



# Gujarat Informatics Limited

Block No. 2, 2nd Floor, Karmayogi Bhavan,

Sector-10A, Gandhinagar 382 010

**RFP regarding empanelment of agencies for  
providing “IT Technical Manpower” for GIL &  
various Govt. Departments / Offices / Boards/  
Corporations/ Company etc. through GIL  
(**HRM010202601**)**

**Pre-bid Meeting: 04.09.2025 at 1600 hours at GILL**

**Last Date of Submission of Bid: 19.09.2025 till 1500 hours**

**Last Date of Submission of Bid Processing Fees & EMD: 19.09.2025 till 1500 hours**

**Date of Opening of Technical Bid: 19.09.2025 on 1600 hours**

**Bid Processing Fee: Rs. 17,700/- (Including G.S.T.)**

## **DISCLAIMER**

The information contained in this Request for Proposal (RFP) document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Gujarat Informatics Limited (GIL)/DST, Government of Gujarat or any of their employees or consultants, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide interested parties with information that may be useful to them in eliciting their financial offers (the "Proposal") pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the TENDERER, in relation to the RFP. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the TENDERER, its employees, or Consultants to consider the investment objectives, financial situation and particular need of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own surveys and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources before filling up the RFP. Any deviation in the specification or proposed solutions will be deemed as incapability of the respective Agency and shall not be considered for final evaluation process.

Information provided in this document to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The TENDERER accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

TENDERER- its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness, delay or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way during the Bidding process.

# CONTENTS

---

1	Abbreviations & Definitions .....	7
2	Section 1- Key Information & Instructions.....	9
2.1	Information Regarding RFP .....	9
2.2	Instruction to the bidders for online bid submission .....	10
2.3	Fact Sheet.....	10
3	Section 2- Eligibility Criteria.....	13
3.1	Eligibility Compliance Sheet .....	13
3.2	Eligibility Condition .....	16
4	Section 3- Instructions To Bidders.....	18
4.1	General Instruction to Bidders .....	18
4.2	Cost of Bidding .....	18
4.3	Bidding Document .....	18
4.4	Clarification on Bidding Document .....	19
4.5	Amendment of Bidding Documents .....	19
4.6	Language of Bid.....	19
4.7	Bid Security/ Earnest Money Deposit (EMD) .....	20
4.8	Late Bids .....	21
4.9	Section Comprising the Bids.....	21
4.9.1	Bid Security Section: .....	21
4.9.2	Eligibility Section .....	21
4.9.3	Price Bid Section.....	21
4.9.4	Annexures & Formats .....	22
4.10	Bid Opening .....	22
4.11	Bid Validity.....	23
4.12	Contacting the Tenderer.....	23
4.13	Rejection of Bids.....	23
4.14	Bid Evaluation Process .....	24

4.15	Award of Contract.....	28
4.16	Notification of Award & Signing of Contract.....	29
4.17	Force Majeure .....	29
4.18	Force Majeure Events .....	29
4.18.1	Natural events .....	30
4.18.2	Other Events (“Political Events”) .....	30
4.18.3	Force Majeure Exclusions:.....	30
4.18.4	Procedure For Calling Force Majeure:.....	30
4.19	Contract Obligations .....	30
4.20	Amendment to the Agreement .....	30
4.21	Representations and Warranties.....	31
4.21.1	Representations and Warranties by the Selected Agency(ies):.....	31
4.21.2	Representations and Warranties by the TENDERER .....	31
4.22	Resolution of Disputes .....	35
4.23	Books & Records .....	32
4.24	Performance Guarantee.....	32
4.25	Termination Clause.....	33
4.25.1	Termination by the TENDERER: .....	33
4.26	Indemnification .....	34
4.27	Limitation of Liability.....	34
4.28	Confidentiality .....	35
4.29	Service Terms .....	36
4.30	Fraudulent and Corrupt Practices.....	37
4.31	Non-Disclosure Agreement (NDA) .....	37
4.32	Copyright and Intellectual Property Rights.....	38
4.33	Approvals/Clearances .....	38
4.34	Period of Contract and Extension of Work.....	38
4.35	Support From External Agency .....	38
4.36	Use Of Agreement Documents And Information .....	39

4.37	Taxes & Duties .....	39
4.38	Roles & Responsibilities of Stakeholders .....	39
4.38.1	Tenderer/Concerned Department .....	39
4.38.2	Bidder/Operator .....	40
4.39	Recruitment Process.....	41
4.40	Adherence to the HR Policy.....	42
4.41	Labour Laws .....	42
5	Section 4- Introduction & Scope Of Work .....	43
5.1	Scope of Work .....	43
5.2	Manpower Requirement:.....	44
5.3	Manpower Type, Experience & Maximum Gross Monthly Cost to Company to be Paid to Manpower (INR).....	59
5.4	Switching of Resources.....	67
5.5	Remuneration To Resources .....	67
6	Section 5- Penalties And Service Level Agreement (SLA) .....	69
6.1	SLA & Penalty Terms.....	69
7	Section 6- Financial Bid.....	72
7.1	Payments Terms.....	73
8	Section 7- Annexures & Formats.....	74
8.1	Format I: Proposal Covering Letter .....	74
8.2	Format II : Power of Attorney.....	76
8.3	Format III: Bank Guarantee format for Earnest Money Deposit .....	77
8.4	Format IV: PERFORMANCE BANK GUARANTEE.....	79
8.5	Format V: Financial Details of the Bidder.....	81
8.6	Format VI: Bid Processing Fees & Earnest Money Deposit Details .....	82
8.6.1	Form No. A: Company Registration .....	82
8.6.2	Form No. B: Office in Ahmedabad/Gandhinagar .....	82
8.6.3	Form No. C: Work Experience .....	82
8.7	Format VII: Performa of Compliance Letter .....	83

8.8	Format VIII: Declaration Of Not Banned/Blacklisted/Debarred .....	84
8.9	Format IX: Contract Form .....	85
8.10	Format X: Affidavit Format.....	86
8.11	Format XI: Non-Disclosure Agreement.....	87

# 1 ABBREVIATIONS & DEFINITIONS

<b>Authorized Signatory</b>	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective agency.
<b>Bidder/ Legal Entity</b>	Bidder can be a Proprietorship agency, Partnership agency, Company, LLP, or Society registered in India.
<b>Competent Authority</b>	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
<b>Agreement</b>	An agreement entered, between GIL and a successful bidder/agency.
<b>Day</b>	A calendar day as per GoG.
<b>GoI/ GoG</b>	Govt. of India/ Govt. of Gujarat
<b>HR</b>	Human Resource
<b>INR</b>	Indian Rupee
<b>IT</b>	Information Technology
<b>IT/ ITeS Domain</b>	IT Consulting, Project Management, IT Project Operations, e- Governance, AI-ML, software application, software testing, application development, Implementation and Maintenance of Web Portals, Web Enabled Applications, GIS Technologies & Remote Sensing, Websites and Mobile Apps using latest available technologies, Open-Source technologies ( Java, CMS Drupal, geo Server, Open layers, Postgres etc.) and allied activities.
<b>JD</b>	Job Description
<b>GIL</b>	Gujarat Informatics Limited (the TENDERER)
<b>PAN</b>	Permanent Account Number
<b>Agency</b>	Any Firm / agency/ company/ contractor/ supplier participating in the procurement/ RFP process with the procurement entity

<b>RFP Document</b>	Documents issued by the TENDERER, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to Proposals
<b>State Government</b>	Government of Gujarat (GoG)
<b>WO/ PO</b>	Work Order/ Purchase Order
<b>ESIC</b>	Employee State Insurance Corporation (ESIC)
<b>GST</b>	Goods and Services Tax
<b>TEC</b>	Technical Evaluation Committee
<b>PF</b>	Provident Fund
<b>PT</b>	Professional Tax



## **2 SECTION - KEY INFORMATION & INSTRUCTIONS**

---

### **2.1 INFORMATION REGARDING RFP**

- 2.1.1 Proposal in the form of BID is requested for the item(s) in complete accordance with the documents/attachments as per following guidelines.
- 2.1.2 Bidder shall upload their bids on <https://www.gil.nprocure.com>
- 2.1.3 The Bid Security and non-refundable bid processing fees in a separate sealed envelope super scribed with the bid document number to GIL office.
- 2.1.4 Bids complete in all respects should be uploaded on or before the BID DUE DATE.
- 2.1.5 Technical Bids will be opened in the presence of Bidders' or their representatives who choose to attend on the specified date and time.
- 2.1.6 In the event of the date specified for receipt and opening of bid being declared as a holiday for GIL office, the due date for submission of bids and opening of bids will be the next working day at the appointed time.
- 2.1.7 Services offered should be strictly as per requirements mentioned in this Bid document.
- 2.1.8 Please spell out any unavoidable deviations, Clause/ Article-wise in your bid under the heading Deviations.
- 2.1.9 Once quoted, the bidder shall not 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. Such price changes shall render the bid liable for rejection.
- 2.1.10 The bid submitted should be valid for a period of 180 days.

## 2.2 INSTRUCTION TO THE BIDDERS FOR ONLINE BID

### SUBMISSION

- 2.2.1 Tender documents are available only in electronic format which Bidders can download free of cost from the website [www.gil.gujarat.gov.in](http://www.gil.gujarat.gov.in) and <https://tender.nprocure.com>
- 2.2.2 The bids have been invited through e-tendering route, i.e. the eligibility criteria, technical and financial stages shall be submitted online on the website <https://tender.nprocure.com>
- 2.2.3 Bidders who wish to participate in this bid, will have to register on <https://tender.nprocure.com>, such bidders 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 licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate.
- 2.2.4 Interested and eligible Bidders are required to upload the eligibility related document in eligibility bid section, Technical related document in Technical bid section & Commercial Bid in Commercial bid section. The Bids should be accompanied by a bid security & bid processing fees (non-refundable) as specified in this Bid Document. The Technical & Commercial Bid must be uploaded to <https://tender.nprocure.com> & the Bid Security and bid processing fees must be delivered to the office of Gujarat Informatics Ltd on or before the last date and time of submission of the bid.
- 2.2.5 The eligibility section and the Bid Security & bid processing fees section will be opened on the specified date & time in presence of the Bidders or their authorized representative who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday for the office of Gujarat Informatics Ltd the due date for submission and opening of bids will be the following working day at the scheduled times.
- 2.2.6 A single agency will be allowed to apply/participate in one tier only.
- 2.2.7 In case of any clarifications required, please contact Deputy Director & General Manager (Services), GIL in writing 3 days before the Pre-Bid meeting date.

#### 2.2.7.1 Support Contact

In case bidders need any clarifications or if training required to participate in online tenders, they can contact (n)Procure Support team:-

**(n)Code Solutions - Division of GNFC Ltd.,**  
(n)Procure Cell  
501, GNFC Infotower, S.G. Road  
Bodakdev, Ahmedabad - 380054 (Gujarat)

**Toll Free :** 7359 021 663 (9:30 AM to 8:00 PM)

**Email :** [nprocure\[at\]ncode\[dot\]in](mailto:nprocure[at]ncode[dot]in)

## 2.3 FACT SHEET

<b>RFP regarding empanelment of agencies for providing IT Technical Manpower” for GIL &amp; various Govt. Departments / Offices / Boards/ Corporations/ Company etc. through GIL (HRM0102202601)</b>		
1.	RFP No.	(HRM0102202601)
2.	Nature of Work	RFP regarding empanelment of agencies for providing IT Technical Manpower” for GIL & various Govt. Departments / Offices / Boards/ Corporations/ Company etc. through GIL
3.	Date of issue of RFP Document	28-08-2025
4.	Contract Period	Initial 03 (Three) Years, The Contract can be further extended on mutually agreement by 01 or more year.
5.	Vendor Panel Size for L1 process only	<ul style="list-style-type: none"> <li>• <b>Tier-1:</b> Up to 05(Five) Vendors</li> <li>• <b>Tier-2:</b> Up to 10(Ten) Vendors</li> <li>• <b>Tier-3:</b> Up to 15(Fifteen) Vendors</li> </ul>
6.	Pre-Bid Meeting	04-09-2025 at 1600 hours
7.	Start date for Submission of Proposals	29-08-2025
8.	Last date for Submission of Proposals	19-09-2025 up to 1500 hours
9.	Date of Opening of Un-priced bid & Technical stage	19-09-2025 up to 1600 hours
10.	Date & Time of opening of Commercial stage	Will be informed to the qualified bidders.
11.	Venue of pre-bid meeting, opening of Technical & Commercial Bid/s	Gujarat Informatics Limited, Block No.2, 2 <sup>nd</sup> Floor, Karmayogi Bhawan, Gandhinagar-382010
12.	Bid Processing Fees (Non-refundable)	<b>Rs. 17,700 (Rupees Seventeen Thousand Seven Hundred Only) (Including G.S.T.)</b>

13.	Bid security (EMD)	Rs. 3,50,000/- ( <b>Rupees Three Lakh Fifty Thousand Only</b> )
14.	Proposal Validity	180 days from the Proposal's submission date
15.	GIL Contact person	<b>1. Shri Brijesh Mehta,</b> Deputy Director (Accounts) & General Manager (Services) E-mail: <a href="mailto:dy-dir-ac@gujarat.gov.in">dy-dir-ac@gujarat.gov.in</a> Contact-079-232-59224 <b>2. Ms. Hetal Mehta</b> Manager (HR & Admin) E-mail: <a href="mailto:manager-hr@gujarat.gov.in">manager-hr@gujarat.gov.in</a> Contact-079-232-58619

**Note:**

- 2.3.1 The TENDERER reserves all the rights to cancel the process and reject any or all the proposals at any time.
- 2.3.2 No contractual obligation whatsoever does arise from the RFP document/process unless and until a formal contract is signed and executed between the TENDERER and the successful proposers.
- 2.3.3 The TENDERER disclaims any factual or other errors in the RFP document (the onus is purely on the individual proposers to verify such information) and the information provided therein are intended only to help the proposers to prepare a logical proposal.

### 3 SECTION - ELIGIBILITY CRITERIA

The eligibility criteria given in this section must be filled up and to be submitted along with supporting documents towards eligibility compliance sheet. In the documents submitted in pursuance of eligibility criterion (as referred above), relevant portions shall be highlighted. Documentary evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with the references as required.

If the bid is not accompanied by all the requisite supporting documents, the same may be rejected. Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances. GIL reserves the right to seek clarifications on the already submitted documents, however, no fresh documents shall be accepted. Decision of the GIL will be final and binding on the bidders.

#### 3.1 ELIGIBILITY COMPLIANCE SHEET

#	Basic Requirement	Specific Requirement	Documentary Evidence
1.	Registration Status	<p>The bidder shall be any ONE of the following with their registered office in India for the last three financial years (as on 31<sup>st</sup> March 2024):</p> <p>i. A company incorporated in India under the Companies Act, 1956 or Companies Act 2013 (as amended till date), and subsequent amendments thereto.</p> <p>ii. An entity registered under LLP Act 2008 and subsequent amendments thereto.</p> <p>iii. Partnership firms registered under Indian Partnership Act, 1932</p>	<p>a. Certificate of Incorporation/ Registration</p> <p>b. Copies of Articles of Association (in case of company) OR Partnership deed (in case of partnership firm) OR Self-Certificate in Letter Head in case of Proprietorship along with GSTIN certificate OR Bye laws and certificate of registration (in case of registered co-operative societies)</p>

2.	PAN and GSTIN	The bidder must have a registration number for GST (Goods and Services Tax) and hold a valid PAN.	Bidder must provide a copy of the following in the name of the bidding company: a. PAN card b. GSTIN
3.	Net Worth	The bidder should have positive net worth in last three Financial Years i.e. 2021-22, 2022-23 and 2023-24.  Net-Worth of any parent, subsidiary, associated or other related entity shall not be considered.	Certificate from a registered CA.
4.	Net Profit	The bidder should have made net profit in last three Financial Years i.e. 2021-22, 2022-23 and 2023-24.  Net-profit of any parent, subsidiary, associated or other related entity shall not be considered.	Certificate from a registered CA.
5.	Blacklisting	The bidder, as on the date of bid submission, has not been blacklisted or debarred in the last three years and is not under blacklisting period of any of the Central or State Government Organization/ Public Sector Undertaking/ Autonomous Body etc.	An undertaking (self- certification on company's letterhead) is to be submitted, as per format provided as per Format VIII.
6.	Company's Average Turnover	The bidder should have an average annual turnover as per eligibility condition for respective Tier in last any three Financial Years out of last seven years (i.e. 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24).  Note: Turnover from Supply of Hardware/ IT infrastructure and	Certificate from a registered CA.

		their associated maintenance services shall not be considered.	
7.	Certification and Compliance	The bidder should be certified as per eligibility condition for respective Tier to work in the area of software development and support.	<p>a. Self-attested copies of valid certificate (validity of certificate should be at least till the last date of bid submission) awarded to the firm by the concerned accreditation agency/ Organization.</p> <p>b. A self-certificate mention that all the units of bidder's organization related to this RFP holds this certificate.</p> <p>c. Provide any one of the following CMMI artifacts from Benchmark or Sustainment appraisals;</p> <ul style="list-style-type: none"> <li>i. CMMI V2.0 Appraisal Disclosure Statement</li> <li>ii. CMMI V2.0 Final Findings Briefing/Report</li> <li>iii. CMMI V2.0 Performance Report</li> </ul>
8.	Resources	<p>The bidder should have resources (as per eligibility condition for respective Tier) on company payroll during the past 1 year.</p> <p>8.1 Out of these, <u>resources</u> (as per eligibility condition for respective Tier) should be qualified B.E./ B. Tech/B. Des/ MCA/ MBA/ M.Sc. or equivalent with relevant experience in IT (wherever applicable) continuously on its rolls for the past 1(one) year.</p>	Certificate from the Bidder's HR head and signed by authorized signatory of the Company/ CA/ CS along with PF and ESIC copy of challan of past 1 year.
9.	Work Experience	9.1 The bidder should have experience as per eligibility	<p>Copy of</p> <p>a. Work Order/ LOI/ Purchase Order/</p>

		condition for respective Tier for <u>implementation projects</u> in the field of Design, Development, Implementation and Maintenance of Application Software and Websites and Mobile Application (IOS/Android) Development during in the last three financial years i.e. 2021-22, 2022-23 and 2023-24. This shall include ongoing work and fresh execution projects.	Contract indicating project value b. Completion/ Ongoing project Certificate from client If required, the TEC may ask for Self-Certified List of GST invoice(s) raised for the project indicating Invoice No., Date and amount.
--	--	--	---

**Note:**

- 3.1.1 The Bidder must attach valid documents in support to their Technical and Financial capabilities/strength, as mentioned above. Without proper supporting documents, the Bid proposals are liable to be rejected.

