



कार्यालय महालेखाकार (लेखा एवं हक़) पंजाब एवं यू टी , चंडीगढ़
प्लाट संख्या 20, सेक्टर 17-ई , चंडीगढ़
टेंडर संख्या :

वेबसाइट :- <https://cag.gov.in/ae/punjab/en>
क्र.सी.आर.टी.-1/SAI Vol-III/2024-25/01

ईमेल :- agaepunjab@cag.gov.in
दिनांक : 07/05/2024

निविदा आमंत्रण सूचना
स० ए० आई० एप्लीकेशन में परिवर्तन – 2024

कार्यालय महालेखाकार (लेखा एवं हक़) पंजाब एवं यू टी , चंडीगढ़ में साई. पेंशन एप्लीकेशन में परिवर्तन – 2024 हेतु बोलियां आमंत्रित करता है। निविदा जिसमें पूर्व योग्यता शर्तें एवं कार्यों का विवरण आदि सम्मिलित हैं , www.agpunjab.gov.in, <https://gem.gov.in/cppp> तथा www.eprocure.gov.in से डाउनलोड किये जा सकते हैं तथा पोस्ट/कॉरियर या व्यक्तिगत रूप से उप महालेखाकार (प्रशा.), कार्यालय महालेखाकार (लेखा एवं हक़) पंजाब एवं यू टी , चंडीगढ़ , प्लाट संख्या 20, सेक्टर 17-ई , चंडीगढ़ 160017 को आवश्यक दस्तावेज सहित बोली जमा करने की अंतिम तिथि तक जमा किये जा सकते हैं।

बोली दस्तावेजों का कोई मूल्य नहीं है तथा अग्रिम की राशि ₹25,000/- (रूपये पच्चीस हजार) है।

वृतांत	तिथि
निविदा के प्रकाशन की तिथि	08/05/2024
निविदा से सम्बंधित प्रश्न / सवाल की अंतिम तिथि	15/05/2024
बोली जमा करने की अंतिम तिथि	23/05/2024 up to 11:00 hrs
तकनीकी बोली खुलने की तिथि	24/05/2024 at 11:00 hrs
वित्तीय बोली खुलने की तिथि	27/05/2024 at 11:00 hrs

Sd/-
प्रवर उपमहालेखाकार (प्रशा.)
कार्यालय महालेखाकार (लेखा हक व)
पंजाब एवं यू.टी.ण्डीगढ़।



**OFFICE OF THE ACCOUNTANT GENERAL (A&E), PUNJAB & UT.,
CHANDIGARH**

PLOT NO. 20, SECTOR 17-E, CHANDIGARH

Tender No:04/2023

Website :- www.agpunjab.gov.in
No-CRT-1/SAI Vol-III/2024-25/01

Email :- agaepunjab@cag.gov.in
Date : 07/05/2024

NOTICE INVITING TENDER
Change Management in SAI Pension Application 2024

The office of the Accountant General (A&E), Punjab & UT. Chandigarh invites bids for “**Change Management in SAI Pension application - 2024**”.

Tender/bid document containing conditions of pre qualification, detailed scope of work, etc., can be downloaded from www.agpunjab.gov.in, <https://gem.gov.in/cppp> & www.eprocure.gov.in for submitting the same personally or through post/courier along with required documents to Sr. DAG (Admn.) O/o the A.G.(A&E), Punjab & UT, Plot no. 20, Sector 17-E, Chandigarh, Pin-160017 so as to reach on or before last date of submission of bid.

The cost of bid document is Nil and EMD is Rs. 25,000/- (Rupees Twenty Five Thousand only).

<i>Events</i>	<i>Tentative dates</i>
<i>Date for publication of NIT</i>	08/05/2024
<i>Last date for receipt of Queries from bidders</i>	15/05/2024
<i>Last date for submission of bids</i>	23/05/2024 up to 11:00 hrs
<i>Opening of Technical bids</i>	24/05/2024 at 11:00 hrs
<i>Opening of Financial bids</i>	27/05/2024 at 11:00 hrs

Sd/-
Sr. Deputy Accountant General (Admn),
Office of AG (A&E), Punjab & UT, Chandigarh

1. INVITATION OF BIDS

This tender is invited for Change Management of the existing SAI Pension application. The documents may be downloaded from the website www.agpunjab.gov.in, <https://gem.gov.in/cppp> or www.eprocure.gov.in. The downloaded bid documents shall be submitted along with a bank Demand Draft / banker's cheque towards Earnest Money Deposit (EMD) amounting to Rs.25,000/-in favor of **“Pay and Accounts officer, office of the Accountant General (A&E), Punjab & UT, Chandigarh”** drawn on any of the Nationalized Banks payable at Chandigarh failing which the bid will be rejected. Bidders should write their name and full address at the back of the Bank draft / banker's cheque submitted.

The Bid document placed in sealed Envelope superscripted as **‘Change Management in SAI Pension Application’** comprising of two envelopes i.e. One envelope superscripted as “Technical Bid” (Annexure I) and another as ‘Financial Bid” (Annexure II) should be submitted on or before the last date of submission of bid. Please ensure that all the documents as prescribed in various sections are enclosed with the bid document.

- 1.1 **Essential** - The bidder(s) must be a company registered under the Companies Act 1956/2013.
- 1.2 **Desirable** – Should have either prior experience of change management in SAI Application deployed in IA&AD or carried out Change Management work in any Government Department.
- 1.3 The requirements of all relevant subsections of the tender document may be complied with.
- 1.4 Sealed Tenders are invited under two bid system (i.e. Technical Bid and Financial Bid), from reputed manufacturers/companies/organizations/firms for **“Change Management in SAI Pension application”** in this office. The method of submission of tender, amount of Earnest Money/Security Deposit, scope of work and General Terms and Conditions applicable has been mentioned in Section 2 and 3. The change/modification is to be made strictly as per parameters/technical specifications given in scope of work and General Terms and conditions. The terms and conditions and scope of work specific to the tender have been mentioned in Section II. The format for submission of tender has been given in Annexure I (for Technical Bid) and Annexure II (for Financial Bid) of this Notice Inviting Tender.

