
 <b>Government eProcurement System</b>		<b>eProcurement System Government of India</b>							
<b>Tender Details</b>									
					Date : 03-Nov-2020 05:08 PM				
 <a href="#">Print</a>									
<b>Basic Details</b>									
<b>Organisation Chain</b>	Office of the CAG of India  AE-Punjab-Chandigarh - CAG								
<b>Tender Reference Number</b>	CRT1/ Change Management in SAI App/669								
<b>Tender ID</b>	2020_CAG_594757_1								
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Lump-sum						
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2						
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No						
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No						
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No						
<b>Payment Instruments</b>			<b>Cover Details, No. Of Covers - 2</b>						
<b>Offline</b>	<b>S.No</b>	<b>Instrument Type</b>	<b>Cover No</b>	<b>Cover</b>	<b>Document Type</b>	<b>Description</b>			
	1	Bankers Cheque	1	Fee/PreQual/Technical	.pdf	Technical bid			
	2	Demand Draft	2	Finance	.xls	Financial bid			
<b>Tender Fee Details, [Total Fee in ₹ * - 0.00]</b>			<b>EMD Fee Details</b>						
<b>Tender Fee in ₹</b>	0.00	<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil	<b>EMD Amount in ₹</b>	25,000	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes
<b>Tender Fee Exemption Allowed</b>	No					<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
				<b>EMD Payable To</b>	Pay and Accounts Office O/o the AG AE Punjab UT	<b>EMD Payable At</b>	Chandigarh		
<a href="#">Click to view modification history</a>									
<b>Work /Item(s)</b>									
<b>Title</b>	change management of SAI pension in oracle 12c with linux red hat 7.6maico enterprise version operating system								
<b>Work Description</b>	Tender for change management of SAI pension in oracle 12c with linux red hat 7.6maico enterprise version operating system								
<b>Pre Qualification Details</b>	Please refer Tender documents.								
<b>Independent External Monitor/Remarks</b>	NA								
<b>Show Tender Value in Public Domain</b>	No								
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Info. Tech. Services	<b>Sub category</b>	NA				
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	120	<b>Period Of Work (Days)</b>	28				

<b>Location</b>	AG AE Punjab plot 20 sector 17e Chandigarh	<b>Pincode</b>	160017	<b>Pre Bid Meeting Place</b>	AG AE Punjab plot 20 sector 17e Chandigarh
<b>Pre Bid Meeting Address</b>	AG AE Punjab plot 20 sector 17e Chandigarh	<b>Pre Bid Meeting Date</b>	12-Nov-2020 11:00 AM	<b>Bid Opening Place</b>	AG AE Punjab plot 20 sector 17e Chandigarh
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	03-Nov-2020 06:00 PM	<b>Bid Opening Date</b>	24-Nov-2020 03:00 PM
<b>Document Download / Sale Start Date</b>	03-Nov-2020 06:00 PM	<b>Document Download / Sale End Date</b>	23-Nov-2020 03:00 PM
<b>Clarification Start Date</b>	03-Nov-2020 06:00 PM	<b>Clarification End Date</b>	10-Nov-2020 03:00 PM
<b>Bid Submission Start Date</b>	03-Nov-2020 06:00 PM	<b>Bid Submission End Date</b>	23-Nov-2020 03:00 PM

**Tender Documents**

<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tendernotice_1.pdf	Tender for change management of SAI Pension in Oracle 12c with Linux Red Hat 7.6 (Maico) Enterprise Version Operating System.	587.65

<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Additional Documents	BOQ.xls	Financial bid for Tender document for change management of SAI Pension in Oracle 12c with Linux Red Hat 7.6 (Maico) Enterprise Version Operating System	290.00

**Bid Openers List**

<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	noel.riphath@gmail.com	Noel Riphath	NOEL RIPHATH
2.	bharatsinghb.pjb.ae@cag.gov.in	Bharat Singh Bhandari	BHARAT SINGH BHANDARI
3.	surendrasy.pjb.ae@cag.gov.in	surendra singh yadav	SURENDRA SINGH YADAV

**GeMARPTS Details**

<b>Reason for non availability of GeMARPTS ID</b>	Urgent nature of Procurement	<b>Remarks</b>	non availability of drop down
---------------------------------------------------	------------------------------	----------------	-------------------------------

