

Request for Proposal **(RFP)**

For Change Management in VLC
Application



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

Tender ID: GA-II/Change Mgmt/VLC/2023-24/44
Dated : 12.05.2023

Principal Accountant General (A&E) Haryana
Plot No. 4 & 5, Sector-33B, Chandigarh-160020
www.aghry.gov.in

1. Fact Sheet

S. No	Particulars	Details
1	Tender ID	GA-II/Change Mgmt/VLC/2023-24/44
2	Tender date	12.05.2023
3	Selection Method	Tender will be awarded to the bidder with the highest score based on the Quality and Cost Based Selection (QCBS) Evaluation Method.
4	EMD	Earnest Money Deposit of Rs. 30,000/- only. Demand Draft in favour of PAO O/o the Accountant General (A&E) Punjab, Chandigarh from any of the nationalized scheduled commercial bank.
5	Nodal Officer for correspondence and Clarification.	Sr. Deputy Accountant General (Admn) E-mail: singhr3@cag.gov.in Tel: 0172-2615281
06	Pre bid meeting	17.05.2023 at 11:30 AM
07	Last date of bid submission	22.05.2023 at 11:30 AM
08	Opening of Technical bid	22.05.2023 at 12:30 PM
09	Opening of Financial bid	Will be intimated separately

-Sd/-

Sr. Deputy Accountant General (Admn)

2. **Request for Proposal**

Sealed quotations are invited through Limited Tender Enquiry (LTE) from eligible, reputed and qualified IT firm with sound technical and financial capabilities for development and implementation in Change Management in VLC Software for the **office of the Principal Accountant General (A&E) Haryana, Chandigarh** as detailed out in the scope of work of this Request For Proposal (RFP) Document.

Basic Information

- a) **Office of the Accountant General (A&E) Haryana, Chandigarh** invites responses (“Proposals”) to this Request for Proposals (“RFP”) from companies/Agencies (“Bidders”) for Change Management in VLC Software.
- b) Interested bidders are advised to study the RFP document carefully. Submission of response shall be deemed to have been done after careful study and examination of the RFP document will full understanding of its implications.
- c) The VLC software is already in working condition and the details of change management and working of the software will be explained in pre bid meeting.

3. **Scope of Work**

- 3.1** Rounding off figures and comma separators as per new SoP issued by the GA Wing. Simultaneously, system’s ability to generate unrounded figures(whole rupees figures) as OB. Addition/deletion and CB etc. for validation with rounded figures for FA & AA by internal audit, local audit, inspection team, HQs’ team.
- 3.2** Facility to update Opening balances of Heads of Accounts, which are closing to balances by unrounded figures as per new guidelines.
- 3.3** Availability of unrounded figures for Audit using Computerized aided Audit Tools.
- 3.4** Modification in VLC application consequent upon merger of existing 47 Budget Grants into 20 Budget Grants, including existing procedures, creation of new Grant master and modification of related tables, procedures, forms and reports.

4. Details of work

Rounding off principles

The proposed rounding off SoP is based on the following principles / precepts.

4.1 Figures / data of all the Statements of the Finance Accounts, as applicable, shall be generated from the VLC in absolute figures, which shall be shared with the respective Audit Office for their audit as part of the certification process of the annual accounts along with statements with rounded off figures.

4.2 All parts and sectors of the accounts, Consolidated Fund – Receipts & Expenditure, Public Accounts – various sectors and Contingency Fund will be first prepared in whole of ₹ in Excel.

4.3 Respective Statement of Finance Accounts will have its granular component figures (first line of figures, e.g., Major Head level figures for the Statement 4A or Minor Head level figures for Statement 17) machine rounded in Crore or Lakhs as the case may be.

4.4 Totals of the entry level rounded figures (component figures) depicted in the statement shall be the sum total for one higher level. All grand totals (e.g., at Major head and Sector level) will be the sum of the sub totals at one lower level.

4.5 The Summary Statements and the Detailed Statements will not be tallied through their grand totals but a footnote “The difference between Summary and Detailed Statements is due to rounding in ₹ Crore/ Lakhs respectively” will be carried.

4.6 In case of opening balances carried forward from last year, the balances should be carried forward as the absolute figure in the system.

4.7 Figures of previous year (i.e., year ended March 31, 2021) for comparison with the figures for the year ended March 31, 2022 shall be the same as in the last year Finance Accounts. In other words, no recasting of previous year figure is required to comply with the SoP.

4.8 Differences for the Statements in the Finance Accounts having two-side entries will be added as an entry “on account of rounding” in Credit or Debit side as may be necessary and further be explained by footnote.

4.9 Figures in the Grant-wise details in the Appropriation Accounts shall be machine rounded off in lakhs (use ‘Round’ function in excel / rounded figure directly from VLC) up to two decimal places. The Summary of Appropriation Accounts shall be prepared in thousands of ₹ and rounded off without any decimal (as is the existing practice).

4.1 Rounding off rules

The rounding off shall be machine based and shall meet the following rounding off rule.

