nprocure.com	**26.02.2019 up to 1500 hrs**
3	Date of Pre-bid meeting	**12.02.2019 at 1500 hrs**
4	Date & Time of Opening of Bids (Un-priced Bids)	**26.02.2019 at 1600 hrs**
5	Date & Time of Opening of Commercial Stage	Will be intimated to the qualified bidders at a later date.
6	Venue of Opening of Bids	Gujarat Informatics Limited Block No. 2, 2nd Floor, C & D Wing, Karmayogy Bhavan, Sector - 10 A, Gandhinagar – 382010, Gujarat.
7	Bid Processing Fees (Non-refundable)	**Rs. 5000/- (Rupees Five Thousand Only)**
8	Earnest Money Deposit (E.M.D.) (Refundable)	**Rs. 10,00,000/- (Rupees Ten lacs Only)**
9	GIL Contact Person	DGM(App), GIL

Note: Please specify RFP Number in all your correspondence.

Section - 1

Eligibility Criteria

The bidder must possess the requisite experience, strength and capabilities in providing services necessary to meet the requirements as described in the RFP document. Keeping in view the complexity and volume of the work involved, following criteria are prescribed as the eligibility criteria for the bidder interested in undertaking the project. The bidder must also possess technical know-how and financial wherewithal that would be required for successfully Selection of Agency for Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA) and maintenance of the same for the entire period of the contract. The Bids must be complete in all respect and should cover entire scope of work as stipulated in the bid document. This invitation to bid is open to all bidders who qualify the eligibility criteria as given below:

Sr. No.	Eligibility Criteria	Attachments
1.	The bidder should be a registered Society/Trust/Firm/Company under the Indian Companies/ Society Act or the relevant Act , and have been in existence for a period of at least 3 years as of 31.03.2018.	Valid copy of the relevant Certificate A copy of MoA
2.	The Bidder should be a System Integrator (SI)/ Software Development firm and should be in operations in successful System Integration/ Software Development/ Software Customization & Implementation anywhere in India for at least 3 Years as on 31-Mar-2018.	Work Orders / Client Certificates confirming year and area of activity.
3.	The Bidder should have an average annual turnover from IT Software related services (Software Development/ Software Customization & Implementation only) of at least Rs. 25 Crores (Rupees Two Crores Only) during the last three financial years (2015-16, 2016-17 and 2017-18)	Balance Sheet and Profit and Loss statement clearly mentioned the income from software development & maintenance and related services should be signed by an auditor.
4.	The Bidder should have a Positive net worth & Net Profit during each of the last three financial years i.e. 2015-16, 2016-17 and 2017-18	CA Certificate / Certified copy of financial statements
5.	The Applicant must possess a valid ISO 9001:2008 certification and CMMi Level 3 (Software Development & Customization) certification.	Copy of the valid certificate
6.	The bidder should have successfully completed, during last 3 years, at least ONE IT Project in India where the value of the project should be at least Rs. 5 Crore. OR The Bidder should have successfully completed, during last 3 years, at least 3 Software Development projects for any Government organization/ PSU's in India where the value of	Details of such projects undertaken along with Work orders / clients' completion certification/letter.

Sr. No.	Eligibility Criteria	Attachments
	the assignment should be at least Rs. 2 Crore.	
7.	The bidder should have at least 100 technically trained employees on its payroll as on 31.03.2018.	Certificate from HR.
8.	The bidder must have currently deployed 100 Technical Resources for any government department, state department and PSUs in India.	Copy of work orders.
9.	Bidder should not be under a declaration of ineligibility for corrupt or fraudulent practices issued by Government of India or by Government of any other State in India or by Government of Gujarat or any of the PSU in the state of Gujarat at the time of bidding.	Certificate / affidavit mentioning that the Bidder is not blacklisted by Government of India or by Government of any State in India or by Government of Gujarat or any of the PSUs in the state of Gujarat due to engagement in any corrupt & fraudulent practices. Self-Declaration Form must be submitted
10.	Bidder should not have violated / infringed on any Indian or foreign trademark, patent, registered design or other intellectual property rights any time anywhere in India.	Affidavit regarding non-violation / infringement of any Indian or foreign trademark, patent, registered design or other intellectual property rights must be submitted by the bidder as per Attached format.
11.	No Consortium will be allowed.	Self Declaration

Note: All the details and the supportive documents for the above mentioned terms should be uploaded in eligibility section in the bid.

Section - 2

SCOPE OF WORK

Introduction:

Sarva Shiksha Abhiyan (SSA) is engaged in providing quality education to the children in the State of Gujarat through the primary and upper primary schools run by Government. SSA is Government of India's flagship program for achievement of Universalization of Elementary Education (UEE) in a time bound manner. In Gujarat, SSA project is implemented by Gujarat Council of Elementary Education (GCEE), an autonomous society registered under Society Registration Act, 1860 and Bombay Public Trusts Act, 1950. It focuses and research on existing schools with inadequate teacher strength are provided with additional teachers, while the capacity of existing teachers is being strengthened by extensive training, grants for developing teaching-learning materials and strengthening of the academic support structure at a cluster, block and district level.

Unified District Information System for Education (UDISE) is conceived as the backbone of an integrated Educational Management Information System operation at the District, State and the National level since inception of SSA. The system collects and computerizes detailed data on school location, management, teachers, school buildings and equipment, environment by gender and age, incentives and the number of disabled children in various grades. The software is organized into eight modules and provides for Computerization and analysis of school data in a variety of ways.

In addition to the UDISE, many additional mechanisms are also introduced for data collection and analysis in terms of planning, implementation and monitoring of the interventions. Various web based applications are developed for support to planning, implementation, monitoring-supervision work across the State. The overall project implementation is strengthened in the State through system applications in following area:

1. **Aadhaar Enabled DISE-Child Tracking System**

   Child wise data is being collected in Aadhaar DISE application since 2012-13. Unique Child ID is given to each child for tracking in whole Schooling System of Class I to XII. Under this system, more than one crore students' data is being captured and updated.

2. **Migration Monitoring System**

   Online Migration Monitoring System is developed to track and monitor migrating students from one cluster/block/ district/ state to other cluster/ block/district /state and to get enrolled them in Schools. It aims to increase the retention and reduce dropout rate.

3. **Online (BRC/CRC) Monitoring System**

   School Visit Form and Classroom Observation Form transformed in online web application. It aimed to monitor and organize the CRC Coordinators School visit to fulfill the basic objective of assessing schools academically and physically.

4. **Out of School Children Tracking**

   The system aims to track Out of School Children, maintain real-time records of all out of schools children. The identified children are being covered in Special Training Program.

5. **Tracking for CWSN**

The system aims to track Children with Special Needs (CWSN), maintain real-time records of all CWSN. It also includes monitoring of benefit received by CWSN under SSA.

6. **Transportation Facility**

   The online system is deployed for the monitoring and tracking of the transport facility. The system covers the detail of the name, age, address, standard, social category, vehicle detail, driver detail, number of trips and children attendance. It has been decided to start mobile and biometric based tracking of every children covered under transport facility and the tracking of the vehicle.

7. **GIS School Mapping**

   The neighborhood norms are ensured as per RTE Act, 2009 across the State through GIS School mapping exercise, All the schools are located in GIS environment along with Block-Cluster boundary, landmarks, road, river and demography. The UDISE data are integrated for individual schools to compare schools availability with facilities at any location.

8. **Teacher Portal**

   GUNOTSAV is a unique initiative to strengthen quality components of Education in primary schools. The review discussions on analysis of results of Gunotsav and its impact reveal that academic assessment of students could be linked with teachers performance and their ranking under Self Assessment and External Assessment under Gunotsav to improve learning level of students.

   Earlier, the State has not any database of teachers with information on class taught by teacher. So, Teacher Portal is developed by integrating U-DISE teacher database to link Gunotsav assessments with teachers' performance.

9. **Vehicle Tracking System**

   Transportation facility is being provided to children in remote habitations with sparse populations or in urban areas where availability of land is a problem may not find access to neighborhood schools as per RTE Act.

   The system is launched to ensure the safety of children during transportation being provided to children in need. Improved quality of support is provided to children through technology based solution deployed for tracking of vehicles through GPS & real-time monitoring of driver behaviour, restricting misuse of vehicles and how many students actually getting benefitted.

10. **Gyankunj Monitoring System**

    As teacher has key role and accountability under Gyankunj project, the project monitoring methodology is adopted in fully digital in form of Mobile Application as well as Web Application to give handy tool to teacher for sharing inputs, feedback and monitoring project status at all level.

11. **Recruitment Application**

    SSA has a separate application to invite online applications and publishing system generated merit list for the various contractual posts under the project.

Objectives:

To integrate all MIS applications on a common platform ~~of ERP solution or other~~ to facilitate updation at single point and to make smoother the planning, monitoring processes. The main objectives for the integration as under:

- Increasing interoperability between standalone applications
- Availing single point updation to the unique database
- Integrating isolated applications to provide a united application architecture
- Eliminating data redundancy and duplicity of efforts
- Ensuring consistent information under multiple systems
- Providing a single consistent access interface to these applications
- Shielding users from having to learn to use different software packages

Proposed Solution:

The applications deployed for different purpose of monitoring as per nature of initiative, but all these isolated applications use the unique database of schools and unique school code from UDISE. The isolated applications also need some form of interdependency and uniqueness of database as the interventions may have impact on other intervention. e.g. Child Tracking System has influence from data of Out of School Children tracking, Migration Monitoring System, CWSN tracking etc.