**Tender Inviting Authority**

<b>Name</b>	Deputy Accountant General Admin
<b>Address</b>	AG AE Punjab plot 20 sector 17e Chandigarh

**Tender Creator Details**

<b>Created By</b>	Bharat Singh Bhandari
<b>Designation</b>	Assistant Accounts Officer
<b>Created Date</b>	03-Nov-2020 04:42 PM



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

**टेंडर संख्या :14/2020**

**वेबसाइट :- <https://cag.gov.in/ae/punjab/en/tenders>**

**ईमेल :- [agaepunjab@cag.gov.in](mailto:agaepunjab@cag.gov.in)**

**No. -CRT1/ Change Management in SAI App/669**

**दिनांक : 03.11.2020**

**निविदा आमंत्रण सूचना**

कार्यालय महालेखाकार (लेखा एवं हक़) पंजाब एवं यू टी, चंडीगढ़ में साई पेंशन में स्थापित Oracle 12C with Linux Red Hat 7.6 (Maico) Enterprise Version ऑपरेटिंग सीस्टम में प्रबंधन परिवर्तन हेतु बोलियां आमंत्रित करता है।

निविदा जिसमें पूर्व योग्यता शर्तें एवं कार्यों का विवरण आदि सम्मिलित हैं, <https://cag.gov.in/ae/punjab/en/tenders> and [www.eprocure.gov.in](http://www.eprocure.gov.in), <https://gem.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 को आवश्यक दस्तावेज सहित बोली जमा करने की अंतिम तिथि तक/से पहले जमा किये जा सकते हैं। बोली दस्तावेजों का कोई मूल्य नहीं है तथा अग्रिम की राशि रूपये पच्चीस हजार ( 25,000/-) है।

वृत्तांत	तिथि
निविदा के प्रकाशन की तिथि	<b>03.11.2020</b>
निविदा से सम्बंधित प्रश्न / सवाल की अंतिम तिथि	<b>10.11.2020- 15:00 बजे</b>
प्री-बिड मीटिंग की तिथि	<b>12.11.2020 -- 11:00 बजे</b>
बोली जमा करने की अंतिम तिथि	<b>23.11.2020– 15:00 बजे</b>
तकनीकी बोली खुलने की तिथि	<b>24.11.2020– 15:00 बजे</b>
वित्तीय बोली खुलने की तिथि	<b>26.11.2020– 15:00 बजे</b>

**-हस्ता-**

**उप महालेखाकार(प्रशासन)**

**कार्यालय महालेखाकार (लेखा एवं हकदारी) पंजाब एवं यू. टी. चंडीगढ़**



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

**Plot no. 20, Sector 17-E, Chandigarh**

**Tender No:14/2020**

**Website :-** <https://cag.gov.in/ae/punjab/en/tenders>

**Email:-** [agaepunjab@cag.gov.in](mailto:agaepunjab@cag.gov.in)

No. -CRT1/ Change Management in SAI App/669

Date : 03.11.2020

**NOTICE INVITING TENDER**

The office of the Accountant General (A&E), Punjab & UT. Chandigarh invites bids for change management of SAI Pension in Oracle 12c with Linux Red Hat 7.6 (Maico) Enterprise Version Operating System.

Tender/bid document containing conditions of prequalification, detailed scope of work, etc., can be downloaded from <https://cag.gov.in/ae/punjab/en/tenders> and [www.eprocure.gov.in](http://www.eprocure.gov.in), <https://gem.gov.in/> and submitted personally or through post/courier along with required documents to the DAG (Admn) O/o the A.G.(A&E), Punjab & UT, 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).

<b>Events</b>	<b>Tentative dates</b>
<i>Date for publication of NIT</i>	<b>03.11.2020</b>
<i>Last date for receipt of Queries from bidders</i>	<b>10.11.2020 - 15:00 Hrs</b>
<i>Pre bid Meeting</i>	<b>12.11.2020 at 11:00 Hrs</b>
<i>Last date for submission of bids</i>	<b>23.11.2020 – 15:00 Hrs</b>
<i>Opening of technical bids</i>	<b>24.11.2020 – 15:00 Hrs</b>
<i>Opening of financial bids</i>	<b>26.11.2020 – 15:00 Hrs</b>

