

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी) गुजरात
OFFICE OF THE Pr. ACCOUNTANT GENERAL (A&E) GUJARAT
रेसकोर्स रोड, राजकोट - 360 001. दूरभाष संख्या 0281 - 2441600-06, फ़ैक्स नं 0281-2456238
ईमेल/Email: agacgujarat@cag.gov.in

No.: 175-ITSC/End-to-EndDigitization/2026

Date: 10/04/2026

**TENDER NOTICE FOR CHANGE MANAGEMENT TO IMPLEMENT WEB BASED
PORTAL FOR END-TO-END DIGITIZATION OF GPF FUNCTION**

Office of the Pr. Accountant General (A&E), Gujarat, Rajkot invites sealed tenders depicting financial implications for Change Management to implement web-based portal for end-to-end digitization of GPF function. The rates are to be quoted against items shown in Annexure II along with estimated time frame in terms of man-days for the change management to implement web-based portal for end-to-end digitization of GPF function.

Intending Firms/Vendor should submit bid/tender to the Dy. Accountant General/Admn, 2nd Floor, Office of the Pr. Accountant General (A&E), Gujarat, Rajkot on or before 05:00 PM on 21.04.2026 in a sealed cover containing two sealed envelopes. One for 'Technical Bid' and another for 'Financial Bid' in the prescribed format as enclosed in Annexure-IV & Annexure-V respectively. The participants should fulfill the terms and conditions given in Annexure-II enclosed. The outer envelope containing both the bids must clearly be super scribed "Tender Documents for change management to implement web-based portal for end-to-end digitization of GPF function". The scope of work is enclosed in Annexure-I. Bidder should submit bidder details in Annexure-III. Tender should be addressed to :

The Dy. Accountant General/Administration,
2nd Floor, O/o the Pr. Accountant General (A&E), Gujarat, Rajkot,
Race Course Road, Rajkot-360001

The Technical Bids shall be opened by Committee Members and Sr. A.O./ITS Cell at O/o the Pr. Accountant General (A&E), Gujarat, Rajkot on 23 April 2026 at 11.30 AM in the presence of such bidders who may wish to be present or nominate their representatives to be present at the opening of bids. The authorized representatives of the bidders will be required to submit a letter of authorization. The financial bids of only those bidders whose Technical Bids are qualified will be opened by the Committee on 24 April 2026.

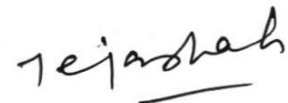
Earnest Money Deposit (EMD) of Rs. 70,000/- (Rupees Fifty Thousand) in the shape of demand draft from any nationalized bank will have to be deposited at the time of submission of Tender Form. The bids without EMD shall be summarily rejected. However, Bidders who are eligible to be exempted from depositing EMD according to Rule-170 of General Financial Rules, 2017, should submit scanned documentary proof thereof along with the technical bid. The validity of the Demand Draft must be up to 6 (Six) months starting from the date of submission of the bids. The demand draft should be drawn in the favor of Pay and Accounts Officer, O/o the Pr. Accountant General (A&E), Gujarat, Rajkot. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to

observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited to the Government of India.

While all efforts have been made to avoid errors in the drafting of this tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

Necessary queries/consultations regarding the Change Management of GPF, if any, may be made during working days (Monday-Friday) between 11.00 AM to 01.00 PM to Senior Accounts Officer, ITS Cell (Ext. 266, Ph. 0281-2441600-06).

Encl. As above

A handwritten signature in black ink, appearing to read "Tejas Shah". The signature is written in a cursive style with a horizontal line underneath the name.

Committee Member

ANNEXURE - I

Scope of Work

Sl. No.	Description of Work	Amount of work/item
1	Creation of "Two-way Communication module" for seamless interaction between all stakeholders with AG Office.	
2	Facility for GPF Subscribers to submit Final Payment Application form online through this portal. The subscriber can download/print submitted form.	
3	This GPF FP Application should then go to concerned DDO (user login) for authorisation and finally should be received by AG Office online through this portal.	
4	Creation/addition/modification facility for login credentials for DDOs, Treasury Officers and Officers of AG Office. (approximately 4500-5000 users login required to be created)	
5	On submission of online GPF Final payment application, registration number should be provided onscreen to applicant/subscriber and subscriber can download Subscriber's final payment intimation.	
6	Tool to Map DDOs with their Treasuries and opening of new DDOs in GEMS package	
7	Sending Digitised GPF Final Payment Authority to DDOs and Treasury Officers with intimation to GPF Subscriber online through web portal	
8	Tool to download GPF Final Payment Application for process of calculation through GEMS package.	
9	Interface between this portal and GEMS package (existing application in oracle) to incorporate online received GPF Final Payment Application through this portal	

