

Request for Proposal

SELECTION OF FIRM FOR DEVELOPMENT OF SIKKIM DATA SHARING AND ACCESSIBILITY PLATFORM (SDSAP)

Tender Reference: **94/DIT/18**

Dated: **10/02/2018**

Centre for Research and Training in Informatics

Department of Information Technology

Secretariat Building, Annexe 1, Kazi Road, Gangtok

DISCLAIMER

This Request for Proposal (RFP) contains brief information about the project, qualification requirements and the selection process for the successful applicant (bidder). The purpose of this RFP document is to provide applicants (bidders) with information to assist the formulation of their bid application (the "application").

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither the CRTI nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information ('Information') contained in this RFP document or subsequently provided to interested parties (the "applicant(s)), in writing by or on behalf of CRTI is provided to applicant(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided.

Each applicant should perform their own due diligence to check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. Submission of bid application shall be deemed to have been done after careful study and examination of the RFP with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Incomplete or partial bids shall be rejected. The applicant must quote for all the items asked for in this tender. Intimation of discrepancies in the RFP, if any, should be given to the office of the CRTI immediately by the applicants. If CRTI receives no written communication, it shall be deemed that the applicants are satisfied that the RFP document is complete in all respects.

This RFP document is not an agreement and is not an offer or invitation by CRTI to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements. CRTI reserves the right to accept or reject any or all applications without giving any reasons thereof. CRTI will not entertain any claim for expenses in relation to the preparation of RFP submissions.

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1. Project Introduction

1.1. Background

Statistics constitute a key device by which decision makers and policy advocates understand reality, assess needs, focus their resources and make informed policy decisions. It provides basic information for decision making, evaluations and assessments at different levels. It is an indispensable element in the information system of a democratic society, serving the Government, the economy and the public with data about the economic, demographic, social and environmental situation. Public Administrator cannot effectively discharge his duties without a working of statistics. This knowledge is the most important tool for any public administrator in order to educate and provide for the public he serves.

Today the State of Sikkim has a well defined and well spread administrative system leading to the timely delivery of services and good governance as a result of which a huge number of data/datasets are produced on regular basis. The State has made enormous progress in all socio-economic aspects and the administration has been proactive in delivering development schemes but it is observed that the official statistics produced are inconsistent and are not collated properly. Many departments do not have a proper system of collecting and dissemination of data and the websites developed by them is also not updated on a regular basis.

There is no single platform or data center where all the important statistics of the State and departments coverage and the data delivery mechanism is also not robust. This has invariably affected the quality of data and frequency of release.

The current challenges and problems are listed below:

- Websites are not maintained properly
- Low priority to statistical data and statistical outputs
- Poor record keeping and non maintenance of data as per statistical standards
- Large number of official statistics is produced but it is not properly validated and disseminated
- Coordination mechanism amongst the departments with respect to statistical data is not robust
- Most departments do not have dedicated statistical cells or data centers
- Multiple data/databases are released for the same category during the same relevance period
- Data/datasets are not easily available

An initiative of DIT, Government of Sikkim, in consultation with the Department of Economics, Statistics, Monitoring & Evaluation (DESME) the SDSAP is an information management system for quick and easy recording and dissemination of statistical events. The platform is intended to be used by all the State Government departments/PSUs and government functionaries to publish data/data sets, documents and publications and services of each and every department of the State Government, as per the format/guidelines formulated by DESME. It intends

to disseminate transparency in the functioning of Government and also open avenues for many more innovative uses of Government Data.

The data sharing and accessibility framework will provide an opportunity not just to update and improve access to information but also to specify that new data sets and records be collected and published. It can also help strengthen new data requirements and inform where policy updated policy updates or revisions are necessary. It can build on the values, goals and mission of the Government which can be pursued with the intent of realizing many different varieties of public good, including greater government transparency, accountability, efficiency, management of statistics, etc.