-sd/-

**Deputy Accountant General (Admn),  
Office of AG (A&E), Punjab & UT, Chandigarh**

## निविदा दस्तावेज

निविदा दस्तावेज निम्नलिखित है:-

क्र . .स	विषय	पृष्ठ स.
1.	बोली हेतु आमंत्रण	5-6
2.	पृष्ठ भूमिअनुदेय को बोलीदाता तथा विवरण कार्य ,	9-15
3.	संविदा की सामान्य शर्ते	16-20
4.	बोली विवरण	21-25
5.	तकनीकी बोली(1-परिशिष्ट)	26-27
6.	वित्तीय बोली (2-ष्टपरिशि)	28
7.	प्रदर्शन बैंक गारंटी 3-परिशिष्ट	29-30

## Tender Document

Tender documents contain the following:

### **Table of Contents**

<b>Sr.no.</b>	<b>Contents</b>	<b>Page no.</b>
<b>1</b>	<b>Invitation for Bids</b>	<b>7-8</b>
<b>2</b>	<b>Background, Scope of work and Instruction to Bidders</b>	<b>9-15</b>
<b>3</b>	<b>General Conditions of Contract</b>	<b>16-20</b>
<b>4</b>	<b>Bid Details</b>	<b>21-25</b>
<b>5</b>	<b>Technical Bid (Annexure I)</b>	<b>26-27</b>
<b>6</b>	<b>Financial Bid (Annexure II)</b>	<b>28</b>
<b>7</b>	<b>Performance Bank Guarantee (Annexure III)</b>	<b>29-30</b>

## 1. बोलियों का निमंत्रण

यह निविदा आमंत्रण साई पेंशन एप्लीकेशन में उपलब्ध प्रबंधन परिवर्तन हेतु है। निविदा दस्तावेज <https://cag.gov.in/ae/punjab/en/tenders> या [www.eprocure.gov.in](http://www.eprocure.gov.in), या <https://gem.gov.in> से डाउनलोड किए जा सकते हैं। डाउनलोड किये गए दस्तावेज अग्रिम राशि रू. 25000/- सहित वेतन एवं लेखा अधिकारी कार्यालय महालेखाकार (लेखा एवं हक़) पंजाब एवं यू.टी. चंडीगढ़ के पक्ष में किसी भी राष्ट्रीयकृत बैंक द्वारा चंडीगढ़ में देय डिमांड ड्राफ्ट या चेक के रूप में जमा किये जाने चाहिए अन्यथा बोली रद्द करदी जाएगी बोलीदाता बैंक डिमांड ड्राफ्ट/चेक के पीछे अपना नाम व पूरा पता अवश्य लिखे।

1.1 अनिवार्य:- बोली दाता कंपनी अधिनियम 1956 ,के अंतर्गत पंजीकृत कंपनी होने चाहिए।

1.2 वांछनीय : किसी भी सरकारी विभाग में किसी प्रकार का चेंज मैनेजमेंट कार्य किया हो अथवा ओरेकल डेटाबेस/ साई पेंशन माड्यूल का प्रयोग करके सरकारी लेखा/ प्रबंधन सॉफ्टवेर एप्लीकेशन विकसित किया हो |

तथा

बोली दस्तावेज सीलबंद लिफाफे में जिस पर लिखा हो “साई पेंशन एप्लीकेशन प्रबंधन परिवर्तन” में दो लिफाफे हो एक लिफाफे पर तकनीकी बोली (परिशिष्ट-1) तथा दूसरे पर वित्तीय बोली (परिशिष्ट-2) । कृपया यह सुनिश्चित करे की विभिन्न खण्डों में वर्णित दस्तावेज बोली दस्तावेजों सहित सलंग्न हों ।

1.3 निविदा दस्तावेजों के सभी प्रासंगिक उपखंडों की आवश्यकताओं का पालन किया जाना चाहिए।

1.4 इस कार्यालय में साई पेंशन एप्लीकेशन में प्रबंधन परिवर्तन हेतु प्रतिष्ठित निर्माताओं /कंपनियों /संस्थानों /फर्मों या oracle चैनल पार्टनर से द्विपक्षीय बोली (तकनीकी बोली तथा वित्तीय बोली ) अधीन सीलबंद निविदाएं आमंत्रित की जाती हैं। निविदा जमा करने का तरीका , अग्रिम राशि/सुरक्षा जमा राशि, कार्य का विवरण तथा लागू नियम व शर्तें खंड 2 तथा 3 में वर्णित किये गए हैं।