- 1.5 Place of opening the Tenders: Office of the Accountant General (A&E) Punjab & UT, Chandigarh. Validity of Tenders: 90 days from the date of opening of tender.
- 1.6 The Bidder will not enforce its own condition in his bid. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the Accountant General (A&E) Punjab & UT, Chandigarh, in this regard shall be final and binding on all.
- 1.7 The tenders completed in all respects must reach this office by Registered or speed post or dropped in the tender box up to Last date for submission of bids. The bid may also be submitted online on www.eprocure.gov.in and in such case, the EMD must be deposited offline and must reach this office by registered post or speed post latest by last submission date of tender. The tenders received after the scheduled date and time will not be accepted.
- 1.8 The bidder shall sign all documents in the bid including the pamphlets, drawings, client list, company profile etc before submitting his bid and all pages of tender must be page marked in numeric and total no. of page enclosed in bid should be mentioned in the covering letter.

BACKGROUND, SCOPE OF WORK AND INSTRUCTIONS TO BIDDERS**2.1 Introduction**

The Accountant General (A&E), Punjab & UT. Chandigarh, hereafter referred to as the “Purchaser”, plans to select service provider for Change management in SAI Pension Application in this office.

2.2 Background of Existing Project

- (a) This department has an application, SAI Pension, with OS Linux Red Hat 7.6 (Maipo) enterprise version, with the Database being maintained in Oracle 12c. The existing system will continue to function till the proposed change management system is completed in all respect, output verified by the user and accepted.
- (b) Interested bidders willing to study the system to assess the volume of work by visiting the office during the office working hours before the last date of submission of bid.

2.3 Scope of Work:**A. Scope of work for Change Management in SAI (Pension) Application with respect to UT, Chandigarh Pension cases**

Sr. No.	Description
1.	<p>(i) A Govt. Servant retiring after completing a qualifying service of not less than 10 years, shall become eligible for grant of a pension calculated at 50% of emoluments/average emoluments whichever is more beneficial to him, subject to a minimum of Rs. 9000/- p.m. and maximum of Rs. 1,25,000/- p.m. (Rule 44 (1))</p> <p>(ii) However, a Govt. Servant who invalidated under Rule 39 shall also be eligible for an Invalid Pension at the same rate as specified under (i) above. (Rule 44-1)</p> <p>(iii) If an employee retires before completion of a qualifying service of 10 years but after completion 5 years of service shall not be eligible for Pension, However, he/she is eligible for Service Gratuity to be calculated at the rate of half month’s emoluments for every completed six monthly period of qualifying service. (Rule 44-2)</p>

	<p>(iv) A Govt. Servant who has completed 5 years qualifying service and has become eligible for service gratuity on his retirement shall be granted retirement gratuity one-fourth of his emoluments for each completed six-monthly period of qualifying service, subject to a maximum of 16.5 times the emoluments. (Rule (45 (1) (a))</p>
2.	<p>(i) Family Pension to the family of the Govt. Servant who die in harness shall be paid at the rate of 50% of the pay & the amounts so admissible for 10 years and thereafter at the normal rate i.e. @30% of the last pay drawn. (Rule 50-2a-ii)</p> <p>(ii) In the event of the death of a Govt. Servant after retirement, the family pension @ 50% of lat pay drawn shall be payable for a period of 07 years or for a period up to the date on which retired deceased Govt. Servant would have attained the age of 67 years had he survived, whichever is less. (Rule-50-2a-iii)</p>
3.	<p>(i) Payment of Fixed Medical allowance shall be payable as per Punjab Govt. Rules till further directions from the MHA, Govt. of India. Para in PPO may be inserted accordingly.</p> <p>(ii) Payment of Dearness Relief shall be payable as per Central Govt. of India's orders from time to time. Format of the PPO in accordance with CCS Pension Rules 2021 is enclosed. Para in PPO may be inserted accordingly.</p>
4.	<p>(i) A Govt. Servant retired Compulsorily from service as a penalty may be granted by the authority competent to impose such penalty, pension or retirement gratuity or both at a rate not less than two-thirds and not more than full superannuation pension or gratuity or both admissible to him on the date his compulsory retirement. (Rule-40-1)</p> <p>(ii) A Govt. Servant who is dismissed or removed from service shall forfeit his pension & gratuity; provided that competent authority, if the case is deserving of special consideration, sanction a Compassionate Allowance not exceeding two-thirds of pension or gratuity or both which could have been admissible to him had he retired on superannuation pension.</p>
5.	<p>(i) Authorisation of Family Pension cases of NPS employees i.e. issuance of C&R, GPO and PPOs accordingly at par with SAI Application of Main Office (Punjab Govt.).</p> <p>(ii) SAI application doesn't allow authorisation of DCRG in NPS Superannuation cases without calculating/ticking pension tab. Requisite modification may be done.</p>

6.	A government servant, who has completed 05 years of qualifying service and has become eligible gratuity or pension under Rule 44 shall, on his retirement, Retirement Gratuity may be paid equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, up to maximum of 16.5 times the emoluments subject to a maximum 20,00,000/-.
7.	(i) Commutation Authority in Superannuation cases may be addressed to department concerned instead of CPAO, New Delhi, with a Note: Not payable before the D.O.R and Commuted Value amount may be reflected in PPO. (CAM 7.8.2) (ii) Commutation Authority in cases of Voluntary Retirement cases shall be addressed to CPAO, New Delhi, for payment, as per Civil Accounts Manual & shall be paid by the disbursing authorities.
8.	The amount of family pension shall be determined at a uniform rate of 30% of pay subject to a minimum of Rs. 9000/- p.m. and a maximum of Rs. 75000/- p.m. (Rule 50-2-a)
9.	As per CCS Pension Rules, there are only three groups of employees viz. A, B, & C and no Group D exists currently. Modification may be made accordingly.
10.	In the Intimation Slip @Sl. No.8 “Central Treasury Rules & Central Civil Services Pension Rules” may be inserted in lieu of “Treasury Rules & Punjab Pension Rules”.
11.	Entry of Central scales i.e. Pay Level & Cells (7 th CPC Pay Matrix) and Designation may be fed into the SAI application.
12.	No weight-age is allowed in Qualifying Service in case of Voluntary Retirement.
13.	Provision regarding pairing of pension vouchers in SAI application in line with Pension 13 section of main office may also be provided.