Objectives and Highlights of SDSAP

1. SDSAP will be an indispensable element in serving the Government and the Administrators by providing data on the economic, administrative, demographic and social situation.
2. To facilitate a correct interpretation of data and collation of key statistical indicators under one platform.
3. To improve and strengthen coordination among statistical agencies and departments essential to achieve consistency and efficiency in the production and dissemination of statistical data.
4. To increase transparency, accountability, administrative engagement and collaboration with respect to statistical outputs
5. To retain trust in official statistics and strengthening statistical capacity of all departments.
6. To ensure proactive disclosure in the release of information before an individual requests is made, it means proactively putting new information online.
7. The portal is intended to be used by Government departments to publish data/data sets. It is envisaged that the departments would release datasets on proactive basis through SDSAP platform using application programming interfaces/web services.
8. The portal will enhance the digital policy initiative of the Government. It will also ensure creation of a permanent platform for convergence of important statistics and the timely release of data/ data sets.
9. Optimize methods of data collection and mandate ongoing data publication and updates.
10. Address the governance deficit specially relating to data management.
11. Also to create oversight authority, guidance and other binding regulations for implementation.

Statistical modules and type of data to be disseminated:

Major Socio-Economic Indicators of the State and demographic data (Time series and latest data) The indicators refers to key socio-economic indicators of the State of Sikkim which includes indicators on economy like PCI/GSDP; health indicators like birth rate, mortalities rates, etc; indicators on education like literacy rate, teacher pupil ratio, indicator on infrastructure; etc.

Administrative/ departmental official Statistics provide Statistics provide quantitative or qualitative information on all major areas of a department's operation. It provides an overview on employees, data related to budget, registration of births/trade licenses/ societies, transactions, birth and death records, pensions, taxation, record keeping, etc.

Data on schemes and works

This section includes information on various welfare schemes like Old Age Pension, MGNREGA, etc and developmental works being implemented by the departments. It will also provide key information on the various programmes of the government like the 20 point programme, CSS schemes, MPLAD, state sponsored welfare schemes, etc. Aggregated information on employees to be provided after creation of Employees MIS in DESM&E. Success stories, innovative initiatives, events and latest publications

Coverage: All State Government departments and PSUs

1.2. Project Timelines

The proposed work is to be carried out as per the following timelines. "T" as referred to in the table is treated as the date of award of work to the selected Vendor:

Sl. No.	Stage	Timeline (Week)
1.	Preparation of Software requirement specification	T + 1
2.	Development of beta version of the SDSAP portal	T + 3
3.	Development of beta version of the Employee MIS	T + 4
4.	Presentation of the beta version of the SDSAP portal and Employee MIS to the officials of DIT and DESME	T + 5
5.	Finalization of the SDSAP Portal and Employee MIS	T + 6
6.	Testing of the SDSAP Portal and Employee MIS	T + 7
7.	Hosting in the State Data centre and Security Auditing	T + 9
8.	Go Live of the SDSAP Portal and Employee MIS	T + 10
9.	Training to the Line Departments	T + 11

1.3. Data Sheet

Sl. No.	Item	Details
1.	Project Name	Selection of agency/firm for development of Sikkim State Data Sharing & Accessibility Platform (SDSAP)
2.	Bid Inviting Authority	Centre for Research in Training & Informatics (CRTI), Department of Information Technology, Sectt. Annexe I, Top Floor, Sonam Tshering Marg, Gangtok - 737101, Sikkim
3.	Contact person of the bid	Mr. S.T. Wangdi, Joint Director(DIT)-cum-Executive (CRTI) Email: stwangdi@nic.in
4.	Tender Reference with Date	Ref No: Date: 10/02/2018

Sl. No.	Item	Details
5.	Last date for submission of queries	15/02/2018 Address for submission of queries: Centre for Research in Training & Informatics (CRTI), Department of Information Technology, Sectt. Annexe I, Top Floor, Sonam Tshering Marg, Gangtok - 737101, Sikkim, Phone No- (03592) 202601, Tele-Fax- (03592) 207426 Email: stwangdi@nic.in
6.	Publication of Corrigendum (if any) on website on the basis of Pre-Bid queries	17/02/2018 All corrigendum issued by CRTI in this respect will be given without disclosing the name of interested bidders.
7.	Cost of tender Document (non-refundable)	Rs.30,000/- (Rupees Thirty Thousand only) in the form of a Demand Draft/Pay Order/ Account Payee Banker's Cheque drawn on any Nationalised/Scheduled bank in favour of "Executive Director, Centre for Research & Training in Informatics", payable at Gangtok.
8.	Earnest Money Deposit (EMD) (refundable)	Rs. 2,50,000/- (Rupees Two Lac fifty Thousand only) in the form of a Demand Draft on any Nationalised/Scheduled bank in favour of "Executive Director, Centre for Research & Training in Informatics", payable at Gangtok. The validity of the EMD is 90 days. Bid security shall be refunded to the successful bidder upon signing of contract/agreement with client. For unsuccessful bidders, the bid security shall be refunded after end of the overall bid process.
9.	Performance Security Deposit	10% of the Contract Value in the form of Demand Draft on any Nationalised/Scheduled bank in favour of "Executive Director, Centre for Research & Training in Informatics", payable at Gangtok.
10.	Last date and time of submission of Bid	24/02/2018; 03:30pm
11.	Date and time for opening of pre qualification bid, technical bids & commercial bids	26/02/2018; 11:00am
12.	Venue for opening of bid	Conference Hall, Department of Information Technology, Sectt. Annexe I, Top Floor, Sonam Tshering Marg, Gangtok - 737101, Sikkim, Phone No- (03592) 202601, Tele-Fax- (03592) 207426