1.5 अनुसूची

निविदा खोलने का स्थान: वरिष्ठ उप महालेखाकार (प्रशासन) का कक्ष, कार्यालय महालेखाकार (लेखा व हक़) पंजाब एवं यू.टी. चंडीगढ़

निविदा की वैधता :- निविदा खुलने के 120 दिन

1.6 बोलीदाता बोली में अपनी स्थिति को लागू नहीं करेगा | विभाग निवादा दस्तावेज मे वर्णित नियम शर्तों का बदलने या वापिस लेने या/को सी यापूर्ण निवादा को बिना कारण बताए रद्द करने का अधिकार रखता है। महालेखाकार (लेखा व हक़) पंजाब एवं यू.टी. चंडीगढ़ का निर्णय अंतिम तथा सभी के लिए बाध्य होगा।

सभी प्रकार से पूर्ण निविदा दस्तावेज इस कार्यालय मे पंजीकृत अथवा स्पीड पोस्ट से या टैंडर बाक्स मे बोली जमा करने की अंतिम तिथि तक/से पहले पहुंच जाने चाहिए | निविदा दस्तावेज [www.eprocure.gov.in](http://www.eprocure.gov.in) पर भी उपलब्ध हैं और बोली ऑनलाइन मोड में जमा की जा सकती है।

हालांकि, ऑनलाइन मोड के मामले में ईएमडी को ऑफ़लाइन जमा किया जाना चाहिए और निविदा की अंतिम जमा तिथि तक निविदा बॉक्स में पंजीकृत या स्पीड पोस्ट द्वारा या इस कार्यालय तक पहुंचा जाना चाहिए। निर्धारित तिथि के बाद प्राप्त निविदाओं का स्वीकार नहीं किया जाएगा।

बोलीदाता बोली को जमा करने से पहले बोली से सम्बंधित सभी दस्तावेज जैसे की इशतहार, रेखाचित्र , ग्राहक सूची, कंपनी रूप रेखा इत्यादि को स्वयं-सत्यापित करेगा निविदा के सभी पृष्ठों को संख्यांकित करेगा और कवर पत्र पर बोली से सलंगित दस्तावेज की कुल संख्या भी लिखी होनी चाहिए।

-हस्ता  
उपमहालेखाकार (प्रशासन)



## 1. INVITATION OF BIDS

This invitation to tender is for work of Change Management of the existing System Automation Initiative (SAI) Pension Application. The tender documents may be downloaded from the website <https://cag.gov.in/ae/punjab/en/tenders>, [www.eprocure.gov.in](http://www.eprocure.gov.in) or <https://gem.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.25000/- in favor of **"Pay and Accounts Office O/o the Accountant General (A&E) Punjab & UT, Chandigarh"** drawn on any of the Nationalized Banks payable at Chandigarh (**which should be valid for 12 months from the last date of submission of the bid**) 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.

**1.1 Essential** - The bidder(s) must be a company registered under the Companies Act, 1956.

**1.2 The bidder should have carried out similar work of change management in any government department.**

**And**

**1.3 Desirable** – Should have developed Government Accounting software application using Oracle database.

The Bid document placed in sealed Envelope superscripted as **'Change Management of SAI Pension Application'** comprises of two envelopes ie. One envelope superscripted as "Technical Bid" (Annexure I) and another as "Financial Bid" (Annexure II). Please ensure that all the documents as prescribed in various sections are enclosed with the bid document.

**1.4** The requirements of all relevant subsections of the tender document may be complied with.

**1.5** Sealed Tenders are invited under two bid system (i.e. Technical Bid and Financial Bid) , from reputed manufacturers/companies/organizations/firms or Oracle channel partners 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 Commercial Bid) to this Notice Inviting Tender.

**1.6** Schedule

Place of opening the Tenders: **Chamber of Sr. Dy. Accountant General (Admn), O/o the**

**Accountant General (A&E) Punjab & UT, Chandigarh.**

Validity of Tenders: 120 days from the date of opening of tender.

**1.7** 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.

**1.8** The tenders completed in all respects must reach this office by Registered or speed post or dropped in the tender box upto last date of submission of bid. The tender documents are also available on [etender.gov.in](http://etender.gov.in) and the bid may be submitted in online mode. However, the EMD in case of online mode must be deposited offline and reach this office by Registered or speed post or dropped in the tender box up to **last submission date of tender**. The tenders received after the scheduled date and time will not be accepted.