### 3.2 ELIGIBILITY CONDITION

Eligibility Conditions are to be met as per the respective criteria mentioned above in the Eligibility Compliance Sheet

S. No.	Criteria	Tier 1	Tier 2	Tier 3
1	Registration Status	Yes	Yes	Yes
2	PAN and GSTIN	Yes	Yes	Yes
3	Net Worth	Positive	Positive	Positive
4	Net Profit	Yes	Yes	Yes
5	Blacklisting	No	No	No
6	Company's Average Turnover	INR 300 Crores or more	INR 100 Crores or more	INR 50 Crores or more
7	Certification & Compliance	CMMi L5	CMMi L3	CMMi L3 or ISO9001-2015 certificate
8	Resources on roll for past 1 year	2500	500	50



	8.1 Qualified as per criteria	250	100	25
9	Work Experience			
	9.1 IT Project (design, development, implementation of software application, mobile application, website development, ERP Solution Development and implementation etc / Manpower)	03 (three) IT Domain projects, each of project value INR 05 Crores or more	03(three) IT Domain projects each of project value INR 50 Lakhs or more	03(three) IT Domain projects, each of project value INR 25 Lakhs or more

**\*The committee may ask bidders to share CVs (some or all) of such employees. In certain circumstances, they may be asked to be available for interview/interaction.**

**Note:**

- 3.2.1 Wherever, the term PO (Purchase order) is mentioned in this RFP, it is to be read as PO/WO (Purchase Order/Work Order).
- 3.2.2 To demonstrate an experience, multiple work orders which are the extension of the same project (in continuation) may be considered.
- 3.2.3 In case of non-disclosure agreement, the bidder can submit a certificate from a registered CA stating the relevant scope of work & project value along with copy of Work Order.
- 3.2.4 All pages of bid documents must be clearly signed and stamped by the Authorized Signatory of the bidder.
- 3.2.5 Only those bidders, who satisfy the eligibility requirements and accept the terms and conditions of this RFP document without any pre-condition shall be short-listed for further bid evaluation.
- 3.2.6 **For FY 23-24, if audited financial statements are not available, bidder may submit provisional/ unaudited figures. This should be mentioned in the respective CA's certificates.**
- 3.2.7 Empaneled vendors are supposed to maintain all the above-mentioned eligibility criteria during the empanelment period. Failure may lead to termination of empanelment.
- 3.2.8 The bids consisting of documents in support of the above criteria and those required as per "Section-6: Eligibility Compliance Sheet" should be uploaded electronically and document properly page numbered and indexed. Undertaking for subsequent submission of any of the required document/Deviations will not be entertained under any circumstances. GIL reserves the right to seek clarifications on the already submitted documents; however, no fresh documents shall be accepted. The time limit, in which the Bidders have to submit the additional information or present their projects, will be decided by the TEC and its decision will be final in this regard. Bidders failing to adhere to the specified time limit will be rejected.

## **4 SECTION - INSTRUCTIONS TO BIDDERS**

---

### **4.1 GENERAL INSTRUCTION TO BIDDERS**

All information supplied by Bidders may be treated as contractually binding on the Bidders on successful award of the assignment by the TENDERER based on this RFP. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the TENDERER. Any notification of preferred bidder status by the TENDERER shall not give rise to any enforceable rights by the Bidder. The TENDERER may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the TENDERER.

This RFP supersedes and replaces any previous public documentation, communications, and Bidders should place no reliance on such communications. The TENDERER may terminate the RFP process at any time and without assigning any reason. The TENDERER makes no commitments, express or implied, that this process will result in a business transaction with anyone.

### **4.2 COST OF BIDDING**

- 4.2.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid. The TENDERER will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- 4.2.2 Bidder is requested to pay Rs. 17,700/- as a bid processing fee (Non-refundable) in the form of demand draft in favor of “Gujarat Informatics Ltd.” payable at Ahmedabad/Gandhinagar along with the EMD cover. In case of non-receipt of bid processing fees & EMD the bid will be rejected by GIL/Dept. of Science & Technology as non-responsive.

### **4.3 BIDDING DOCUMENT**

Bidder can download the bid document and further amendment if any freely available on <https://www.gil.gujarat.gov.in> and <https://www.gil.nprocure.com> and upload the same on <https://www.gil.nprocure.com> on or before due date of the tender. 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 submits a Bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid. Under no circumstances physical bid will be accepted.

#### **4.4 CLARIFICATION ON BIDDING DOCUMENT**

Bidders can seek written clarifications on or before pre-Bid to Deputy Director (Accounts) & General Manager (Services), Gujarat Informatics Ltd., 2nd Floor, Block No. 2, Karmayogi Bhavan Gandhinagar 382010.

#### **4.5 AMENDMENT OF BIDDING DOCUMENTS**

- 4.5.1 At any time prior to the deadline for submission of bids, the TENDERER, 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 our websites.
- 4.5.2 All prospective bidders are requested to browse TENDERER'S website & any amendments/ corrigendum/ modification will be notified on the website and such modification will be binding on them. To allow prospective bidders a reasonable time to take the amendment into account in preparing their bids, the TENDERER, at its discretion, may extend the deadline for the submission of bids.

#### **4.6 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 the TENDERER shall be in English.

## **4.7 BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)**

- 4.7.1 Bidders shall submit, along with their Bids, EMD of Rs. 3,50,000/-, in the form of a Demand Draft OR in the form of an unconditional Bank Guarantee by Bank Guarantee (which should be valid for 6 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/10/2018/18/DMO dated 16.04.2018 ([http://www.gil.gujarat.gov.in/grs/DMO\\_2173\\_16\\_Apr\\_2018\\_714.pdf](http://www.gil.gujarat.gov.in/grs/DMO_2173_16_Apr_2018_714.pdf)) issued by Finance Department or further instruction issued by Finance department time to time; in the name of “Gujarat Informatics Ltd.” payable at Gandhinagar (in the format specified in Format III) and must be submitted along with the covering letter.
- 4.7.2 EMD of all unsuccessful bidders would be refunded by GIL within 60 Days on selection of successful bidder.
- 4.7.3 The EMD of the successful bidder would be returned upon successful submission of Performance Bank Guarantee as per the format provided in Format IV.
- 4.7.4 EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- 4.7.5 The bid / proposal submitted without EMD and Bid Processing fee, mentioned above, will be summarily rejected.
- 4.7.6 The EMD may be forfeited, In case of a Bidder if:
- 4.7.7 The bidder withdraws its bid during the period of bid validity.
- The Bidder does not respond to requests for clarification of their Bid.
  - The Bidder fails to co-operate in the Bid evaluation process.
- 4.7.8 In case of successful bidder, the said bidder fails:
- Fails to sign the agreement in time.
  - Fails to submit performance bank guarantee.

## **4.8 LATE BIDS**

4.8.1 Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be shall not be entertained and shall be REJECTED.

4.8.2 The bids submitted by telex/telegram/ fax/e-mail etc. shall not be considered. No Correspondence will be entertained on this matter.

## **4.9 SECTION COMPRISING THE BIDS**

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. The bid uploaded shall have the following documents:

### **4.9.1 Bid Security Section:**

The bid security & bid processing fee (non-refundable) to be furnished to GIL office in the form of demand draft in favor of “Gujarat Informatics Ltd.” payable at Ahmedabad/Gandhinagar before the last date and time of the bid submission.

### **4.9.2 Eligibility Section**

4.9.2.1 Financial Details of the Bidder. (In the Prescribed Format V)

4.9.2.2 Bidder’s Experience. (In the Prescribed Form No. C)

### **4.9.3 Price Bid Section**

Priced bid (in the prescribed format only as given in this RFP – Section 7)

Note: Filling up prices anywhere other than the prescribed shall render the bidder disqualified.

#### **4.9.4 Annexures & Formats**

- 4.9.4.1 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.
- 4.9.4.2 For all other cases, the Bidder shall design a form to hold the required information.
- 4.9.4.3 TENDERER shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms
- 4.9.4.4 The prices shall strictly be submitted in the given format. Quoted prices shall be without GST. The tax (GST) components as applicable shall be mentioned separately. Successful Bidder will have to supply/provide Services with an Invoice from a place located within State of Gujarat.
- 4.9.4.5 Prices shall be written in both words and figures. In the event of difference, the price in words shall be valid and binding.
- 4.9.4.6 Offered price should be exclusive of all applicable taxes (anywhere in Gujarat state).

#### **4.10 BID OPENING**

- 4.10.1 Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 4.10.2 In the event of the specified date of Bid opening being declared a holiday for the GIL, the Bids shall be opened at the appointed time and location on the next working day.
- 4.10.3 The Bidder's names, bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the TENDERER officer at his/her discretion, may consider appropriate, will be announced at the opening.
- 4.10.4 Immediately after the closing time, the TENDERER contact person shall open the Un-Priced Bids and list them for further evaluation.
- 4.10.5 Bids that are not opened at bid opening shall not be considered further for evaluation.

#### **4.11 BID VALIDITY**

4.11.1 Bids shall remain valid for a period of **180 days** from the date of bid opening as prescribed by the Tenderer. The Tenderer reserves the right to extend the bid validity period, if required.

4.11.2 A Bid valid for a shorter period shall be rejected as non-responsive.

4.11.3 In exceptional circumstances, the TENDERER 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. A Bidder's request to modify the Bid will not be permitted.

#### **4.12 CONTACTING THE TENDERER**

Bidder shall not approach the TENDERER officers outside of office hours and/ or outside the TENDERER office Premises, from the time of the Bid opening to the time the Contract is awarded. Any effort by a bidder to influence the TENDERER 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 TENDERER, it should do so in writing.

#### **4.13 REJECTION OF BIDS**

The TENDERER 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.

## **4.14 BID EVALUATION PROCESS**

### **4.14.1 Technical Evaluation**

- 4.14.1.1 The TENDERER will form a Committee which will evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, the TENDERER, may, at its discretion, ask the bidders for clarification of their Proposals.
- 4.14.1.2 The bidders are expected to provide all the required supporting documents & compliances as mentioned in this RFP.
- 4.14.1.3 During the evaluation, committee may seek the clarification in writing from the bidder, if required. If bidder fails to submit the required clarifications in due time, the evaluation will be done based on the information submitted in the bid.
- 4.14.1.4 Financial bids will be opened for those bidders who shall qualify the technical evaluation.

### **4.14.2 Financial Evaluation**

- 4.14.2.1 On a designated day and time, the Financial Bids of only those bidders who satisfy all conditions of the eligibility criteria may be opened electronically in the presence of the representatives of the technically qualified bidding companies and other entities.
- 4.14.2.2 The lowest quoting vendor (L1) in each category will be the bidder with the lowest percentage Service Charge (%SC) among all the quoted %SC in the Abridged Financial Bids after excluding outliers (extreme bids).
- 4.14.2.3 To identify outliers, a combination of Quartile method and Deviation from Average will be used. Extreme quotes shall not be considered while determining L1 bidders. The quotes (%SC) within these range will only be considered. The quartile method will calculate “Lower Limit” and “Upper Limit”. Further, the average of %SCs lies within these limits will be calculated to get average %SC value.
- 4.14.2.4 Depending on the scenario, one of the following deviation values shall be considered.



<b>Sr. No.</b>	<b>Scenario (number)</b>	<b>Deviation</b>
<b>a</b>	<b>Technically qualified bids <math>\geq 2 * \text{Panel size}</math></b>	<b>30%</b>
<b>b</b>	<b>Technically qualified bids <math>&gt; \text{Panel size}</math> (but <math>&lt; 2 * \text{Panel size}</math>)</b>	<b>40%</b>
<b>c</b>	<b>Technically qualified bids <math>&lt; \text{Panel size}</math></b>	<b>50%</b>

4.14.2.5 This “% deviation” will be applied on the “average %SC value” to get final range of outliers (upper and lower range). Bid(s) having %SC values beyond these range shall be rejected.

4.14.2.6 The lowest quoted value within this range shall be considered as L1 quote and the bidder shall be termed as L1 bidder. The next higher quote within this permissible range will be termed as L2 bidder, L3 bidder, L4 bidder till the bidder with the highest quote.

4.14.2.7 Illustration: Taking a scenario when, in Tier-2 (panel size of 10 empaneled vendors), 15 financial bids of technically qualified bidders were opened.

Tier-2						Within Range	L1%SC
Penal size for Empanelment		<b>10</b>		<b>Bidder</b>	<b>%SC</b>	<b>40.00 %</b>	
Bidders (Technically Qualified)		15		1	1.00%	Out	
Deviation		<b>40%</b>		2	2.00%	Out	
Min. Value		0	1.00%	3	10.00%	10.00 %	
1st Quartile		1	8.50%	4	8.50%	8.50%	
2nd Quartile		2	11.50%	5	35.00%	Out	
3rd Quartile		3	20.00%	6	9.00%	9.00%	
Max Value		4	50.00%	7	9.50%	9.50%	
IQR	3rd-1st		11.50%	8	8.00%	8.00%	<b>L1</b>
Lower Limit	1st - (1.5xIQR)		<b>-8.75%</b>	9	11.50%	11.50 %	
Upper Limit	3rd+ (1.5xIQR)		<b>37.25%</b>	10	12.00%	12.00 %	
Average %SC value within these Lower and Upper limits			<u>12.27%</u>	11	15.00%	15.00 %	
Upper and Lower %SC range based on applicable Deviation			<u>7.36%</u>	12	18.00%	Out	
			<u>17.18%</u>	13	20.00%	Out	
				14	40.00%	NA	
				15	50.00%	NA	

\*IQR – Inter Quartile Range, Interquartile multiplier value = 1.5

On the list of %SC values, quartile method shall be applied to identify upper and lower limits.

The calculation as tabulated above, derives (-)8.75% & 37.25% as “Lower Limit” and “Upper Limit” respectively.

The average value of %SCs within these limits comes out as 12.27%.

As the number of technically qualified bidders (whose Financial bids were opened), are more than the panel size (but less than = 2\*panel size), deviation value of 40% will be considered. Applying 40% deviation on the average %SC value (i.e. 12.27%) provides a range of 7.36% & 17.18% (upper range and lower range).

The lowest quote within this range is 8%, which will be termed as L1 quote. Hence the bidder no. 8 shall be called as L1 bidder. Subsequent higher quotes within this range are termed as L2 bidder (bidder no. 4), L3 bidder (bidder no. 9) till the L8 bidder (bidder no. 11).

- 4.14.2.8 In the scenario, when 2(two) or more qualified bidders quotes same %SC (tie on the same value), the bidder with the higher “Turnover in FY 2023-24” would be given preference and shall be considered as L1 bidder.
- 4.14.2.9 In a rare scenario, when both have the same Turnover, then bidder having more **“number of resources on company’s pay roll” will be considered as L1 bidder.**
- 4.14.2.10 The financial bid of only the L1 bidder for each category will be opened and evaluated by a duly constituted Evaluation Committee (EC).
- 4.14.2.11 The bidder with the Second Lowest quoted %SC value the Abridged Financial Bids will be the L2 bidder and will then be asked to match the L1 rates, category wise, in order to be placed on the panel (within a timeframe prescribed by GIL). If L2 does not agree, L3, L4 & so on...will be asked to match the L1 rates. Thus, by way of successive opportunity a panel of vendors as per defined category wise will be formed.
- 4.14.2.12 If none of L2, L3, L4, .... agree to match the L1 rates then L1 shall be the sole vendor on the panel. The decision of GIL arrived at, as per above will be final for empanelment and no representation of any kind shall be entertained.
- 4.14.2.13 Quoting incredibly low value with a view to subverting the tender process shall be rejected straight away and execution of Bid Securing Declaration of such bidders.
- 4.14.2.14 If there is a mismatch between values quoted in figures and words, the value quoted in words shall prevail.
- 4.14.2.15 An Evaluation Committee (EC) would scrutinize the commercial bids. Bids found lacking in strict compliance to the commercial bid format shall be rejected straightaway.
- 4.14.2.16 If there is only one bid, GIL reserves the right to process the single bid or take recourse to the process of re-tendering.
- 4.14.2.17 Arithmetical error will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail.
- 4.14.2.18 GIL reserves the right to use this tender to service its client’s/ GIL project requirements.
- 4.14.2.19 The rates quoted should be as per industry standards for the prescribed experience of manpower under different categories.
- 4.14.2.20 The bids in which the bidder quote NIL charges/considerations, such bid will be treated as unresponsive and will not be considered.