Note:

* No financial information should be submitted under technical bid.

*The bidder shall bear all costs associated with the presentation and submission of the tender and CRTI will, in no case, be responsible or liable for those costs, regardless of the conduct or the outcome of the bidding process.

2. Scope of Work

The present scope of work will have the development work for the following modules:

a) SDSAP portal:

Major Socio-Economic Indicators of the State and demographic data (Time series and latest data)The indicators refers to key socio-economic indicators of the State of Sikkim which includes indicators on economy like PCI/GSDP; health indicator like birth rate, mortalities rates, etc; indicators on education like literacy rate, teacher pupil ratio, indicator on infrastructure; etc.

- Administrative/ Department official Statistics.

Administrative/ Departmental officials Statistics protocol will quantitative or qualitative information on all major areas of a department's operation. It birth/trade licenses/societies, transaction, birth and death records, pensions, taxation, record keeping, etc.

- Data on schemes and works: This section includes information on various welfare scheme like Old Age Pension, MGNREGA, etc and developmental works being implemented by the department. It will also provide key information on the various programmes of the Government like the 20 point programme, CSS scheme, MPLAD, state sponsored welfare scheme, etc.
- Success stories, innovative initiate , events and latest publications.

b) Development of Employee CMIS in DESM&E: For developing database of aggregated information on employees working in the Government of Sikkim.

DETAILED SCOPE OF WORK:

- i) Development of portal/software/application for collation of data of all the department, Sate PSUs and undertaking of Government of Sikkim.
- ii) The portal should have the facility for data entry, edition of data, enable time series data.
- iii) The portal developed for capturing compiling ,tabulation, processing and authenticating the data should have the capability for on line authentication and processing in a synchronous mode
- iv) The application has to be user friendly with dynamic- format/schedule and provision for multiple report generation and should be easily operated by government officials.
- v) Report generation as specified by the department. General as well as analytical report in excel/ pdf or as specified by the department will have to be generate. The vendor will have to submit a detail list of the reports to be generated.
- vi) Employee Central Management of Information (CMIS) will have to be developed in DESM&E. The CMIS will be a complete solution package where information for all department will converge with regard to employee data with coverage.

- vii) To co-ordinate with DESME and develop the said application as per the guidelines formulated by DESME.
- viii) Submit a weekly progress report to DIT and DESME on the status of the project development.
- ix) Station atleast one employee in DESME during the data submission period to assist DESME and DIT for compilation work.
- x) Should adhere to all the conditions of DIT for early completion of work.
- xi) Modelling of to be process diagram, user stories etc.
- xiii) Identifying the changes from as is process & to be process.
- xiv) Preparation of SRS (Systems Requirement Specification), UAT (User Acceptance Test) etc.
- xv) Integrate E-mail and SMS facilities in the web application.
- xvi) Scope of work may increase as per the requirement of the department.

TRAINING:

- i. Should provide training to all the line departments.
- ii. Train the identified users at the Department, to enable them to effectively operate.
- iii. The number of the staff to be trained will be ascertained by department.
- iv. The training content will have to be relevant to the target trainees depending upon the role played by them.
- v. The IA shall also be responsible for re-training/refresher training to the employees / agencies who are involved, whenever major changes are made in the system.