B. Scope of work for Change Management in SAI (Pension) Application with respect to Pension cases of Punjab:

Sr. No.	Nature of Change	Brief description
1	Provision for calculation of dearness allowance in P-	In order to minimize manual intervention in DA/DR cases, it is required that as and when increase in DA/DR is notified, P-SAI

	SAI. As per HQs e-mail dated 27/04/2023	system shall automatically generate a list of all such cases (section wise) in which DA/DR is to be revised subject to the max. limit of DCRG & shall Diarize the cases automatically to send directly to respective AAOs in-box.
2	Generation of .xml file in return cases & Re-naming of .pdf file	At present only .pdf files are generated in return cases. Now, after implementation of pension module of iHRMS, it is required to upload .xml file also to maintain MIS in iHRMS. Further name of .pdf file is the Application number of SAI Application, it is required to append Application number of iHRMS system also with .pdf file. If a pension case is being returned for more than one time , the different .pdf file should be generated for each time the case is returned and saved separately.
3	The provision for the following reports are suggested to be maintained in SAI database as per DOI para 50	<p>a) Report of “Special Seal Authorities” generated by each section should be accounted separately in the report. SSA for Nepal or any other foreign nation should also be accounted separately.</p> <p>b) Reports of withheld DCRG cases along with the reasons should be there so that matter may be taken up periodically with the PSAs and the withheld DCRGs may be released accordingly (Reminder letter provision).</p> <p>c) Report of pension cases of MLAs etc.</p> <p>d) Report of cases of Judges of high Court and its employees</p>
4	Expansion of Screen Size of SAI Pension Application	Currently, the screen size of SAI Pension Application is approx. 70% area of Normal Screen of the Desktop. Now, Online cases are coming hence it is the need of hour to expand the screen size for better visualization.
5	System generated Reports for Online cases	A report regarding the number of pension cases received online & diarized in SAI is required to keep watch on daily progress. Similarly, a report is also required regarding number of cases received online & returned with observation to be uploaded in iHRMS system for compliance by PSA & Pensioners.
6	Closing of case on Approval at BO level automatically in SAI.	At present each case is required to be closed by diarist/dealing hand in SAI system. In order to facilitate speedy disposal of case it is required that cases get automatically closed on Approval at BO level. Further, A Report of closing of cases on daily basis is required to be generated by SAI system in the Dealing hand Id.
7	Synchronizing of Pay level in PayVerification Part-I & Part-II	It has been noticed that in some cases the Pay level is different in Pay Verification Part-I & Part-II. It should be same in both of the place.

8	Search feature in the box of Users “View Message”	An option to search a case in the box of Users “View Message” is required to make it user friendly.
9	Calculation of two series Family Pension Case	At present in Two series FP case the AAO has to manually feed the amount of Family Pension. It is required to be calculated by the SAI system automatically.
10	Incoming SSA pension cases related issues	<ol style="list-style-type: none"> 1. Re-diary: When a Return case is received back again after compliance, section is unable to re-diary them in SAI because there is no provision of re-diary available in SAI. 2. Revision: At present there is no provision for diary of revision cases available in SAI in respect of SSA incoming cases. 3. Closing: After finalization of the cases in SAI diarist is unable to close cases in SAI. 4. Family Pensioner Name: Despite feeding the name of the family pension in SAI application print out does not show family pensioner name in PPOs. 5. DCRG: While processing fresh cases, there is no provision for entering/feeding already paid amount of DCRG that has been paid by the previous office. 6. Remarks: There is no provision in SAI for entering remarks in PPO & Intimation Slip for recording “Dearness Allowance”, “Fixed Medical Allowance” and “District Treasury Officer” from where last pension was drawn etc. 7. File Search: Make provision to enable search status of the case in SAI by File ID/Application No/PPO No/Name of the Pensioner etc. 8. Department Name: - As SSA Incoming cases pertains to the retirees of the other state Govt. drop down list available in SAI does not serve the purpose. Department name of other state vary from Punjab Government. Therefore, provision for entering the/open the department name may be provided for SSA Cases (incoming). 9. Date of commencement of Pension: The date of commencement of pension/family pension as in the printed copy of the PPO does not match with the date fed in SAI. In pension cases of SSA it is not necessary that pension starts from the day following the day of the retirement.

		10. Despite feeding DTO name it does not reflect in Datasheet. Necessary provision in the regard needs to be made.
11	High Court judges cases related issue	<p>i. As per New pay commission rule, from 01-01-2016, pay scale Fitment Table, DCRG limit, Pension limit, Family Pension Limit is required to be set as per new limit.</p> <p>ii. The judges who have additional qualification of LLM, are awarded with one additional increment, a provision in this regard is required to be made in SAI.</p> <p>iii. The amount of DCRG for judges is calculated on the basis of Gross Pay i.e. last Basic Pay + Additional Increment of LLM + IR (30% of B.P. + DA (to be calculated on Basic Pay+ Additional Increment of LLM only) whereas the SAI system does not include IR portion which has resulted into authorization of lesser amount of DCRG. This issue require to be fixed.</p>
12	Processing of Pension cases without DA & GP in SAI	The Govt. of Punjab has notified that in certain type of Pension cases only DC rate is granted as Pay no GP or DA is admissible. The procedure to process such cases is required to be made in SAI
13	Change of PPO Year digit in Family Pension Cases	It has been noticed that in some cases the PPO no. Year digit is changed automatically at the time of Finalizing the revision case, it requires to be fixed.
14	Making Mandatory of “Reason due to Revision”	This option is not mandatory at present, it is required to be mandatory and a suitable pop-up may be displayed to user in case of ignorance.
15	Mandatory provision of “NDC” in FP.	NDC is mandatory at present in e-FPPO, it is required to add a suitable pop-up be displayed to user in case of ignorance.
16	Validation on Generation of NIL Authority	A System check is required to validate at the time of generation of Authority that DCRG & Pension in Fresh & Family case type NIL Authority may not be approved from Sr. A.O. In case of Revision of Pension a “warning message” may be flashed to Sr. A. O. before approval.
17	Addition of Pay Level 13 A in Associate Professor cases.	Consequent on the revision of Pay Scale of Pay of Teachers & Equivalent cadres in universities from 01/01/2016, the pay scale of Associate Professor has become Level 13-A, which is required to be inserted in SAI Pension Application.
18	Embossing of PPO/GPO/CPO number on each page of e-PPO	At present in e-PPO the PPO/GPO/CPO number is being recorded on 1 st Page only. Now, it requires to be recorded on each page of e-PPO. Hence, requisite provision may be made in this regard.
19	Provision of Printing of standard Check List on Data Sheet	To keep uniformity in processing of Pension cases a standard check list has been prepared which is required to be printed in the side/bottom part of existing Data Sheet generated from SAI Application.
20	Bug Fixing & Optimization	Review of existing code & modification so as to increase the efficiency of the Application and removal of bugs to escalate the