## **4.15 AWARD OF CONTRACT**

- 4.15.1 L1 bidder shall be decided based on the evaluation criteria mentioned above.
- 4.15.2 GIL will have a panel of vendor for L1 (quartile process) only as under for:
- For Tier-1 a panel of up to 5 (Five) empaneled vendors
- For Tier-2 a panel of up to 10 (Ten) empaneled vendors
- For Tier-3 a panel of up to 15 (Fifteen) empaneled vendors
- 4.15.3 Above mentioned panel size will be used for identified L1 Bidder through quartile process.
- 4.15.4 Maximum bidders shall be empaneled provided, they match the L1 rates. The actual panel size will be determined after identifying outliers using the quartile process, with the final panel being adjusted based on the L1 vendor's rates.
- 4.15.5 The tenderer will proceed to all other qualified bidders to match L1 rates. In the event that any other qualified bidder refuses to match the L1 rates, this process will continue until successfully empanelment by matching the L1 rates gets completed.
- 4.15.6 At any point in time, if any of the empaneled vendor opts out or is terminated by the TENDERER as per the clauses of RFP, at the discretion of the TENDERER may offer in sequence to the other bidders to get themselves empaneled with the TENDERER at L1 rates.
- 4.15.7 All selected empaneled bidders have to start the operations from the date of the work order.
- 4.15.8 Once bidders are empaneled, tenderer will issue request for the manpower based on the actual requirement during the contract tenure, to all the empaneled vendors. The selection of the resources would be done by the tenderer/department or representative of tenderer/department based on interviews. The tenderer would issue work order to empaneled vendors based on resources presented by them.
- 4.15.9 In case multiple vendors submits resume of same candidate(s), work order will be issued to empaneled vendor who submitted candidate first. (e.g., date and time of the submission email will be considered for the claim of first submission).
- 4.15.10 Current empaneled agencies are eligible to participate in the tender. However, if selected, their work will commence only after the completion of the existing empanelment period.

## **4.16 NOTIFICATION OF AWARD & SIGNING OF CONTRACT**

- 4.16.1 Prior to expiration of the period of Bid validity, the TENDERER will notify the successful Bidders (for empanelment) and issue LoI.
- 4.16.2 Within fifteen (15) calendar days of receipt of the Contract Form, the successful Bidders (for empanelment) shall sign the Contract and return it to the TENDERER. All empaneled bidders shall submit Performance Bank guarantee as per Tier-I, Tier-II and Tier-III (Mentioned in the 4.23) valid for duration of 180 days beyond the expiry of contract.

## **4.17 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 it's delays in performance or other failure to perform its obligations under the Agreement is the result of Force Majeure.

## **4.18 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:

#### **4.18.1 Natural events**

Natural Events to the extent they satisfy the foregoing requirements including:

- 4.18.1.1 Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon;
- 4.18.1.2 Explosion or chemical contamination (other than resulting from an act of war);
- 4.18.1.3 Epidemic such as plague;
- 4.18.1.4 Any event or circumstance of a nature analogous to any of the foregoing.

#### **4.18.2 Other Events (“Political Events”)**

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

- 4.18.2.1 Strikes, work to rules, go-slows which are either widespread, nation- wide, or state- wide or are of political nature;
- 4.18.2.2 Any event or circumstance of a nature analogous to any of the foregoing.

#### **4.18.3 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;

#### **4.18.4 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 05 (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.

### **4.19 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.

### **4.20 AMENDMENT TO THE AGREEMENT**

The Tenderer reserve right to amend the agreement if required. All alterations and changes in the Agreement will consider prevailing rules, regulations, and laws applicable in the state of Gujarat.

## **4.21 REPRESENTATIONS AND WARRANTIES**

### **4.21.1 Representations and Warranties by the Selected Agency(ies):**

- 4.21.1.1 It is a company duly organized and validly existing under the laws of India and has all requisite legal power and authority and corporate authorizations to execute the Agreement and carry out the terms, conditions, and provisions hereof. It has in full force and effect all requisite clearances, approvals and permits necessary to enter into the Agreement and perform its obligations hereof.
- 4.21.1.2 The Agreement and the transactions and obligations hereof do not contravene its constitutional documents or any law, regulation or government directive and will not contravene any provisions of, or constitute a default under, any other Agreement or instrument to which it is a party or by which it or its property may be bound or any of its obligations or undertakings by which it or any of its assets are bound or cause a limitation on its powers or cause it to exceed its authorized powers.
- 4.21.1.3 There is no pending or threatened actions, suits or proceedings affecting the Successful Bidder or its affiliates or any of their respective assets before a court, governmental agency, commission or arbitrator or administrative tribunal which affects the Successful Bidder's ability to perform its obligations under the Agreement; and neither Successful Bidder nor any of its affiliates have immunity from the jurisdiction of a court or from legal process (whether through service of notice, attachment prior to judgment, attachment in aid of execution or otherwise). The Successful Bidder confirms that all representations and warranties of the bidder set forth in the Agreement are true, complete, and correct in all respects.
- 4.21.1.4 No information given by the Successful Bidder in relation to the Agreement, project documents or any document comprising security contains any material wrong statement of fact or omits to state as fact which would be materially averse to the enforcement of the rights and remedies of TENDERER or which would be necessary to make any statement, representation or warranty contained herein or therein true and correct.

### **4.21.2 Representations and Warranties by the TENDERER**

- 4.21.2.1 It has full legal right; power and authority to execute the said project and to enter and perform its obligations under the Agreement and there are no proceedings pending.
- 4.21.2.2 The Agreement has been duly authorized, executed and delivered by the TENDERER and constitutes valid, legal, and binding obligation of TENDERER.

4.21.2.3 The execution and delivery of the Agreement with the Selected Agency(ies) does not violate any statutory judgment, order, decree, regulation, right, obligation or rule of any court, government authority or arbitrator of competent jurisdiction applicable in relation to the TENDERER, its assets, or its administration.

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

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

4.21.5 The proceedings of arbitration shall be in English language.

4.21.6 The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

4.21.7 The Parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

## **4.22 BOOKS & RECORDS**

The Selected Agency(ies) shall maintain adequate Documents Related to project's materials & equipment's for inspection and audit by the TENDERER during the terms of Contract until expiry of the performance guarantee.

## **4.23 PERFORMANCE GUARANTEE**

4.23.1 The Selected Agency(ies) shall furnish Performance Bank Guarantee as under:

<b>Category</b>	<b>PBG Amount</b>	<b>In words</b>
<b>Tier-1</b>	<b>INR 1,00,00,000.00</b>	<b>Rupees One Crore Only</b>
<b>Tier-2</b>	<b>INR 60,00,000.00</b>	<b>Rupees Sixty Lakhs Only</b>
<b>Tier-3</b>	<b>INR 10,00,000.00</b>	<b>Rupees Ten Lakhs Only</b>



- 4.23.2 The performance guarantee will be in the form of bank guarantee for the amount as mentioned above towards faithful performance of the contract obligation, and performance of the equipment during Warranty period. In case of termination of contract, the TENDERER shall invoke the PBG.
- 4.23.3 The Performance Guarantee shall be valid for a period of 180 days beyond Contract period and shall be denominated in Indian Rupees and shall be in the form of an unconditional Bank Guarantee issued by all Public-Sector Banks/private banks having branch in Gandhinagar\Ahmedabad in the format provided by the TENDERER to be submitted Within 15 calendar days from the date of final work order.
- 4.23.4 The Performance Guarantee shall be discharged by the TENDERER and returned to the successful bidder within 30 calendar days from the date of expiry of the Performance Bank Guarantee.

#### **4.24 TERMINATION CLAUSE**

##### **4.24.1 Termination by the TENDERER:**

- 4.24.1.1 The TENDERER, reserves the right to suspend any of the services and/or terminate this agreement in the following circumstances by giving 30 days' notice in writing if:
- 4.24.1.2 The bidder becomes the subject of bankruptcy, insolvency, and winding up, receivership proceedings;
- 4.24.1.3 In case the TENDERER finds illegal use of hardware, software tools, manpower etc. that are dedicated to the project;
- 4.24.1.4 If SLAs are not maintained properly and not provide services as per SLAs, then TENDERER has right to foreclose contract.
- 4.24.1.5 Upon occurrence of an event of default as set out in Clause above, either party will deliver a default notice in writing to the other party which shall specify the event of default and give the other party an opportunity to correct the default.
- 4.24.1.6 Upon expiry of notice period unless the party receiving the default notice remedied the default, the party giving the default notice may terminate the Agreement.

- 4.24.1.7 During the notice period, both parties shall, save as otherwise provided therein, continue to perform their respective obligations under this Agreement and shall not, whether by act of omission or commission impede or otherwise interfere with party's endeavour to remedy the default which gave rise to the commencement of such notice period.
- 4.24.1.8 The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.
- 4.24.1.9 In case of termination bidder will be paid for the work/services already delivered till the date of termination after deduction of penalties, if any.

#### **4.25 INDEMNIFICATION**

Selected Agency(ies) will defend and/or settle any claims against the TENDERER that allege that Bidder service and/or branded product as supplied under this contract infringes the intellectual property rights of a third party. Selected Agency(ies) will rely on Customer's prompt notification of the claim and cooperation with our defence. Bidder may modify the product or service to be non-infringing and materially equivalent or we may procure a license. If these options are not available, we will refund to Customer the amount paid for the affected product in the first year or the depreciated value thereafter or, for support services, the balance of any pre-paid amount or, for professional services, the amount paid. Bidder is not responsible for claims resulting from any unauthorized use of the products or services. This section shall also apply to deliverables identified as such in the relevant Support Material except that Bidder is not responsible for claims resulting from deliverables content or design provided by Customer.

#### **4.26 LIMITATION OF LIABILITY**

Selected Agency(ies)'s cumulative liability for its obligations under the contract shall not exceed the value of the charges payable by the TENDERER within the remaining duration of the contract term from the day claim is raised.

## **4.27 CONFIDENTIALITY**

- 4.27.1 Selected Agency(ies) understands and agrees that all materials and information marked and identified by the TENDERER as 'Confidential' are valuable assets of the TENDERER and are to be considered as proprietary information and property. Selected Agency(ies) will treat all confidential materials and information provided by the TENDERER with the highest degree of care necessary to ensure that unauthorized disclosure does not occur. Selected Agency(ies) will not use or disclose any materials or information provided by tenderer without its prior written permission.
- 4.27.2 Selected Agency(ies) shall not be liable for disclosure or use of any materials or information provided by the TENDERER or developed by Selected Agency(ies) which is:
- 4.27.2.1 Possessed by Selected Agency(ies) prior to receipt from the TENDERER, other than through prior disclosure by the TENDERER, as documented by Selected Agency(ies)'s written records;
  - 4.27.2.2 Published or available to the public otherwise than through a breach of Confidentiality; or
  - 4.27.2.3 Obtained by Selected Agency(ies) from a third party with a valid right to make such disclosure, provided that said third party is not under a confidentiality obligation to the TENDERER; or
  - 4.27.2.4 Developed independently by the Selected Agency(ies).
- 4.27.3 If Selected Agency(ies) is required by judicial or administrative process to disclose any information or materials required to be held confidential hereunder, Selected Agency(ies) shall promptly notify the TENDERER and allow reasonable time to oppose such process before making disclosure.
- 4.27.4 Selected Agency(ies) understands and agrees that any use or dissemination of information in violation of this Confidentiality Clause will cause the TENDERER irreparable harm, may leave the TENDERER with no adequate remedy at law and the TENDERER is entitled to seek to injunctive relief.
- 4.27.5 The TENDERER does not follow the practice of asking Confidential Information of Selected Agency(ies), however if any confidential information is required/shared by the Selected Agency(ies) then Selected Agency(ies) must clearly marked it as "Strictly confidential". The TENDERER in turn will not share the same without prior concern of the Selected Agency(ies).
- 4.27.6 Above mentioned "confidentiality clause" shall be applicable on both the parties i.e., the TENDERER and the successful bidder.

## **4.28 SERVICE TERMS**

- 4.28.1 The entire scope of the work depends on the technical skill and experience in management of the same level or kind of capabilities.
- 4.28.2 It is mandatory for Bidder to deploy qualified professional to develop / modify, test, deploy & maintain the proposed applications, as defined under scope of work.
- 4.28.3 The Bidder must submit regular schedule of manpower availability.
- 4.28.4 The Bidder will need to coordinate and approach various departments/Sub-departments/Boards/Corporations during this contract.
- 4.28.5 The Bidder is responsible to maintain documentation on the progress of the work and will have to update the same on regular basis. Bidder will have to submit the progress reports regularly, as per the guidelines issued by TENDERER/Department from time-to-time.
- 4.28.6 Tenderer/Department shall provide office space to the operational manpower in its own premise during project period. All other expenses related to I card printing etc. in case required, must be completely borne by respective department
- 4.28.7 The bidder shall ensure that security measures, policies and procedures implemented are adequate to protect and maintain the confidentiality of the Confidential Information. Bidder also agrees and acknowledges that it shall adhere to reasonable security practices over all sensitive personal information of the said project as prescribed by various rules under I.T. Act, 2000 (as amended from time to time).

## **4.29 FRAUDULENT AND CORRUPT PRACTICES**

- 4.29.1 Fraudulent practice means a misrepresentation of facts 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 non-competitive levels and to deprive the TENDERER of the benefits of free and open competition.
- 4.29.2 “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.
- 4.29.3 The TENDERER will reject a proposal for award and may forfeit the EMD and/or Performance Bank 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).

## **4.30 NON-DISCLOSURE AGREEMENT (NDA)**

Selected Agency(ies) shall sign a mutually agreed Non-Disclosure Agreement (NDA) with the TENDERER at the time of deployment. The format of NDA proposed to be signed shall be as per the **Format-XI**. A copy of the signed NDA shall be provided to Selected Agency(ies) by the TENDERER for record keeping / reference purpose.

### **4.31 COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS**

- 4.31.1 The TENDERER will have exclusive right to use and own the application software (as customized from time to time), its source code along with further development rights and its derivatives. The software prepared cannot be used for any purpose whatsoever without the written consent of the TENDERER.
- 4.31.2 No software or services covered by the contract shall be developed or done by the company in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or Similar right, or of any charge, mortgage or lien. Vendor will indemnify the TENDERER for all such correspondence.
- 4.31.3 All IPR in relation to project documents, source code, project developed, architecture, assets, resources, designs, drawings etc. shall vest with the TENDERER, and the bidder shall not use any such for any other purpose.

### **4.32 APPROVALS/CLEARANCES**

- 4.32.1 **Necessary approvals/ clearances concerned authorities, for establishing the proposed project needs to be obtained by the Selected Agency(ies).**
- 4.32.2 **Necessary approvals/ clearances from concerned authorities, as required, for fire protection, government duties / taxes need to be obtained by the selected bidder.**

### **4.33 PERIOD OF CONTRACT AND EXTENSION OF WORK**

The Contract will be signed with the successful bidder initially for a period of 03 (Three years). At the end of the contract duration, i.e., 03 (Three) years, performance of the selected bidder may be reviewed annually, and the contract may be extended on mutually agreement by one (01) or more year, as per the terms and conditions specified in bid documents.

### **4.34 SUPPORT FROM EXTERNAL AGENCY**

Sub-letting/contracting of entire work or in part thereof is not permitted. The bidder needs to complete all the defined activities as per scope of work on its own. No Data/ Information should be sent out of the premise without obtaining prior written confirmation from the TENDERER. The successful bidder shall be allowed to obtain advisory support from within its organization towards legal or contractual vetting of drafts.

### **4.35 USE OF AGREEMENT DOCUMENTS AND INFORMATION**

- 4.35.1 The Bidder shall not without prior written consent from TENDERER disclose the Agreement or any provision thereof or any specification, plans, drawings, pattern, samples, or information furnished by or on behalf of TENDERER 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.
- 4.35.2 The Bidder shall not without prior written consent of TENDERER make use of any document or information made available for the project except for purposes of performing the Agreement.
- 4.35.3 All project related documents issued by TENDERER other than the Agreement itself shall remain the property of TENDERER and Originals and all copies shall be returned to TENDERER on completion of the Bidder's performance under the Agreement, if so, required by the TENDERER.

### **4.36 TAXES & DUTIES**

Bidder is liable for all taxes and duties etc. as may be applicable from time to time.

### **4.37 ROLES & RESPONSIBILITIES OF STAKEHOLDERS**

The following shall describe the roles & responsibilities of various stake holders in this project.

- 4.37.1 Tenderer/Concerned Department
- 4.37.1.1 Providing all the required infrastructure (physical & IT) and related items
  - 4.37.1.2 Monitoring & Supervision.
  - 4.37.1.3 Verification of Status Reports
  - 4.37.1.4 Remuneration Confirmation of selected resource
  - 4.37.1.5 Representation in Interview Panel
  - 4.37.1.6 Payment, performance review, confirmation on resignation requirement from all empaneled agencies.