Operation and Maintenance

The scope of work for the Operations Phase is categorized below:

Basic Services

- Facilitate hosting of applications in the State Data Centre:
- Server Monitoring, Administration & Management Services
- Backup & Restore Services.
- Preventive Maintenance Services
- Corrective Maintenance Services

Help Desk Services

The help desk service will serve as a single point of contact for all service requests at the SDC. The service will provide a Single Point of Contact (SPOC) and also escalation / closure of incidents for the user departments requesting for assistance during the period of data uploading.

3. Terms & Conditions

3.1. Accountabilities

- (i) It is CRTI's responsibility to ensure that the selected Vendor has access to documentation owned by CRTI from the immediate beginning of the work and for the duration of that work.
- (ii) It is CRTI's responsibility to ensure that any member of their organisation/division can make themselves available for brief consultation on 1 weeks' notice. CRTI shall provide the Selected Vendor with contact details of all such organisation/division employees.
- (iii) It is the vendor's responsibility to ensure that the Project Manager (PM)/ or any other authorized person in full knowledge of the project and the matter under discussion is available to meet with CRTI provided that the meeting relates to the work proposed and/or the objectives proposed.
- (iv) It is the Vendor's responsibility to ensure that all objectives proposed and all deliverables proposed are achieved and disclosed prior to the agreed end-date of the project.
- (v) It is the Vendor's responsibility to ensure any information it possesses relating to CRTI that is not available in the public domain be treated with the utmost confidentiality and discretion.
- (vi) Where the Vendor feels the need to disclose confidential information to a third party, it is their responsibility to ensure that it does so with the explicit permission of CRTI.

3.2. Tender Fee

Tender document fee of INR30,000/- (Rupees Thirty thousand only) in the form of Demand Draft in favour of "Executive Director, Centre for Research and Training in Informatics" payable at Gangtok should be submitted along with the Technical bid.

3.3. Earnest Money Deposit

- (i) An earnest money deposit (EMD) of INR2,50,000/- (Rupees Two Lac Fifty Thousand only) in the form of Demand Draft in favour of "Executive Director, Centre for Research and Training in Informatics" payable at Gangtok shall have to be submitted by the bidders' along with the bid. The EMD shall be furnished in Indian National Rupees (INR) and should be valid for a period of minimum 90 days.
- (ii) Any bid not secured in accordance with above mentioned clause, shall be rejected by the Purchaser as being non-responsive, without any further correspondence. Unsuccessful bidders' EMD will be discharged / returned after end of the overall bid process.
- (iii) Earnest Money Deposit furnished by selected Bidder shall be refunded after signing of contract and submission of Performance Security Deposit. The EMD can be forfeited if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form or during the bid process, if a Bidder indulges in any such deliberate act that would jeopardize or unnecessarily delay the process of bid evaluation and finalization, or if any information is found wrong / manipulated / hidden in the bid.
- (iv) The decision of the Purchaser regarding forfeiture of the EMD shall be final & shall not be called upon question under any circumstances. No interest will be paid on the EMD.

3.4. Performance Security Deposit

- (i) The successful bidder shall at his own expense deposit with the CRTI, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier in the form of Demand Draft on any Nationalised/Scheduled bank pledged in favour of "Executive Director, Centre for Research & Training in Informatics", payable at Gangtok.

- (ii) This Performance Security Deposit will be for an amount equivalent to 10% of contract value. All incidental charges whatsoever such as premium; commission etc. with respect to the performance security deposit shall be borne by the bidder. If the accepted Bidder fails to furnish the Performance Security Deposit within the above said period, the EMD remitted by him will be forfeited to the CRTI and his tender will be held void. The Performance Security Deposit furnished by the Bidder in respect of his tender will be returned to him at the end of the contract period subject to submission of all reports to satisfaction.
- (iii) If the Bidder failed to act up on to the tender conditions or backs out when his tender is accepted, his Performance Security Deposit mentioned above will also be forfeited to the CRTI.