**1.9** 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.

-Sd/-

**Deputy Accountant General (Admin)**

## 2.BACKGROUND, SCOPE OF WORK AND INSTRUCTIONS TO BIDDERS

### 2.1 Introduction

The Accountant General (A&E), Punjab & UT. Chandigarh (Purchaser), plans to select service provider for Change management of SAI Pension package in its office. The decision of purchaser shall be final to select service provider for placing the work/purchase order OR not to select any service provider at his/her discretion.

### 2.2 Background of Existing Project

(a) This department has a Pension package running in Oracle 12c with Linux Red Hat 7.6 (Maico) Enterprise Version Operating System. 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. It will also have to be ensured that user interface i.e., look & feel and user operations at front end remain same.

(b) Interested bidders are requested to study the system and assess the volume of work before submission of bid during the office working hours within a period of 20 days from the date of publication of tender notice.

### 2.3 Scope of Work: The following changes are required to be made in the existing pension package

Sl.no.	Change required to be carried out	Description
1	Provision to process Special Family Pension to be incorporated	Special family pension to the families of Govt Employees who die while performing their duties as a result of action against extremists, dacoits, smugglers and anti-social elements etc. is being authorized manually in absence of provision in SAI (Pension) Application. As there are different rules for special Family Pension
2	Provision to process Pension to IAS, IPS, Judges, Ex-MLA, Incoming SSA etc. and Two or more series of Pension cases to be incorporated.	Authorization of pension to IAS, IPS, Judges, EX-MLA's, Incoming SSA and Two or more series of Pension cases is being carried out manually in absence of provision in SAI (Pension) Application. As there are different rules for IAS, IPS, Judges, Ex-MLA, Incoming SSA etc. and Two or more series of Pension cases.

3	Department letter no. and date should be shown in Annexure-A Screen	At present, Department 'letter no.'. field and 'letter Date' field are shown in Pension Receipt screen only. It should also be shown in Annexure- A Screen so that all users can see these.
4	Modification of Incorrect Display/Print of Relation	On selection of 'Shrimati' word in 'Salute' field before name of female employee in 'Annexure- A' Screen 'Husband' word should Pop up in 'Relation' field in 'Annexure-A' Screen else 'Father' word should Pop up in case of 'Unmarried/ Divorced' female employee.
5	If Returned Pension case is received back in this office then separate record of the same to be maintained in database for each entry.	At present, when a Returned Pension case is received in this office the record of previous receipt (application number) is overlapped with the new receipt although the returned case is diarized with same application number.
6	If Commutation share percentage field in commutation tab is not filled then in benefits tab commutation check box should not be highlighted	Commutation of pension was not opted by pensioner and same is not entered in commutation tab. But if commutation check box in 'Benefits' Tab is inadvertently ticked then it results in unnecessary issue of Commutation Authority. Therefore if date of Receipt/Acknowledgement by department field and commutation share/ percentage field in commutation tab are not filled then commutation check box in benefits tab should not get checked and highlighted

7	In case, Pension Case is to be returned to Department without finalizing check box on basic verification tab then BO should get options in status field of Annexure-A screen	<p>1:- Forwarded to SO</p> <p>2:- Forwarded to BO</p> <p>3:- Forwarded to GO</p> <p>Otherwise</p> <p>1:- Forwarded to SO</p> <p>2:- Forwarded to BO</p> <p>3:- Approved by BO</p>
8	Expansion/Extension of SAI (Pension) Application to Dispatch Section	SAI (Pension) Application to be expanded/extended to dispatch section for capturing dispatch/Registry/Speed post Nos. assigned by dispatch section once diarist marks/sends Pension case to dispatch section. When dispatch section dispatches documents then Pension case should get automatically closed.
9	Bugs fixing and Optimization	Review of existing code and modify so as to increase the efficiency of the application and removal of bugs to escalate the efficacy of incorporated changes/modifications in Application
10	Change in DCRG Authority	Change in first copy of the Death cum retirement Gratuity Authority from DDO/PSA to treasury office in Superannuation Cases. All the authorities in all superannuation cases/vol. retirement cases are to be printed on the same pattern as in case of family pension cases where all the payments including Death Gratuity are made by DTO concerned directly instead of DDO.