United application architecture can be provided to these isolated applications and integrated to make planning, implementation and monitoring processes smoother for the interventions.

The envisaged technical solutions would be to have a common portal platform (Digital Experience Platform), that provides a consistent, secure and personalized access to information and applications. Such platform can manage the presentation layer based on the role of the user and have capability to combine and coordinate applications with single sign-on feature.

Scope of Work:

1. **Development, modifications, incremental development, maintenance under existing all applications and integrating them on a single platform including,**

   o Changes in design layout
   o Making them responsive and device independent
   o Application level changes
   o Database level changes
   o Re-defining User Roles as needed
   o Customizing Report Module with addition, deletion or modification in report format as per need

2. **Study, Design, Development, Testing and Roll-out of applications, platform and composite solutions like HRMIS, Civil Works Contract Management (Project Tracking System) through interconnecting other existing applications and database**

   - **HRMIS:**

     For addressing the governance processes for SSA project staff as an entity, it is required to cater the needs as under:
     o Recruitment
     o Transfer & Redeployment
     o General Details of project staff working under different administrative set-up
     o Pay related services
     o Leave related services
     o Transfer related services
     o Training
     o Employee Grievance Management
     o Discussion Forum

   - **Civil Works Contract Management (Project Tracking System):**

     The tracking of the progress of the project, both physical and financial is a very laborious and time consuming as it has to the compiled every time from the earlier statements and current status received from the field offices in various formats. The need arises for monitoring of Civil Works closely with status of various progress levels due to vast requirement of Civil Works activities across the State. At now, the system is required to keep track of budgetary, expenditure and progress details of all civil works of State under SSA. Later the works of other departments would be added to aid the policy makers to take decision based on gaps and requirement. The access to the application is granted to all the District Project Engineers at the District Project Offices (DPOs) and all the officers at the State Project Office (SPO). The Civil Works Unit is in charge of all activities pertaining to planning, construction and maintenance of all government owned school buildings in the state of Gujarat.

   The detailed scope of work for both HRMIS and Civil Contract Management is attached at **Section 7**

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3. Design, development, roll-out, testing, report generation of new applications to be developed in future as per requirement arises time to time and integrating them with other existing application on a common platform by the team deputed for continuous development.

For continuous development, the bidder shall have to deploy a team of 3 resources at office of GCEE-SSA who will take care of new application development during the contract period.

- Operation & maintenance of all applications - existing and new applications to be developed in future including modifications, incremental development, maintenance and bug fixing on a common platform

- Configuring or managing known third party applications within this scope of work

- Integration on a common platform by enhancing performance and functionality of the application or software through reconfiguring solution architecture, server resources, configuration and fine tuning of services & coding.

- Resolving compatibility issue between versions & ports/protocols of all existing and / or new applications

- Support to successfully implement common portal to deliver the projected benefits to GCEE-SSA

- Working together with MIS Unit of GCEE-SSA for defining key project details, including deliverables, milestones and acceptance criteria including making changes and obtaining required approvals

- Aligning with GCEE-SSA's focus on delivering better service to users through advanced IT systems

- Resolving the challenges and meeting end objectives within timeline prescribed by department time to time

- Division of the total portal implementation into milestones and execution as per priorities defined by Department

- Training and / or Presentation and / or Demonstration to end users, administrators and in-house staff of GCEE-SSA on completion of implementation.

- Testing of the functionalities of the entire Portal and it's interoperability with test results on test data with optimum performance level at user acceptance

- Providing telephonic support / help desk support during the period of online form submission from field level end users.

- Restricting scope of work for integration, reconfiguring, enhancing performance, modifications, maintenance, development and incremental development of all existing and known third party applications.

- Warranty from the date of test result till completion of development & integration for entire integrated system. Warranty includes all measures of maintenance, bug fixing, modifications, reconfiguring architecture, design level changes, new report development etc.

The bidder shall be responsible to study the requirement of development of new applications and integration of existing applications and proposed to have a seamless MIS solution.

Deployment :

- The application shall be deployed in SDC. The bidder shall have to suggest the pre-requisites for deployment of the same in SDC.

Testing:
- it shall be tested by the successful bidder before deployment on live server.
- Vendor is responsible for Security audit through CERT-In and EQDC testing of the application and cost for the both will be borne by the vendor.

Training
- Training will be provided by bidder to Concerned officials. The training for 1 day would be provided to maximum 20 to 25 persons of the department in batches.
- Training includes practical exposure to verification of outputs and methods to locate and fix errors on the same.
- Training on screening of complete workflow of the system to admin and other required users.
- Training shall be provided to users designated by SSA.
- Infrastructure and necessary equipment for Training will be provided by SSA.
- Required training material and infrastructure will be provided to trainees.

Help Desk
- The TSP has to provide central help desk support for the contract period of 3 Years (Helpdesk support may be provided by the 5 technical manpower providing by SP at GCEE-SSA
- Central Helpdesk will be located at GCEE-SSA & the Helpdesk shall be operational 24X7.
- All problems/issues faced by officials need to be solved through helpdesk.

Scope for Warranty and Maintenance
- Bidder will provide Onsite maintenance and support for application developed including existing to be integrated applications for the period of three years after one year of warranty period from go-live.
- Analysing & fixing any performance related issues.
- Resolve Bug/Request submitted by client on priority basis (the client has to provide priority level High, Medium or Low to each bug/request)
- Any updation due to third party service updation or mobile OS updation.
- High Priority bug/request will be attended first, medium next and Low as least level.

- Providing telephonic & email support on ongoing basis.

- Any issues arising in design due to change & modification of the Mobile Application.

IPR & Source Code:

The full IPR for the entire developed/customized solution will rest with the SSA along with published and unpublished source code. The TSP shall sign any/all the documents in this regard and hand over the source code, Meta data details etc. to SSA before release of final payment on completion of training and implementation of solution.

Note:

- The performance and discipline of the resources provided by the bidder should be ensured by the department.

- Regular progress reporting and review of the same with the concerned user will be an integral part of the responsibility of the agency.

- Timely production of quality output will be an overarching responsibility of the bidder.

Section - 3

Instructions to Bidders

ARTICLE – 1:   COST OF BIDDING

- The Bidder shall bear all costs associated with the preparation and submission of the Bid and SSA/GIL will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

- The Bidder will have to remit Non refundable Bid Processing Fees in the separate cover within the main sealed cover containing EMD, on or before the date & hours of submission of the bids, at GIL office. Bid processing fees must be in the form of Demand Draft in the name of "Gujarat Informatics Ltd." payable at Gandhinagar along with the covering letter. Please affix the stamp of your company on the overleaf of demand draft.

ARTICLE – 2:   BIDDING DOCUMENTS

Bidder can download the bid document and further amendment if any available free on http://gil.gujarat.gov.in and https://gil.nprocure.com and upload the same on https://gil.nprocure.com on or before due date of the Bid. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or bid not substantially responsive to the bidding documents in all respect may result in the rejection of the Bid.

ARTICLE – 3:   CLARIFICATION ON BIDDING DOCUMENTS

The Clarifications must be submitted in writing at GIL at least 5 days before the bid due date. Clarifications received from the bidders after that will not be entertained under any circumstances.

ARTICLE – 4:   AMENDMENT OF BIDDING DOCUMENTS

- At any time prior to the deadline for submission of bids, SSA/GIL, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders may modify the bidding documents by amendment & put on website.

- All prospective bidders are requested to browse our website & any amendments / corrigendum / modification will be notified on our website only and such modification will be binding on them. Bidders are also requested to browse the website of GIL i.e. http://gil.gujarat.gov.in and https://gil.nprocure.com for further amendments if any.

- In order to allow prospective bidders reasonable time to take the amendment in to account in preparing their bids, SSA/GIL, at its discretion, may extend the deadline for the submission of bids.

ARTICLE – 5:   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 SSA/GIL shall be in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translation shall govern.

ARTICLE – 6:   SECTIONS COMPRISING THE BIDS

- Bid Security Section:

<u>Bid Processing Fees & EMD Details:</u> The bid processing fee (non-refundable) & EMD (refundable) (in the form of DD/BG) to be furnished to GIL office in a separate envelop on or before date & hours of submission of bid.

- Eligibility & Technical Section:

In this section, Bid letter form and Clause-by-Clause Compliance Statement as per forms/format & compliance to Scope of Work need to be uploaded.

Regarding eligibility criteria, all the forms/format & documentary proof need to be uploaded.

- Price bid Section: As per bid form only.

Note:
- All the forms should be in the Prescribed Format Only.
- All forms / Tables, duly filled-in with necessary proofs, as required and stated in the bid document & supporting documents for eligibility criteria should be uploaded.

ARTICLE – 7:   BID FORMS

- Wherever a specific form is prescribed in the Bid document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. Failing to submit the information in the prescribed format, the bid is liable for rejection.
- For all other cases, the Bidder shall design a form to hold the required information.
- SSA/GIL shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms.

ARTICLE – 8:   FRAUDULENT & CORRUPT PRACTICE

- Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract 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 SSA/GIL of the benefits of free and open competition.
- "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of Contract execution.
- SSA/GIL will reject a proposal for award and may forfeit the E.M.D. and/or Performance Guarantee if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

ARTICLE – 9:   LACK OF INFORMATION TO BIDDER

- The Bidder shall be deemed to have carefully examined all contract documents to his entire satisfaction. Any lack of information shall not in any way relieve the Bidder of his responsibility to fulfill his obligation under the Contract.