3.5. Payment Terms

Sl. No.	Milestone / Deliverable	Payment
1.	'Mobilization advance', against PSD after award of contract	20% of contract value
2.	Completion of development of SDSAP Portal and Employee MIS with successful testing of the application and also upon submission of user acceptance by DESME	40% of contract value
3.	Go live of the application	20% of contract value
4.	Successful completion of the Training	20% of contract value

3.6 Procedure for submission of bids

- a) It is proposed to have a Three Cover for this tender:
- Pre-Qualification Bid – (2 copies) in one cover
 - Technical Bid - (2 copies) in one cover
 - Commercial Bid - (2 copies) in one cover
- b) Pre-Qualification Bid, Technical Bid and Commercial Bid of the Tender shall be covered in separate sealed covers super-scribing "Pre- Qualification Bid", "Technical Bid", "Commercial Bid". Each Bid shall also be marked as "Original" and "Copy". Please Note that Prices shall be indicated only in the Commercial Bid. And if price will be indicated in the Pre-Qualification Bid or Technical Bid, that Bid is liable to be rejected.
- c) The three envelopes containing Pre-qualification Bid, Technical Bid and Commercial Bid shall be put in another single sealed envelope clearly marked "Appointment of an Agency for Supply, Installation, Configuration and annual maintenance Support for Cloud Enablement components for State Data Centre." These envelopes are to be superscripted with Tender Number and the wordings "DO NOT OPEN BEFORE 11.00 AM on 26/02/2018"
- d) The cover thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- e) Each copy of the tender shall be a complete document and shall be bound as a volume. The document shall be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the Bid.
- f) As part of the Bid, Bidder shall also provide the Pre-Qualification Bid and Technical Bid in Soft Copy (PDF Format), in the form of a non rewriteable CD (Compact Disc) as follows:
- i. Two (2) copies of CD each containing the Pre-Qualification Bid and Technical Bid - The CDs containing Bids shall be sealed along with the hard copies of the respective Bids
 - ii. All CDs submitted by the Bidder must be in sealed covers. The sealed covers as well as the CD media must be duly signed by the Bidder using a "Permanent Pen/Marker", shall be super-scribed with "Technical Bid- Soft Copy (PDF Format) /

Pre-Qualification Bid -Soft Copy (PDF Format)" (as the case may be) and shall bear the name of the Bidder

- iii. Bidder must ensure that the information furnished by him in respective CDs is identical to that submitted by him in the original paper Bid document. In case of any discrepancy observed by the State in the contents of the CDs and original paper Bid documents, the information furnished on original paper Bid document will prevail over the soft copy
 - iv. Bidder must ensure that Pre-Qualification and Technical Bid CDs do not contain any Commercial items / prices
- g) If the outer envelope is not sealed and marked as indicated above, State will assume no responsibility for the Bid's misplacement or premature opening
 - h) The Tender should be signed on all the pages by the Bidder's authorised signatory and should be affixed with the bidder's Seal.
 - i) The representative participating in the bid process should carry a letter of authorisation on the company letter head.

3.7 Selection Procedure

Only the bidders fulfilling the Pre Qualification Bid Criteria as per Clause 3.8 are allowed to participate in this tender. The envelopes marked "Technical Bid" shall be opened first. The envelopes marked "Financial Bid" shall be kept sealed for opening as per date mentioned in Data Sheet as per Clause 1.3.

Evaluation of Technical Bid:

Technical mark (MT) will be given on the basis of the evaluation of the Technical Bid and based on the presentation delivered by the eligible bidder as per the Evaluation Criteria mentioned in Clause 3.9. The presentation will be held on as per date mentioned in Data Sheet as per Clause 1.3. A technical mark below 35 shall disqualify the bid as technically non-responsive. Financial bid of only technically responsive bidders shall be opened.

Evaluation of Financial Bid:

For financial evaluation, the total cost indicated in the Financial Bid including all Taxes will be considered. The Lowest financial bid will be allotted a financial mark of 100 marks. The financial marks of other Bidder(s) will be computed by measuring the respective financial bids against the lowest financial bid.

$$\text{Financial Mark (M}_F\text{)} = \frac{\text{Lowest Financial Bid}}{\text{Bidders Actual Financial Bid Amount}} \times 100$$

Combined and Final Evaluation:

The composite mark is a weighted average of the Technical and Financial Marks. The ratio of Technical and Financial mark is 70:30 respectively. The Composite Mark will be derived using the following formula:

$$\text{Composite Mark} = (\text{M}_T \times 0.7 + \text{M}_F \times 0.3)$$

Thus, the composite mark shall be out of a maximum of 100 marks. The responsive Bidder(s) will be ranked in descending order according to the composite marks, which is calculated based on the above formula. The highest-ranking Bidder as per the composite mark will be selected in this tender.