#### **4.37.2 Bidder/Operator**

- 4.37.2.1 Carry out work assigned as per terms and conditions defined within the scope of this RFP and as decided time to time by the Tenderer.
- 4.37.2.2 Upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect, the respective bid of the bidder shall be summarily rejected and no correspondence on the same, shall be entertained.
- 4.37.2.3 Engage qualified, skilled, and good conduct personnel.
- 4.37.2.4 The manpower required is to be engaged by the bidder within the specified time.
- 4.37.2.5 Maintain a proper database of the all the resources engaged with the Tenderer. Records should contain each information related to resources such as PF, ESI, Remuneration, leave, absentee etc. and submit to Tenderer/Department as and when required.
- 4.37.2.6 The bidder is liable for damages on account of any violation by the employees engaged under the Information Technology Act and other prevalent laws of the country.
- 4.37.2.7 Bidder shall provide an undertaking for the implementation of Data Confidentiality and privacy of the projects undertaken;
- 4.37.2.8 In case, the person employed by the bidder commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the bidder will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work / project and any other necessary action as required by GIL and provisions of the legal framework of the country.
- 4.37.2.9 The Selected Agency(ies) shall first scrutinize the sponsored resource profile at their level first before submission of profiles to the Tenderer, as per the provided educational and technical requirement criteria.
- 4.37.2.10 The bidder shall remove immediately any of its personnel who is found unacceptable to this Department because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from GIL.
- 4.37.2.11 Background verification: All the manpower engaged by Selected Agency(ies) may be subjected to proper background verification check for Date of Birth, Educational Qualifications, Experience, and police verification of antecedents within 45 days of joining.



### **4.38 RECRUITMENT PROCESS**

- 4.38.1 Department will share the recruitment request as per **Annexure-A** to GIL exactly as per the tender terms and conditions.
- 4.38.2 Departments intending to avail services under TIER-I must obtain prior approval from DST before approaching GIL. Selection and Deployment of manpower of resources under Tier-1 will be done only with prior approval from DST.
- 4.38.3 Received request form will be analyzed by GIL and in case of any discrepancy then respective department will be required to modify the same. Only recruitment request as per the tender will be floated to all empaneled agencies by GIL.
- 4.38.4 Agencies will have to provide CVs as per the recruitment request and tender terms after due verification strictly as per the requirement and in the format given by GIL.
- 4.38.5 Department/GIL will schedule interview as per requirement. Interview committee shall comprise of Representative(s) from Department, Technical Representative(s) from/by Department, Technical Representative(s) GIL (only on request if same expertise resource is available with GIL and when technical expert is not available at department), GIL-HR Representative (for coordination with Department) and respective Agency Representative (for coordination with Candidates) will be available for smooth interview (online/offline) process.
- 4.38.6 Respective Agency shall share the attendance (which should be in the ratio of 1:3 for each vacancy) of the interview by the end of next working day so that GIL can seek for feedback from respective Department. Respective Department shall provide feedback as early as possible which shall include marks, salary to be offered to the selected candidate as well as remarks for Rejection with detailed reasons/ Next round of interview/ practical / Selection. (Candidate with minimum 60% marks will be considered for eligible for next round of interview/practical/selection).
- 4.38.7 Once the feedback is received, GIL shall inform the same to respective agency and coordinate for next process or remuneration offer as per the document verification. Document verification has to be done by Respective agency before sharing it to GIL.
- 4.38.8 Based on the documents, Remuneration offer will be made after confirmation from the respective Department by GIL to respective agency. Agency will confirm acceptance of the offered Remuneration with Date of Joining of the candidate to GIL which will be shared to respective department.
- 4.38.9 On receipt of the same, GIL will issue work order for the selected employee to the respective agency and Department after necessary approval.
- 4.38.10 GIL will charge 3% of final CTC for 6 months from the date of joining of the manpower services provided to the respective department as per DST GR: – LAN-2004-927-DST dated 30th July, 2004. In case any employee leaves department before 6 months, surplus/deficit will be adjusted as per the respective CTC.
- 4.38.11 Further, respective department will take care of the payment at their level.
- 4.38.12 In case of resignation of any employee, respective department will give confirmation for resignation acceptance and generate new requirement to GIL

### **4.39 ADHERENCE TO THE HR POLICY**

The bidder shall be abided to follow on its engaged resources with the Tenderer/Department.

- 4.39.1 Selected employee will get 12 paid leaves per contract of 12 months (one per month) on pro-rata basis, that will not be encashed or carry forward at the end of contract.
- 4.39.2 Deputed resources will have to adhere to the tenderer's/department business hour, working days and holidays. However, they may have to work on weekly off day/holidays as per the requirement. Decision of tenderer/department in this regard will be binding on bidder.
- 4.39.3 If any employee will join on or before 15<sup>th</sup> of any month then he/she will be eligible for the 12 paid leave for that particular month of the contract.
- 4.39.4 In case of resignation, employee will have to serve minimum 02 month of notice period from the date of resignation submitted to respective department and agency.
- 4.39.5 However, if a resource has to undertake a tour in the interest of the project with the prior approval of tenderer/department, then tenderer/department shall reimburse travelling Allowance (TA) as per admissibility. TA will be paid as per tenderer/department policy.
- 4.39.6 If date of joining for any contract is holiday, then next working day will be considered.
- 4.39.7 If end date of any contract is a holiday, then previous working day will be considered.

### **4.40 LABOUR LAWS**

- 4.40.1 The bidder shall be solely responsible for the payment of wages to the deployed manpower and ensure its timely payment thereof.
- 4.40.2 The bidder shall duly maintain a register giving particulars of the deployed manpower, nature of work, rate of wages, etc.
- 4.40.3 The bidder shall also ensure compliance to the following labor legislations:
  - i. Minimum Wages Act \*
  - ii. Workmen's Compensation Act, if the ESI Act does not apply \*

\*Applicable as per respective state
- 4.40.4 The bidder shall be solely responsible to adhere to all the rules and regulations relating to labor practices and service conditions of its workmen and at no time shall it be the responsibility of GIL.
- 4.40.5 The bidder shall indemnify tenderer against any liability incurred on account of any default by the bidder or manpower deployed by it.
- 4.40.6 Neither the bidder nor his workmen can be treated as employees of tenderer/Department for any purposes. They are not entitled for any claim, right, preference, etc. over any job/regular employment of tenderer. The bidder or its workmen shall not at any point of time have any claim whatsoever against tenderer.

## 5 SECTION - INTRODUCTION & SCOPE OF WORK

---

GIL currently provides Government to Government (G2G) services like Enterprise Resource Planning (ERP), Integrated Workflow and Document Management System (IWDMS), Integrated Financial Management System (IFMS) etc. and Government to Citizen (G2C) services through Digital Gujarat. Additionally, GIL is working on Website and Portal development of various departments of Government of Gujarat and other small-scale projects.

Gujarat Informatics Limited (herein after referred to as GIL/ TENDERER), Gandhinagar invites bids from eligible bidders for empanelment of agencies for providing “IT Technical Manpower” for GIL & various Govt. Departments / Offices / Boards / Corporations/ Company etc. through GIL.

### 5.1 SCOPE OF WORK

Department of Science and Technology, Government of Gujarat is the nodal department for the state government to implement IT & eGovernance initiatives across the state. For e.g., key projects implemented by DST, GoG in recent past are GSWAN & GSDC 2.0, GoG Cloud, Digital Gujarat, GSUAN, VISWAS, GFGNL-ERP, eSarkar, HRMS 2.0 (KARMYOGI) other IT initiatives, application/website development/maintenance projects of Govt. Departments.

Gujarat Informatics Limited (GIL) is being nodal agency of various DST projects implemented across the state by various government department/board/corporation, TENDERER desires to empanelment of bidders to provide required Technical manpower under the disposal of TENDERER to do the various Project & its related activities as mentioned below (but not limited to)The successful agency shall deploy Technical resources with the desired qualification, experience and skills set for the TENDERER in conceptualization, documentation, development, implementation, and monitoring of various project(s). The desired qualification and experience are given below in this section.

- 5.1.1 Technical resources would be deployed on full time basis at the TENDERER office or any other location as per the TENDERER’s requirement. The team will execute Software Development Lifecycle which includes requirement gathering, preparation of SRS and FRS, Database Creation and Management, Application development, Server and System Administration, Support, Operation and Maintenance, Testing, Quality Check, Data Analysis and Documentation for projects of the TENDERER.
- 5.1.2 Management and maintenance of portals / any other web-based applications developed by the TENDERER any other state government department.
- 5.1.3 To incorporate modifications in the existing applications, facilitating additional modules and features as per the requirement of the TENDERER or any other State government department.

- 5.1.4 Coordination of the project activities of different stakeholders and resolution of their concerns / issues, if any, from time to time.
- 5.1.5 Generating data and reports as per the requirement of the TENDERER/Department.
- 5.1.6 Technical Documentation: preparation of high-level design (HLD), Low level design (LLD), Documents, Hardware Configuration documents, Control flow diagrams, Source-code documentation, API documentation etc.
- 5.1.7 Any other activities/task in connection with ICT and related capacity building assigned by the TENDERER.
- 5.1.8 Bidder shall be responsible to provide the following categories of manpower:

## 5.2 MANPOWER REQUIREMENT:

- 5.2.1 The bidder shall ensure availability of resource, as and when required.
- 5.2.2 Manpower will be provided at on-site by the bidder.
- 5.2.3 Tenderer may hire manpower services from successful bidder for minimum one month.
- 5.2.4 Following is the minimum manpower requirement:

1.	- Team Leader- Java Technologies/ Spring Boot	
	Educational Requirement	<div>- MCA</div> <div>OR</div> <div>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</div> <div>OR</div> <div>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</div> <div>OR</div> <div>- Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization</div>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
2.	Technical Team Leader- Dot Net Technologies / Other Open-Source Technologies	
	Educational Requirement	<div>- MCA</div> <div>OR</div> <div>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</div> <div>OR</div> <div>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</div> <div>OR</div> <div>- Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization</div>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
3.	Solution Architect- Java Technologies/ Spring Boot	
	Educational Requirement	<div>- MCA</div> <div>OR</div> <div>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</div>

		OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
4.	Solution Architect- Dot Net Technologies / Python Other Open-Source Technologies	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
5.	Software Developer – Java Technologies/ Spring Boot	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
6.	Software Developer – Dot Net Technologies/ Other Open-Source Technologies PhP Developer (Only for Tier-3)	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
7.	Full Stack Developer	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization

	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
8.	Developer User Interface/ UX/ Web Designer	
	Educational Requirement	<div>- MCA</div> <div>OR</div> <div>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</div> <div>OR</div> <div>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</div> <div>OR</div> <div>- Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization</div> <div>OR</div> <div>- BCA/ B. Sc (Computer/IT)</div> <div>Note: In case of candidate having BCA/ B. Sc (Computer/IT) degree, then post degree minimum 02 years of additional experience is required in addition to the 'Total Work Experience' mentioned against the manpower type in below table '4.1.2'.</div>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
9.	Mobile App Developer (Android/ Flutter/ IOS)	
	Educational Requirement	<div>- MCA</div> <div>OR</div> <div>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</div> <div>OR</div> <div>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</div> <div>OR</div> <div>- Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization</div>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
10.	Data base Administrator	
	Educational Requirement	<div>- MCA</div> <div>OR</div> <div>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</div> <div>OR</div> <div>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</div> <div>OR</div> <div>- Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization</div>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
11.	System Administrator	
	Educational Requirement	<div>- MCA</div> <div>OR</div> <div>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</div> <div>OR</div> <div>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</div> <div>OR</div> <div>- Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization</div> <div>OR</div>

		<ul style="list-style-type: none"><li>- BCA/ B. Sc (Computer/IT)</li></ul> Note: In case of candidate having BCA/ B. Sc (Computer/IT) degree, then post degree minimum 02 years of additional experience is required in addition to the ‘Total Work Experience’ mentioned against the manpower type in below table ‘4.1.2’.
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
12.	Cyber Security/ IT Security Expert/ Security Auditor	
	Educational Requirement	<ul style="list-style-type: none"><li>- MCA</li></ul> OR <ul style="list-style-type: none"><li>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</li></ul> OR <ul style="list-style-type: none"><li>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</li></ul> OR <ul style="list-style-type: none"><li>- Master’s degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization</li><li>- Specialized certification in Cyber Security will be given preference</li></ul>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
13.	Quality Analyst cum Application Tester (Manual)	
	Educational Requirement	<ul style="list-style-type: none"><li>- BE/ B. Tech in Computer Science/ Computer Engineering/ IT or Equivalent specialization</li><li>- BE/ B. Tech/ Master’s in Computer Science/ Computer Engineering/ IT or Equivalent specialization (L3 Position)</li></ul>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
14.	Quality Analyst cum Application Tester (Automation)	
	Educational Requirement	<ul style="list-style-type: none"><li>- BE/ B. Tech in Computer Science/ Computer Engineering/ IT or Equivalent specialization</li><li>- BE/ B. Tech/ Master’s in Computer Science/ Computer Engineering/ IT or Equivalent specialization (L3 Position)</li></ul>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
15.	Technical Support Engineer	
	Educational Requirement	<ul style="list-style-type: none"><li>- MCA</li></ul> OR <ul style="list-style-type: none"><li>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</li></ul> OR <ul style="list-style-type: none"><li>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</li></ul> OR <ul style="list-style-type: none"><li>- Master’s degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization</li></ul> OR <ul style="list-style-type: none"><li>- BCA/ B. Sc (Computer/IT)</li></ul>
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
16.	GIS Developer	
	Educational Requirement	<ul style="list-style-type: none"><li>- MCA</li></ul> OR <ul style="list-style-type: none"><li>- BE / B.Tech. with specialization in Computers Science/ IT/ Electronics &amp; Communication) or Equivalent specialization</li></ul> OR <ul style="list-style-type: none"><li>- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization</li></ul>

		OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
17.	Data Analyst	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
18.	Python Developer	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
19.	Cloud Architect	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization - Specialized certification in Cloud Architecture will be given preference
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
20.	DB Developer	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	



21.	Blockchain Developer	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR - Master’s degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
22.	Business Analyst	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT/MBA IT or Equivalent specialization OR - Master’s degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
23.	Project Manager	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT /MBA IT or Equivalent specialization OR Master’s degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
24.	ETL Engineer	
	Educational Requirement	- BE/ B. Tech in Computer Science/ Computer Engineering/ IT or Equivalent specialization - BE/ B. Tech/ Master’s in Computer Science/ Computer Engineering/ IT or Equivalent specialization (L3 Position)
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
25.	AI/ML Engineer	
	Educational Requirement	- BE/ B. Tech in Computer Science/ Computer Engineering/ IT or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
26.	Data Scientist	
	Educational Requirement	- BE/ B. Tech in Computer Science/ Computer Engineering/ IT/ Data Science/ Statistics or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
27.	DevOps Engineer (AI/ML)	
	Educational Requirement	- BE/ B. Tech in Computer Science/ Computer Engineering/ IT or Equivalent specialization

		- Specialized certification in Dev Ops will be given preference
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
28.	AI Data Analyst	
	Educational Requirement	- BE/ B. Tech in Computer Science/ Computer Engineering/ IT or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
29.	Technical Project Manager	
	Educational Requirement	- BE/ B. Tech in Computer Science/ Computer Engineering/ IT or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
30.	Content Creator	
	Educational Requirement	- Bachelors/ Masters/ Post Graduation Diploma in Journalism/ Mass Communication/ Development Communication or Equivalent specialization from a government recognized institution
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
31.	Video Editor	
	Educational Requirement	- Bachelors/ Masters degree in any discipline along with a Degree/Diploma/Certificate course in Video Editing or Multimedia or Equivalent specialization from a government-recognized institution
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
32.	Graphic Designer	
	Educational Requirement	- Bachelors/ Masters degree in Design with Graphic Design specialization or Equivalent specialization OR Bachelors/ Masters degree in any discipline along with a Degree/Diploma/Certificate course in Graphic Design or Multimedia or Equivalent specialization from a government-recognized institution
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
33.	Product Manager	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR - M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	
34.	ERP Specialist	
	Educational Requirement	- MCA OR - BE / B.Tech. with specialization in Computers Science/ IT/ Electronics & Communication) or Equivalent specialization OR

		- M.Sc./ M. Tech/ ME in Computer Science/IT or Equivalent specialization OR Master's degree Electronics with Post Graduate Diploma in Computer Science or Equivalent specialization
	Technical Requirement	Will be informed after award of contract and while placing the resource requirement request by the TENDERER
	Desirable Requirement	

\*\* Specialized certification in Cyber Security, Cloud Architecture, DevOps etc will be given preference.