ARTICLE – 10: CONTRACT OBLIGATIONS

- If after the award of the contract the bidder does not sign the Agreement or fails to furnish the Performance Bank guarantee along with the inception report and working schedule as per the bid requirements & if the operation are not started within 15 working days after submission of P.B.G. as mentioned in the bid, SSA/ GIL reserves the right to cancel the contract and apply all remedies available under the terms and conditions of this contract.

ARTICLE – 11: BID PRICE

- The priced bid should indicate the prices in the format/price schedule only.
- Price shall be inclusive of all freight, forwarding, transit insurance and installation charges. Prices shall be inclusive of Excise Duties. The prices shall strictly be submitted in the given format. The applicable GST shall be extra at the time of invoicing. Successful Bidder will have to supply/provide goods with an Invoice from a place located within State of Gujarat.
- Any effort by a bidder or bidder's agent / consultant or representative howsoever described to influence the SSA/GIL in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

ARTICLE – 12: BID CURRENCY

- The prices should be quoted in Indian Rupees. Payment for the supply of equipments as specified in the agreement shall be made in Indian Rupees only.

ARTICLE – 13: BID SECURITY / EARNEST MONEY   DEPOSIT (EMD)

The bidder will have to submit **Non-refundable Bid Processing Fees of Rs. 5,000/- & Earnest Money Deposit (E.M.D.) of Rs. 10,00,000/- (Rupees Ten lacs Only) (Refundable)** on or before date & hours of submission of bid in a sealed cover at GIL office with the heading **"Bid processing Fees & EMD for RFP no. GIL\Application Integration\2018-19 for Selection of Agency for Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA)."**

- Bid processing fees must be in the form of Demand Draft in the name of "Gujarat Informatics Ltd." payable at Gandhinagar along with the covering letter.
- Bid Security / EMD as mentioned above, shall be submitted in the form of Demand Draft **OR** in the form of an unconditional Bank Guarantee **(which should be valid for 9 months from the last date of bid submission)** of any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 27.04.2016 issued by Finance Department or further instruction issued by Finance department time to time; in the name of "Gujarat Informatics Ltd." payable at Gandhinagar (as per prescribed format given at Annexure A) and must be submitted along with the covering letter.

    Please affix the stamp of your company on the overleaf of demand draft.

    Note: Failing to submit physical covers of EMD and bid processing fees at GIL on or before given time may lead to the rejection of the bid.

- In case of non-receipt of Bid processing fees & EMD as mentioned above, your bid will be rejected by GIL as non-responsive.

- Unsuccessful bidder's E.M.D. will be returned as promptly as possible after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 10% of the total order value as prescribed by GIL, whichever is earlier.

- The successful Bidder's E.M.D. will be returned upon the Bidder signing the Contract, and furnishing the **Performance Bank Guarantee @ 10% of the total order value** and offer of inspection of the ordered material.

- The EMD may be forfeited at the discretion of SSA/GIL, on account of one or more of the following reasons:

  a) If a Bidder withdraws their Bid during the period of Bid validity.

  b) If Bidder does not respond to requests for clarification of their Bid

  c) If Bidder fails to co-operate in the Bid evaluation process, and

  d) In case of a successful Bidder, the said Bidder fails:

      i.   To sign the Agreement / Contract in time

      ii. To furnish Performance Bank Guarantee

      iii. If the bidder is found to be involved in fraudulent practices.

ARTICLE – 14: PERIOD OF VALIDITY OF BIDS

- **Bids shall remain valid for 180 days after the date of Financial Bid opening** prescribed by SSA/GIL. A Bid valid for a shorter period shall be rejected as non-responsive. However considering the future requirements for additional quantity of licenses (if required), Bidder has to supply the same at the finalized discounted rates (as per the financial bid format) during the contract period of 3 years.

- In exceptional circumstances, SSA/GIL may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended.

ARTICLE – 15: BID DUE DATE

- Bid must be uploaded by bidder not later than the date specified in the RFP.

- The SSA/GIL may, as its discretion, extend the bid due date, in which case all rights and obligations of the SSA/GIL and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

ARTICLE – 16: LATE BID

- No bidder may be able to upload or submit the bid after the bid due date/time.

ARTICLE – 17: MODIFICATION AND WITHDRAWAL OF BID

- The Bidder may modify or withdraw its bid before the due date of bid submission.

- No Bid may be modified subsequent to the deadline for submission of bids.

- No Bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the bid letter form. Withdrawal of a Bid during this interval may result in the bidder's forfeiture of its Bid security.

ARTICLE – 18: OPENING OF BIDS BY SSA/GIL

- Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representative who is present shall sign a register evidencing their attendance.
- The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the SSA/GIL officer at his/her discretion, may consider appropriate, will be announced at the opening.
- Immediately after the closing time, the SSA/GIL contact person shall open the Un-priced Bids and list them for further evaluation.

ARTICLE – 19: CONTACTING SSA/GIL

- Bidder shall not approach SSA/GIL officers outside of office hours and/ or outside SSA/GIL office premises, from the time of the Bid opening to the time the Contract is awarded.
- Any effort by a bidder to influence SSA/GIL officers in the decisions on Bid evaluation, bid comparison or contract award may result in rejection of the Bidder's offer. If the Bidder wishes to bring additional information to the notice of the GOG, it should do so in writing.
- In case bidder wants to furnish information regarding blacklist of other bidders, they have to provide documentary evidence for the same, without documentary evidence such representation will not be entertained.

ARTICLE – 20: REJECTION OF BIDS

- SSA/GIL's right to reject any or all bids: SSA/GIL reserves the right to reject any Bid, and to annul the bidding process and reject all bids 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.

ARTICLE – 21: PRELIMINARY EXAMINATION OF BID

- Un-priced Bid documentation shall be evaluated in two steps.
- Firstly, the documentation furnished by the Bidder will be examined based on the following criteria:

  a) Compliance to submission of EMD & Bid processing fees

  b) Evaluation of Eligibility Criteria

  c) Technical evaluation based on the following criteria

Sr. No	Evaluation Criteria	Maximum Marks
Bidder's Profile Total – 40 Points		
1	The bidder should have a registered office in India and should have been in existence for last3 years	10
	3 – 10 Years = 3 Points	
	10 – 15 Years = 5 Points	
	More Than 15 Years = 10 Points	
2	Average Annual Turnover for last 3 years:	20

	More than INR 25 Cr. And Less than INR 50 Cr. – 5 points	
	More than INR 50 Cr. And Less than INR 75 Cr. – 7 points	
	More than INR 75 Cr. And Less than INR 100 Cr. – 10 points	
	>=Rs. 100 Cr. – 20 points	
4	**Employee Strength (in India)**	20
	100-200 – 5 points	
	201-300 – 7 points	
	301-500 – 10 points	
	501-1000 – 15 points	
	>1000 – 20 points	
Bidder's Experience Total – 30 Points		
5.1	The Bidder should have successfully completed, in last three years Software Application Development in India for any Government organization/ PSU's in India where the value of each assignment should be at least Rs. 2 Crore.	20
	- 3 project – 5 points	
	- 4 Projects = 10 Points	
	- 5 Projects = 20 Points	
	or	or
5.2	The bidder should have successfully completed, during last 3 years, in India where the value of the project should be at least Rs. 5 Crore	20
	- 1 project – 5 points	
	- 2 Projects = 10 Points	
	- 3 Projects = 20 Points	
6	Bidder must have an experience with currently deployed at least 100 resources in Govt./ PSU/ Corporate Sector	10
	more than 200 = 10 Marks	
	for 101 to 200 = 7 Marks	
	for 100 = 5 Marks	
Bidder's Approach and Methodology Total – 20 points		
1	Understanding of Scope of Work	
2	Approach & Methodology for development of new modules	
3	Database Exchange Facility i.e. integration/interface between two system for exchange of data.	20
4	Modular approach making it convenient to add modules later	
5	24X7 SLA Based Product Support	
		Total : 100 Points

Note: **The bidder shall have 70 marks out of 100 marks to qualify for the opening of the financial bids.**

- **Final Evaluation:**

  - The technical score of a bidder 'Tb' will be assigned to the bidder & it will be awarded based on the Technical Evaluation Criteria as specified above. GIL/SSA's decision in this regard shall be final & binding and no further discussion will be held with the bidders whose bids are technically disqualified / rejected. Bidders with technical score of 70% and above will qualify for the evaluation of commercial bids. The total technical scores achieved by the bidders

shall be shared with the bidders & under no circumstances will the breakup of the technical score be shared with the bidders.

- o **Tb: Absolute Technical Score**
- o **Tmax: Maximum Technical Score**
- o **Tn: Normalized technical score of the bidder under Consideration**
- o **Normalized technical score (Tn) = Tb/Tmax * 100**

- **Financial Evaluation:**

The financial bids of only those bidders, who have scored at least 70% marks in the technical evaluation process, will be opened. The Financial Bids will be opened, in the presence of Bidders' representatives who choose to attend the Financial Bid opening on date and time to be communicated to all the technically qualified Bidders. The Bidder's representatives who are present shall sign a register evidencing their attendance. The name of bidder & bid prices will be announced at the meeting. The financial score of a bidder 'Fb' will be assigned to the bidder. 'Fb' will be the total financial quote made by the bidder.