3.8 Pre Qualification Bid Criteria

The bidders must enclose the following documents inside the pre qualification bid envelope:

Sl. No.	Criteria	Documents required
1.	The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid	Declaration in this regard needs to be submitted
2.	The bidder should have been in existence as a software developing firm /company for the last 3 financial years.	Registration of firm, trade license, GST registration and professional tax clearance certificate.
3.	The Bidder's average annual turnover shall be at least INR 1.00 Crores in the last three financial years viz; 2014-15, 2015-16 and 2016-17 in the field of IT services (Consultancy and Development of IT applications/software) Note: The turnover refers to the Bidder's firm and not the composite turnover of its subsidiaries/sister concerns etc.	Copy of audited profit and loss account/balance sheet/annual report of the last three financial years viz 2014-15, 2015-16 and 2016-17
4.	The bidder should have provided and successfully completed at least three (3) IT/software based services to Government of Sikkim during the last three financial years.	Work Orders and completion certificate to be enclosed
5.	The bidder should have a well established office in Gangtok with at Least 4 qualified IT personnel in their continuous pay roll for the last 2 years.	The address proof of the office, website and salary certificates of the IT developer along with their Curriculum Vitae as per format 2 of Annexure I should be submitted.
6.	Bidder should NOT be under a declaration of ineligibility for corrupt and fraudulent practices issued by the tendering authority.	Self declaration certification to be submitted.
7.	The Bidder shall furnish, as part of its Bid, an Earnest Money Deposit (EMD) of Rs. 2,50,000 (Two Lacs and fifty thousand Only) in the form of a DD in the favor of "Executive Director, CRTI", payable at "Gangtok". No Bank Guarantee would be entertained for the same.	The EMD shall be denominated in Indian Rupees.

Note:

- (i) The tender fee and EMD to be submitted in original as mentioned in this RFP
- (ii) Bidders must provide supporting documents for the eligibility criteria as mentioned against each criterion and in the same order.
- (iii) Bidders shall provide its proposal covering letter as per format of Annexure-III, organizational details as per Format 1 of Annexure-I.

3.9 Technical Evaluation Criteria

The eligible bidders shall be evaluated based on the following criteria and technical mark shall be awarded to the bidders. The bidder needs to score atleast 35 marks or above out of a total of 50 marks to be able to qualify for commercial/financial bid opening.

S. No.	Clause	Marks scored
1.	The bidder should have been in existence as a software developing firm /company for the last 3 financial years. Note: The organizational details should be as per format 1 of Annexure I	3years or more – 5 marks Less than 3 years – 0 marks
2.	The Bidder's average annual turnover shall be at least INR 1.00 Crores in the last three financial years viz; 2014-15, 2015-16 and 2016-17 in the field of IT services (Consultancy and Development of IT application/software). Note: The turnover refers to the Bidder's firm and not the composite turnover of its subsidiaries/sister concerns etc.	>=1.00 crore = 5 marks <1.00 crore = 0 marks
3.	The bidder should have provided at least three (3) IT/software based services to Government of Sikkim during the last three financial years. Note: The document should be submitted as per format 3 of Annexure I	>=3= 5 marks <3 = 0 marks
4.	The bidder should have a well established office in Gangtok with at Least 4 qualified IT personnel in their continuous pay roll for the last 2 years. Note: Curriculum Vitae of all the personnels to be enclosed as per the format 2 of Annexure I	>= 4 personnels = 10 marks < 4 personnels = 0 marks
5.	The Bidder shall give a presentation on the design and the technical solution	25 marks

3.10 Penalty

Penalty will be deducted in the case of bidder not meeting the Project timelines as per clause 1.2. The modalities of penalty are as mentioned below.

Delay vis-à-vis Project Timelines	Penalty
Delay of 1 weeks	5% of the contract value
Delay of 2 weeks	10% of the contract value
Delay of 3 weeks	20% of the contract value

Delay of more than 3 weeks	30% of the contract value
Delay of more than 5 weeks	50% of the contract value

3.11 General Terms and Conditions of the RFP

The following general terms and conditions shall apply:

- (i) This RFP may be cancelled without assigning any reasons, thereof, at any time.
- (ii) If any date mentioned in this RFP is declared as a public holiday, the schedule shall be shifted to the next working day.
- (iii) The undersigned reserves the right to cancel any or all of the bids without assigning any reasons thereof.
- (iv) The undersigned reserves the right not to award the bid to the bidder selected on the basis of the selection procedure without assigning any reason.
- (v) In case of any dispute, the jurisdiction of the Courts of Law at Gangtok would apply.
- (vi) A delay of more than 3 weeks in executing the task to be treated as material breach & the contract may be terminated with a notice of 7 days.
- (vii) Arithmetical errors in the Financial Bid will be rectified on the following basis:
 - a. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.
 - b. If there is a discrepancy between words and figures, the amount in words shall prevail
 - c. If the bidder does not accept the correction of errors, its bid will be rejected and its EMD may be forfeited.