## 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
- J. Implementation/Warranty support.

### **2.5 Tentative Time Frame:-**

The work will be taken up and completed within FOUR WEEKS from the date of award of work (work order). During this period the vendor has to deploy minimum 2 resource persons onsite to attend the work efficiently.

### **2.6 Documents comprising the bid (Technical Bid) (Annexure I) (Part A & B)**

- i. A list of engineers whom they will be able to provide to this office in case they are selected should also be included.
- ii. Person signing the bid shall bind the bidder as the 'Constituted Authority of the company/firm.
- iii. Latest GST clearance certificate.
- iv. Letter of undertaking regarding the company is not black listed by any Govt./semi Govt. Organization or PSU.
- v. Letter of undertaking regarding acceptance of all the terms and condition of this tender document.

### **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 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 one 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 Terms and conditions of Tendering Firms**

Terms and conditions of the tender shall be binding upon all the bidders. In case terms and

conditions of the contract applicable to this invitation of tender are not acceptable to any bidder, clearly specify the deviation statement separately. Similarly in case the services being offered has deviations from the requirement specifications, the bidder shall describe in what respects and to what extent the services being offered differ/deviate from the specification, even though the deviations may not be very material. Bidder must State categorically whether or not his offer conforms to requirements/scope/deliverables and other ancillary services specified.

## **2.10 Opening of Bids:-**

All sealed bids will be opened inside office premises on the date of opening of technical bids before the bidders. The financial bid will be opened on the same day or any later date, only for those bids which qualify in technical bid. If deemed necessary, Purchaser may seek clarifications on any aspect from the bidder. 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 so desire, 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.

### **2.10.1 Evaluation Criteria:**

- a) Bid will be evaluated on QCBS, where technical criteria as detailed in Statement-1 will be evaluated against a technical score of 60. The financial bids will be considered only of those bidders who obtain an overall technical score of 60% and more than 50% in each individual criteria.
- b) Marks for the each item in the Technical bid have been shown in Statement-1.
- c) Technical bid will be opened by Designated Evaluation Committee in presence of the bidders or their authorized representative.
- d) Total number of bids received will be announced to bidders during Bid opening time.
- e) Technical bid will be opened first. Only technically qualified bidders will be considered for Financial Bid.
- f) Weightage for technical evaluation will be 60% and financial bid will be 40% with evaluation process as detailed in Para 2.10.2 below.

**2.10.2** 60 marks are for Technical bid as in Statement-1 and 40 marks are for Financial bid. The weight age of Technical bid will be based on  $T_H$  (highest marks of eligible bidder in technical bid),  $T_L$  (lowest marks of eligible bidder in technical bid) and  $T$  is the marks obtained by the eligible bidder in technical bid. The evaluation of the bidder will be as under:

- a)  $(T/T_H)*60 + (F/F_H)*40$ ; where  $T$  is the weight age scored in Technical,  $T_H$  is the highest marks of the technical,  $F$  is the marks scored in Financial and  $F_H$  is the highest marks of Financial bid.

### **2.11 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.

### **2.12 Verification of Reference**

Purchaser, if considers necessary, may conduct verification of references 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.

### **2.13 PURCHASER's right to vary scope at the time of award**

Purchaser reserves the right at the time of award of contract to increase or decrease scope of work with or without any change in other terms and conditions.

### **2.14 Signing of Contract**

The successful bidder has to sign a contract provided along with condition 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.

### **2.15 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.

### **2.16 Security Deposit**

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 including forfeiture of the Earnest Money Deposit will be taken against the contractor.

a) 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.



b) No interest is payable on the PBG.

c) PBG will be realized by the purchaser in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.

**2.17 Tax Deduction At source: IT and GST** as applicable will be effected from the bills.

**2.18 Payment:-**

Payment shall be released by O/o the Accountant General (A&E), Punjab & UT, Chandigarh, subject to production of pre receipted invoice in duplicate according to following milestones achieved.

Sr.no.	Milestones	Release of payment
1	After completion of work and receipt of successful test report duly approved by the concerned section/wing and after final signoff.	90% of the total cost
2	After successfully completion of one year maintenance warranty period from date of final signoff.	10% of total cost

No amount would accrue to the contractor in case of failure to furnish satisfactory maintenance warranty during the contract period and remaining payment of 10% of the total cost will be release subjected to satisfactory performance at the end of the contract period.