- o **Fn = normalized financial score for the bidder under consideration**
- o **Fb = commercial quote for the bidder under consideration**
- o **Fmin = commercial quote of the lowest evaluated financial proposal**

- The lowest evaluated Financial Proposal (Fmin) will be given the maximum financial score (Fn) of 100 points. The financial scores (Fn) of the other Financial Proposals will be calculated as per the formula given below:

  - **Normalized Financial Score (Fn) = 100 x Fmin / Fb**

Final Evaluation of Bid:
- Proposals will be ranked according to their combined technical (Tb) and financial (Fn) scores using the weights T = 0.70 (the weight given to the Technical score); P = 0.30 (the weight given to the Financial score; T + P = 1). The final evaluation will be based on Final Score which shall be calculated as shown below:

  - **Final Score (S) = Tn x T + Fn x P**

- The bidder achieving the highest combined technical and financial score will be invited for negotiations for awarding the contract. In case of a tie where two or more bidders achieve the same highest combined technical and financial score, the bidder with the higher normalized technical score will be invited first for negotiations for awarding the contract.

ARTICLE – 22:AWARD OF CONTRACT

- Award Criteria: The Criteria for selection will be based on the evaluation methodology mentioned above.

- The quantities may decrease or increase at the time of finalization, depending upon the change in the requirements/grants available with the purchaser(s), which shall be binding to the bidder.

- In case, if lowest bidder does not accept the award of contract or is found to be involved in corrupt and/or fraudulent practices the next lowest bidder will be awarded the contract. In such scenario, the lowest bidder has to born the difference between lowest prices and next lowest prices.

- The contract will be for three (3) years. During the contract period, the bidder shall have to provide the support for updation and maintenance including required changes. No extra charge will be paid during the contract period.

ARTICLE – 23: NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- Prior to expiration of the period of Bid validity, SSA/GIL will notify the successful Bidder and issue LoI/Purchase Order.

- Successful bidders will have to sign the contract upon receiving the Purchase order with the purchaser(s) within 5 working days from the date of Purchase order. (The draft of the Contract form is attached herewith). The Bank Guarantee shall be valid for duration of 180 days beyond the expiry of contract.

ARTICLE – 24: LIMITATION OF VENDOR'S LIABILITY:

- Vendor's cumulative liability for all its obligations under the contract shall not exceed the contract value and the Vendor shall not be liable for incidental, consequential, or indirect damages including loss of profit or saving.

ARTICLE – 25: FORCE MAJEURE

- Force Majeure shall mean any event or circumstances or combination of events or circumstances   that   materially   and adversely affects, prevents or delays any Party in performance of its obligation in accordance with the terms of the Agreement, but only if and to the extent that such events and circumstances are not within the affected party's reasonable control, directly or indirectly, and effects of which could have prevented through Good Industry Practice or, in the case if construction activities through reasonable skill and care, including through the expenditure of reasonable sums of money. Any events or circumstances meeting the description of the Force Majeure which have same effect upon the performance of any contractor shall constitute Force Majeure with respect to the Bidder. The Parties shall ensure compliance of the terms of the Agreement unless affected by the Force Majeure Events. The Bidder shall not be liable for forfeiture of its implementation / Performance guarantee, levy of Penalties, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Agreement is the result of Force Majeure.

- Force Majeure Events

  The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the definition as stated above.

  Without limitation to the generality of the foregoing, Force Majeure Event shall include following events and circumstances and their effects to the extent that they, or their effects, satisfy the above requirements:

- Natural events ("Natural Events") to the extent they satisfy the foregoing requirements including:

    a) Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon;

    b) Explosion or chemical contamination (other than resulting from an act of war);

    c) Epidemic such as plague;

    d) Any event or circumstance of a nature analogous to any of the foregoing.

- Other Events ("Political Events") to the extent that they satisfy the foregoing requirements including:

- Political Events which occur inside or Outside the State of Gujarat or involve directly the State Government and the Central Government ("Direct Political Event"), including:

    i. Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage;

    ii. Strikes, work to rules, go-slows which are either widespread, nation-wide, or state-wide and are of political nature;

    iii. Any event or circumstance of a nature analogous to any of the foregoing.

- FORCE MAJEURE EXCLUSIONS

    Force Majeure shall not include the following event(s) and/or circumstances, except to the extent that they are consequences of an event of Force Majeure:

    a) Unavailability, late delivery

    b) Delay in the performance of any contractor, sub-contractors or their agents;

- PROCEDURE FOR CALLING FORCE MAJEURE

    The Affected Party shall notify to the other Party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 5 (five) days after the Affected Party came to know or ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Agreement.

ARTICLE – 26: CONTRACT OBLIGATIONS

Once a contract is confirmed and signed, the terms and conditions contained therein shall take precedence over the Bidder's bid and all previous correspondence.

ARTICLE – 27: AMENDMENT TO THE AGREEMENT

Amendments to the Agreement may be made by mutual agreement by both the Parties. No variation in or modification in the terms of the Agreement shall be made except by written amendment signed by both the parties. All alterations and changes in the Agreement will take into account prevailing rules, regulations and laws.

ARTICLE – 28: USE OF AGREEMENT DOCUMENTS AND INFORMATION

- The Bidder shall not without prior written consent from SSA disclose the Agreement or any provision thereof or any specification, plans, drawings, pattern, samples or information furnished by or on behalf of SSA in connection therewith to any person other than the person employed by the Bidder in the performance of the Agreement. Disclosure to any such employee shall be made in confidence and shall extend only as far as may be necessary for such performance.

- The Bidder shall not without prior written consent of SSA make use of any document or information made available for the project except for purposes of performing the Agreement.

- All project related documents issued by SSA other than the Agreement itself shall remain the property of GoG and Originals and all copies shall be returned to GoG on completion of the Bidder's performance under the Agreement, if so required by the SSA.

ARTICLE – 29: ASSIGNMENT & SUB CONTRACTS

- Assignment by Bidder

  The Bidder shall not assign, in whole or in part, its rights and obligations to perform under the Agreement to a third party, except with the prior written consent from SSA.

- Sub contracts: Sub contract shall not be allowed.

ARTICLE – 30: RESOLUTION OF DISPUTES

- If any dispute arises between the Parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one Party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the Parties hereto, after reasonable attempts [which attempt shall continue for not less than 30 (thirty) days], give 15 days notice thereof to the other Party in writing.

- In the case of such failure the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

- The place of the arbitration shall be Gandhinagar, Gujarat.

- The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.

- The proceedings of arbitration shall be in English language.

- The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure. The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

ARTICLE – 33: TAXES & DUTIES

Bidder is liable for all taxes and duties etc.

ARTICLE – 34: BOOKS & RECORDS

Bidder shall maintain adequate books and records in connection with Contract and shall make them available for inspection and audit by GoG during the terms of Contract until expiry of the performance guarantee.

ARTICLE – 35: WARRANTY TERMS

All goods /services shall be supplied strictly in accordance with the specifications, drawings, datasheets, other attachments and conditions stated in the Bid / Order / LOI. All materials supplied by the Bidder shall be guaranteed to be of the best quality of their respective kinds and shall be free from faulty design, workmanship and materials. In event of default originating with the design, material arising at any time during the Warranty period of 3 years, the Bidder shall replace as may be necessary to ensure the material should function in accordance with the specification and to fulfill the foregoing Warranty without any delay. The Bidder shall warrant that every work executed under the contract shall be free from all defects and faults in material, workmanship etc. for a period of warranty period from the date of Acceptance test.

In the event that the materials/services supplied do not meet the specifications and/or scope of work, GOG shall notify the Bidder giving full details of difference. The Bidder shall attend the issue within 15 days of receipt of such notice to meet and agree with representatives of SSA, the action required to correct the deficiency. Should the Bidder fail to address the issues within the time specified above, SSA shall be at liberty to rectify the work/materials and Bidder shall reimburse SSA/GIL all costs and expenses incurred in connection with such trouble or defect.

ARTICLE – 36: PERFORMANCE GUARANTEE

• The Bidder shall furnish Performance Guarantee as provided in the bid document to SSA for an amount equal to 10% of the total value of Order.

• The performance guarantee will be in the form of bank guarantee for the amount equal of 10% of the value of the Order towards faithful performance of the contract obligation, and performance of the solution for period of 40 months. In case of poor and unsatisfactory services, SSA shall invoke the PBG.

• The Successful bidder has to submit Performance Bank Guarantee @ 10% of total order value within 15 days from the date of issue of Purchase order for duration of 40 months of any Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative Banks and Rural Banks (operating in India having branch at Ahmedabad / Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 24.07.2016 issued by Finance Department or further instruction issued by Finance department time to time. (The draft of Performance Bank Guarantee is attached herewith).

• The Performance Guarantee shall be discharged by SSA and returned to the Bidder within 30 days from the date of expiry of the Performance Bank Guarantee.

ARTICLE – 37: TIMELINE, PAYMENTS AND PENALTY TERMS

Sr. No.	Milestone	Timeline (in Weeks)	Payment (%)	Penalty
1	Initiation of project	T1= T0 + 1	No payment	
2	Study and Preparation of SRS of existing application and	T2 = T1 + 4	20% of software	

	application to be developed		development cost	A Penalty of 2**%** of contract value of development cost per week delay subject to maximum 5%.
3	Development of new application and integration/enhancement of existing application	T3 = T2 + 12	30% of software development cost	
4	Testing/ UAT / FAT	T4 = T3 + 2	20% of software development cost	
5	Go-live	T5 = T4 + 1	20% of software development cost	
6	Warranty period	T6 = T5 + 1 year	20% of software development cost	
7	**Operational and Maintenance support for period of three years for application development**	T7 = T6 + 3 years	Quarterly Payment in equal installment	
8	Payment of continues development team	Based on mutually agreed time limit	Quarterly Payment as per man-month rate	

Note: If the bidder is not adhering to the individual milestones as defined in the delivery schedule, the cumulative penalty will be levied for the delayed weeks, at the sole discretion of SSA. If delay exceeds maximum delay weeks at the particular milestone, SSA may have rights to terminate the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.

