



TENDER

For

**Change management in VLC application to maintain the
loan accounts of State Government employees of Haryana
State**

TENDER ID: GA-II/Change Mgmt. VLC-Loan/25-26/242

DATED: 20.03.2026

**O/o THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
HARYANA, PLOT NO. 4 & 5, SECTOR-33B, CHANDIGARH-
160020**

<https://cag.gov.in/ae/haryana/en>

1. Basic Information

- a) Office of the Principal Accountant General (A&E) Haryana, Chandigarh invites sealed quotations from Companies/Agencies (“Bidders”) for Change management in VLC application to maintain the loan accounts of State Government employees of Haryana State as per scope of work attached with this tender document.
- b) Sealed quotations are invited through Limited Tender Enquiry from eligible, reputed and qualified IT firms with sound technical and financial capabilities for development and implementation of change management in VLC application to maintain the loan accounts of State Government employees of Haryana State for the Office of the Principal Accountant General (A&E) Haryana, Chandigarh as detailed out in the scope of work of this Tender document.
- c) Interested bidders are advised to study the tender document carefully. Submission of response shall be deemed to have done after careful study and examination of the Tender document with full understanding of its implications.

2. Details of BID

S. No.	Particulars	Details
1	Tender ID	GA-II/ Change Mgmt. VLC-Loan/25-26/242
2	Tender date	20.03.2026
3	Selection Method	LCS
4	EMD	Earnest Money Deposit of Rs.35,000/- only in form of Demand Draft in favour of O/o the Principal Accountant General (A&E) Haryana, Chandigarh from any of the nationalized/ scheduled/ commercial bank.
5	Nodal Officer for Correspondence and Clarification	Sr. Deputy Accountant General (Admn) E-mail: chaudharyv@cag.gov.in Tel: 0172-2615281
6	Pre Bid Meeting	24.03.2026 at 11:30 A.M.
7	Last date of Bid submission	30.03.2026 till 11:30 A.M.
8	Opening of Bid	30.03.2026 at 03:30 P.M.

3. Scope of Work

Interface for automation of the process of HBA/MCA.

1. Creation/Updation of Employee Master. Table-Name-ME-Employee. Modification in the relevant form. The data of employees in the text format is to be uploaded into ME_Emp table (one-time entry) for creation of employee.
2. Creation of Loanee master. Table-name-ME-LOANEE. Modification in the relevant form. The date of loanee is to be uploaded into ME_LOANEE table.
3. Modification in the relevant form for Capturing of Sanction/sub sanction of Loans, sanctioned to the Employees. The data in text/csv format has to be uploaded and saved in the VLC by the desired interface.
4. Modification in the relevant form for automatic capturing of debit posting of Loans disbursed to the employees. The Data of debit vouchers has to be uploaded and saved through the interface. Screen of debit posting is to be modified, interface tables are to be created and procedure is to be written for loading data into VLC tables from Interface tables.
5. Automatic capturing of credit posting of recoveries of Loans (Principal amount) disbursed to the employees. Abstracts are created on the basis of the posting of vouchers/account received from Treasury. Screen of credit posting is to be modified, procedure is to be written for uploading of data of credit recoveries and saving the credit entries in the loan accounts of concerned employees.
6. Screen/form is to be created for credit posting of the interest of loans of employees. The data in text/csv is to be uploaded and saved in the loan account (Interest) of concerned employees.
7. Screen and procedure for calculation of interest is to be designed so that interest in respect of loan sanctioned can be calculated and stored in the loan account (Interest) of concerned employee.
8. Screen and report needs to be designed for issuance of NDC in respect of Principal amount/Interest amount.
9. System-generated NDC with DSC needs to be developed for subsequently uploading to the State Module to facilitate further integration.

Deliverables: -

- User manual and Standard Operation Procedure (SOP).
- Technical and design manual (with data backup process).
- Source code of Procedures and Forms and Reports developed.

- Comprehensive documentation encompassing system modifications, workflow changes, user manuals, and technical specifications for future reference and maintenance.
- Test Reports: Integration Test Report, Execution Reports.

4. Schedule and Timelines

Work of Change management in VLC application to maintain the loan accounts of State Government employees of Haryana State should be completed in 30 days after receipt of work order and excluding the time taken by this office while checking and reviewing the work.

5. Operation and maintenance

- 5.1 Support on training/Demo as and when required during warranty period.
- 5.2 Warranty for one year from the date of commissioning.
- 5.3 All technical queries/complaints including modifications shall be attended immediately during entire warranty/support period.

6. Essential Technical Pre-requisites

- 6.1 The registered bidder should be operating with an objective of offering of relevant IT solutions and services that are the subject matter of this tender.
- 6.2 The bidder shall be single point of contact with office of the **Principal Accountant General (A&E) Haryana, Chandigarh** and shall be solely responsible for execution and delivery of the work.
- 6.3 The Bidder should be registered with appropriate tax authorities such as Income Tax and GST and should submit self-attested copies of valid certificates of registration with these authorities.
- 6.4 Minimum average turnover for last three financial years (2022-23, 2023-24, 2024-25) must be Rs. 25 Lakh. CA certified copy of the same must be attached.
- 6.5 The bidder must have successfully executed minimum 01 similar project in similar software/language (Oracle 11g (Forms, Reports & Database), MySQL) in past three years (2022-23, 2023-24, 2024-25). Copy of completion certificate/satisfactory report of the same must be submitted.
- 6.6 The bidder should not have been blacklisted by central/state government departments/ undertakings.
- 6.7 The bidder must have Registered/Branch Office in Tri-city (Chandigarh, Mohali, Panchkula).
- 6.8 At any time before the submission of bids, **Office of the Principal Accountant General (A&E) Haryana, Chandigarh** may amend the tender by issuing an addendum in writing or by standard electronics means. If the amendment is substantial, Bidders shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended if

required. **Office of the Principal Accountant General (A&E) Haryana, Chandigarh** has the right to cancel or modify the tender.