### 5.3 ROLES AND RESPONSIBILITIES

<b>1.</b>	<b>Team Leader- Java Technologies/ Spring Boot</b>	
	<b>Job Summary</b>	Lead a Java development team to deliver scalable enterprise applications using Spring Boot. Responsible for technical oversight, mentoring, and collaboration with stakeholders.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>-Lead and mentor Java developers</li> <li>- Ensure code quality and best practices</li> <li>- Collaborate with stakeholders to understand requirements</li> <li>- Troubleshoot complex technical issues</li> <li>- Oversee timely project delivery and reporting</li> </ul>
<b>2.</b>	<b>Technical Team Leader- Dot Net Technologies / Other Open-Source Technologies</b>	
	<b>Job Summary</b>	Lead a development team using .NET or open-source technologies. Ensure high-quality delivery, adherence to best practices, and collaboration with stakeholders to meet project goals.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Manage and mentor development team members</li> <li>- Oversee software design, coding standards, and deployment</li> <li>- Collaborate with clients and stakeholders to gather and clarify requirements</li> <li>- Conduct code reviews and implement best practices</li> <li>- Ensure timely and quality project deliveries</li> </ul>
<b>3.</b>	<b>Solution Architect- Java Technologies/ Spring Boot</b>	
	<b>Job Summary</b>	Design scalable, secure, and high-performance software solutions using Java and Spring Boot. Provide technical leadership, oversee architecture decisions, and ensure alignment with business requirements.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Define architecture for Java-based enterprise applications</li> <li>- Align technology solutions with business goals</li> <li>- Guide development teams throughout the project lifecycle</li> <li>- Ensure system performance, scalability, and security</li> <li>- Conduct architectural reviews and risk assessments</li> </ul>
<b>4.</b>	<b>Solution Architect- Dot Net Technologies / Python Other Open-Source Technologies</b>	

	<b>Job Summary</b>	Design and architect robust, scalable, and secure solutions using .NET or open-source frameworks. Collaborate with stakeholders to define requirements and provide technical leadership throughout the development lifecycle.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Architect enterprise-level applications using .NET or open-source technologies</li> <li>- Translate business requirements into technical solutions</li> <li>- Guide development teams and ensure adherence to architecture standards</li> <li>- Evaluate and recommend tools, technologies, and frameworks</li> <li>- Ensure scalability, security, and performance of systems</li> </ul>
<b>5.</b>	<b>Software Developer – Java Technologies/ Spring Boot</b>	
	<b>Job Summary</b>	Develop and maintain Java-based applications using Spring Boot. Collaborate with cross-functional teams to define, design, and deliver high-quality software solutions.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Write clean, efficient, and well-documented Java code</li> <li>- Design and implement RESTful APIs using Spring Boot</li> <li>- Collaborate with front-end developers and testers</li> <li>- Participate in code reviews and Agile ceremonies</li> <li>- Debug and resolve application issues promptly</li> </ul>
<b>6.</b>	<b>Software Developer – Dot Net Technologies/ Other Open-Source Technologies PHP Developer (Only for Tier-3)</b>	
	<b>Job Summary</b>	Design, develop, and maintain applications using .NET or open-source technologies. Collaborate with teams to implement software solutions aligned with business needs.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Write clean, scalable code using C#, .NET, or open-source frameworks</li> <li>- Design and develop backend components and APIs</li> <li>- Collaborate with UI/UX and QA teams</li> <li>- Participate in sprint planning and code reviews</li> <li>- Maintain documentation and support deployment processes</li> </ul>
<b>7.</b>	<b>Full Stack Developer</b>	
	<b>Job Summary</b>	Develop and maintain both frontend and backend components of web applications. Collaborate with cross-functional teams to design, build, and deploy scalable and responsive solutions.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Design and implement frontend interfaces using modern frameworks (e.g., React, Angular)</li> <li>- Develop backend services and APIs using technologies like Node.js, .NET, or Java</li> <li>- Integrate databases, caching layers, and cloud services</li> <li>- Perform unit and integration testing</li> <li>- Participate in Agile development processes and collaborate across teams</li> </ul>

<b>8.</b>	<b>Developer User Interface/ UX/ Web Designer</b>	
	<b>Job Summary</b>	Design and develop intuitive, user-friendly web interfaces and experiences. Ensure visual consistency, accessibility, and responsive design across all platforms.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Create wireframes, prototypes, and high-fidelity designs</li> <li>- Develop user-centric interfaces using HTML, CSS, JavaScript, and design frameworks</li> <li>- Ensure cross-browser and mobile compatibility</li> <li>- Collaborate with developers and product teams to align UI/UX with functional requirements</li> <li>- Conduct usability testing and incorporate user feedback into design iterations</li> </ul>
<b>9.</b>	<b>Mobile App Developer (Android/ Flutter/ IOS)</b>	
	<b>Job Summary</b>	Design, develop, and maintain high-quality mobile applications across Android, iOS, and cross-platform frameworks such as Flutter. Collaborate with cross-functional teams to deliver user-friendly and responsive mobile apps.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Develop and maintain mobile applications using Android SDK, iOS (Swift/Objective-C), and Flutter</li> <li>- Integrate with RESTful APIs and third-party libraries</li> <li>- Ensure performance, quality, and responsiveness of applications</li> <li>- Work closely with designers and backend developers</li> <li>- Troubleshoot bugs and optimize application performance</li> </ul>
<b>10.</b>	<b>Data base Administrator</b>	
	<b>Job Summary</b>	Manage and maintain database systems to ensure their performance, availability, and security. Responsible for installation, configuration, and troubleshooting of database systems.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Install, configure, and maintain database systems (e.g., MySQL, SQL Server, Oracle)</li> <li>- Monitor database performance and optimize queries</li> <li>- Ensure data integrity, backup, and recovery</li> <li>- Implement security measures and manage user access</li> <li>- Collaborate with developers and system administrators for efficient data management</li> </ul>
<b>11.</b>	<b>System Administrator</b>	
	<b>Job Summary</b>	Responsible for the maintenance, configuration, and reliable operation of computer systems and servers. Ensure system availability, security, and performance to support business operations.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Install and configure software, hardware, and networks</li> <li>- Monitor system performance and troubleshoot issues</li> </ul>

		<ul style="list-style-type: none"> <li>- Manage user accounts and access controls</li> <li>- Maintain security and backup procedures</li> <li>- Ensure high availability of system infrastructure</li> <li>- Provide technical support and training to staff</li> </ul>
<b>12.</b>	<b>Cyber Security/ IT Security Expert/ Security Auditor</b>	
	<b>Job Summary</b>	Ensure the security of IT systems, networks, and data by identifying vulnerabilities, implementing safeguards, and performing audits. Work proactively to protect organizational assets from cyber threats.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Conduct risk assessments and vulnerability scans</li> <li>- Implement and monitor security measures and tools</li> <li>- Perform security audits and generate compliance reports</li> <li>- Investigate security breaches and recommend corrective actions</li> <li>- Educate employees on cybersecurity practices</li> <li>- Ensure compliance with relevant security standards and regulations</li> </ul>
<b>13.</b>	<b>Quality Analyst cum Application Tester (Manual)</b>	
	<b>Job Summary</b>	Responsible for manually testing applications to identify defects, ensure usability, and validate functionality as per requirements.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Review and analyze requirement documents</li> <li>- Design and execute test cases manually</li> <li>- Perform functional, integration, regression, and UAT testing</li> <li>- Log defects and verify fixes</li> <li>- Collaborate with developers and stakeholders to resolve issue</li> </ul>
<b>14.</b>	<b>Quality Analyst cum Application Tester (Automation)</b>	
	<b>Job Summary</b>	Responsible for designing, implementing, and maintaining automated test frameworks and ensuring application quality via test execution and collaboration with developers.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Develop automated test scripts</li> <li>- Execute and maintain test cases</li> <li>- Perform regression and performance testing</li> <li>- Report bugs and track fixes</li> <li>- Integrate automation in CI/CD pipelines</li> </ul>
<b>15.</b>	<b>Technical Support Engineer</b>	
	<b>Job Summary</b>	Provide technical assistance and support to end-users and clients. Troubleshoot hardware, software, and network-related issues and ensure timely resolution to maintain business continuity.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Respond to user queries via phone, email, or ticketing system</li> <li>- Diagnose and resolve technical hardware and software issues</li> <li>- Install, configure, and maintain IT systems</li> <li>- Document technical issues and solutions</li> <li>- Escalate complex problems to appropriate teams</li> <li>- Provide guidance and training to users as needed</li> </ul>
<b>16.</b>	<b>GIS Developer</b>	

	<b>Job Summary</b>	Design, develop, and maintain GIS applications and tools. Work with spatial databases and GIS software to support mapping, analysis, and decision-making processes
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Develop and maintain web-based GIS applications</li> <li>- Integrate GIS data with other enterprise systems</li> <li>- Analyze spatial data for geographic statistics</li> <li>- Customize GIS software to improve usability</li> <li>- Create and manage GIS databases and maps</li> <li>- Collaborate with stakeholders to gather GIS requirements</li> </ul>
<b>17.</b>	<b>Data Analyst</b>	
	<b>Job Summary</b>	Collect, process, and analyze data to help organizations make informed business decisions. Interpret data trends and create visualizations and reports for key stakeholders.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Collect and clean data from various sources</li> <li>- Analyze data to identify trends and patterns</li> <li>- Create dashboards and visual reports using BI tools</li> <li>- Work with teams to define business metrics</li> <li>- Present analytical findings to stakeholders</li> <li>- Support data-driven decision-making processes</li> </ul>
<b>18.</b>	<b>Python Developer</b>	
	<b>Job Summary</b>	Develop and maintain backend applications and services using Python. Collaborate with cross-functional teams to design scalable and high-performance software solutions.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Write efficient, reusable, and testable Python code</li> <li>- Integrate user-facing elements with server-side logic</li> <li>- Develop APIs and work with databases</li> <li>- Troubleshoot and debug applications</li> <li>- Collaborate with teams to gather requirements and design features</li> <li>- Ensure performance and security of applications</li> </ul>
<b>19.</b>	<b>Cloud Architect</b>	
	<b>Job Summary</b>	Design and manage cloud computing strategies and infrastructure for organizations. Ensure scalability, reliability, and security of cloud-based systems and services.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Design and implement cloud architecture using AWS, Azure, or GCP</li> <li>- Define cloud adoption strategies and best practices</li> <li>- Manage cloud infrastructure and ensure compliance</li> <li>- Collaborate with teams to migrate applications to the cloud</li> <li>- Optimize cloud resources and cost-efficiency</li> <li>- Monitor performance and troubleshoot cloud-related issues</li> </ul>
<b>20.</b>	<b>DB Developer</b>	

	<b>Job Summary</b>	Design, develop, and maintain database systems and solutions to support application development. Work closely with developers and analysts to ensure data efficiency and integrity.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Develop complex SQL queries, procedures, and triggers</li> <li>- Design and maintain database schemas and structures</li> <li>- Optimize database performance and query execution</li> <li>- Collaborate with application developers for data integration</li> <li>- Ensure data security, integrity, and backup procedures</li> <li>- Support data migration and transformation processes</li> </ul>
<b>21.</b>	<b>Blockchain Developer</b>	
	<b>Job Summary</b>	Design, develop, and implement blockchain-based solutions and smart contracts. Ensure secure and efficient decentralized applications aligned with business requirements.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Design and develop blockchain applications and protocols</li> <li>- Develop and deploy smart contracts using Solidity or other languages</li> <li>- Maintain and improve existing blockchain solutions</li> <li>- Collaborate with development and business teams to define architecture</li> <li>- Ensure security and performance of blockchain networks</li> <li>- Stay up-to-date with blockchain trends and best practices</li> </ul>
<b>22.</b>	<b>Business Analyst</b>	
	<b>Job Summary</b>	Analyze business needs, processes, and data to identify opportunities for improvement. Serve as a liaison between stakeholders and development teams to ensure effective implementation of business solutions.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Gather and analyze business requirements from stakeholders</li> <li>- Translate business needs into functional specifications</li> <li>- Collaborate with development teams to deliver solutions</li> <li>- Perform data analysis to support decision-making</li> <li>- Document business processes and workflows</li> <li>- Conduct user acceptance testing and provide training</li> </ul>
<b>23.</b>	<b>Project Manager</b>	
	<b>Job Summary</b>	Leads end-to-end project management across scope, cost, time, and quality, while liaising with internal/external stakeholders for successful delivery.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Define scope, plan, and schedule projects</li> <li>- Coordinate teams and vendors</li> <li>- Monitor progress and mitigate risks</li> <li>- Communicate with stakeholders</li> <li>- Ensure project goals and quality standards</li> </ul>
<b>24.</b>	<b>ETL Engineer</b>	
	<b>Job Summary</b>	Designs and manages ETL pipelines to extract, transform, and load data into analytical systems while ensuring performance and reliability.



	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Design ETL workflows and scripts</li> <li>- Monitor and tune performance</li> <li>- Ensure data integrity and quality</li> <li>- Collaborate with BI and DB teams</li> <li>- Document ETL processes and fixes</li> </ul>
<b>25.</b>	<b>AI/ML Engineer</b>	
	<b>Job Summary</b>	Develops and deploys machine learning models, integrating AI capabilities into production systems and optimizing performance.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Train/test ML models</li> <li>- Prepare datasets</li> <li>- Deploy models via REST APIs</li> <li>- Use frameworks like TensorFlow, PyTorch</li> <li>- Maintain ML pipeline and model lifecycle</li> </ul>
<b>26.</b>	<b>Data Scientist</b>	
	<b>Job Summary</b>	Analyzes large datasets using statistical and ML techniques to uncover patterns and build predictive models for business decision-making.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Explore and analyze data</li> <li>- Build statistical/ML models</li> <li>- Visualize and present insights</li> <li>- Collaborate with business units</li> <li>- Use Python, R, SQL, Tableau, Power BI</li> </ul>
<b>27.</b>	<b>DevOps Engineer (AI/ML)</b>	
	<b>Job Summary</b>	Implements MLOps practices to streamline deployment, monitoring, and lifecycle management of ML models and infrastructure.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Set up ML pipelines and CI/CD</li> <li>- Use MLOps tools (MLflow, Kubeflow)</li> <li>- Automate deployments with Docker/K8s</li> <li>- Monitor AI infrastructure</li> <li>- Support model versioning and rollback</li> </ul>
<b>28.</b>	<b>AI Data Analyst</b>	
	<b>Job Summary</b>	Prepares and analyzes data sets for training ML models; supports data annotation, validation, and visualization.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Data preprocessing and transformation</li> <li>- Annotation and validation</li> <li>- Perform data visualizations</li> <li>- Collaborate with AI/ML team</li> <li>- Use Excel, Pandas, Power BI</li> </ul>
<b>29.</b>	<b>Technical Project Manager</b>	

	<b>Job Summary</b>	Manages technology-driven projects, ensuring architectural compliance, security, and technical integration across teams.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Translate business needs into technical specs</li> <li>- Supervise development &amp; testing</li> <li>- Manage code integration &amp; architecture</li> <li>- Lead team meetings and reviews</li> <li>- Track KPIs and milestones</li> </ul>
<b>30.</b>	<b>Content Creator</b>	
	<b>Job Summary</b>	Responsible for creation and management of content for all social media handles of respective office.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Content Creation: Develop engaging and informative content for social media posts, articles, blogs, and press releases.</li> <li>- Research: Conduct thorough research on relevant topics, policies, and community issues to ensure accurate and impactful content.</li> <li>- SEO Optimization: Implement SEO best practices to increase visibility and reach of online content.</li> <li>- Collaboration: Work closely with graphic designers and video editors to create cohesive content that aligns with overall campaign objectives.</li> <li>- Community Engagement: Respond to comments and messages on social media platforms, fostering positive engagement with the audience.</li> <li>- Analytics: Monitor and analyze the performance of social media content using analytics tools to refine strategies.</li> </ul>
<b>31.</b>	<b>Video Editor</b>	
	<b>Job Summary</b>	Responsible for creating audio-visual content like YouTube videos, Reels, Quickies etc. for respective office.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>- Video Production: Edit and produce high-quality videos for social media, including informational videos, promotional materials, and event coverage.</li> <li>- Storyboarding: Collaborate with the content writer to create storyboards that effectively convey messages and engage viewers.</li> <li>- Technical Proficiency: Utilize video editing software to enhance video quality through graphics, sound, and special effects.</li> <li>- Content Strategy: Assist in developing video content strategies that align with the goals of the Social Media Unit.</li> <li>- Archiving: Maintain an organized archive of all video content for future use and reference.</li> <li>- Trend Monitoring: Stay updated on social media trends and video formats to keep content fresh and relevant</li> </ul>
<b>32.</b>	<b>Graphic Designer</b>	
	<b>Job Summary</b>	Responsible for generating creatives like infographics, post graphics, various informative designs for respective office
	<b>Key Responsibilities</b>	<b>Visual Content Creation:</b> Design eye-catching graphics, infographics, and promotional materials for social media platforms.

		<ul style="list-style-type: none"> <li>Brand Consistency: Ensure that all visual content aligns with the office's branding guidelines and maintains a consistent visual identity.</li> <li>Collaboration: Work closely with the content writer and video editor to develop visual elements that complement written and video content.</li> <li>Adaptability: Create graphics tailored for various platforms (e.g., Facebook, Instagram, Twitter) and formats (e.g., posts, stories).</li> <li>Feedback Incorporation: Revise designs based on feedback from team members and stakeholders to meet project objectives.</li> <li>Trend Awareness: Stay informed about design trends and tools to continually enhance the quality of visual content</li> </ul>
<b>33.</b>	<b>Product Manager</b>	
	<b>Job Summary</b>	Oversees the product lifecycle from ideation to launch, aligning business goals, user needs, and technology to deliver value-driven solutions.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Define product vision and roadmap</li> <li>Conduct market/user research</li> <li>Write functional specs and user stories</li> <li>Prioritize product backlog</li> <li>Coordinate with cross-functional teams</li> <li>Analyze KPIs and product feedback for iterations</li> </ul>
<b>34.</b>	<b>ERP Specialist</b>	
	<b>Job Summary</b>	Manages the implementation, customization, and maintenance of ERP systems to streamline and integrate core business processes across departments.
	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>Configure ERP modules (e.g., Finance, HR, Supply Chain)</li> <li>Analyze business requirements for ERP mapping</li> <li>Coordinate with vendors and internal IT teams</li> <li>Conduct ERP training and support</li> <li>Manage upgrades, patches, and integrations</li> <li>Ensure compliance and data integrity across modules</li> </ul>

#### 5.4 MANPOWER TYPE, EXPERIENCE & MAXIMUM GROSS MONTHLY COST TO COMPANY TO BE PAID TO MANPOWER (INR)

**Note:**

5.4.1 The TENDERER/Department shall select the resources after interview of the sponsored candidates by Selected Agency(ies).