**Signature of tenderer duly stamped and seal**

### 3 GENERAL CONDITIONS OF CONTRACT

#### 3.1. Definition

In this document the following terms shall be interpreted as indicated

Terms	Definition
Purchaser	Accountant General (A&E) Punjab & UT, Chandigarh
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 Pension 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**

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.

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 minimum one 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, if fails penalty as per para 3.14 will be imposed.

### **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 EMD 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 unit contract price, 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 Accountant General (A&E), Punjab & UT, Chandigarh.

**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, as envisaged in section 2.17 shall be subject to deductions (such as IT & TDS) 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.

**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 \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email address \_\_\_\_\_

—

**Bidder Seal**

## Bid Letter

Date: dd/mm/yyyy

To

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

**Reference:** Tender No. \_\_\_\_\_ Dated \_\_\_\_\_

Sir,

We hereby declare:

That we fulfill the criterion specified in the Bid Document. We hereby offer to provide the services at the prices and rates mentioned in the attached commercial 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
4. Statement of deviation from requirement specifications
5. Statement of deviation from tender terms and conditions
6. Warranty
7. Maintenance and service resource/infrastructure facilities

We agree to abide by our offer for a period of 120 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** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**Email address** \_\_\_\_\_



**Details of Enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.

**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.

**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**

**Statement of Deviation from Requirement Specifications/Scope of work/Deliverables**

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,

There are no technical deviations (null deviations) from the requirement specifications of tendered items and scope of work. The entire work shall be performed as per your specifications and documents. OR (Strike out whatever is not applicable).

Following is the exhaustive list of technical deviations and variations from the requirement specifications of tendered items/scope of work. Except for these deviations and variations, the entire work shall be performed as per your specifications and documents.

S. No	Section No.	REQ No.	Page No	Statement of deviations and variations

**Bidder Seal**

**Format Of Undertaking, To Be Furnished On Company Letter Head With Regard To  
Blacklisting/ Non- Debarment, By Organisation**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,

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

Sir,

We hereby confirm and declare that we, M/s-----, 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.

There are no complaints against us regarding delayed supply and refusal of supply for which supply order granted by the client or Govt. department.

For -----

Authorized Signatory

Date:

**Technical Bid**  
**General Criteria**  
**(Part-A)**

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) Registration Number			
	(b) PAN Number			
	(c) GSTN no.			
6	Details of EMD Deposited and cost of Tender			
	Demand Draft/PO Number	Name of the Bank	Amount (in Rs.)	Date

Sr. no.	Particular (copy of supporting documents duly self attested)	Enclosed (Yes or no)	Attached at page no. (page marking compulsory)
7	A letter on the bidder's letter head i.e. describing the technical competence		
8	Latest audited annual financial results (balance sheet and profit & loss Statement) of the bidder for the last 3 years (minimum turnover of Rs. 20lakh per year is required)		
9	Person signing the bid shall bind the bidder as the 'Constituted Authority of the company/firm.		
10	Latest GST clearance certificate.		
11	Letter of undertaking regarding the company is not black listed by any Govt./semi Govt. Organization or PSU. (Para 4.4)		
12	Letter of undertaking regarding acceptance of all the terms and condition of this tender document.		

**Technical Bid**  
**Technical Criteria**  
**(Part-B)**

Sr. No.	Particulars	Criteria for evaluation	Score
1	Experience in SAI	3 or more Projects	20
		2 Projects	15
		1 Project	10
2	Period of Completion	4 weeks	20
		8 weeks	15
		12 weeks	10
3	Number of technical staff proposed to be deputed	3 Persons	20
		2 Persons	15
		1 Person	10

**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 120 days from the date of opening of the Financial Bid.

(Signature of authorized signatory)

**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.

**Financial Bid**

**CHANGE/MODIFICATION MANAGEMENT IN SAI PENSION APPLICATION 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 mentioned under scope of work <b>including one year onsite maintenance warranty</b> from final signoff.	
2	Applicable Taxes	
3	Grand Total	

Grand Total (in words) .....