4.1.1 For the Detailed Statements of the Finance Accounts and Appendices, rounding off of the absolute figures to the two decimal points to depict the figures in terms of ₹ in lakh (use ‘Round’ function in excel / rounded figure directly from VLC).

4.1.2 For the Summarised Statements of the Finance Accounts, rounding off of the absolute figures to the two decimal points to depict the figures in terms of ₹ in crore (use 'Round' function in excel / rounded figure directly from VLC).

4.1.3 Rounding off of the absolute figures to the two decimal points, as relevant to the grant-wise details or the Summary of Appropriation Accounts.

4.2 Rounding off procedure

The rounding off procedure shall, *mutatis mutandis*, include the following steps / processes.

4.2.1 Import absolute data from the VLC as relevant for a statement or subset in a separate VLC table / excel sheet.

4.2.2 Generate figures / data for Statements as per absolute figures.

4.2.3 Administer machine rounding in terms of lakhs and crores as per the levels applicable (use 'Round' function in excel / rounded figure directly from VLC). This shall apply to all the Detailed Statements and Summarised Statements of the Finance Accounts and the Statements of the Appropriation Accounts.

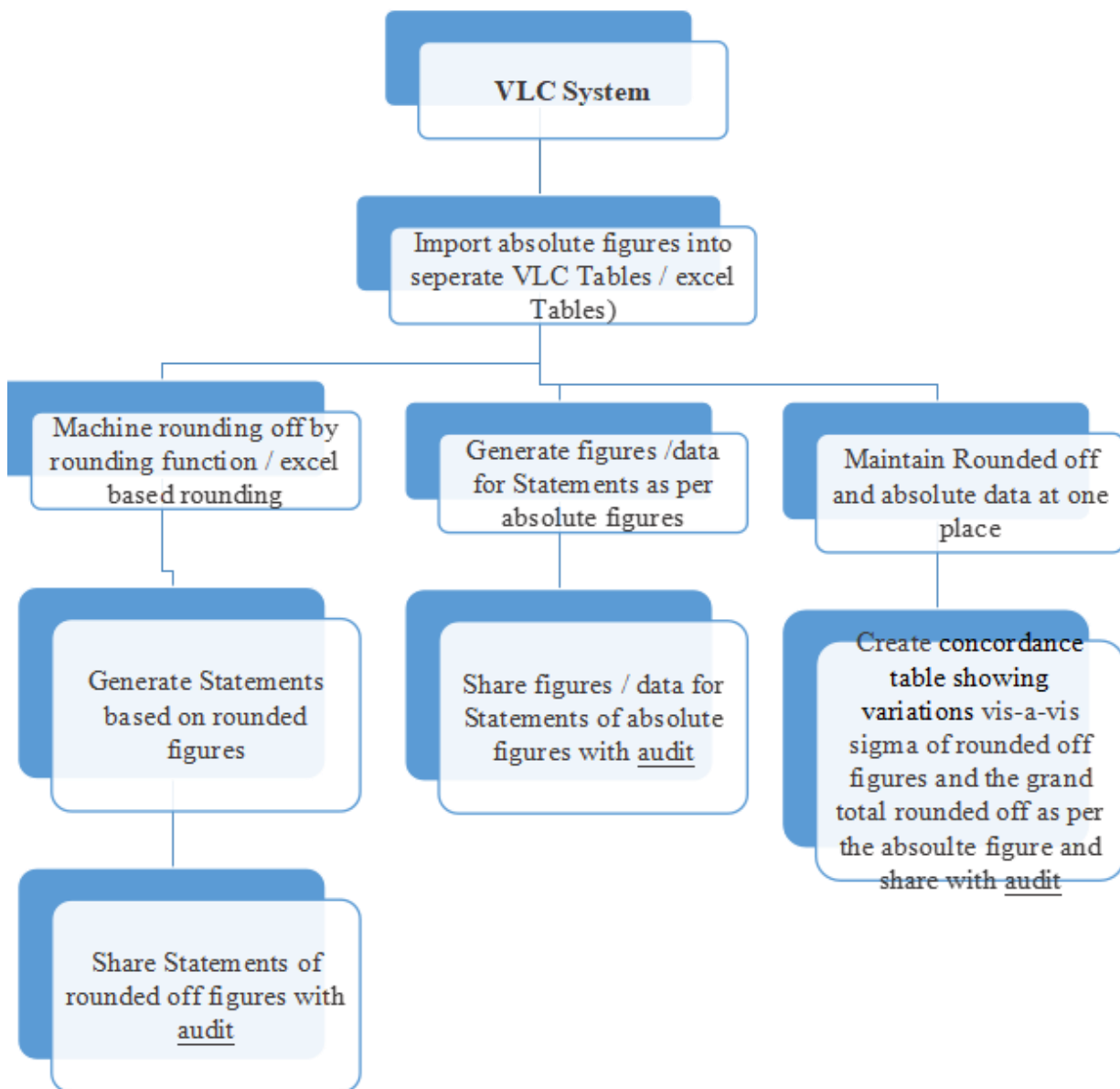
4.2.4 Ensure the absolute figures and rounded off figures are available at the same place / co-located in a separate VLC table / excel sheet to depict the variations.