		efficacy of incorporated changes/modifications in SAI Application. Detailed requirements listed in Para 2.3.1 below.
21	Dropping of Salutation of Sh./Smt. from SAI Pension	There is a mandatory provision of Salutation before every name in SAI Application whereas salutation is not defined in iHRMS. Hence, it requires to be dropped in SAI Application as per the iHRMS.
22	Shifting of record of Online Pensioners .pdf file from SAI Pension Server to Digitization Server i.e. DMS Server.	Consequent to implementation of Online submission of Pension cases w.e.f. 01-04-2023, the .pdf & .xml file is being received in SAI server through an Intermediate Server for finalization of Pension Cases. Besides it, there is separate Window based Server being maintained for Record Management of Pensioners. Hence, to keep the data of all Pensioners on DMS server, it requires to transfers all the .pdf & .xml file on DMS server on regular basis. A mechanism to transfer the .pdf & .xml files from SAI server to DMS server is required to be developed.
23	Provision required for correction of DDO at all level	Presently this option is available with SO level only. If the Accountant finds at initial level that DDO is wrong, or at final stage BO finds that DDO is wrong, then they route cases to SO which only causes delay in disposal of the case. Hence to speed up the cases provision is needed to have option to correct DDO at any level. This provision is already available for correction of DTO at all levels i.e Accountant, SO & BO.
24	Opened option, for Judges or Misc types of cases as and when needed on restricted basis under log in ID of SO.	For Judge cases , various types of pay structure exists which is not suited as per general pay structure of the employee of state Govt. In addition, some cases which are not being correctly calculated in SAI system due old structure or new structure which has not been already incorporated in SAI system. Such cases are manually done by the section. It is therefore imperative that an open option may be created under log in ID of SO, so that Misc types of cases, as and when needed can be done in SAI system, instead of manual and provision for subsequent revision also.
25	Receiving of Letters, documents from dept in online mode to SAI system and correspondence online.	Presently only Pension cases are being received by SAI. Efforts are being made to get the correspondences letters through online mode. To cater the issue, a provision is required to be made so that correspondences can also be received in SAI system in line with pension cases. Presently only observations can be written for return cases. Where as any correspondences which required to be replied for other than return cases, no provision exist. Creating such option may strengthen the SAI usability.
26	Password encryption format	The password of the BO, SO and Accountant level is in plain format and can be known from the back end. which needs to be converted into encrypted format so that even from the back end level it should not shown visible . Password changing should be made mandatory in quarterly basis/monthly/frequent basis as per

		P-SAI polices. Detailed requirements listed in Para 2.3.2 below.
27	Name of the Department, name of the Pensioner, date of receipt and name of the dealing assistant (Accountant/Sr/Acct/AAO)	On diarising Pension proposal, a list containing name of the Department, name of the Pensioner, date of receipt and name of the dealing assistant (Accountant/Sr/Acct/AAO) entrusted for processing of pension cases has to be generated from the P-SAI System and the same need to be pushed to the Sr. AOs concerned through P-SAI System, if not being done already.
28	A list for daily report of the PPO, GPO and CPO printed containing PPO, GPO and CPO numbers should be submitted to the Sr. AOs concerned,	A daily report of the PPO, GPO and CPO (printed) containing PPO, GPO and CPO numbers should be submitted to the Sr. AOs concerned who should check the list with reference to the PPO, GPO and CPO Register/Approved cases.
29	Audit Trail report required with provision for period wise report. i.e From which period to which period. It may be weekly, Monthly, Quarterly, Yearly or of any period, as and when needed.	The Sr. AOs concerned should check Audit Trail report of P-SAI regularly, most preferably every day, in case any unusual activity is noticed in the Audit Trail, the same should be brought to the notice of PAG/AG immediately. Each official dealing with pension cases must strictly maintain the confidentiality of login credentials and will be held accountable for any breaches in this regard.
30	A provision to shift the record of the revision cases into their respective original section as per the distribution list	Many revision sections were created to process the cases related to revision of 6 th PPC and 01/12/2011 grade pay revision cases. Now revision cases have been completed. However, as and when any revision cases are being received again they are diarised and allotted to the previous revision section where these were finalised. Hence, the feasibility of mapping these cases with the original distribution of the department dealing in respective section in SAI application may be explored.

C. Deployment of changes in the servers Main & Backup server equally:

It should be ensured by the vendor/firm that after making aforesaid changes in Main/production Server the same changes i.e. all forms/reports/procedures/functions etc are equally deployed on back-up server so that in case of emergent situation, backup server can be used as a Main/Production server .

2.3.1 Details for work in Regarding Bug fixing & Optimization (For point no. 20 listed above.)

1. PAR: As per DoI para 4.6, this report could not be generated due to non-closing & RRD status of pension case. This needs to be fixed.
2. Application date mismatch: As per DoI para 4.11, in return cases the date of application is taken as the date of first receipt of cases. Due to which the time line in finalization of case could not be ascertained. This needs to be rectified.