Sr. No #	Manpower Type/ Total Work Experience (Minimum)	Relevant Experience	UoM	Qty.	Maximum Gross monthly Cost to Company to be paid to Manpower (INR)			Resource Level
		(Minimum)			Tier 1	Tier 2	Tier 3	
A	B	C	D	E	F*			G
1.	Technical Team Leader- Java Technologies/ Spring Boot							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	133000	120000	L1
	08.1 Years to 10 Years	03 Years			184000	177000	160000	L2

	10.1 Years to 12 Years	05 Years			259000	221000	199000	L3
	12.1 Years to 14 Years	07 Years			316000	265000	239000	L4
2.	Technical Team Leader- Dot Net Technologies / Other Open-Source Technologies							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	122000	110000	L1
	08.1 Years to 10 Years	03 Years			184000	166000	150000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	189000	L3
	12.1 Years to 14 Years	07 Years			316000	254000	229000	L4
3.	Solution Architect- Java Technologies/ Spring Boot							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	133000	120000	L1
	08.1 Years to 10 Years	03 Years			184000	177000	160000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	190000	L3
	12.1 Years to 14 Years	07 Years			316000	243000	219000	L4
4.	Solution Architect- Dot Net Technologies / Python Other Open-Source Technologies							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	122000	110000	L1
	08.1 Years to 10 Years	03 Years			184000	166000	150000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	190000	L3
	12.1 Years to 14 Years	07 Years			316000	254000	229000	L4
5.	Software Developer – Java Technologies/ Spring Boot							
	Fresher	0 Years	Man-Month	1	46000	43000	38000	L1
	01 Years to 02 Years	01 Years			58000	55000	50000	L2
	02.1 Years to 03 Years	02 Years			69000	77000	70000	L3
	03.1 Years to 05 Years	03 Years			92000	111000	100000	L4
	5.1 Years to 07 Years	05 Years			127000	160000	145000	L5
	7.1 Years to 10 years	07 Years			184000	184000	166000	L6
	10.1 Years to 12 Years	08 Years			259000	212000	191000	L7
6.	Software Developer – Dot Net Technologies/ Other Open-Source Technologies PHP Developer (Only for Tier-3)							
	Fresher	0 Years	Man-Month	1	46000	38000	34000	L1
	01 Years to 02 Years	01 Years			58000	50000	45000	L2
	02.1 Years to 03 Years	02 Years			69000	72000	65000	L3
	03.1 Years to 05 Years	03 Years			92000	105000	95000	L4
	5.1 Years to 07 Years	05 Years			127000	149000	135000	L5
	7.1 Years to 10 years	07 Years			184000	172000	154000	L6
	10.1 Years to 12 Years	08 Years			259000	197000	178000	L7
7.	Full Stack Developer							
	03.1 Years to 05 Years	03 Years	Man-Month	1	92000	98000	88000	L1
	05.1 Years to 07 Years	04 Years			127000	127000	115000	L2
	7.1 Years to 10 years	06 Years			184000	146000	132000	L3
8.	Developer User Interface/ UX/ Web Designer							
	Fresher	0 Years	Man-Month	1	46000	34000	31000	L1
	01 Years to 02 Years	01 Years			58000	44000	40000	L2
	02.1 Years to 03 Years	02 Years			69000	55000	50000	L3
	03.1 Years to 05 Years	03 Years			92000	83000	75000	L4
	5.1 Years to 07 Years	05 Years			127000	95000	86000	L5
	7.1 Years to 10 years	07 Years			184000	110000	99000	L6

	10.1 Years to 12 Years	08 Years			259000	126000	113000	L7
9.	Mobile App Developer (Android/ Flutter/ IOS)							
	Fresher	0 Years	Man-Month	1	46000	47000	42000	L1
	01 Years to 02 Years	01 Years			58000	61000	55000	L2
	02.1 Years to 03 Years	02 Years			69000	72000	65000	L3
	03.1 Years to 05 Years	03 Years			92000	122000	110000	L4
	5.1 Years to 07 Years	05 Years			127000	140000	126000	L5
	7.1 Years to 10 years	07 Years			184000	161000	145000	L6
	10.1 Years to 12 Years	08 Years			259000	185000	166000	L7
10.	Data base Administrator							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	133000	120000	L1
	08.1 Years to 10 Years	03 Years			184000	177000	160000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	190000	L3
	12.1 Years to 14 Years	07 Years			316000	243000	219000	L4
11.	System Administrator							
	Fresher	0 Years	Man-Month	1	46000	34000	31000	L1
	01 Years to 02 Years	01 Years			58000	44000	40000	L2
	02.1 Years to 03 Years	02 Years			69000	55000	50000	L3
	03.1 Years to 05 Years	03 Years			92000	83000	75000	L4
	5.1 Years to 07 Years	05 Years			127000	95000	86000	L5
	7.1 Years to 10 years	07 Years			184000	110000	99000	L6
	10.1 Years to 12 Years	08 Years			259000	126000	113000	L7
12.	Cyber Security Expert/ IT Security Expert/ Security Auditor							
	03.1 Years to 05 Years	04 Years	Man-Month	1	92000	77000	70000	L1
	5.1 Years to 07 Years	05 Years			127000	111000	99000	L2
	7.1 Years to 10 years	07 Years			184000	160000	144000	L3
	10.1 Years to 12 Years	08 Years			259000	210000	189000	L4
	12.1 Years to 14 Years	10 Years			316000	260000	234000	L5
13.	Quality Analyst cum Application Tester (Manual)							
	01 Years to 02 Years	01 Years	Man-Month	1	58000	44000	40000	L1
	02.1 Years to 03 Years	02 Years			69000	55000	50000	L2
	03.1 Years to 05 Years	03 Years			92000	83000	75000	L3
	5.1 Years to 07 Years	05 Years			127000	111000	99000	L4
	7.1 Years to 10 years	07 Years			184000	138000	124000	L5
	10.1 Years to 12 Years	08 Years			259000	166000	149000	L6
14.	Quality Analyst cum Application Tester (Automation)							
	01 Years to 02 Years	01 Years	Man-Month	1	58000	44000	40000	L1
	02.1 Years to 03 Years	02 Years			69000	55000	50000	L2
	03.1 Years to 05 Years	03 Years			92000	83000	75000	L3
	5.1 Years to 07 Years	05 Years			127000	111000	99000	L4
	7.1 Years to 10 years	07 Years			184000	138000	124000	L5
	10.1 Years to 12 Years	08 Years			259000	166000	149000	L6
15.	Technical Support Engineer							
	Fresher	0 Years	Man-Month	1	46000	23000	21100	L1
	01 Years to 02 Years	01 Years			58000	30000	25000	L2

	02.1 Years to 03 Years	02 Years			69000	39000	35000	L3
	03.1 Years to 05 Years	03 Years			92000	50000	45000	L4
	5.1 Years to 07 Years	05 Years			127000	66000	59000	L5
	7.1 Years to 10 years	07 Years			184000	85000	77000	L6
	10.1 Years to 12 Years	08 Years			259000	111000	100000	L7
16.	GIS Developer							
	Fresher	0 Years	Man-Month	1	45000	38000	34000	L1
	01 Years to 02 Years	01 Years			59000	50000	45000	L2
	02.1 Years to 03 Years	02 Years			72000	61000	55000	L3
	03.1 Years to 05 Years	03 Years			104000	88000	80000	L4
	5.1 Years to 07 Years	05 Years			120000	102000	91000	L5
	7.1 Years to 10 years	07 Years			138000	117000	105000	L6
	10.1 Years to 12 Years	08 Years			158000	134000	121000	L7
17.	Data Analyst							
	Fresher	0 Years	Man-Month	1	46000	43000	38000	L1
	01 Years to 02 Years	01 Years			58000	55000	50000	L2
	02.1 Years to 03 Years	02 Years			69000	77000	70000	L3
	03.1 Years to 05 Years	03 Years			92000	111000	100000	L4
	5.1 Years to 07 Years	05 Years			127000	127000	114000	L5
	7.1 Years to 10 years	07 Years			184000	146000	132000	L6
	10.1 Years to 12 Years	08 Years			259000	168000	151000	L7
18.	Python Developer							
	Fresher	0 Years	Man-Month	1	46000	43000	38000	L1
	01 Years to 02 Years	01 Years			58000	55000	50000	L2
	02.1 Years to 03 Years	02 Years			69000	77000	70000	L3
	03.1 Years to 05 Years	03 Years			92000	111000	100000	L4
	5.1 Years to 07 Years	05 Years			127000	155000	140000	L5
	7.1 Years to 10 years	07 Years			184000	178000	160000	L6
	10.1 Years to 12 Years	08 Years			259000	205000	184000	L7
19.	Cloud Architect							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	133000	120000	L1
	08.1 Years to 10 Years	03 Years			184000	177000	160000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	190000	L3
	12.1 Years to 14 Years	07 Years			316000	243000	219000	L4
20.	DB Developer							
	Fresher	0 Years	Man-Month	1	46000	43000	38000	L1
	01 Years to 02 Years	01 Years			58000	55000	50000	L2
	02.1 Years to 03 Years	02 Years			69000	77000	70000	L3
	03.1 Years to 05 Years	03 Years			92000	111000	100000	L4
	5.1 Years to 07 Years	05 Years			127000	155000	140000	L5
	7.1 Years to 10 years	07 Years			184000	178000	160000	L6
	10.1 Years to 12 Years	08 Years			259000	205000	184000	L7
21.	Blockchain Developer							
	5.1 Years to 07 Years	03 Years	Man-Month	1	127000	111000	100000	L1
	7.1 Years to 10 years	04 Years			184000	155000	140000	L2

	10.1 Years to 12 Years	05 Years			259000	199000	179000	L3
	12.1 Years to 14 Years	07 Years			316000	243000	219000	L4
22.	Business Analyst							
	03 Years to 05 Years	02 Years	Man-Month	1	92000	72000	65000	L1
	05.1 Years to 07 Years	03 Years			127000	88000	80000	L2
	7.1 Years to 10 years	04 Years			184000	122000	110000	L3
	10.1 Years to 12 Years	05 Years			259000	155000	139000	L4
	12.1 Years to 14 Years	07 Years			316000	188000	169000	L5
23.	Project Manager							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	133000	119000	L1
	08.1 Years to 10 Years	03 Years			184000	177000	159000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	189000	L3
	12.1 Years to 14 Years	07 Years			316000	243000	219000	L4
24.	ETL Engineer							
	01 Years to 02 Years	01 Years	Man-Month	1	58000	55000	50000	L1
	02.1 Years to 03 Years	02 Years			69000	72000	65000	L2
	03.1 Years to 05 Years	03 Years			92000	94000	85000	L3
	5.1 Years to 07 Years	05 Years			127000	116000	104000	L4
	7.1 Years to 10 years	07 Years			184000	138000	124000	L5
	10.1 Years to 12 Years	08 Years			259000	160000	144000	L6
25.	AI/ML Engineer							
	Fresher	0 Years	Man-Month	1	46000	55000	50000	L1
	01 Years to 02 Years	01 Years			58000	77000	70000	L2
	02.1 Years to 03 Years	02 Years			69000	111000	99000	L3
	03.1 Years to 05 Years	03 Years			92000	144000	129000	L4
	5.1 Years to 07 Years	05 Years			127000	177000	159000	L5
	7.1 Years to 10 years	07 Years			184000	210000	189000	L6
	10.1 Years to 12 Years	08 Years			259000	243000	219000	L7
26.	Data Scientist							
	Fresher	0 Years	Man-Month	1	46000	55000	50000	L1
	01 Years to 02 Years	01 Years			58000	77000	70000	L2
	02.1 Years to 03 Years	02 Years			69000	111000	99000	L3
	03.1 Years to 05 Years	03 Years			92000	144000	129000	L4
	5.1 Years to 07 Years	05 Years			127000	177000	159000	L5
	7.1 Years to 10 years	07 Years			184000	210000	189000	L6
	10.1 Years to 12 Years	08 Years			259000	243000	219000	L7
27.	DevOps Engineer (AI/ML)							
	Fresher	0 Years	Man-Month	1	46000	55000	50000	L1
	01 Years to 02 Years	01 Years			58000	77000	70000	L2
	02.1 Years to 03 Years	02 Years			69000	111000	99000	L3
	03.1 Years to 05 Years	03 Years			92000	144000	129000	L4
	5.1 Years to 07 Years	05 Years			127000	177000	159000	L5
	7.1 Years to 10 years	07 Years			184000	210000	189000	L6
	10.1 Years to 12 Years	08 Years			259000	243000	219000	L7

28.	AI Data Analyst							
	Fresher	0 Years	Man-Month	1	46000	55000	50000	L1
	01 Years to 02 Years	01 Years			58000	77000	70000	L2
	02.1 Years to 03 Years	02 Years			69000	111000	99000	L3
	03.1 Years to 05 Years	03 Years			92000	144000	129000	L4
	5.1 Years to 07 Years	05 Years			127000	177000	159000	L5
	7.1 Years to 10 years	07 Years			184000	210000	189000	L6
	10.1 Years to 12 Years	08 Years			259000	243000	219000	L7
29.	Technical Project Manager							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	133000	119000	L1
	08.1 Years to 10 Years	03 Years			184000	177000	159000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	189000	L3
	12.1 Years to 14 Years	07 Years			316000	243000	219000	L4
30.	Content Creator							
	0-02 Year	0-02 Year	Man-Month	1	58000	33000	30000	L1
	03 Years	02 Years			69000	35000	32000	L2
	04 Years or 05 Years	03 Years			92000	39000	35000	L3
31.	Video Editor							
	0-02 Year	0-02 Year	Man-Month	1	58000	35000	32000	L1
	03 Years	02 Years			69000	39000	35000	L2
	04 Years or 05 Years	03 Years			92000	44000	40000	L3
32.	Graphic Designer							
	0-02 Year	0-02 Year	Man-Month	1	58000	35000	32000	L1
	03 Years	02 Years			69000	39000	35000	L2
	04 Years	03 Years			92000	41000	37000	L3
	05 Years or 07 Years	04 Years			58000	44000	40000	L4
33.	Product Manager							
	06 Years to 08 Years	02 Years	Man-Month		138000	133000	119000	L1
	08.1 Years to 10 Years	03 Years			184000	177000	159000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	189000	L3
	12.1 Years to 14 Years	07 Years			316000	243000	219000	L4
34.	ERP Specialist							
	06 Years to 08 Years	02 Years	Man-Month	1	138000	133000	119000	L1
	08.1 Years to 10 Years	03 Years			184000	177000	159000	L2
	10.1 Years to 12 Years	05 Years			259000	210000	189000	L3
	12.1 Years to 14 Years	07 Years			316000	243000	219000	L4



- 5.4.2 For any new requirement of resources who falls beyond the mentioned years of experience in above table 5% fixed annual rise shall be considered or max upto 40% rise of last drawn salary subject to capping limit whichever is lower.
- 5.4.3 TENDERER shall ask for the last three months' Remuneration slip or 06 months' bank statement of the resource for verification of CTC.
- 5.4.4 Tenderer shall negotiate maximum upto 40% rise of the last month Remuneration drawn to the selected resource and the offered Remuneration shall be within limit of Maximum Gross monthly Cost to Company to be paid to Manpower mentioned in column 'F' in above table whichever is lower.
- 5.4.5 The existing workforce will be transferred to the agency that offers the lowest charges. If there are two or more agencies, the workforce will be distributed equally based on the closest remuneration. Agency has to adopt the same.
- 5.4.6 All existing resources under existing contracts will transition to a new contract with the newly appointed agency as per management discretion.
- 5.4.7 Remuneration of the selected resources shall be negotiated by the tenderer on the basis of suggestion by respective department after interview, and post negotiation Selected Agency(ies) shall be informed about the Remuneration of the selected resources.
- 5.4.8 The tenderer/department shall pay Selected Agency(ies) Service Charges (in percentage) per person per month as quoted in the financial bid format over and above the actual Remuneration decided by the Tenderer post negotiation with selected resource.
- 5.4.9 Up to 10% increment above upper limit of gross monthly cost to company mentioned in column 'F' shall be considered in below cases:
- 5.4.9.1 To retain a suitable candidate who have resigned from his/her position and having another job offer, after producing the offered Remuneration.
- 5.4.9.2 The tender shall have the sole right to make such decision.
- 5.4.10 In case of change in team composition owing to attrition/separation from the organization the replacement must be pre-approved. The bidder has to provide the relevant document proof of resignation acceptance / relieving letter.
- 5.4.11 For every position , bidder has adhere to the ratio as in the case of new requirement. The tenderer/department has a right to reject entire or partial and seek substitute in the same proportion. Before withdrawing a resource, minimum two months' time to tenderer/department must be given else penalties as per SLA shall be imposed.