The SLA applicable after the implementation shall be purely measured on the availability of the services.

SLA Measure	Severity 1	Penalty Rs.	Severity 2	Flat Penalty Rs.
	< 1 Hrs	Nil	< 3 Days	Nil
Resolution Time	> 1 & < 2 Hrs	5,000	> 3 & < 6 Days	1000
	Above 2 to 3 Hrs or part thereof	7,000	Above 6 Days	5000

Severity 1: Service is unavailable or a fatal error that makes the system unusable resulting in a direct business impact. The problem has resulted in the failure of business critical activities. Immediate action required.

Example: Mobile Application related problems affecting all or most of the users e.g. all users are unable to log-in / submit any service request

Severity 2: Service is adversely affected resulting in limited business impact or an error that makes a minor function unusable.

Example: Individual user unable to use some of the advanced features / applications e.g. unable to pull a file or correspondence, incorrect data in the reports, etc. Process to measure the SLA and Penalty:

Step 1: All problems/issues faced by users need to be communicated to the selected Bidder.

Step 2: Upon confirmation of the problem, Bidder's team resolved the Problem and inform SSA.

Step 3: Upon resolution of the problem, SSA shall verify and confirm the Bidder on the resolution.

ARTICLE – 39: SERVICE TERMS

- The entire scope of the work depends on the technical skill and experience in management of the same level or kind of infrastructure.
- It is mandatory for Bidder to deploy qualified professional to develop, install, commission & maintain the application, as defined under scope of work.
- The Bidder need to manage & maintain various records related to the services extended to the Government.
- The Bidder need to maintain the required security of network, database, e-mails etc. related to the government operations.
- The Bidder is responsible to maintain proper necessary documentation and have to update the same on regular basis.
- The understanding of the comprehensive maintenance is as follows.
  a) In case of failure, the Bidder needs to replace or repair the faulty module/entire solution to restore the services at the earliest.
  b) The cost of the repairing or replacement of faulty module/entire solution has to be entirely born by the Bidder.

ARTICLE – 40: PROJECT IMPLEMENTATION

- The bidder has to complete development, integration & implementation of applications, which includes design, development, integration of existing application, deployment, training, warranty support and the operation & maintenance for the period of 3 years during the contract.
- After the successful deployment of application, the bidder shall test same for functional testing, performance testing, load testing by EQDC.
- The Bidder shall provide the necessary technical support, Standard Operating Procedure (SOP), and other information to GoG and its user organizations in implementing the proposed

solution. The Bidder shall provide training to GoG Personnel at no cost to GoG. The training schedule and modalities will be defined jointly by both the parties.

- Any damage caused to the property of SSA while executing the job shall be solely Bidder's responsibility. In case any damage to the property is caused, the same will be recovered from the Bidders. No any extra cost shall be paid to the Bidder for such reasons.

- The bidder shall be responsible and take required insurance for all of their representatives working on the project at their own cost. SSA will not be responsible for any loss or damage to any of the representatives of the bidder during the said contract.

ARTICLE – 41: ACCEPTANCE TEST

Acceptance Test will be conducted in as follows:

- Final Acceptance Test (FAT) / User Acceptance Test (UAT): After successful installation of the solution in accordance with the requirements as mentioned in Schedule of Requirement, Final Acceptance Test will be conducted. After successful testing by SSA, Acceptance Test Certificate will be issued to the Bidder.

- The bidder is required to compete the functional testing, performance testing, load testing of the application by EQDC.

ARTICLE – 42: SOFTWARE LICENSES (IF APPLICABLE)

The Bidder shall be responsible for providing Software license, if required, to meet any additional requirements during the contract period of the Agreement without any additional cost to SSA.

ARTICLE – 43: EXIT MANAGEMENT PROCEDURE

- This Schedule sets out the provisions, which will apply on expiry or termination of the Contract Period and/ or earlier termination of the SP and/ or the SLA for any reasons whatsoever.
- In the case of termination of the Project implementation and/or SLA due to illegality, the parties shall agree at that time whether, and if so during what period, the provisions of this Schedule shall apply.
- The parties shall ensure that their respective associated entities carry out their respective obligations set out in this Exit Management Schedule.
- The Exit Management Period starts, in case of expiry of Contract, 6 months before the Contract comes to an end or in case of earlier termination of Contract, on the date of service of termination orders to the Service Provider. The Exit Management Period ends on the date agreed upon by the Department or six months after the beginning of the Exit Management Period, whichever is earlier.
- During the Exit Management Period, the Service Provider shall use its best efforts to deliver the Services. Payments during the Exit Management Period shall be made in accordance with the Terms of Payment Schedule.
- The selected Service Provider will be required to provide necessary handholding and transition support to the Department's staff or its nominated agency or replacement Service Provider. The handholding support will include but not be limited to, conducting detailed walkthrough and demonstrations for handing over all relevant documentation, addressing the queries/clarifications of the new agency with respect to the working / performance levels of the infrastructure, conducting training sessions etc.

- The Service Provider shall permit the Department and/or any replacement Service Provider to have reasonable access to its employees and facilities as reasonably required by the Department to understand the methods of delivery of the Services employed by the Service Provider and to assist appropriate knowledge transfer.

Section - 4

Format of Forms

Form 1 Covering Letter
(To be submitted on the Bidder letterhead)

<<Insert Date and location>>

Proposal Reference No:

To
The Managing Director,
Gujarat Informatics Limited
Block No.1, 8th Floor,
Udyog Bhavan,
Gandhinagar – 382 010

Dear Madam/Sir,

Sub: Submission of proposal in response to RFP for **Selection of Agency for Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA)**.

1. Having examined the RFP, we, the undersigned, hereby submit our proposal in response to your RFP notification for '**Selection of Agency for Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA)**; in full conformity with the said RFP document

2. 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 fixed for submission of Proposals as stipulated in the RFP modification resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

3. If we are entrusted a consultancy assignment, we undertake to provide a Bank Guarantee in the form and amount prescribed.

4. 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.

5. If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the RFP, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

6. We understand you are not bound to accept any proposal you receive

Dated this (date / month / year)

Authorized Signature [in full and initials]:

Name of Authorized Signatory:

Designation of Authorized Signatory:
Name of Bidder:

Address:

Form 2 General Information

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

Section - 5

Price Bid Schedule

Sr. No.	Description	Qty.	Unit Rate (Rs.)	Total Amount (Rs.)
		A	B	C = A X B
1	Design, Development, integration of existing application & Deployment as defined in the scope of work including one year of warranty after go-live	1		
2	Man-month rate of Continuous development team to be deployed at SSA office (3 resources* 48 months)	144		
3	Cost of Operational and Maintenance support for period of three years	1		
			Grand Total (Rs.)	

Note:

- The charges mentioned above shall be inclusive of all the expenses.
- No extra charge will be paid to the Firm/Company apart from the prices quoted above.
- Taxes are extra as applicable at the time of invoicing.
- Non-accepted of the Tender condition or Conditional bid shall be rejected.

<div align="right">**Annexure A**</div>

<div align="center">**Format of Earnest Money Deposit in the form of Bank Guarantee**</div>

Ref: Bank Guarantee No.
                                                                        Date:

To,
DGM (App)
Gujarat Informatics Limited
8th Floor, Block -1, Udyog Bhavan,
Sector - 11, Gandhinagar - 382010
Gujarat, India

Whereas --- (here in after called "the Bidder") has submitted its bid dated ---------------- in response to the RFP Ref. no: _____ **dated DD.MM.YYYY for Selection of Agency for Development of Application and Integration of Existing application on a Common Platform for Gujarat Council of Elementary Education, Sarva Shiksha Abhiyan (SSA)**, KNOW ALL MEN by these presents that WE --- -- ----- having our registered office at ------------ ---------------------- --------------------------- (hereinafter called "the Bank") are bound unto the _____, Gujarat Informatics Limited in the sum of ------------------------- for which payment well and truly to be made to Gujarat Informatics Limited , the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this --------------day of ----------------------- ----2016.

THE CONDITIONS of this obligation are:

1. The E.M.D. may be forfeited:

   a. if a Bidder withdraws its bid during the period of bid validity

   b. Does not accept the correction of errors made in the tender document;

   c. In case of a successful Bidder, if the Bidder fails:

   (i) To sign the Contract as mentioned above within the time limit stipulated by purchaser
                         or

   (ii) To furnish performance bank guarantee as mentioned above or

   (iii) If the bidder is found to be involved in fraudulent practices.

   (iv) If the successful bidder fails to submit the Performance Bank Guarantee & sign the Contract Form within prescribed time limit, the EMD of the successful bidder will be forfeited. GIL also reserves the right to blacklist such bidder from participating in future tenders if sufficient cause exists.

We undertake to pay to the GIL/Purchaser up to the above amount upon receipt of its first written demand, without GIL/ Purchaser having to substantiate its demand, provided that in its demand GIL/ Purchaser will specify that the amount claimed by it is due to it owing to the occurrence of any of the abovementioned conditions, specifying the occurred condition or conditions.

This guarantee will remain valid up to 15 months from the last date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PURCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the Seller's liabilities.

Dated at _____ on this _____ day of _____2018.

_____

Signed and delivered by
_____

 For & on Behalf of

Name of the Bank & Branch &
Its official Address

Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative & Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 27.04.2016 issued by Finance Department or further instruction issued by Finance department time to time.