<p>3. Daily log: A daily log is currently generated showing the cases approved by BO on a particular date. However, this does not include OA cases authorized by BO & iHRMS application no. column. This needs to be fixed. Similar report for AAO & Dealing hand level required to be generated for daily progress reporting.</p>
<p>4. Query based on iHRMS ID: To serve the pensioner promptly, a query facility based on iHRMS ID required in Annexure-A of SAI Application.</p>
<p>5. PPO/GPO/CPO amount mismatch: Benefits once authorized must be shown in subsequent revisions, sometimes pensionary benefits mismatch in revision cases, this needs to be fixed.</p>
<p>6. Pension cut provision: A pension cut provision exists in SAI application. However, it is not working properly, this need to be fixed.</p>
<p>7. Reopen Tab: A reopen Tab is working at present, however, it is not linked with pairing of voucher utility. Hence, a check required that if voucher already paired, SAI Application prompt message accordingly.</p>
<p>8. Audit Column in Online Pensioner Table: In online pensioner table Audit column requires to keep audit trail of record properly.</p>
<p>9. RRD & Cancel report: In existing report the provision of RRD & Cancel cases status require to be extended.</p>
<p>10. Pairing of Voucher report: Already available reports of pairing of vouchers PPO, CPO & GPO registers etc. are to be customized as per section requirement.</p>
<p>11. Making PPO number unique : At present in M_pensioners table PPO number field is not unique, due to which there is chance of generation of duplicate number. This should be unique so that any duplicay of PPO may be avoided</p>
<p>12. Head of Account addition in recovery from DCRG cases : At present in ePPO only recovery amount is shown . it is required that besides the amount the respective major head of account under which the recovery is to be effected is included in the ePPO .</p>
<p>13. Provision of Super Admin & Admins : at present there is provision of only one Admin , it may be extended to creation of one super admin under whose control two or more Admins can be created for smooth functioning and delegation of power.</p>

2.3.2 Details for work Regarding Password encryption format (For point no. 26 listed above.)

1. Password Complexity: Passwords must be at least 8 characters long. Passwords must include a mix of uppercase and lowercase letters without case sensitive. Passwords must include at least one number (0-9). Passwords must include at least one special character (e.g. , !, @, #, \$,% , etc).
2. Password Change: Users shall change their passwords every 30 days. Users will get warning that their password is going to expire, or they might get locked out of the system. Users must not reuse their last five passwords. User must not use their First name, Middle name or Surname in the password.
3. Account Lockout: After three unsuccessful login attempts, the account will be locked. The system administrator will reset the password to a default password, which the user must change before starting the processing. The default password which may be active only for 10-15 minutes. Within 10-15 minutes, user should reset the password.
4. Password Storage within Application: Passwords are stored securely using encryption techniques. Passwords must not be stored in plain text.
5. Super user Access: Super users should use two-factor authentication for enhanced security. All actions including of Super users are logged/need to be necessary logged in the system (Audit Log module), the front report based on the Audit log should be submitted to AG/DAG. Super user only should have password reset facility.
6. Password Recovery: In the event of a forgotten password the system administrator must be empowered to reset the user's password. Meanwhile, the user must also have a secure verified method for password recovery, such as security questions and/or email verification (desirable feature).
7. Monitoring: Password usage and security will be monitored regularly by the system administrator. All successful and unsuccessful log-in through P-SAI database, along with details, will be recorded in P-SAI database with details. List of last five passwords to be saved in database in encrypted form with details. Provision for system generated report in this regard to be implemented.
8. Audit Trail: An audit trail should be maintained to track password changes and access. All login attempts and password changes will be logged and regularly reviewed for suspicious activities.
9. Account Deactivation: The system should have a pre-defined session timeout duration, which will be set to an appropriate time interval, such as 15 minutes.

2.4 Deliverables

- a. Project Plan.
- b. Check List for temporary site for testing.
- c. Updated System Manual (Copied from existing one if available /Updated) or need to be written a fresh.
- d. Installation Manual.
- e. System Administration Manual.
- f. User Manual.
- g. Test Plan including documentation of the test results and review reports after bug fixing and fine tuning, if any.
- h. Source Code.
- i. Training to all concerned.
- j. Implementation/Warranty support.

2.5 Time Frame:

The work will be taken up and completed within **Eight Months** from the date of commencement. During this period the vendor has to deploy minimum one resource person onsite to attend the work efficiently.

2.6 Documents comprising the bid (Technical Bid) (Annexure I)

- i. Minimum turnover of Rs.20 Lakh per year for last 3 Years. CA (Chartered Accountant) certificate to be attached.
- ii. Person signing the bid shall bind the bidder as the “Constituted Authority of the company/firm”.
- iii. Letter of undertaking regarding acceptance of all the terms and condition of this tender document.
- iv. At least three (3) Satisfactory performance certificate regarding development/modification/maintenance of application in Oracle from any Govt./semi Govt. organization or PSU in last 3 years.

2.7 Price

Charges quoted by the bidder must be all inclusive, firm and final, and shall not be subject to any escalation whatsoever during the period of the contract. If service tax/ GST is chargeable it should be indicated with the rates thereof.

2.8 Bidder’s Qualification

The “Bidder” as used in the tender documents shall mean the authorized person who has signed the tender form. All certificates and documents received hereby shall be furnished by the service provider.

It is further clarified that the individual signing the tender or other documents in connection with the tender must certify that he/ she signs as ‘Constituted authority of the bidder.

2.9 Opening of Bids:

All sealed bids will be opened inside office premises on the date of opening of tender. If deemed necessary, Purchaser may seek clarifications on any aspect from the bidder till last date of seeking clarification. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. Purchaser may, if it so desires, ask the bidder to give presentation for the purpose of clarification. All expenses for this purpose, as also for the preparation of documents and other meetings, shall be borne by the bidders.

2.10 Preliminary examination of Bids:

Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

A bid determined as not substantially responsive will be rejected by Purchaser and may not subsequently be made responsive by the bidder by correction of the nonconformity.

Purchaser may waive any minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

2.11 Verification of Reference

Purchaser, if considers necessary, may conduct verification of references/previous buyers to satisfy themselves on the performance of the services offered with reference to their requirements. Purchasers will satisfy themselves on the veracity of the references to the requirements specified.

2.12 Signing of Contract

The successful bidder has to sign a contract including the conditions provided in the tender document, incorporating all agreements between the parties. The cost of contract form and other ancillary charges shall be borne by the successful bidder.

