

**Request for Proposal
(Invited through e-Tendering mode only)**

**For
Development & Post Production Services (PPS) of Project Management, Monitoring & HRMS
(Web Based) Application
(Only NICSI Empaneled Tier - II & III Category Agencies can participate)**

No. RECTPCL/OFFICETOOL/2017-18/

Dated: 12.10.2017

REC Transmission Projects Company Limited
(A wholly owned subsidiary of REC, a 'Navratna CPSE'
Under the Ministry of Power, Govt of India)

ECE House, 3rd Floor, Annexe – II, 28A,
KG Marg, New Delhi- 110001
Website: www.rectpcl.in

Description of task, e-tender submission format and procedure is provided in the Financial Bid document available on RECTPCL website (www.rectpcl.in), REC website (www.recindia.com), e-tendering website (www.tenderwizard.com/REC), (www.eprocure.gov.in)

Important Dates	
Date of Release of Bid Document	12.10.2017
Last date of submission of Bid	18.10.2017 upto 1500 Hrs IST
Date of Opening of Technical Bid	18.10.2017 at 1530 Hrs IST
Date of Technical Presentation	Will be intimated separately
Date of Opening of Financial Bid	Will be intimated separately

Note:

Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process.

Important Notice

1. An incomplete and/or ambiguous and/or conditional and/or late response is liable to be ignored/ summarily rejected.
2. The bidder must attest with seal the original tender document as an acceptance of the TENDER terms and conditions and submit the same along with the tender response. In case of a noncompliance the response is liable to be ignored/ summarily rejected.
3. The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website www.tenderwizard.com/REC or from e-tender link given in RECTPCL/REC Website, viz, <http://www.rectpcl.in>, <http://www.recindia.nic.in>

Note:

- a) To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with RECTPCL through Tender Wizard Website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. The vendor may obtain the same from Tender Wizard.

The steps to be followed for the registration process are given below:

1. Go to website <http://www.tenderwizard.com/REC>.
2. Click the link „Register Me‘.
3. Enter the detail about the bidder as per format.
4. Click 'Create Profile'.
5. Bidder will get confirmation with Login-id and Password

- b) Steps for application for Digital Signature from Tender Wizard are given below:

1. Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided.
2. In case of assistance please contact the person under “contact us”.

- c) To aid bidders, the detailed bidder manual on submission of E-Bid can be downloaded from <http://www.tenderwizard.com/REC>.

NOTE: The Bidders are advised to obtain digital signature (Level 3) and register themselves at www.tenderwizard.com/RECTPCL in advance. Please note that RECTPCL in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

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SECTION-I

(GENERAL INFORMATION)

INTRODUCTION:

REC Transmission Projects Company Limited (RECTPCL) is a wholly owned subsidiary of Rural Electrification Corporation Limited, a Navratna Public Sector Undertaking, and was incorporated on 8 January 2007 as public limited company. RECTPCL's registered office is situated at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi-110003, India. RECTPCL is engaged inter -alia in the business to promote, organize or carry on the consultancy services and/ or project implementation in any field relating to transmission and distribution of electricity in India or abroad.

RECTPCL is intending to develop a web based Project Management, Monitoring & HRMS application in RECTPCL.

Important information

S. No.	Event	Information to the agencies
1	Publication of Tender	12.10.2017
2	Last Date & Time for online Submission of Bid	18.10.2017 upto 1500 Hrs IST
3	Date of Opening of Technical Bid	18.10.2017 at 1530 Hrs IST
4	Date of Opening of Financial Bid / Effort Estimation	Will be intimated separately
4	Tender Document	The details can be downloaded free of cost from the websites www.rectpcl.in (or) www.recindia.com (or) www.tenderwizard.com/REC (or) www.eprocure.gov.in
5	Address for Bid submission	Shri. Bhupender Gupta, Addl. CEO REC Transmission Projects Company Limited ECE House, 3 rd Floor, Annexe – II, 28A, KG Marg, New Delhi- 110001 Tel: 011 – 47964796, Telefax: 011-47964747 Email- bhupender.g@gmail.com
6	Contact Person	Shri. Amit Chatterjee, Deputy Executive Engineer REC Transmission Projects Company Limited ECE House, 3 rd Floor, Annexe – II, 28A, KG Marg, New Delhi- 110001 Tel: 011 – 47964796 Email-amitchatterjee141985@gmail.com

SECTION-II

BID INVITATION

A. SCOPE OF WORK

The scope of work is as under:

Section 1: Project Management/Monitoring System:

- a. Project shall be created with customizable milestones/sub-milestones that can be modified at later stage through Master login & User Login's;
- b. Shall setup a hierarchy that can be modified altered at any stage through Master Login & User (Employee) Login, if empowered / rights given by Master Login user;
- c. Allocation of resources for estimation of expenditure incurred in the project;
- d. Reminder/Alerts on E-mail/SMS to the person responsible for completion of the milestones;
- e. Generation of MIS reports on various parameters to monitor the progress of the assignment; Reports may also be generated in Graphical form;
- f. The progress of the project can be viewed(responsive)through internet anywhere, anytime on any platform i.e. Mobile (Android, iOS, etc.) as well as on computers;
- g. Facility of reminder to concerned official for timely generating of reports viz. Contract Award, Report to Vigilance, Status of bidding to CEA/CTU, Compliance Report, CSR Report etc.