4.2.5 Machine rounding off has the effect of neutralizing rounding up and rounding down and shall not be subjected to any adjustments.

4.2.6 Generate Statements as per the machine rounded off figures.

4.2.7 Share with audit Statements i.e., in rounded off figures with supporting data of absolute figures from the VLC reports / figures.

4.2.8 A concordance table showing variations due to sigma of rounded off figures and the grand total rounded off as per the absolute figure shall be prepared using appropriate rounding off level for reference of the Audit.



5. **Deliverables**

- 5.1 User manual and Standard Operation Procedure (SOP)
- 5.2 Technical and design manual
- 5.3 Error free source code
- 5.4 Training of source code & database management to two concerned officials.
- 5.5 warranty of software for one year.

6. Schedule and Timelines

Sr. No.	Activity	Time Schedule
1.	Study of existing system and gathering of detailed requirements	T+2 Days
2.	Identification of technical platform and designing of screen layouts	T+2+3 Days
3.	Designing of screen layouts	T+2+3+5 Days
4.	Commissioning of the application	T+2+3+5+20 Days
5.	Training Schedule	T+2+3+5+20+5 Days
6.	Sign Off	T+35 Days

Timeline for completion of project should be adhered strictly.

7. Operation and maintenance

7.1 Support on training/ Demo as and when required during warranty period.

7.2 Warranty for one year from the date of commissioning.

7.3 All technical queries/ complaints including modifications shall be attended immediately during entire warranty/ Support period.

8. Essential Technical Pre-requisites

8.1 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.

8.2 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.

8.3 The Bidder should be registered with appropriate tax authorities such as Income Tax and GST and should submit self-certified copies of valid certificates of registration with these authorities.

8.4 The bidder should submit certified copies of their company duly audited Balance Sheet for last three financial years.

8.5 The bidder must have successfully executed similar projects in similar software.

8.6 The bidder should not have been blacklisted by central/state government

departments/ undertakings.

8.7 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, Bidder(s) 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.

8.8 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.

8.9 Pre bid meeting will be held on 17.05.2023 at 11:30 AM.

9. Evaluation of Bids

Technical Evaluation

9.1 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.

9.2 The committee may call the responsive bidder(s) 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.

9.3 A duly filled, signed and stamped Technical proposal to be submitted as per **Annexure – A and B**.

10. Financial Evaluation

10.1 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.

10.2 The Financial Bids shall be opened in the presence of representatives of technically eligible Bidders, who may like to be present.

10.3 Financial bid should contain only **Annexure – C** (on the Company's Letter head)

11. Payment Schedule

11.1 Payment will be made after 30 days from the date of successful implementation of the program (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** after receiving the budget from Headquarters' Office.

12. General Information

12.1 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.

12.2 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.

12.3 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. 30,000/- in favour of the **PAO O/o the Principal Accountant General (A&E) Punjab, 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 12 months, equal to 10% 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 the signing of the agreement along with 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.

12.6 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.

12.7 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.

12.8 Bidders may seek clarification regarding the project and/or the requirements for pre-qualification, in writing through mail within a reasonable time.

12.9 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.

12.10 The payment shall be paid only after successful completion of work without errors and delays. A penalty of forfeit of Performance Bank Guarantee will be imposed on the successful

bidder in case of delay/Non completion of the work.

12.11 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.

13. Legal Jurisdiction:

All legal disputes between the Agency 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 (Attach copies 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 (attach self attested photocopies): a) Registration Number b) Place of Registration c) Date of validity (if any)	
5.	Name and titles 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, give reasons.	
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) 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.	No. of manpower available in office	

Signature and Stamp of the bidder.

Annexure -B
Technical Parameters and their weightage

S.No.	Particulars	Criteria	Points Awarded	Points Awarded
1	Similar Project like VLC/Oracle (at least 03) carried out in past 03 years F.Y. 2019-20 F.Y. 2020-21 F.Y. 2021-22 * Mention only completed projects	>7 Projects	20	20
		≥5 and < 7 Projects	15	
		≥3 and < 5 Projects	10	
2.	List of developers worked on the similar projects(VLC) with details * Mention only those developer who are involved in VLC/Oracle Project	> 7 Projects	10	10
		> 5 and ≤ 7 Projects	7	
		≥ 5 Developer	5	
3.	Average turn over(min 25 lakhs) of the company in past 03 years i.e. F.Y. 2019-20 F.Y. 2020-21 F.Y. 2021-22	> 50 lacs	20	20
		>25 lacs and ≤ 50 lacs	15	
		≥25 lacs	10	
TOTAL POINTS				50

- Note:-
1. Minimum marks required to qualify is 25 i.e. 50% marks.
 2. Supporting documents of the above particulars are desired.

ANNEXURE-C (Financial Bid)
(To be printed on the company's letter head)

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

**Ref: Tender ID :GA-II/VLC Change Management/2023-24/44
dated 12.05.2023.**

Respected Sir,

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

<u>PARTICULARS</u>	<u>AMOUNT</u>
Change Management in VLC Software as per scope of work	:

Signature & Stamp of the Bidder.