ANNEXURE - II

Terms and conditions for change management to implement web-based portal for end-to-end digitization of GPF function

The terms and conditions will be as mentioned below:

1) The rates should be quoted without any conditions and should be inclusive of all actual taxes. The rates must be filled-in completely, without any error, erasers or alterations.

2) Project implementation : The vendor will start the work after issue of work order and the entire work shall have to be delivered, installed and commissioned after due testing within the period quoted in the tender form, documentation and training. No request for an enhancement in the price due to extension in time schedule of delivery or installation would be entertained.

3) Warranty: The vendor shall provide Warranty for a period of 12 months from the date of issue of completion certificate. All types of defects/bugs/problems will have to be solved free of cost by the vendor during such a warranty period.

4) Security Deposit: An amount of 5% of the contract value shall have to be submitted as Security Deposit in the shape of Fix Deposit Receipt or Bank guarantee in favour of Pay and Accounts Officer, Office of the Pr. Accountant General (A&E), Gujarat, Rajkot within fifteen days of acceptance of the LOA & the same will be released after successful completion of the warranty period as per terms and conditions of the contract, followed by issue of completion certificate.

5) Mode of operation: This office is in process of migration of database and various application from local servers to cloud. For the development of web portal the agency should have to work with local server as well as with database/application on cloud.

6) Payment Terms: No advance payments shall be made under any condition. Payment would be made subject to availability of funds after completion of the entire work including:

- a) Testing and successful running of the database and application
- b) Imparting training by the vendor to officials
- c) Handing over of the documentation/manuals

7) Manual and Documentation:

The following manuals/documentation are to be provided to the office. All the manuals and original source code will be the property of the Indian Audit and Accounts Department.

a) A complete set of manuals on the procedure implemented during this change management. Any installation or interface manual should also be provided.

8) Training:

The vendor shall impart adequate training to selected staff of this office.

9) Penalty for delay in delivery and installation:

The schedule for delivery and installation is to be strictly adhered to in view of the strict schedule for implementation of the project as time is the essence of the contract. Any unjustified, unacceptable delay in delivery and installation beyond the time schedule shall render the vendor liable for liquidated damages @ 1% of tendered amount for every fortnightly period. This office holds the option for cancellation of the order for pending work along with forfeiture of security deposit.

10) Sub contracts:

The vendor shall not assign or sublet any portion of the contract without the written approval of the office.

11) Completion:

The work shall be deemed to be completed only when this office has received all the manuals, source code and user acceptance for all the tools/web modules after successful testing. A certificate in this regard will be issued on successful completion of change management of Webportal.

12) Cancellation of the work order:

The work order can be cancelled by this office on account of incompetence on the part of the vendor to carry out the work as per requirement of this office. In such a situation, security deposit made by the vendor will be forfeited in favour of this office.

13) Additional work: Any additional work other than that mentioned in the scope of work will be done by the vendor at a rate agreed to by both parties, if any, ordered separately.

14) Boarding and lodging: The O/o the Pr. Accountant General (A&E), Gujarat, Rajkot will not arrange for lodging facility for the software engineers deployed for the work. The cost of travel expenses, food/boarding etc. will be borne by the vendor and no extra charges will be paid by this office.

15) Jurisdiction of courts in case of disputes:

These terms and conditions are governed by the law of India for the time being in force. In case of any dispute, the decision of Office of the Pr. Accountant General (A&E), Gujarat, Rajkot would be final and binding upon both the parties. The cause of dispute must be presented in writing before *him* within 15 days of the occurring of such dispute for the purpose of adjudication. If occasion arises, the jurisdiction of the appropriate court will be at Rajkot.