2.13 Service Period

The initial contract period shall be extended on same terms and conditions, unless amended otherwise, for a further period if purchaser decides to take additional services not included in the scope of work or those included in the other optional services.

2.14 Performance Security

The contractor shall furnish performance security to the purchaser to the extent of 10% of the value of the contract value in the form of Performance Bank guarantee (PBG) within 15 days of award of the contract failing which necessary action will be taken by this office.

2.14.1 The PBG will be valid for a period of 180 days beyond the stipulated date for cessation of the contract which is co-terminus with the warranty period.

2.14.2 No interest is payable on the PBG.

2.14.3 PBG will be realized by the purchaser in case of termination of the contract for un satisfactory performance and/or non-performance of the contract.

2.15 Tax Deduction At source: TDS and GST as applicable will be effected from the bills

2.16 Payment: Payment shall be released by O/o the Accountant General (A&E), Punjab, Chandigarh, only after completion of work and receipt of successful test report duly approved by the concerned user section/wing and after final signoff.

GENERAL CONDITIONS OF CONTRACT**3.1 Definition**

In this document the following terms shall be interpreted as indicated:

Terms	Definition
Contract	The agreement entered into between Purchaser and the Bidder (s) as recorded in the contract form signed by Purchaser and the Bidder, including all attachment and annexure thereto and all documents incorporated by reference therein.
Bidder	The company with whom the order for SAI change / modification and other ancillary and incidental support services is placed and shall be deemed to include the bidder's successors, representatives (approved by Purchaser), heirs, executors, administrators and permitted assigns, as the case may be unless excluded by the terms of the contract
Contract Price	The price payable to the bidder under the contract for the full and proper performance of his contractual obligations
MM	Man Month

3.2 Application

These general conditions shall apply to the extent that they are not superseded by provisions in other parts of the contract.

3.3 Standard

The services performed under this contract shall conform to the latest international standards.

3.4 Use of Contract document and Information

The bidder shall not, without Purchaser's prior written consent, disclose the contract or any provision thereof, or any specification, design, drawing, pattern, sample or information furnished by or on behalf of Purchaser in connection therewith, to any person other than a person employed by the bidder in the performance of the contract.

Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

The bidder shall not without Purchaser's prior written consent, make use of any document or information forming a part of this tender except for purpose of performing the contract.

Any document forming a part of this tender, other than the contract itself shall remain the property of PURCHASER.

3.5 Patent Rights

The bidder shall indemnify Purchaser against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the services or any part thereof.

3.6 Installation and provision of Services

The bidder shall be responsible for suggesting the office concerned on the requirements like switches, UPS points, connectivity, etc. required and final testing & final installation of, provisioning of services and making them fully operational. This will be evidenced by a certificate of acceptance duly signed and/or countersigned by representatives of Purchaser. At the direction of Purchaser, the acceptance test of the system shall be conducted by the

selected bidder in the presence of Purchaser and/ or authorized officials and/ or any other team or agency nominated by Purchaser.

The bidder shall conclude the acceptance test within project plan period, after the installation upgraded system and migration of data, in the presence of nominated officials of the purchaser present at site.

Should the acceptance tests not conclude to the satisfaction of Purchaser as Stated above in this section, the selected bidder(s) shall repair/replace/reconfigure/reprovision the upgraded system, at his cost, the whole or any part of the system as may be necessary for conclusion of the acceptance tests to the satisfaction of Purchaser within a further period of 15 days.

Should acceptance tests still not conclude to the satisfaction of Purchaser, the Purchaser shall have the right to reject the upgraded system in respect of which the acceptance tests are not satisfactorily concluded as provided in this section and to terminate this contract to the extent that relates to such requirements.

3.7 Delivery & Documents

Delivery of the upgraded system and associated documents shall be made by the selected bidder(s) in accordance with the terms specified by Purchaser in their notification of award.

3.8 Maintenance

In addition to the services specified the selected bidder must integrate the system to make the system fully functional. It shall be bidder's responsibility to locate the exact nature of the problem(s)/ fault(s) and rectify the same, if any. The bidder must also take necessary steps to successfully connect all the System upgraded by him. The selected bidder undertakes that all problems/bugs shall be removed by remote support, telephonic support, email support and if necessary by personal visits during the period of warranty. The selected bidder shall provide the contact details like names and telephone numbers of the officials responsible for maintenance of upgraded system in the format prescribed in Section.

3.9 Warranty

The Service Provider shall submit a warranty for two year on-site maintenance from the date of completion of the change management. During warranty period complaints/problem reported should be attended within 24 hours. Failure to do so shall attract a penalty of ₹5,000/- per day on the service provider. Further, if the issue remains unresolved for more than three (3) days then the PBG will be forfeited.

This office may also implement additional change management works in the SAI Pension application during the warranty period and this will not hamper the existing warranty.

3.10 Warranty on Services

The bidder warrants that the services provided under the contract are as per the Agreement between the bidder and Purchaser.

3.11 Assignment

The bidder shall not assign, in whole or in part, his obligations to perform under the contract, to any other party or persons, except with Purchaser's prior written consent. The permission, if any, of Purchaser has to be taken before award of the contract.

3.12 Sub Contract

The successful bidder (s) shall NOT subcontract all or any item/portion of the awarded work without written concurrence of the PURCHASER. Such subcontracting, in his original bid or later, shall not relieve the bidder from any liability or obligation under the contract.

Purchaser shall have the right to direct the bidder to demonstrate the capacity/capability of the subcontractor to provide the service subcontracted to the desired specifications/requirements. If in the opinion of the purchaser the sub contractor's capacity to provide such services has not been satisfactorily demonstrated the purchaser shall have the right to direct the bidder to change the sub contractor.

3.13 Delays in the bidder's performance

Performance of service shall be made by the bidder in accordance with the time schedule specified by Purchaser in the contract.

Any unexcused delay on the part of the bidder(s) in the performance of his delivery obligations shall render the bidder liable to any or all of the following sanctions:

- Forfeiture of his performance bank guarantee and imposition of liquidated damages, and/or termination of the contract for default.
- If at any time during performance of the contract, the bidder or its subcontractor(s) should encounter conditions impeding timely installation of the software and performance of services, the bidder shall promptly notify Purchaser in writing of the fact of the delay, its likely duration and its cause(s), before the scheduled delivery or provisioning date. Purchaser shall evaluate the situation after receipt of the bidders' notice and may at their discretion extend the bidder's time for performance, in which case the extension shall be ratified by the parties by amendment of the contract. If the bidder's request to delay the installation of software and performance of services is not found acceptable to the Purchaser, the above mentioned clause would be invoked.