- 5.4.12 Manpower should be on the payroll of the respective selected agencies.
- 5.4.13 Tenderer/Department shall make the necessary arrangements like sitting space, Laptop/ PC etc. for the manpower.
- 5.4.14 The Selected Agency(ies) shall pay the Remuneration within 01st to 07th day of every month to the engaged resource with the Tenderer.
- 5.4.15 Selected Agency(ies) has to submit the copy of contract letter issued to the candidate with supporting documents as per the Annexure to GIL/Department within 7 days of the deployment selected candidate.
- 5.4.16 Selected Agency(ies) also has to send monthly Remuneration and emoluments, Attendance, Wage register, PF ECR, PF payment receipt, Workmen's Compensation or ESIC challan /contribution details slips, PT as email to the concerned employee and a copy to GIL or the office in whose office the manpower is deployed by Selected Agency(ies) in the given Annexure.
- 5.4.17 Selected Agency(ies) shall have to submit invoice along with the same wage month's copy of the attendance register and Remuneration register for having made payment to the manpower provided, necessary copies of the challans for having made payments of the statutory deductions like PF with EPR file, Professional Tax, ESIC contribution, Workmen's Compensation (wherever applicable) Service Tax/GST etc. in respect of the proceeding month's payment. If such copies have not been submitted, then the payment of bill will not be made by Tenderer /department. Tenderer/department will not reimburse any amount over and above the quoted price in price bid. Further, bidder is required to adhere to all the statutory requirements like Provident fund, Employees Insurance, performance reward or Bonus etc.
- 5.4.18 The deployed manpower will report to the competent authority as assigned by the TENDERER/department.
- 5.4.19 During contract period if the Selected Agency(ies)'s name got changed due to acquisition, amalgamation etc., and agency must inform tenderer with all required documents within one month of its name change.
- 5.4.20 In case if any other discrepancies/negligence found with Selected Agency(ies) anytime during the contract period, the same will lead for the disqualification/termination of the contract and the EMD/BG forfeited.
- 5.4.21 Test of skills by tenderer/department prior to engagement: To ensure that the manpower provided by the Selected Agency(ies) possess the required technical qualifications and skills, it shall be open to take interview and/or written test.

- 5.4.22 Panel of candidates – tenderer will ask for list of candidates in 1:3 ratio (i.e., bidder has to provide at least 3 resumes against one post and the three candidates must attend interview). Based on the panel list of candidates and requirement, tenderer may issue the work-order to the bidder.
- 5.4.23 Period of manpower engagement - The period of engagement of any manpower will be purely on requirement basis for the duration of 12 months.
- 5.4.24 If required, the Tenderer may request KYC (Adhaar, PAN, bank account) or other relevant documents of the selected resources. The Agency shall provide the requested documents within the stipulated time frame.
- 5.4.25 In case of extension of contract, the validity of Security Deposit (PBG) should be extended accordingly or a fresh Security Deposit valid beyond three months after the extended period, should be provided within 15 days within the date of extension.
- 5.4.26 No TA is admissible to the engaged resources for the first posting on the project. Also, in case of fresh posting at other location after expiring of his/her current contract, no TA will be paid by the tenderer/department.

## **5.5 SWITCHING OF RESOURCES**

Under the contract period, it is not permissible to switch resources from one empaneled agency to another EMPANELED AGENCY and one department to another DEPARTMENT with same empanelment. Empaneled agencies are required to conduct a comprehensive background check of the proposed resources prior to presenting their CVs to the Tenderer, to avoid any violation of this provision.

If a resource is engaged under this contract from one agency can join other empaneled agency only in case if he/she has resigned and completed 03 months' duration post his/her relieving from the previous empaneled agency.

## **5.6 REMUNERATION TO RESOURCES**

Remuneration Revision:

- 5.6.1 Revision in the man-month cost shall be as per the below table per year on previous year cost shall be applicable.
- 5.5.1.1 TIER I: 7.5 % to 10%
  - 5.5.1.2 TIER II: 5% to 7.5%
  - 5.5.1.3 TIER III: 5%

- 5.6.2 Revision shall be applicable from second (2nd) year onwards up to the contract period or any subsequent extensions, if any.
- 5.6.3 Resource wise Remuneration revision shall be decided by the tenderer/department and shall be informed to Selected Agency(ies) based on the performance evaluation of the resources.
- 5.6.4 Insurance cover to the engaged resources
- 5.6.5 It will be responsibility of the Selected Agency (ies) to provide following insurance cover to the engaged resources with the Tenderer:
- i. Life Cover Insurance (10 Lakhs or above)
  - ii. Medical/Health Cover Insurance for employee and spouse (02 Lakhs or above)

## 6 SECTION - PENALTIES AND SERVICE LEVEL AGREEMENT (SLA)

Subject to conditions of Contract if the successful bidder fails to deliver or perform the Services within the period(s) specified in Milestones indicated in Deliverables, competent authority shall, without prejudice to its other remedies under the Contract, deduct from the invoices or PBG, as penalty, deduction would be undertaken as per the penalties defined in penalty section 6.1.

### 6.1 SLA & PENALTY TERMS

S. No.	SLA	Timelines/ Event	Applicable Penalty
1	Deployment of the resources.	Within 60 (Sixty) days of intimation of approval by the TENDERER.	No penalty- If the resource provided by Selected Agency(ies) within 60 days.  Rs. 1000/- per position per day for each day delay from stated timelines.
2	Penalty on default of notice period	60 Days' notice period to be served by the deployed resource	No penalty- If 60 days' notice period served by the resource.  Penalty of deficit days of respective resource shall be imposed in proportion of monthly CTC if notice period served less than 60 days.
4	Default on non-submission of CVs	Sponsoring of candidates within TIER wise deadline (in no. of working days) of intimation.  TIER I : 15 days TIER II : 10 days TIER III : 7 days	No Penalty: Submission of eligible CVs within TIER wise deadline (in no. of working days) of intimation.  Rs. 1000/- per position per day delay beyond timelines.
5	The deployed resources shall not be engaged in any activity other than that assigned by the TENDERER	-	Penalty of Rs. 50,000 per resource may be imposed on breach of SLA or may lead to termination of the contract.

6	Background verification of selected resource.	On or before the date of joining.	"In the event of any issues arising from the background verification of a candidate, a penalty equivalent to 15 days of the candidate's monthly remuneration shall be imposed. Furthermore, if the candidate is found any fraudulent activity, the contract for the candidate shall be terminated immediately ."
7	Absence without prior approval from the TENDERER. (Absconding matters)	-	A penalty of ₹1,000/- (Rupees One Thousand only) per resource per day shall be imposed from the date of absence.  The Agency shall provide a suitable replacement within 15 days. In case of failure to provide a replacement within the stipulated period, the Tenderer/Department reserves the right to withhold the payment from the 15th day onwards.
8	Failure in joining of selected resource	-	Rs. 5,000/- per resource per individual case
9	Penalty on account of delayed Remuneration	The Selected Agency(ies) shall pay the Remuneration within 01 <sup>st</sup> to 07 <sup>th</sup> day of every month to the engaged resource with the Tenderer.	Rs. 2,000/- per resource per individual case.
10	Penalty on account of submission of CVs without pre- screening	The Selected Agency(ies) shall submit the profile of the sponsored candidates after pre-screening at their level matching the required technical and educational qualification criteria.	"No penalty shall be imposed for up to three pre-screening related lapses across all positions within a Month. Beyond this limit, a penalty of Rs. 2,000/- per case shall be applicable."

**Note: -**

- 6.1.1 It is clarified here that if the delay in deployment of resources is due to delay in approvals on part of the TENDERER then, no penalty shall be imposed on the bidder for that time period.
- 6.1.2 In case of failure to meet the standards of the tenderer, (which include efficiency, cooperation, discipline, and performance) bidder may be asked to remove the resource without any penalty for exit as per stipulated time.
- 6.1.3 A penalty of Rs. 50 Thousand (INR) per resource will be levied if a resource who has not resigned and is removed from the project by the selected agency (ies).

## 7 SECTION - FINANCIAL BID

### **FINANCIAL BID FORMAT**

	<b>Subject</b>	<b>Agency Service Charges (in percentage) per person per Month CTC</b>
(A)	(B)	(C)
1	Agency Service Charges (Tier I)	_____ %
2	Agency Service Charges (Tier II)	_____ %
3	Agency Service Charges (Tier III)	_____ %

**Note:**

**7.1 OFFERED 'AGENCY SERVICE CHARGES (IN PERCENTAGE) PER PERSON PER MONTH' BY THE BIDDER SHOULD BE POSITIVE . IF ANY BIDDER, QUOTE NEGATIVE THEN HIS BID SHALL BE TREATED AS NON-RESPONSIVE AND WILL BE REJECTED OUT RIGHTLY.**

- 7.1.1 The payment of the aforesaid quoted value shall be paid in accordance with clause of 'Payment terms'.
- 7.1.2 The resource quantity mentioned in column 'E' of section 5.3 under section 5.1 Scope of Work, are indicative.
- 7.1.3 The Bidder is required to quote service charge %, inclusive of cost of incidental services, applicable taxes, and duties exclusive of GST. GST will be paid as per actuals.
- 7.1.4 L1 shall be decided on 'Agency Service Charges (in percentage) per person per month' (Column C).
- 7.1.5 Bidder shall be paid = (Man month Charges @ Actual + Agency Service Charges + GST @ Actuals).
- 7.1.6 Bidder will mandatorily pay the prescribed Man Month Charges to the hired employee on timely manner without depending on the TENDERER's bill processing & release of payment. Further, during the contract tenure, it is found that bidder is not adhering these mandatory conditions, then in that case tenderer will terminate the contract and forfeit the PBG.
- 7.1.7 Bidder will have to provide all the categories of resources asked in the RFP.
- 7.1.8 Payment will be made on monthly basis.



## **7.2 PAYMENTS TERMS**

- 7.2.1 The payments to the successful bidder will be made on monthly basis on acceptance of the invoice by the TENDERER or its designated agency.
- 7.2.2 The successful bidder shall submit three original copies of invoices along with a certificate of satisfactory performance from reporting authority/in-charge. Invoice should be raised in English language only.
- 7.2.3 Invoice shall be raised as per the details given by Tenderer/department.
- 7.2.4 The invoice would be processed for release of payment after due verification of the invoice and other supporting documents by the TENDERER or its designated agency.
- 7.2.5 Payment shall be made in Indian Rupees. While making payment, necessary TDS, income tax and any other applicable tax, if any, shall be deducted.

## 8 SECTION - ANNEXURES & FORMATS

---

### 8.1 FORMAT I: PROPOSAL COVERING LETTER

#### **Proposal Covering Letter**

(To be on the Bidder's letterhead duly Signed by Authorized Signatory)

Tender Ref No:

To

**Deputy Director & General Manager (Services)**

**Gujarat Informatics Ltd.**

**Block no. 2, 2nd floor, Karmayogi Bhavan,**

**Sector 10-A, Gandhinagar**

**Ref:** RFP regarding empanelment of agencies for providing "IT Technical Manpower" for GIL & various Govt. Departments / Offices / Boards / Corporations/ Company etc. through GIL.

Dear Sir,

We.....(Name of the bidder) hereby submit our proposal in response to notice inviting tender  
Date.....And tender document no. xxxxxxxxxx Dated: dd/mm/yyyy and confirm that:

1. All information provided in this proposal and in the attachments, is true and correct to the best of our knowledge and belief.
2. We shall make available any additional information if required to verify the correctness of the above statement.
3. Certified that the period of validity of bids is 180 days from the last date of submission of proposal, and
4. We are quoting for all the items (including services) as per the price bid format Section-VII as mentioned in the RFP.
5. We the Bidder are not under a declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. We have an office in the state and relevant documents for the same are attached. We undertake that if the local presence is not there in the state, that we shall establish an office at Gandhinagar/ Ahmedabad, within 45 days from the date of the award of contract.

7. Gujarat Informatics Limited may contact the following person for further Information regarding this tender:

- a. Name & Designation:
- b. Full address of office
- c. Email ID & Contact No.

8. We are uploading our Response to the RFP (Eligibility, technical and financial bid documents) as per the instructions set out in this RFP.

Yours Sincerely,

(Signature)

Name of Authorized Signatory: Designation:

Date:

Name of the bidder:

## 8.2 FORMAT II : POWER OF ATTORNEY

(To be provided in original on stamp paper of value required under law duly Signed by 'bidder')

Dated:

### **POWER OF ATTORNEY To Whomsoever It May Concern**

Know all men by these presents, we \_\_\_\_\_ (name and registered office address of the Bidder) do hereby constitute, appoint and authorize Mr./ Ms./ Mrs. \_\_\_\_\_ (Name of the Person(s)), domiciled at \_\_\_\_\_ (Address), acting as \_\_\_\_\_ (Designation and the name of the firm), as Authorized Signatory and whose Signature is attested below, as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for award of Contract "RFP regarding empanelment of agencies for providing "IT Technical Manpower" for GIL & various Govt. Departments / Offices / Boards / Corporations/ Company etc. through GIL" , vide RFP (Tender Document) Document No. \_\_\_\_\_ dated \_\_\_\_\_, issued by Gujarat Informatics Limited, including Signing and submission of all documents and providing information and responses to clarifications / enquiries etc. as may be required by Gujarat Informatics Limited or any governmental authority, representing us in all matters before Gujarat informatics Limited, and generally dealing with GIL in all matters in connection with our Proposal for the said Project. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For -----

(Signature)

(Name, Title and Address)

Accept (Attested Signature of Mr./Ms./Mrs. \_\_\_\_\_)

(Name, Title and Address of the Attorney)

Note: To be executed by the Bidder - The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. - Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the executants(s).

### 8.3 FORMAT III: BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To

Dated:

**Deputy Director & General Manager (Services)**

**Gujarat Informatics Ltd**

**Block no. 2, 2nd floor, Karmayogi Bhavan,**

**Sector-10A, Gandhinagar**

Whereas ----- (here in after called "the Bidder") has submitted its bid dated ----- in response to the Tender no: xxxxxxxxxxxxxxxxxxxx for

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 ----- ----- ----2024.

THE CONDITIONS of this obligation are:

The EMD may be forfeited, In case of a Bidder if:

- 1) The bidder withdraws its bid during the period of bid validity.
  - a. The Bidder does not respond to requests for clarification of their Bid.
  - b. The Bidder fails to co-operate in the Bid evaluation process.
  - c. The bidder, fails to furnish Performance Bank Guarantee in time.
- 2) The bidder fails to Sign the contract in accordance with this RFP
- 3) The bidder is found to be involved in fraudulent and corrupt practices

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

This guarantee will remain valid up to 6 months from the last date of bid submission. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the GIL and further agrees that the guarantee herein contained shall continue to be enforceable till the GIL discharges this guarantee The Bank shall not be released of its obligations under these presents by any exercise by the GIL 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 GIL or any other indulgence shown by the GIL or by any other matter or things.

The Bank also agree that the GIL 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 TENDERER may have in relation to the SELLER's liabilities.

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

Signed and delivered by

\_\_\_\_\_

For & on Behalf of

Name of the Bank & Branch & Its official Address with seal

**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/10/2018/18/DMO dated 16.04.2018 ([http://www.gil.gujarat.gov.in/grs/DMO\\_2173\\_16\\_Apr\\_2018\\_714.pdf](http://www.gil.gujarat.gov.in/grs/DMO_2173_16_Apr_2018_714.pdf)) issued by Finance Department or further instruction issued by Finance department time to time.**

## 8.4 FORMAT IV: PERFORMANCE BANK GUARANTEE

(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To,

**Deputy Director & General Manager (Services)**

**Gujarat Informatics Ltd**

**Block no. 2, 2nd floor, Karmayogi Bhavan,**

**Sector-10A, Gandhinagar**

Dear Sir,

WHEREAS \_\_\_\_\_ (Name of Bidder) hereinafter called "the Bidder" has undertaken, in pursuance of Agreement dated, (hereinafter referred to as "the Agreement for "RFP regarding empanelment of agencies for providing "IT Technical Manpower" for GIL & various Govt. Departments / Offices / Boards / Corporations/ Company etc. through GIL (Tender No. xxxxxxxxxxxxxxxxxxxx Dated: xx.xx.xxxx) for the Department of Science & Technology, Government of Gujarat.

AND WHEREAS it has been stipulated in the said Agreement that the Bidder shall furnish a Bank Guarantee ("the Guarantee") from a scheduled bank for the sum specified therein as security for implementing PROJECT.

1. WHEREAS we \_\_\_\_\_ ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give the Gujarat Informatics Limited ("GIL") the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

The Bank hereby irrevocably and unconditionally guarantees the payment of all sums due and payable by the Bidder to GIL under the terms of their Agreement dated \_\_\_\_\_. Provided, however, that the maximum liability of the Bank towards GIL under this Guarantee shall not, under any circumstances, exceed \_\_\_\_\_ in aggregate.

2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from GIL in that behalf and without delay/demur or set off, pay to GIL any and all sums demanded by GIL under the said demand notice, subject to the maximum limits specified in Clause 1 above. A notice from GIL to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address:

\_\_\_\_\_  
\_\_\_\_\_

Attention Mr. \_\_\_\_\_.