Performa of Contract-cum-Equipment
Performance Bank Guarantee
(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.
                                                                            Date:

To
Name & Address of the Purchaser/Indenter

_____

_____

Dear Sir,

In consideration of Name & Address of the Purchaser/Indenter, Government of Gujarat, Gandhinagar (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s …… having Principal Office at ………………………………………………………………………… (Hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of _____by issue of Purchase Order No………………. Dated ………… issued by <<GoG Department>> for and on behalf of the OWNER/PURCHASER and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, _____having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs._____(Rupees_____) to the OWNER/PURCHASER on demand at any time up to_____ without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/ PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned

CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHAER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PUCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and not withstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the Seller's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs. _____ (Rupees _____) and it shall remain in force up to and including _____ and shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated at _____ on this _____ day of _____YYYY.

_____
Signed and delivered by

_____

For & on Behalf of

Name of the Bank & Branch &
Its official Address

List of approved Banks

Approved Bank: All Nationalized Bank including the public sector bank or Private Sector Banks or Commercial Banks or Co-Operative & Rural Banks (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD/10/2015/508/DMO dated 27.04.2016 issued by Finance Department or further instruction issued by Finance department time to time.

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____, YYYY _____ Between _____ *(Name of purchaser)* of _____ *(Country of Purchaser)* hereinafter "the Purchaser" of the one part and _____ *(Name of Supplier)* of _____ *(City and Country of Supplier)* hereinafter called "the Supplier" of the other part :

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz., _____ *(Brief Description of Goods and Services)* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of _____ *(Contract Price in Words and Figures)* hereinafter called "the Contract Price in Words and Figures" hereinafter called "the Contract Price."

NOW THIS AGREEMENT WITHNESSETH AS FOLLOWS:

1   In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2   The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

    2.1   the Bid Form and the Price Schedule submitted by the Bidder;

    2.2   terms and conditions of the bid

    2.3   the Purchaser's Notification of Award

3   In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4   The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5   Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure:

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said _____ (For the Purchaser)

In the presence of _____

Signed, Sealed and Delivered by the

Said _____ (For the Supplier)

In the presence of _____

AFFIDAVIT

(TO BE SUBMITTED PHYSICALLY ALONG WITH EMD & BID PROCESSING FEES)

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs 100/- duly attested by First Class Magistrate/ Notary public)

I/We, _____, age_____ years residing at _____ in capacity of _____M/s. _____ hereby solemnly affirm that

All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.

I I We have submitted following Certificates I Documents for T.E. as required as per General Terms & Conditions as well as Special Terms & Conditions of the tender

Sr. No.	Name of the Document
1	
2	

All the Certificates I Permissions I Documents I Permits I Affidavits are valid and current as on date and have not been withdrawn I cancelled by the issuing authority.

It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates I Permissions I Documents I Permits I Affidavits is I are found to be invalid I wrong I incorrect I misleading I fabricated I expired or having any defect.

I I We further undertake to produce on demand the original Certificate I Permission I Documents I Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.

I I We also understand that failure to produce the documents in "Prescribed Proforma" (wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.

My I Our firm has not been banned I debarred I black listed at least for three years (excluding the current financial year) by any Government Department I State Government I Government of India I Board I Corporation I Government Financial Institution in context to purchase procedure through tender.

I I We confirm that I I We have meticulously filled in, checked and verified the enclosed documents I certificates I permissions I permits I affidavits I information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.

The above certificates/ documents are enclosed separately and not on the Proforma printed from tender document.

I I We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____, which is issued on the name of _____ [Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firn;1, whichever is applicable].

I I We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, this office reserves the right to take legal action on me/us.

I / We have physically signed &stamped all the above documents along with copy of tender documents (page no. ---- to --).

I I We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.

My I Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company .

I / We hereby commit that we have paid all outstanding amounts of dues/taxes/cess/charges/fees with interest and penalty.

In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date: Stamp & Sign of the Tenderer

Place: (Signature and seal of the Notary)

Scope of work of HRMIS & Civil Contract Management

1.1.   Mission of HRMS
- To support the optimal utilization of human resource and effective Talent management of the SSA project by providing correct, timely, reliable and secure HR data
- Providing easy, convenient and user friendly interfaces to access HR information
- Providing effective sharing of HR data throughout SSA State Project Office, 37 District Project Offices and 263 BRCs/URCs and department
- Providing IT enabled integrated platform for processing all employee – employer transactions

1.2.   Scope of Work

1.2.1.   Supply, Customization, Deployment & Integration

a) **Geographical Scope (Offices/Location to be covered for the Project): -**
- The project will be implemented in all Project Offices up to Taluka Level Offices across the State.
- The Government may decide to extend the project to Cluster Resource Centers (CRCs), Schools or other stakeholders under the project.
- In phase -1, GCEE-SSA has identified the following officials to be covered:

Sr. No.	Particular	No. of employees
1	State Project Office	125
2	District Project Offices	555
3	Block Resource Centers (BRCs)	2630
4	Cluster Resource Center Coordinator	4268

- All other employees will be covered for complete HRMIS in Phase- II at discretion of the GCEE-SSA.

b) **Administrative Scope**

HR Related Modules

1   Organization Structure Definition:
- Enable definition of multiple Locations in one physical server
- Enable definition of multiple branches-area of operations at each location
- Enable definition of multiple categories of employees to take care of clerical, technical, and the management levels
- Enable definition of many salary scales as necessary
- Enable definition of multiple designations
- Enable definition of job clusters with descriptions
- Enable compilation of employee numbers by category / function / role band at any given time

- Capability to define multiple organizational structures (positions) and multiple reporting relationships and integrate with the respective employee data
- Capability to create the various groups in the institution
- Capability to create a position in any organization
- Capability to define a post or position as permanent post, ad-hoc post, temporary post, up to certain time post
- Capability of providing the 'Drag and Drop' or alike feature for recording changes in the organizational structure (repositioning/redefining the control structure)
- Capability to restrict making changes in the Organization Structure to authorized persons only i.e. User authorization & validation process
- Capability to seek confirmation after every change made in the structure, changes to be made permanent only on authentication by the competent administrative authority.
- Capability to change/restore/rollback changes to a previous(given) date and report inconsistencies
- Capability to define dotted relationships.
- Capability to generate tree structure giving details of all role holders and reporting employees (defining reporting and reviewing relationship)i.e organogram
- Capability to define administrative powers for organizational units position-wise/person-wise pertaining to HRMIS modules
- Capability to tightly integrate administrative power definitions to work flows and approvals
- Retention of history of any changes to the organization structure.
- The solution should be able to generate an MIS / DSS report graphically displaying State / District office, office wise, category wise, post wise, district, region wise vacancy scenario as well scenario of filled in position. District wise and region wise display should be overlayed on map of Gujarat and should be colour coded. The report generation facility with overlay of population of region/ district with the vacancy position or with the spatial distribution of posts/positions across Gujarat be provided.

2   **Calculation of Vacancies**
- Capability to auto calculate vacancies based on rules e.g. upward movement/wastages/position upgrades/downgrades/available manpower in the particular grade (Provision for user intervention should be available)
- Capability to project vacancies for specified period and also populate probable candidates
- Capability to re-calculate the vacancies and probable candidates with different options for promotion policy modeling based on criteria – An MIS Report need to be provided.
  - Years of Service Experience
  - Qualification
  - Birth date
  - Provision of iteration for manpower projection
  - Project "as on date status" of Organization for a future date after considering retirements – post wise, category wise, office wise, department wise

3   **Manpower Planning (Retirement, Induction, Promotion)**

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- Capability to automate manpower requirement/planning based on competencies, skills, experience, qualification and other criteria, Budget
- Capability to make provisions for direct employment/ promotion/ recruitment to specialist categories/ or contractual employees
- A recruitment module which would enable populating an employee record when he joins any office
- Capability to project category wise manpower requirements for a specified period based on data relating to resignations/ dismissals/future retirement etc..
- Capability to analyze the category wise, post wise resources available and required and do a gap analysis with specific time frame. An MIS Report need to be provided.
- Capability to issue alerts before any position falling vacant due to retirement/term of temporary or contractual employee getting over
- Capability to generate a consolidated manpower plan (Institution-wise/Unit-wise) for approval through work-flow
- Capability to integrate with the recruitment/promotion module for filling up of vacancies
- Skill/Competency identification, training, evaluation, mapping with position requirement.
- Define every person on payroll as either of following: permanent employee, temporary employee, ad-hoc recruited employee, ad-hoc promoted employee, employment extended employee, contractual employee, retired and contractually appointed, outsourced provided employee.