3.14 Liquidated Damages during Delivery, Implementation & Warranty and penalty for deficiency in performance

If the bidder fails to provision/deliver any or all of the services within the time period(s) specified in the contract, Purchaser shall without prejudice to its other remedies under the contract, deduct from the Unit contract price, as liquidated damages, a sum equivalent to the 0.5% of the price of unprovisioned/ undelivered services for every week (seven days) or part thereof of delay, up to maximum deduction of 5% of the Unit contract price. Once the maximum is reached, Purchaser may consider termination of the contract. Unit for the purpose of this clause refers to State office (s) including its branch (es), if any. Performance of services shall be within the norms specified in the Agreement forming a part of the contract.

3.15 Termination for Default

Purchaser may, without prejudice to any other remedy for breach of contract by written notice of default sent to the bidder, terminate the contract in whole or in part:

- If the bidder fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by Purchaser, OR
- If the bidder fails to perform any other obligation(s) under the contract.

In the event Purchaser terminates the contract in whole or in part, pursuant to above mentioned clause, Purchaser may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered and the bidder shall be liable to Purchaser

for any excess costs for such similar services. However, the bidder shall continue performance of the contract to the extent not terminated.

3.16 Arbitration

Purchaser and the bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute, arising between them under or in connection with the contract. If, after thirty (30) days from the commencement of such informal negotiations, Purchaser and the bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution. In such event, the first course will be to appoint an Arbitrator with mutual consent of both the parties. Failing which, the Indian Arbitration and Conciliation Act, 1996, the rules there under and any statutory modification or re-enactments thereof made till the date of signing of contract, shall apply to the arbitration proceedings. The venue of arbitration shall be the place from where the contract is issued i.e. Jurisdiction of Chandigarh Court.

3.17 Governing Language

The contract, all correspondence and other documents pertaining to the contract, which are exchanged by the parties shall be written in English and shall govern its interpretation.

3.18 Applicable Law

The contract shall be interpreted in accordance with the Indian Laws.

3.19 Notices

Any notice by one party to the other pursuant to the contract shall be sent in writing or by fax/ email and confirmed in writing to the address specified for that purpose in the contract. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

3.20 Back up support

Bidder shall ensure appropriate backup available in case his engineers/professionals deployed on the job go on leave or resign from the service.

3.21 Source Code

In case the bidders support professional develops a module/does change management within the scope of work or otherwise as change management, the source code will be property of the purchaser.

3.22 Passing of Property

Ownership shall not pass to Purchaser unless and until the services have been delivered, installed and accepted, in accordance with the conditions of the contract to the entire satisfaction of PURCHASER and Purchaser has made payment for such services to the bidder. Selected Bidder shall have to hand over two sets in softcopy of changed / modified system.

3.23 Deduction

Payments shall be subject to deductions (such as IT & GST) of any amount, for which the bidder is liable as per law under the agreement against this tender.

3.24 Manuals, Data and Information

Complete information relating to installation, maintenance, backup, archiving, etc. should be supplied by the bidder.

3.25 Special terms and conditions

- 1) The SAI Pension Application is running in Oracle 12c on the Server with Linux Operating System Software.
- 2) The company/firm is responsible for re-installation of the application, operating system, databases including Oracle 12c, fine tuning of the database and other connected DBA activities. If any other problems arise due to up-gradation then the vendor has to fix the issue.
- 3) The company/firm shall be responsible for making changes, if any required, in the existing forms and reports due to changes presently made to the Database structures, tables, etc. at no extra cost.
- 4) The application as well as Oracle 12C database is available on the Production Server. There is a provision of Training schema in SAI (Pension) Application namely SAI_PUNJAB_TRG. The same may be used for change management work & after testing of the work done on TRG Schema the code may be deployed on the production/line/schema/server. After completion of work, the changes made during change management will be implemented on the production server.
- 5) The vendor can visit the office premises on any working day from 9.30 AM to 5.00 PM to view the data structure & assess the volume of work, before submitting their quotes.
- 6) No travelling allowance, lodging, etc. will be provided to the company/firm.

4. BID Details:

4.1 Bid Particulars

Name of the bidder _____

Address of the bidder _____

Contact details of the person authorized by the firm for coordination in this bid.

Name _____

Designation _____

Address _____

Telephone _____ Fax No. _____

Email address _____

Bidder Seal

4.2 Bid Letter

Date: dd/mm/yyyy

To

Deputy Accountant General (Admn.)
Office of the Accountant General (A&E), Punjab & UT.
Chandigarh-160017

Reference: Tender No. _____ Dated _____

Sir,

We hereby declare:

i. That we are reputed manufacturers/companies/organizations/firms and/or Oracle channel partners and fulfill the other criterion specified in the Bid Document. We hereby offer to provide the services at the prices and rates mentioned in the attached financial bid. We do hereby undertake that, in the event of acceptance of our bid, the commencement of services shall be made as per the requirements. We affirm that the prices quoted are inclusive.

1. Bid particulars
2. This bid letter
3. Technical details of services offered as per annexure I.
4. Twenty four (24) months' on-site warranty.
5. Maintenance and service resource/infrastructure facilities

We agree to abide by our offer for a period of 90 days from the date of opening of the bid prescribed by Purchaser and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake to provision as per these terms and conditions.

We hereby certify that the Bidder is a company and the person signing the tender is the constituted attorney.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

Signature of Bidder (with official seal)

Date

Name

Designation

4.3 **Undertaking**

- (a) We have understood the requirements of this project and shall provide all services as per the requirements of this bid document.
- (b) I/We accept all the terms and conditions of this tender document.
- (c) The 24 months' onsite service warranty shall remain intact even in case the SAI application is migrated to any higher version (As mentioned in Note3 of Annexure I)/in case any further change management is executed in your office.
- (d) I/ We hereby confirm and declare that our firm is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services in past.
- (e) There is no complaint or penalty against us regarding delayed supply and refusal of supply for which supply order granted by the client of any Govt. Department.