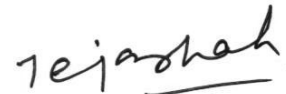
16) Arbitration:

In the event of any disputes or differences between the parties whether during the execution of orders or thereafter whether by breach or in any manner in regard to:

- a) The constitution of terms and conditions.
- b) The respective rights and liability of the parties thereunder.
- c) Any matter or things arising out or in relation to or in connection with these terms and conditions.
- d) Either party shall give written notice to the other of the same and such dispute or differences shall be referred for the sole arbitration of any persons appointed by this office. The decision of such arbitration shall be conclusive and binding on the parties hereto. There shall be no objection to any such appointment that the person appointed is a Govt. servant. The Provisions of the Arbitration and Conciliation Act, 1966 and rules thereunder shall apply to the arbitration proceedings. Such Arbitration shall be held at Rajkot.

17) Binding:

This office does not bind itself to accept the lowest tender and reserves the right to reject any or all tenders received without assigning any reason whatsoever. Tenders in which any of the particular and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers will result in rejection of their tenders. Decision of this office will be final and binding to all.



Committee Member

Annexure - III

1. BID Details:

Bid Particulars

Name of the bidder _____

Address of the bidder _____

Contact details of the executive to whom all references shall be made regarding this tender:

Name _____

Designation _____

Address _____

Mobile/Telephone No _____

Email Address _____

BIDDER SEAL

2. Bid Letter

Date : dd/mm/yyyy

To

The Dy. Accountant General/Administration
Office of the Pr. Accountant General (A&E), Gujarat, Rajkot
Race Course Road Rajkot-360001

Reference: Tender No _____ Dated _____

Sir,

We hereby declare:

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.

We enclose herewith the complete Bid as required by you. This includes:

- Bid particulars
- This bid letter
- Technical details of services offered
- Warranty

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 acknowledge the binding clause of the terms and conditions for the change management to implement web-based portal for end-to-end digitization of GPF function. We do hereby undertake to provision as per these terms and conditions.

We hereby certify that the Bidder is a company registered under company's Act/Partnership Firm/Proprietorship Firm and the person signing the tender is the constituted attorney. Bid Security in the form of a Bank Guarantee/Bank Draft issued by _____ (bank) for an amount of Rupees _____ attached with the Financial Bid document.

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

Signature of Bidder (with official seal)

Date _____

Name _____

Email ID _____

Designation _____

Address _____

Telephone _____

Fax no _____

Details of Enclosures

1. _____

2. _____

3. _____

4. _____

5. _____

3. Technical details of Services Offered

The list of all services (charges or otherwise) should conform to the requirements/scope of work/deliverables and other incidental & ancillary requirements and to be specified by the bidder(s) or the bidder(s) should give an undertaking as under:

Undertaking

We have understood the requirements of this project and shall provide all services as per the requirements of this bid document. We shall complete the change management work as per the scope of work within _____ months of period.

Bidder Seal

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

Certificate

Office of the Pr. Accountant General (A&E), Rajkot (Gujarat) has all rights to use /test hardware/software or seek clarification/support regarding project without accrual of any financial liability.

Bidder Seal

Annexure IV
BIDDING SHEET (TECHNICAL)

Sr. No	Criteria	Whether met? If so, details thereof with supporting documents		
1	The vendor should be an original developer of the software solution. System Integrators, Consultants and franchises of software companies would not be considered.			
2	The vendor should have software development/service experience of not less than 3 years in the development, implementation and maintenance of VLC, GPF and other related software in Govt/PSU departments.			
3	The vendor should have a minimum turnover of Rs. 2 crore per annum from software development in last three years.			
5	The vendor should have regular employees and professionals on their pay roll for carrying out the assigned software development works and the list indicating the qualification and experience should be enclosed.			
7	Whether EMD is attached with the financial BID			
8	The vendor should be registered with GST department			
9	The vendor should hold a valid and current PAN			

Annexure V
BIDDING SHEET(FINANCIAL)

1	All-inclusive cost in INR	
2	Goods and Service Tax	
3	Period of validity of quoted rate	

Date:

Place:

Authorized signatory

(For and on behalf of the Agency/company)

CONTACT DETAILS

1	Name of vendor	
2	Contact person	
3	Mob/Telephone no	
4	Full postal Address for communication	
5	Fax no. with Area code	
6	Email Address for communication	