(Sd/-)
Executive, CRTI

ANNEXURE-I: Technical Bid Formats

Format 1: General Information about the Bidder

S. No.	Particulars	Details
1.	Name of the bidder	
2.	Address of the bidder	
3.	Constitution of the bidder	
4.	Name & designation of the contact person	
5.	Telephone No.	
6.	Email of the contact person	
7.	Fax No.	
8.	Website	
9.	Certificate of Incorporation	
10.	No. of years in software development business	
11.	No. of employees having experience in the field of Information Technology	
12.	Technical Certifications obtained	
13.	Income Tax Registration/ PAN Card No.	
14.	Goods & Service Tax Registration No.	

Format 2: Curriculum Vitae of the IT resources

S. No.	Particular	Details
1.	Name	
2.	Position	
3.	Date of Birth	

4.	Educational Qualification	
5.	Certifications / Trainings	
6.	No. of years of relevant experience	
7.	Key Projects / Responsibilities handled	

Format 3: Project Experience

S. No.	Name of the Project	Department Name & Address	Brief Scope of Work	Project Value (in INR)	Project Period (From – To / Ongoing)	Page Ref. of Supporting Documents in the Technical Bid
1.						
2.						

ANNEXURE-II: Financial Bid Format

Financial Bid Format:

S. No.	Item	Total Price (in lakhs)	Total Price in words
1	Development of SDSAP Portal and Employee MIS		
2	GST		
3	Grand Total		

Note:

- (i) The amount quoted shall be inclusive of all taxes and fees.
- (ii) Income tax will be deducted at source from the payments made as per the law applicable in India.

ANNEXURE-III: Proposal Covering Letter

COVERING LETTER for "Selection of Agency for Development of Sikkim State Data Sharing & Accessibility Platform"

Date:

Reference No.: RFP/.....

[Bidders are required to submit the covering letter as given here on their letterhead]

To

The Executive Director,
Centre for Research in Training & Informatics (CRTI),
Department of Information Technology,
Sectt. Annexe I, Top Floor,
SonamTshering Marg, Gangtok – 737101, Sikkim

Dear Sir,

We (Name of the bidder) hereby submit our proposal in response to notice inviting tender date and tender document no. 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 services mentioned in the tender.
5. We the Bidders are not under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted by any of the Government agencies.
6. We are submitting our eligibility documents and technical bid documents along with the following:
 - a. A soft format in form of a CD/DVD clearly hyperlinking all the relevant scanned documents and highlighting relevant portions of the document for ease of evaluation. This is in addition to the paper documents in hard copy format to be submitted by the bidders and needs to be handed over along with bids.
 - b. The hard copy format is also similarly indexed, flagged and highlighted at relevant places.
7. We, the undersigned, having carefully examined the referred RFP, offer to Propose for the selection as a Software developing firm, in full conformity with the said RFP.
8. We have read all the provisions of RFP and confirm that these are acceptable to us.
9. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
10. We agree to abide by this Proposal, consisting of this letter, our Technical and Commercial Proposals, and all attachments, for a period of 180 days from the date fixed for submission of Proposals as stipulated in the RFP and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.
11. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
12. We declare that we do not have any interest in downstream business, which may ensue from the RFP prepared through this assignment.
13. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification.

14. We understand you are not bound to accept any proposal you receive, not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.
15. Demand Draft: Draft No. _____ dated _____ drawn on _____ for Rs.2,50,000/- is enclosed towards EMD.
16. Demand Draft: Draft No. _____ dated _____ drawn on _____ for Rs. 30,000/- is enclosed towards RFP document cost.

Signature.....

In the capacity of.....

Duly authorized to sign Proposal for and on behalf of.....

Date..... Place.....

[*: Strike off whichever is not applicable]