4   **Employment Record and Details**
- Maintain employee information including:
- Employee number
- Employee name
- Address (Present and permanent)
- Phone number, mobile number, e-mail ID, extension number
- Gender
- Mobile number of the employee
- Marital status
- Details of children
- Academic Qualifications
- Professional qualifications
- Designation
- Date of birth
- Previous experience capturing
- Names of companies
- Sector of industry where worked
- Tenure (from - to)
- Role
Or
- Skill Capturing
- Personality trails
- Job oriented professional skills
- Trainings or courses
- Date of joining

- Cost to Government Status (Permanent, Probationer, Contractual, Extension, Reemployment, Ad-hoc, Temporary)
- PF number
- ESI number
- PAN number, Adhaar Card Number
- If handicapped
- SC / ST / OBC / General
- Blood group
- Other details like health insurance
- Capability to maintain single model database capturing all personal and job related data for all kinds of employees permanent/ temporary/ contractual/ on deputation or ex-employees retired on superannuation, voluntarily retired, resigned, dismissed, opted for pension etc
- Capability to date and time stamp all changes in the database, enabling data availability on 'as on date/ time' basis and service book generation as per data, end of financial year to the employees.
- Capability to update the data through work flow on real time and on-line basis with maker - checker- approver concept implemented.
- Capability to differentiate between authenticated and unauthenticated (raw) data. Only authenticated data shall be reflected in the human resource inventory to others
- Capability to generate unique identification number for each employee in the institution
- Flexibility of additionally capturing any information relating to employee at a later date.
- Ability to access leave records
- Display of basic employee particulars such as his pay details, EPF/PF balance, leave balance, posting profile

5   **Employee Training & Grievance Redressal Mechnism**
- Capability to develop a central monitoring / administration system for all training types of training taken by the employees
- Capability of tracking the trainings to employees in institutions
- Capability to maintain training budget at employee level, unit level, institution level and track the training costs and track various type of training expenses and income from training to employees from outside organizations
- Capability of generating the training letters through print/ESS/e-mail including features like on-line confirmation, cancellation and rescheduling of training courses
- Capability to maintain full training history of all employees
- Capacity to capture grievances of the employees

6   **Employee Leave Management**
- Permit the definition of a time calendar with provision for Indian National Holidays and State Holidays which are local in nature
- The Leave system shall permit the definition of leave types such as casual, privilege, medical, maternity, etc
- It shall additionally allow for leave application through a three-stage process of application, authorization, and confirmation
- Validate the process of unauthorized absence record, mass leave, absence

- Posting rule for maximum / minimum days
- Leave balances should be credited through an accrual process in the system automatically based on user defined criteria.
- Capability to maintain local holidays and integrate with the leave management
- Capability to manage on-line application, tracking and approval of various kinds of leave through workflow logic and self-service.
- Capability to integrate with pay-roll module for calculation and recovery of loss of pay etc.
- Capability to provide the Manager consolidated status of present/absent employees working under him/her.
- Capability to link to payroll module for calculation of leave liability
- Capability to intimate the controlling officer when an employee goes on unauthorized leave (unmarked attendance) / returns back from unauthorized leave/ extends leave/ reports in the middle of the sanctioned leave period (along with appropriate reduction in sanction)
- Capability to pop up a 'to-do' list of system prompted/ user fed tasks at first login of the day in HRMIS

7   Self Service (Employee / Manager)
- Capability to empower employees to enter the data/view/edit pre-defined data on self e.g.up-dation of personal records like Bank details, marital status, record/change nomination etc. and leave balance, leave status (Cannot be modified), Salary details, liabilities, declare investments for IT returns, Property returns, Lease data, Medical & Entertainment etc.
- Capability to remind the employee through self service/e-mail/SMS regarding modification or requirement of additional data

8   Recruitment
- Facility to carry out recruitment for different kind of profile review employees separately.
- Facility to define post, hierarchy, pay scale, cadre schedule, ratio of direct vs. promotions, no. of posts etc.
- Facility to draw recruitment schedule in accordance with the requirement plan
- Support vacancy and / or post based roster system for recruitment and promotion and facility for such configuration
- Facility for generating advertisement for recruitment for internal / external candidates for publication on HRMIS portal, Media and website,
- Facility to receive on-line applications and maintaining one time registration, facility for conducting online objective type tests with auto scoring facility
- Should allow for maintaining a checklist of details to be mentioned in each employee's personnel file

9   Management of Transfers and Postings
- Capability to maintain complete history of employee transfers since recruitment – also known as employee posting profile
- Capability to integrate to categorization module for arriving at the surplus and vacant positions
- Capability to carry out postings / transfers of employees on completion of normal tenure etc.

- Maintenance of transfer records of specialist category transfer (like IT, Pedagogy, Girls Edu., Inclusive Education for CWSN, Civil Engineer etc), identification of vacancies and issue of transfer orders based on the recommendations received from the respective specialist unit and approval of the competent authority is obtained
- Provision to maintain lateral transfer details and transfers on promotion
- Specify reporting and reviewing authorities and direct report to them
- Provision to record the transfer orders cancelled/ deferred/ modified and follow up with the respective office for implementation

10 Pay Fixation
- Pay fixation on new recruitment
- Pay fixation on promotion
- Pay fixation on Revision of Pay.

11 Deputation / Lien
- The system should have the ability to handle deputation to and from other organizations.
- The system should have the capability to record history information on Deputation
- The system should have the ability to generate reminders for repatriation at least 6 months in advance before repatriation of officer is due from other organization
- The system should have the capability to generate list of officers on deputation
- The system should have ability to record Leave salary contribution/ gratuity contribution

12 MIS
- Capability to generate user friendly reports across all modules, which shall be meaningful, consolidated and concise, could work as an effective tool for top executives for decision making
- Capability to generate Staff Strength unit wise, group wise, age wise, qualification wise, administrative office/branch wise, vertical wise, rural/semi- urban wise, male/female wise, SC/ST/OBC wise, scale wise, permanent/ contract wise, stream wise etc
- Capability to generate report on user-defined criteria across different modules/databases e.g. establishment cost Group Wise, category-wise/ qualification-wise/ experience-wise/ male-female employees etc.,
- Capability to provide powerful drill down facilities to access information on the employees at various levels
- Capability to provides user-friendly, multi-dimensional analysis and information on real-time / updated basis
- Capability to provide/display data in tabular form / text form /graphical form

13 **Communication platform:** The system should support creation of a communication platform enabling video conferencing and collaboration among remote located employees. The same platform should be able to provide calendar sharing and meetings fixing by checking individual officers calendars.

14 Payroll related modules
1 Employee Compensation Definitions:
- Salary definition
- EPF
- Income Tax

- Benefits
- The system shall be rule based and generic in nature so as to permit changes in salary and tax structure
- Processing of scale and non-scale increments
- The system may provide for integration of existing system with the proposed ERP
- There should be a single employee master and it should be integrated with all the codes

2   Payroll Management
- The system should allow the calculation of pay based on Compensation Rules like
  - Years of Service
  - Category
  - Location
  - Employee Type
  - Others (user Defined)
- The system should allow the salary to be split across different payments
- The system should allow pay types based on user defined cycles of pay (Monthly)
- The system should allow the user to override the standard rate of pay for individual employees
- The system should allow the setup of multiple payrolls with different payroll administrators & combining payroll
- The system should allow restriction of administrative functions to a few select payroll users
- For each employee, system should use Employee Master data of HRMIS such as:
  - Name of employee
  - PF Account No.
  - Name of Father / Husband
  - Date of birth
  - Basic Pay
  - Designation
  - Date of Joining service
  - Nomination details:
  - Name & address of nominee
  - Relationship with subscriber
  - Age of Nominee
  - Share payable to each nominee
  - Other user-defined fields
- The system should Automatically update Payroll database for changes in employee record without interfering with payroll processing (e.g. Promotions in the middle of month)
- The system should Automatically update payroll database when Finance Unit makes pay rate changes
- The system should be able to make Back dated calculations
- The system should Reflect payroll adjustments in correct pay period
- The system should have a full and Final settlement process in place
- The system should provide a final settlement report for each terminated employee

3   Taxation
- Ability to Define tax rules to determine employees tax liability as per changes by the Central Govt./ local statutory legislation for actual tax liability of employee

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- Facility to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to automatically updation of salary record and tax calculation by the system
- The system should ensure support for major statutory reports / certificates of taxes like Form 16 and Form 24 in the user defined format (16AA, 12BA AND 27A).
- Also should support generation of employee's individual tax returns and generation of ETDS data.

4 Deductions

- Provision to establish deduction limits for each deduction based on various parameters like:
  - Employee;
  - Job Classification;
  - Organization;
  - Benefit plan;
  - Salary
- Provision to make deductions effective:
  - In the current period;
  - In any pay period or periods selected;
  - In any user-defined frequency selected;
  - Between user-defined start and stop dates;
  - Until an user defined limit is reached
- Start and stop dates for deductions should be maintained:
  - On the Employee Master file;
  - On employee level
- Provision to reverse deduction to be included in next paycheck if incorrectly withheld / Option with user
- Ability to determine deduction amounts by:
  - Amount of earnings;
  - Percent of earnings;
  - Number of hours.
- Provision to priorities deductions:
  - Using the deduction code;
  - Using a separate priority number.
- Ability to be prompted by system when employee status changes to leave to determine how deductions will be paid while on leave:
  - take when return lump sum
- Ability to apply or stop various deductions based on employee status changes (e.g., Leave Of Absence, term)

5 Pay slip

- The system should Provide for online ad-hoc calculation of employees pay slip amount
- The system should Perform on-line calculation of pay and benefits for terminated employee based upon termination date
- The system should have the ability to evaluate different scenarios for change in pay-roll structures.
- System should provide an impact analysis tool for analysis of impact of revision of any / all components like pay, allowances, deductions etc.
- The system should display the status of the Payroll calculations

- Provision to run Payroll multiple times before finalization to ensure accurate pay computation
- Payslip should be generated with following detail:-
  - Taxable and non - taxable components in separate columns
  - Tax till date, Calculated, Recovered, Projected.
- EPF/PF & Terminal Benefit Management

Civil Contract Management System

Introduction

Due to enrolment drive and other access promotion measures, enrolment in primary schools was found to have increased manifold. A sharp rise in enrolment led to overcrowding and put strain on the limited existing schooling infrastructure. To deal with such a situation, construction of new schools, additional classrooms, separate toilets and urinals for girls, provision of drinking water, etc. were taken up under SSA. In addition, repair works were undertaken in schools. All these interventions have significantly improved the overall pedagogical environment in the primary schools of the project districts.