- 6.9 Even though bidders may satisfy the above requirements, they may be disqualified if the bidder has made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document. Record of poor performance such as abandoning work, not properly completing the contract or financial failures/weaknesses.

7. Evaluation of Bids

Technical Evaluation

- 7.1 Detailed technical evaluation including demonstration of the prototype shall be carried out along with other conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid will be of the one that conforms to all the eligibility terms and condition of the tender without any material deviation.
- 7.2 The committee may call the responsive bidders who comply with all terms and conditions of the tender for discussion and presentation to facilitate and assess their understanding of the scope of work and its execution.
- 7.3 A duly filled, signed and stamped Technical proposal to be submitted as per **Annexure – A**.

8. Financial Evaluation

- 8.1 The Financial Bid of those Bidders who have been found to be technically eligible will be opened. The Financial bids of ineligible bidders will not be opened.
- 8.2 The Financial Bids shall be opened in the presence of representatives of technically qualified Bidders, who may like to be present.
- 8.3 Financial bid should contain only **Annexure - B** (on the Company's Letter head).

9. Payment Schedule

Payment will be made after successful implementation of the work (subject to the availability of budget), after imparting necessary training thereof and issuing of acceptance Certificate by the office. The payment is to be made by the **O/o the Principal Accountant General(A&E) Haryana, Chandigarh** on receipt of the budget from Headquarters' Office.

10. General Information

- 10.1 The tender is a "Two Bid" document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only commercials. In case, any bidder encloses the financial bid within the technical bid, the same shall be rejected summarily.

- 10.2 All information called for in the enclosed form should be furnished against the respective columns in the forms. If information furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- 10.3 The Responses should be typed or hand written but there should not any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.
- 10.4 The bidder should enclose bid security (EMD) of Rs. 35,000/- in favour of **O/o the Principal Accountant General (A&E) Haryana, Chandigarh** in form of demand draft. The tenders without Earnest Money Deposit shall be summarily rejected. The successful bidder shall be required to deposit **performance security in form of bank guarantee valid for 14 months, equal to 5% of contract value within 15 days from the date of the award of the work.** The EMD of the unsuccessful bidders shall be returned without interest after award of work to the successful bidder. The EMD of the successful bidder shall be returned only after receipt of performance security. The EMD stands forfeited in case the bidder withdraws or amends his bid after submission of tender document.
- 10.5 Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned.
- 10.6 The bidder is advised to attach any additional information, which they think is necessary in regard to their capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. They are however, advised not to attach superfluous information.
- 10.7 Even though bidder may satisfy the qualifying criteria, they are liable for disqualification if they have a record of poor performance or not able to understand the scope of work etc.
- 10.8 Bidders may seek clarification regarding the project and/or the requirements for pre-qualification, in writing through mail within a reasonable time.
- 10.9 All disputes arising shall be subject to the jurisdiction of Chandigarh only. The **Office of the Principal Accountant General (A&E) Haryana, Chandigarh** reserves right to award the work/ cancel the award without assigning any reason.
- 10.10 The payment shall be paid only after successful completion of work without errors and delays. A penalty of forfeiting of Performance Bank Guarantee will be imposed on the successful bidder in case of delay/Non completion of the work.

10.11 Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Any such act will make the bid liable for rejection.

11. Penalties

11.1 The Performance Guarantee will be forfeited if the work is **not completed satisfactory** and within the stipulated time.

11.2 The payment as decided by the competent authority will be **deducted** in event of partial completion of work.

11.3 In case of hiding of any data/source code/password by the vendor will be liable to be blacklisted and further no payment will be made.

12. Legal Jurisdiction

All legal disputes between the Vendor and the **Department** shall be subject to jurisdiction of the courts in Chandigarh, Union Territory only.

-sd/-

Sr. Dy. Accountant General (Admn

Annexure-A

(Information to be submitted by the bidder on letter head)

STRUCTURE OF THE ORGANISATION

S. No.	Descriptions	
1.	Name and Address of the Bidder	
2.	Telephone Number/Fax no./Email ID	
3.	Legal Status (Please attach copy of original documents) a) An Individual/Consortium b) A Proprietary/Partnership c) A Trust d) A Limited Company or Corporation	
4.	Particulars of Registration with various Govt. Bodies and Tax authorities (Please attach self-attested Photocopies)	
5.	Name and title of Proprietor/Partners/Directors to be concerned with this work	
6.	Were you or your company ever required to suspend the work for more than 6 continuous months. If yes, please give reason	
7.	Have you or your partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons thereof.	
8.	Have you or your partner(s) have been debarred/blacklisted for tendering in any organization at any time? If so, give details	
9.	Area of specialization	
10.	Any other information considered necessary but not included above.	
11.	Number of manpower available in your office	

Signature and Stamp of the bidder

Annexure-B

(To be printed on the company's letter head)

To,

The Sr. Deputy Accountant General (Admin)
O/o the Principal Accountant General (A&E) Haryana,
Plot no. 4&5, Sector-33B,
Chandigarh -160020

Ref: Tender ID: GA-II/Change Mgmt. VLC-Loan/25-26/242 Dated: 20.03.2026

Respected Sir,

In reference to the above noted Tender ID, we are giving our best competitive rates (inclusive of all taxes) as under:

PARTICULARS	AMOUNT(incl. of all taxes)
Change management in VLC application to maintain the loan accounts of State Government employees of Haryana State	

Signature and Stamp of the Bidder