Signature and Seal of authorized signatory

Dated:

**ANNEXURE - III**

**Pro-forma for Bank Guarantee for Agreement – Performance bank guarantee**

Reference No. \_\_\_\_\_ Date \_\_\_\_\_

Bank Guarantee No.

To

Sr. Deputy Accountant General (Admin)  
Office of the ACCOUNTANT GENERAL (A&E), PUNJAB  
Plot No. 20, Sector-17E,  
Chandigarh – 160017.

**Ref: Tender No. \_\_\_\_\_ Dated: \_\_\_\_\_**

Against agreement vide advance acceptance of the Tender No. \_\_\_\_\_, Dated \_\_\_\_\_ covering implementation of Change management in SAI pension Package in A&E offices of PUNJAB (hereinafter called the said 'agreement') entered into between The Sr. Deputy Accountant General (Admin), Office of the Accountant General, PUNJAB (herein called the Purchaser) and M/s \_\_\_\_\_ (herein called the Service Provider) this is to certify that at the request of the Service Provider, we \_\_\_\_\_ (Name of the Bank), are holding in trust in favor of the Purchaser, the amount of Rs. \_\_\_\_\_ (Rupees only) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Service Provider of any of the terms and conditions of the said agreement and/ or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said agreement and/ or in the performance thereof has been committed by the Service Provider and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

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 satisfactory performance and fulfillment in all respects of the said agreement by the Service Provider i.e. till \_\_\_\_\_ (viz. the date up to 24 months after the date of successful commissioning and acceptance by the purchaser) hereinafter called the said date and that if any claim accrues or arises against us \_\_\_\_\_ (Name of the Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us \_\_\_\_\_ (Name of the Bank), notwithstanding the fact that the same is enforced within six months' after the said date, provided that notice of any such claim has been given to

us. \_\_\_\_\_ (Name of the Bank), by the Purchaser before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

It is fully understood that this guarantee is effective from the date of the said agreement and that we \_\_\_\_\_ (Name of the Bank), undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Service Provider in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present bond being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Service Provider shall have no claim against us for making such payment.

We \_\_\_\_\_ (Name of the Bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the Service Provider from time to time or to postpone for any time of from time to time any of the power exercisable by the Purchaser against the said Service Provider and to forebear or enforce any of the terms and conditions relating to the said agreement and we, \_\_\_\_\_ (Name of the Bank), shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Service Provider or for any forbearance by the Purchaser to the said Service Provider or for any forbearance and/ or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from liability under this guarantee.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider.

**Date** \_\_\_\_\_

**Place** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Witness** \_\_\_\_\_ **Printed Name** \_\_\_\_\_

**(Bank's common seal)**



**ANNEXURE IV**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**Subject:** - Authorization for attending bid opening on ..... (Date) in the Tender for purchase of servers in the office of the Accountant General (A&E) Punjab & UT, Chandigarh

Following persons are hereby authorized to attend the bid opening for the tender Mentioned above on behalf of ..... (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
1		
2		

Signature of the Tenderer

Or Officer authorized to sign the bid Documents on behalf of the Tenderer

Note:-

1. Maximum of two representatives will be permitted to attend bid opening in cases where it is restricted to one first preference will be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**Signature of the Tenderer & Seal**

## Check List

1. The **Technical Bid** (Eligibility Criteria) 'original' and 'copies' should be placed in one sealed **Envelope I** super scribing '**Technical Bid for 14/2020 Dated 03.11.2020**' 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 **Rs 25,000/- (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 super scribed as Financial bid for Tender no. \_\_\_\_\_
5. Page numbering should be done in the bid document.
6. It should be ensured that requirement(s) of all relevant sections and sub-sections of the tender document have been complied with.
7. Any relaxation regarding MSME/NSIC/Startups shall be considered only as per prevalent GOI guidelines on production of relevant certificates and supporting documents.

### Key Events & Dates

<b>Events</b>	<b>Tentative dates</b>
Date for publication of NIT	<b>03.11.2020</b>
Last date for receipt of Queries from bidders	<b>10.11.2020 - 15:00 Hrs</b>
Pre bid Meeting	<b>12.11.2020 at 11:00 Hrs</b>
Last date for submission of bids	<b>23.11.2020 – 15:00 Hrs</b>
Opening of technical bids	<b>24.11.2020 – 15:00 Hrs</b>
Opening of financial bids	<b>26.11.2020 – 15:00 Hrs</b>

**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.