The tracking of the progress of the project, both physical and financial is a very laborious and time consuming as it has to the compiled every time from the earlier statements and current status received from the field offices in various formats. The need arises for monitoring of Civil Works closely with status of various progress levels due to vast requirement of Civil Works activities across the State. At now, the system is required to keep track of budgetary, expenditure and progress details of all civil works of State under SSA. Later the works of other departments would be added to aid the policy makers to take decision based on gaps and requirement. The access to the application is granted to all the District Project Engineers at the District Project Offices (DPOs) and all the officers at the State Project Office (SPO). The Civil Works Unit is in charge of all activities pertaining to planning, construction and maintenance of all government owned school buildings in the state of Gujarat.

Construction under Civil Works Unit, SSA

Present Situation -
The tracking of construction activities across the state at multiple sites including some of the far remote areas is mammoth task. The state office need to be in constant communication with the district offices for update on construction projects which is done over telephone conversation, emails or physical letters. The process of collating all the data from various districts which is received in different formats is done manually. While Document is available in hardcopy format dependency is on physical documents for processing the transaction, thus coins into late retrieval and delays. To avoid the above dependency multiple copies are this created of the same file and thus results in confusion of the latest updated file and duplication of paper. In present SSA Construction activities, there is no standardization of data received from onsite officers as few officers send through email, a many send color hardcopy while others use the social media.

Expected Outcome
To automate the complete process of tracking and monitoring of construction activities using a single platform for archiving documents, storing information, processing transaction for various processes, building rules for generating relevant reports and alerts to intimate the respective authorities.

Scope of work

The bidder needs to study, design, develop and implement the Responsive web based civil Construction project management system and same functionality Mobile application on android and iOS Platforms with the web services. This Construction project management system needs to be integrated with the newly developed common platform as well.

The following modules are required in the system

- Project Management with Activity, Task Management, Workflow management

- Budget Management

- Contractor Management

- Resource Management

- Role and Rights management

- Reports

- Dashboard showing the graphs and trends

- Document Management

- Notification Management

The estimated users for this system are,

Stakeholder	Current Estimated Users(Minimum)
State Official	30
District Project Office (33 Districts) - Engineers - Co-ordinators - Quality Engineers	150
Technical Resource Person	270
BRC	250

Functional Requirement
- Under this proposed system, the State Project Office will setup the budget details and work allocation to District Project Engineers at the beginning of the financial year.
- System shall assign a unique code to each work. It will store for each work time series data, procedural stage marking data and proposal flow charting amongst various hierarchical levels. Time series data e.g. References, Expenditure Debit Heads and Monetary Provisions of the work mentioned in the yearly budget books published by the SPO.
- System mandates data capturing at the hierarchical level where data will be first generated. Budget references, provisions and debit heads will be entered by SPO every year when Project Approval Board (PAB) passes the annual budget of the state.

- System should also have capability to upload an excel on the system of all the approved projects/activities. Activity wise based on the District a workflow should be generated to the respective District Project Co-coordinators [DPCo].
- The DPCo should consolidate and forward the activities for the DPE. System should allow DPE to allocate the Technical Resource Person [TRP] & Quality Engineer [QE].
- The respective District Project Engineer will have to update the approval and progress details of the work in the system/Mobile app at the District for various stages of work and the details are available for State Project Office for monitoring of the progress.
    a. Preconstruction clearance stages e.g. Land availability, Encumbrances, Preliminary drawings, Estimates, Administrative approvals, Technical approvals, DTP approvals, Tendering and work order.
    b. Construction stage data e.g. physical and financial progress.
    c. Post construction stage data e.g. commissioning date, Maintenance Guarantee and Handing over of asset in respect of buildings.
    d. Administrative data establishing ownerships of work with implementing agency, administrative region and constituency
- The respective TRP along with DPE and SMC will sign Memorandum of Understanding [MoU] that should be captured in the system and once MoU uploaded on the system the system should notify the state project office for disbursement of amount.
- System should have the capability to track the amount transferred by interfacing with Financial System.
- As the civil construction activities are initiated, the TRP must be able to capture pre defined different levels of the construction. The system should have capability of capturing onsite field images by Tab devices.
- The solution should capture the ~~GIS~~ GPS related information of the location from where the data capture is being done and should allow the TRP with online form to enter stages and details of data.
- The workflow system on Tab should allow QE to fill data relevant to him based on type of project and status of the project
- The mobile solution should have provision to increase the priority of the workflow manually and enter the comments.
- Generally, for any construction related activities their minimum milestones needs to capture and monitor those being Excavation level, plinth level and finishing block. For different kind of construction activities system should have capability to identify the Milestones required for the completion of project.
- System should have the capability to notify the DPE as soon as TRP updates on any of milestone acceptance. The DPE can view all the related images of the site captured by TRP onsite on his workstation or can also visit the field for inspection before giving the consent. (If DPE is visiting on field then how it would be ascertained that he has visited)
- The project proposed solution should have the capability of capturing of all the other kind of document such as Utilization Certificate, Material consumption certificate etc. The proposed solution is expected to capture all stages and the complete lifecycle of the project.
- On Completion of project a completion certificate needs to be generated from the system based if all the compliances are met.

- The TRP should be able to update his/her tour diary based on the same and share with DPE for easy reference and reporting.
- Application should have Dashboard enabled reporting tool to view the status of projects and the dashboards should be based on the kind officials using viewing them.

Report Requirement

With the above System in place with a technology framework that will allow quicker roll out and easy change management it is envisaged that the

- System should generate anytime status (report) of projects with drill-down to SMC level
- Visibility/tracking of projects from start-to-end (actor, actions, documents, artifacts) should be maintained
- System shall have facility to flash important messages/ news / notices on log in page itself. System shall have number of custom-tailored reports useful for the monitoring of works.
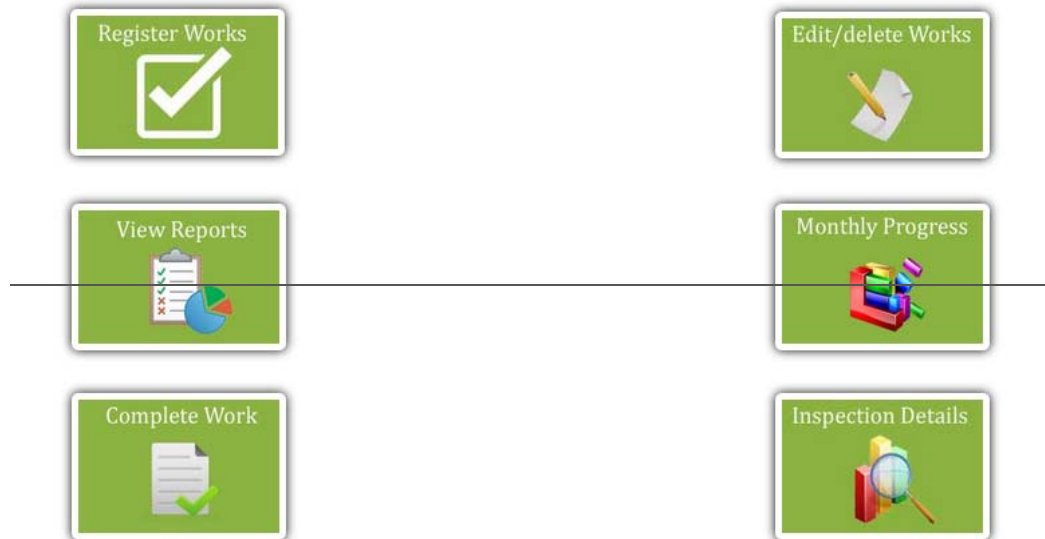
Performance Ranking and Analysis of Engineers

District wise- Performance Ranking and Analysis

Engineers wise- Performance Ranking and Analysis

Graphical Presentation of District Wise Summary of Civil Works

Stage Wise Work Status - Distict-wise

Stage-wise summary - Block wise

Summary of Works that have not Started - Block-wise

Summary of Works that are held up - Block-wise

List of all Registered Works

List of Works - Not Started

List of Works - Held-Up

Summary of Works - District wise

Summary of Works - District wise, Work Type wise

Sanction Year - Count of works and their status - Block-wise

Summary of Works - Between Sanctioned Year - District-wise

Monthly Status Updation of works - District wise summary

List of Allotted Works to Sub-Engineers

Engineer - Wise In-Progress Works List

Engineer - Wise In-Progress Works Count

In-Progress Works List Without Engineer

- Reports pertaining work under progress shall be available Activity wise, District / Block wise can be generated on the fly.
- Other custom reports can also be made by exporting the date in the predefined/selective excel file format
- Reports on expenditure till date and probable expenditure shall be available in the system.

Architecture Diagram

SSA Civil Construction has to be designed keeping in mind the nature of the relationship between SSA State Office, District Office, BRC, TRP and SMC's. It is envisaged that Construction Tracker would be developed keeping in mind the flow of a tracking of construction activities in the complete life-cycle. Also, different Departments have developed their own tracking systems, so it is envisaged that web services or EDI systems are to be developed to facilitate exchange of information between the Departments and Finance System (Product should have the capability to integrate with the systems). So the Implementation Agency may have to propose IT Infrastructure for the deployment of the same.

An indicative architectural blueprint is presented below. However, the bidder should be able to make their own assumptions while designing SSA Construction Tracker as applicable.