3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of months from the date of its execution. The Bank shall extend the Guarantee for a further period which may be mutually decided by the bidder and GIL.

The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:

- Any change or amendment to the terms and conditions of the Contract or the execution of any further Agreements.
- Any breach or non-compliance by the Bidder with any of the terms and conditions of any Agreements/credit arrangement, present or Future, between Bidder and the Bank.

4. The BANK also agrees that GIL 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 BIDDER and notwithstanding any security or other guarantee that GIL may have in relation to the Bidder's liabilities.

5. The BANK shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of GIL or any other indulgence shown by GIL or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the BANK.

6. This Guarantee shall be governed by the laws of India and the courts of Gandhinagar shall have jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_2024

Witness

(Signature)

(Name)

(Official Address)

Dated:

(Signature)

Bank Rubber Stamp

(Name)

Designation with Bank Stamp

Plus, Attorney as per Power of Attorney No.

**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/10/2018/18/DMO dated 16.04.2018 ([http://www.gil.gujarat.gov.in/grs/DMO\\_2173\\_16\\_Apr\\_2018\\_714.pdf](http://www.gil.gujarat.gov.in/grs/DMO_2173_16_Apr_2018_714.pdf)) issued by Finance Department or further instruction issued by Finance department time to time.**



## 8.5 FORMAT V: FINANCIAL DETAILS OF THE BIDDER

2021-22	2022-23	2023-24

**Note:**

Upload the audited financial statement/ audited annual report of the above-mentioned financial years.

Name:

Designation:

Signature of the Authorized Signatory (with seal):

## 8.6 FORMAT VI: BID PROCESSING FEES & EARNEST MONEY

### DEPOSIT DETAILS

Sr. No.	Item	Amount (In Rs.)	Name of the Bank & Branch	Demand Draft No.
1	Bid Processing Fees			
2	Earnest Money Deposit (E.M.D.)			

### ELIGIBILITY CRITERIA

#### 8.6.1 Form No. A: Company Registration

Sr. No.	Name of Bidder	Certificate of Incorporation / Registration	Document Submitted or Not?
1			

Note: Please fill this form and upload the supporting documents.

#### 8.6.2 Form No. B: Office in Ahmedabad/Gandhinagar

Sr. No.	Contact Person	Address	Contact Nos.	Type of supporting document attached
1				
2				

Note: You may mention more than one office (if applicable) by adding multiple rows which may be added by “NUMBER OF ROWS TO ADD”.

#### 8.6.3 Form No. C: Work Experience

Sr. No.	Project	No. of person provided	Period of Contract	Contact details of client	Type of supporting document attached
1					
2					

Note: You may mention more than one project by adding multiple rows which may be added by “NUMBER OF ROWS TO ADD”.

## **8.7 FORMAT VII: PERFORMA OF COMPLIANCE LETTER**

(Submit copy on Bidder's letterhead duly signed by Authorized signatory)

Date: dd /mm /yyyy

To,

**Deputy Director & General Manager (Services)**

**Gujarat Informatics Ltd**

**Block no. 2, 2nd floor, Karmayogi Bhavan,**

**Sector-10A, Gandhinagar**

Sub.: Compliance with the tender terms and conditions, specifications, and Eligibility Criteria.

Dear Sir,

With reference to above referred tender, I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>>, is authorized to give the undertaking on behalf of <<Name of the bidder>>.

We have to inform you that we have read and understood the technical specifications and total requirements of the above-mentioned bid submitted by us on <<Date>>. We hereby confirm that all our quoted items meet or exceed the requirements and are absolutely compliant with specifications mentioned in the bid document.

We also explicitly understand that all quoted items meet technical specifications of the bid and that such technical specifications override the brochures/standard literature if the same contradict or not indicated in brochures.

We are not banned or blacklisted by any Government institution of India.

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

Thanking you,

For <Name of the bidder>>

<<Authorized Signatory>>

<<Stamp of the bidder>>

## **8.8 FORMAT VIII: DECLARATION OF NOT BANNED/BLACKLISTED/DEBARRED**

### **Declaration Letter**

Physical submission on Company's letter head.

Date: <<dd-mm-yyyy>>

To,

**Deputy Director & General Manager (Services)**

Gujarat Informatics Ltd

Block no. 2, 2nd floor, Karmayogi Bhavan,

Sector-10A, Gandhinagar

**Subject: DECLARATION OF NOT BANNED/BLACKLISTED/DEBARRED**

Dear Sir,

With reference to the tender “<<Tender Name>>”, I, undersigned <<Name of Signatory>>, in the capacity of <<Designation of Signatory>> certify that, our Company <<Name of the bidder>> is not banned or blacklisted or debarred by any Central/State Government Authority/Institution.

**Signature:**

**Name:**

**Designation:**

**Name of the Company:**

**Date:**

**Place:**

## 8.9 FORMAT IX: CONTRACT FORM

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 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 \_\_\_\_\_ (Service Charge (%) in Words and Figures) hereinafter called “the Service Charge (%) in Words and Figures” hereinafter called “the Service Charge.”

NOW THIS AGREEMENT WITNESSETH 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 Service Charge (%) 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 _____
---	--

### **8.10 FORMAT X: AFFIDAVIT FORMAT**

(This should be on Rs. 100/- duly notarized Non-Judicial Stamp Paper)

I, \_\_\_\_\_ <<Name of the bidder>> on behalf of <<Bidder's Company Name>> herewith confirm that <<Bidder's Company Name>> has ----- no. of employees (as per eligibility condition for respective Tier i.e should be qualified B.E./ B. Tech/B. Des/ MCA/ MBA/ M.Sc. or equivalent with relevant experience in IT on company's payroll which are working for the past one year.

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

Signed & Sealed by an authorized Signatory

## 8.11 FORMAT XI: NON-DISCLOSURE AGREEMENT

Ref. No.

Dated:

### **NON-DISCLOSURE AGREEMENT**

THIS AGREEMENT is valid till ..... years from the date of work order and is made by and between (The TENDERER) herein referred to as 'DISCLOSING PARTY' whose address is (the TENDERER address), and M/s. ....

Both the parties shall mean and include their successors at Office from time to time, legal representatives, administrators, executors, and assigns, etc.

This agreement shall govern the conditions of disclosure by disclosing party to Recipient of certain confidential and proprietary information that is oral, written, or in computer file format. Examples of Confidential Information include the details of beneficiaries, identities of companies, consultants and other service providers used by disclosing party, both foreign and domestic, in connection with disclosing party's business, supplier lists, supplier information, computer databases containing customer, product and vendor information, designs, drawings, specifications, techniques, models, documentation, diagrams, flow charts, research and development process and procedures, know-how, new product or new technology information, financial, marketing and sales information and projections, product pricing, profitability, marketing techniques and materials, marketing timetables, strategies and development plans, trade names and trademarks not yet disclosed to the public, business methods and trade secrets, and personnel information.

1. Purpose of Disclosure. Disclosing party is disclosing the Confidential Information to Recipient in order for Recipient to evaluate the possibility of using disclosing party's services.
2. Confidentiality Obligations of Recipient. Recipient hereby agrees:

- (a) Recipient will hold the Confidential Information in complete confidence and not to disclose the Confidential Information to any other person or entity, or otherwise transfer, publish, reveal, or permit access to the Confidential Information without the express prior written consent of Disclosing Party.
- (b) Recipient will not copy, photograph, modify, disassemble, reverse engineer, decompile, or in any other manner reproduce the Confidential Information without the express prior written consent of disclosing party.

If any Confidential Information is delivered to Recipient in physical form, such as data files or hard copies, recipient will return the Confidential Information, together with any copies thereof, promptly after the purpose for which they were furnished has been accomplished, or upon the request of disclosing party. In addition, upon request off disclosing party in writing/email Recipient will destroy materials prepared by Recipient that contain Confidential Information.

(c) Recipient shall use Confidential Information only for the purpose of evaluating.

Recipient's interest in using disclosing party's services, and for no other purpose. Without limiting the generality of the previous sentence, Recipient specifically agrees not to sell, rent, or otherwise disclose any of disclosing party's Confidential Information either in full or part to any competitor of disclosing party, nor will Recipient use the Confidential Information to directly or indirectly contact or contract with any of disclosing party's employees, vendors, contractors and agents who carry out or otherwise fulfill the services on behalf of disclosing party (its "Affiliates"). Recipient shall promptly notify disclosing party of any disclosure or use of Confidential Information in violation of this Agreement for which disclosing party shall indemnify the Recipient for that part.

1. Exclusions. None of the following shall be considered to be "Confidential Information":

(a) Information which was in the lawful and unrestricted possession of Recipient prior to its disclosure by disclosing party;

(b) Information which is readily ascertainable from sources of information freely/easily available in the general public;

(c) Information which is obtained by Recipient from a third party who did not derive such information from disclosing party.

2. Remedies. Recipient acknowledges that disclosing party's Confidential Information has been developed or obtained by the investment of significant time, effort and expense and provides disclosing party with a significant competitive advantage in its business, and that if Recipient breaches its obligations hereunder, disclosing party will suffer immediate, irreparable harm for which monetary damages will provide inadequate compensation. Accordingly, the disclosing party will be entitled, in addition to any other remedies available at law in equity, to injunctive relief to specifically enforce the terms of this Agreement. Recipient agrees to indemnify disclosing party against any losses sustained by disclosing party, including reasonable attorney's fees, by reason of the breach of any provision of this Agreement by Recipient. Recipient further acknowledges that disclosing party's business would be severely hurt if Recipient were to directly contract with its Affiliates without the participation of disclosing party.

Therefore, if Recipient directly or indirectly contracts with any of disclosing party's Affiliates whose identity and/or particulars are disclosed to Recipient pursuant to this Agreement (Except Affiliates with whom Recipient had a demonstrable prior existing business relationship). In the event of circumvention, by the Recipient whether directly or indirectly, the disclosing party shall be entitled to a legal monetary



penalty award, equal to the maximum consulting service/consulting fee, commission/profit originally expected or contemplated to be realized from such transaction(s). This payment levied against and paid immediately by the party engaged in circumvention and in addition includes all legal expenses in the recovery of these funds if collected through legal action by either party.

This penalty shall not apply when the alleged Circumventor does not result in a transaction being concluded. The parties acknowledge it would be extremely difficult or impossible to accurately it would be extremely difficult or impossible to accurately fix the actual damages that disclosing party would suffer in the event of a breach of the aforementioned obligations, and that the liquidated damages provided for herein are a reasonable estimate of disclosing party's actual damages, which shall be fixed by the arbitrator who shall also be in the same business.

3. No Rights Granted to Recipient. Recipient further acknowledges and agrees that the furnishing of Confidential Information to Recipient by disclosing party shall not constitute any grant or license to Recipient under any legal rights now or hereinafter held by disclosing party.

4. Miscellaneous Provisions:

- A. This Agreement sets forth the entire understanding and Agreement between the parties with respect to the subject matter hereof and supersedes all other oral or written representations and understanding. This Agreement may only be amended or modified by a writing signed by both parties.
- B. If any provision of the Agreement is held to be illegal, invalid, or unenforceable, the legality, validity and enforceability of the remaining provisions will not be affected or impaired.
- C. This Agreement is binding upon the successors, assigns and legal representatives the parties hereto, and is intended to protect Confidential Information of any successors or assign of disclosing party.
- D. Each Provision of this Agreement is intended to be valid and enforceable to the fullest extent permitted by law. If any provision of this Agreement is determined by any court of competent jurisdiction or arbitrator to be invalid, illegal, or enforceable to any extent, that provision shall, if possible, be construed as though more narrowly drawn, if a narrower construction would avoid such invalidity, illegality, or unenforceability, be served, and the remaining provisions of this Agreement shall remain in effect/force.
- E. The terms and conditions governing the provision of the agreement shall be governed by and construed in accordance with laws of the union of India and shall be subject to the exclusive Jurisdiction of the courts of Bhopal.
- F. Any or all disputes arising out or in connection with this agreement shall so far as may be possible to settled amicably between the parties within a period of thirty days from such dispute(s) arising.

- G. However, failing such amicable settlement all disputes and differences out of the construction of or concerning anything contained in or arising out of or in connection with this agreement as to the rights, duties or liabilities arising it, to the parties shall be referred to a panel of three arbitrators, for conducting Arbitration in accordance with the provisions of Arbitrations and Conciliation Act 1996 and its all amendment.
- H. It is agreed that each party shall appoint one arbitrator and the third arbitrator from the same business.
- I. The appointment of arbitrators shall be done within a period of three months from the date of receipt of notice from the aggrieved party requesting to refer the matter to arbitration in case amicable settlement fails.
- J. The parties shall mutually ensure and co-operate with each other in the arbitral proceedings, so that the same can be concluded and awarded within a period of six months from the date of commencement of the arbitral proceedings.
- K. The arbitral proceedings shall be conducted in English, both parties shall be bound by the award passed and delivered by the arbitral tribunal and shall not attempt to challenge the authenticity of the award, before any authority or courts or any other statutory body.
- L. The venue of arbitration shall be Gandhinagar.
- M. If any litigation is brought by either party regarding the interpretation or enforcement of this Agreement, the prevailing party will recover from the other all costs, attorney's fees and other expenses incurred by the prevailing party from the other party.
- N. The selected bidder shall comply with the provisions of the Digital Personal Data Protection Act, 2023 (DPDPA) and related rules/regulations, including ensuring lawful collection, processing, storage, and protection of personal data. Any breach of these obligations shall be treated as a material breach of contract and may attract penalties and/or termination of the contract.

Signed on behalf of  
(The TENDERER)

Signature:  
Name:  
Designation with seal:  
Date:

Signed on behalf of  
M/s.

Signature:  
Name:  
Designation with seal:  
Date:  
[Name of the Company]

ANNEXURE-A CANDIDATE INFORMATION FORM – RECRUITMENT THROUGH AGENCY

**All the departments are requested to fill all below details for hiring IT experts through agency empaneled by GIL**

<b>Designation (As per tender)</b>			
<b>Technology (if applicable)</b>			
<b>Total Years of experience (As per tender)</b>			
<b>Relevant Year of experience (As per tender)</b>			
<b>Number of requirement</b>			
<b>Tenure of Service required</b>			
<b>CTC (As per tender)</b>			
<b>Depute location (Complete Office Address) (*Include number of vacancy for each location in case of multiple locations )</b>			
<b>Project name If applicable</b>			
<b>IT Skills:</b>			
<b>Job description:</b>			
<b>GST Number</b>			
<b>Contact Person Details:</b>			
<b><u>Particulars</u></b>	<b><u>Asst. Director (IT)</u></b>	<b><u>Concern Person (For recruitment)</u></b>	<b><u>Concern Person (For Payment)</u></b>
Name:			
M Number:			
Email ID.			
<b>Remarks if any:</b>			

\*The grant for the payment of the resources recruited as per the above requirement is available with the department.

**Department Head Name, signature and stamp**

**Terms and conditions**

- All the detail are mandatory to fill to process further.
- GIL Service charge will be 3% of CTC for six months + applicable taxes
- Agency service charge will be \_\_\_\_% plus applicable taxes monthly
- Department has to attach grant approval/supporting document with this requisition form
- For any query contact 07923256026/07923258619

Annexure: B Format for Wage Register

-					Leave					Employer Contribution					Employee Deduction										GST																																																																																																																																																																																																																																																																																									
S . No	Employee Id	Inv	oic	ee	No	D	O	J	C	T	C	a	s	p	e	r	w	o	r	k	o	r	d	e	r	C	I	B	a	l	o	f	P	r	e	v	i	o	u	s	M	o	n	t	h	L	e	a	v	e	c	r	e	d	i	t	o	f	P	a	r	t	i	c	u	l	a	r	m	o	n	t	h	T	o	t	a	l	L	e	a	v	e	B	a	l	a	n	c	e	A	v	a	i	l	e	d	L	e	a	v	e	i	n	p	a	r	t	i	c	u	l	a	r	m	o	n	t	h	B	a	l	a	n	c	e	l	e	a	v	e	n	e	d	t	o	c	a	r	r	y	f	o	r	w	a	r	d	D	e	d	u	c	t	i	o	n	d	a	y	(N	o	t	B	e	l	o	w	Z	E	R	O	C	T	C	R	e	m	u	n	e	r	a	t	i	o	n	B	a	s	i	c	D	A	/	B	O	N	U	S	H	R	A	O	t	h	e	r	P	F	E	S	I	C	G	r	o	s	s	P	F	E	S	I	C	P	T	i	n	c	o	m	e	T	a	x	O	t	h	e	r	T	o	t	a	l	D	e	d	u	c	t	i	o	n	N	e	t	S	e	r	v	i	c	e	C	h	a	r	g	e	C	T	C	+	S	r	v	i	c	e	C	h	a	r	g	e	S	G	S	T	C	G	S	T	B	i	l	i	n	g	F	i	n	a	l

## Document Submission Format

Name of candidate applied for	verified Education with supporting documents	Experience details with supporting documents	Verified with documents (Yes/No)			Last drawn CTC verified with documents	Expected CTC with reference to tender capping (40% or higher capping)
		Firm/organization name	DOJ	Exit Date	Total Experience		
Total of all the Experience							

Enclosure

- 1 All verified joining related document

Sign and stamp