Bidder Seal

Also a certificate in the following format shall be provided by the bidder (s):

Certificate

We clearly understand that even if we make occasional use of our hardware/software etc., during development stage/testing stage we will not get any financial benefits nor shall we claim it in any form.

Bidder Seal

Technical Bid**CHANGE/MODIFICATION MANAGEMENT IN SAI PENSION APPLICATION AT THE OFFICE OF ACCOUNTANT GENERAL (A&E) PUNJAB & UT, CHANDIGARH**

1	Name of the Company	
2	Address (with Tel. No., Fax no. & e-mail address)	
4	Contact Number	
5	(a) PAN Number	
	(b) GSTN no.	
6	Details of EMD Deposited and cost of Tender (DD/Cheque number, Date, Amount)	

Sr. no.	Particular (copy of supporting documents duly self attested)	Enclosed (Yes or no)	Attached at page no. (Page numbering compulsory)
7	Minimum turnover of Rs. 20 lakh per year for last 3 Years. CA (Chartered Accountant) certificate to be attached.		
8	Letter of undertaking regarding acceptance of all the terms and condition of this tender document (Para 4.3)		
9	At least three Satisfactory performance certificate regarding development/modification/maintenance of application in Oracle from at any Govt./semi Govt. organization or PSU in last 3 years.		
10	Person signing the bid shall bind the bidder as the "Constituted Authority of the company/firm". A authority letter on the company letter head authorizing the person to Sign the bid document shall be Enclosed.		
11	Copy of PAN Card.		
12	Copy of GST Registration.		

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case found any deviation in the above statement at any stage, the company

will be black-listed and will not have any deal with the Govt. offices in future. I also certify that the period of validity of this Bid is 90 days from the date of opening of the Financial Bid.

(Signature of authorized signatory)

Note 1: The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile etc before submitting his bid and all pages of tender must be page marked in numeric and total numbers of page enclosed in bid should be mentioned in the covering letter.

Note 2: In case the vendor intends to claim any relaxation under government provisions than the supporting documents must be enclosed along with the bid.

Note 3: This office may/may not Migrate/Upgrade the current SAI Pension application from oracle 12c to any Higher version. The warranty of this Change Management work shall continue with same terms and conditions in the newly migrated application version.

Note 4: In case the firm want to claim relaxation in EMD/Turnover/Experience then relevant proof must be enclosed. Relaxation will be given as per the latest GOI guidelines.

(Signature of authorized signatory)

Financial Bid

For incorporating **CHANGE/MODIFICATION MANAGEMENT IN SAI PENSION APPLICATION 2024** at the Office Of Accountant General (A&E) Punjab & UT, Chandigarh

Format for the submission of bid

Sr.No	Item	Costs (In INR)
1	Incorporation of Change/Modification in SAI Pension Application as mentioned under “ Scope of work ” including Two year onsite maintenance warranty from final signoff.	
2	Applicable Taxes	
3	Grand Total	

Grand Total (in words) _____

Signature and Seal of authorized signatory

Dated:

ANNEXURE - III

Format of PERFORMANCE BANK GUARANTEE

In consideration of the President of India (hereinafter called 'the Government') having agreed to exempt..... (herein after called 'the said Contractor(s)') from the demand, under the terms and conditions of agreement for the **Change management in SAI Pension Application 2024** (hereinafter called' the said Agreement'), for payment of security deposit on Production of a bank guarantee for Rs. ... we, (Name of the bank).....(hereinafter referred to as 'the Bank') at the request of the contractor(s) do hereby undertake to pay to the Government an amount not exceeding Rs.... against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (Name of the bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of the contractor(s) failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the Government in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....

3. We (name of the bank) undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so make by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) have no claim against us for making such payment.

4. We (name of the bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the office of the Accountant General (A&E) Punjab & UT, Chandigarh certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee.

5. We (name of the bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said agreement or to extend time of performance by the said contract(s) from time of time or the postpone for any time or from time to time any of the powers exercisable by the Government against and said Contract(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, of extension being granted to the said contract(s) for any forbearance, act or omission on the part of the Government of any indulgence by the

government to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We (name of the bank)..... also undertake not to revoke this guarantee during its currency except with the previous consent of the Government in writing.

Dated theday of

Signature

For..... (indicate the name of the bank)

Telephone No(s)

FAX No.

e-mail:

[to be issued on non judicial stamp paper, stamped in accordance with the Stamp Act]

Check List

1. *The **Technical Bid** (Eligibility Criteria) ‘original’ and ‘copies’ should be placed in one sealed **Envelope I** super scribing ‘**Technical Bid for _____ Dated _____**’ as per requirements mentioned at para 2.6. Please ensure that all the documents as prescribed in Section 2 of Bid Document and other relevant sections are enclosed.*
2. *The cost of the Bid Document is Nil.*
3. *All bids must be accompanied by EMD in the form of Cheque/Demand draft of **Rs25,000/- (Rupees Twenty Five Thousand only)**. The EMD should be submitted in the Sealed Envelope of Technical Bid “**Annexure I**”*
4. *The ‘**Financial Bid**’ should be as per the **Annexure II** and other relevant instructions and placed separately in the sealed Envelope II duly superscribed as Financial bid for Tender no. _____*
5. *All the **pages are duly numbered** and the reference has been made wherever required.*
6. *It should be ensured that requirement(s) of all relevant sections and sub-sections of the tender document have been complied with.*

Key Events & Dates

<i>Events</i>	<i>Tentative dates</i>
<i>Date for publication of NIT</i>	08/05/2024
<i>Last date for receipt of Queries from bidders</i>	15/05/2024
<i>Last date for submission of bids</i>	23/05/2024 up to 11:00 hrs
<i>Opening of technical bids</i>	24/05/2024 at 11:00 hrs
<i>Opening of financial bids</i>	27/05/2024 at 11:00 hrs

Note: The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile etc before submitting his bid and all pages of tender must be page marked in numeric and total no. of page enclosed in bid should be mentioned in the covering letter.