Section 2: File Management System:

- a. The File management system's main purpose will be to create electronic file tracking system as well as systematic managements of files;
- b. All the file created by the users in their computers shall be having a uniform & chronological naming pattern for easily recognition;
- c. All the files shall be stored in Cloud based secure server form which any authorized person can view, edit and access the information anytime, anywhere through internet on any platform;

Section 3: Electronic Data Management System:

- a. All the documents including letters/Inter Office Memos etc. shall be scanned and send to the persons electronically, who have to take actions. The scan document must have a sticky note features in which comments if any can be written & marked to up line / down line as per requirement;
- b. A form will be there in which particulars of the documents shall be entered;
- c. All the scanned copies shall be stored in the cloud based storage as a backup;
- d. Alerts/reminders can be set / given on E-mail/SMS before due date for the action to all persons responsible.

Section 4: Finance Management/Monitoring System:

- a. Shall create customizable financial milestones/sub-milestones that can be modified at later stage through Master login & User Login's;
- b. Shall setup a hierarchy that can be modified altered at any stage through Master Login & User (Employee) Login, if empowered / rights given by Master Login user;
- c. Reminder/Alerts on E-mail/SMS to the person responsible for completion of the financial milestones;
- d. Generation of MIS reports on various parameters to monitor the financial progress of the assignment; Reports may also be generated in Graphical form;
- e. The progress of the project can be viewed(responsive)through internet anywhere, anytime on any platform i.e. Mobile (Android, iOS, etc.) as well as on computers;
- f. Facility to review & generate reminder to concerned officials for timely generating of reports viz.
 - ✓ Contract Award (financial data);
 - ✓ Payment control monitoring;
 - ✓ Debtor monitoring;
 - ✓ Bank Guarantee(BG) Monitoring;
 - ✓ Audit Report & Status;
 - ✓ TDS, GST & Advance Tax - Deposit & Return filing;
 - ✓ Funds & Investment Management & control;
 - ✓ Compliance Report, etc.

Section 5: General Documentation:

- a. Record keeping of Work order / Service order / Procurement / supply order placed;
- b. File movement status & control.

Section 6: Human Resource (HR):

- a. Employee Data Master;
- b. Employee Attendance (Input from Bio Matrix / Auto operation system);
- c. Linking of approved Tour / Out of office with attendance;
- d. Generate the organization Structure (Reporting Structure) as per the Employee Data Master;
- e. Leave Control of staff;
- f. Job Application Data Base.

Based on the above Scope of Work, the selected agency is required to ensure the following:

- The application development shall be Web Based. However, responsive in Mobile (Android, iOS, etc.) platform.
- The application shall be accessible with 01 Master Login & Multiple User (Employee) Login's.
- The total scope of work shall be developed in one application package with required & relevant upgraded features required for smooth application functioning.
- The application shall have features to sort data/ search fields to view the stored data from database.
- The application shall have feature to generate E-mail/SMS to the person responsible for particular (one / multiple in charge) assignment/ milestone.
- All the reports & documents shall be Printable & ready to download form.
- The application shall have necessary security codes/passkey as per statutory norms to strictly avoid any data loss / data security lapses.
- To complete application shall be developed in English language only.
- Provide training to the RECTPCL / User personnel to operate the application in order to achieve the desired outcome.
- Development of above mentioned Application & Online platform along with Installation, Commissioning, Data Import, Performance tuning, User Manual and Training Material.
- To offer Warranty, 01 (One) years as per NICS Terms & Conditions - Comprehensive Post Production Support as per the following terms:

Comprehensive Post Production Support	One-year comprehensive post production support (PPS) after Go-live. During the PPS period vendor should be responsible to fix any updates, security patches, bug fix, etc. The PPS period will start from the date of successful acceptance of the application.
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- The bidder shall provide technical support over telephone & Email from 9:30AM to 6:00 PM for a period of 01 Year after successful acceptance and Go-Live of application.
- Any other system/integration that is required for meeting the objective of this project.

Note:

To achieve the above objectives, the selected bidder needs to arrange the following information from RECTPCL:

1. RECTPCL shall facilitate the exchange of information/data of various projects being implemented by RECTPCL. However, wherever required, the selected vendor will have to coordinate with Departments of RECTPCL (Technical / Finance / Administration/ etc.) to ensure smooth uploading of the data on to the application platform.

2. The selected agency not only need to create all the user accounts but also help the user / employees to use the admin dashboards developed by the agency.
3. RECTPCL shall procure and provide SMS /call gateway for dissipating alert information to the Employees across India (Wherever RECTPCL staffs have been posted across India). The selected agency has to integrate the SMS / Email package procured by RECTPCL to successfully achieve the objective of the assignment.
4. During development the vendor has to host the application on its own servers. For staging and production build the vendor shall deploy the application on NIC's cloud infrastructure that shall be arranged by RECTPCL.

Other requirement/features of the assignment:

- ✓ Design, Develop, Implement, Install, test, publish and roll out of the developed Web application.
- ✓ The detailed architecture of the application (Back end as well as Front end) to be reviewed by the RECTPCL and sign-off before the development work starts.
- ✓ All server side software to be developed on top of opens-source platforms/framework and database server should be MySQL/PostGRES server.
- ✓ Open source packages/software's to be used for the load balancing, SMS queue management, database optimization and web server.
- ✓ All web based dashboards/interfaces should have responsive UI and must render well on all modern web browsers and different screen sizes. The responsive UI should adapt itself to the orientation and screen size of the mobile devices as well.
- ✓ Structure overall content to make it screen reader friendly.
- ✓ The solution architecture should be able to address the future scalability requirements, in terms of both application (to add new services) and infrastructure and back end (adding more users).
- ✓ Vendor should provide Security Audit vulnerability clearance certificate from Cert-In empaneled agency before hosting a Web and Mobile Application without any extra cost to RECTPCL.
- ✓ The application should be hosted in SSL environment (https).
- ✓ Supply, Install and Configure the SSL certificate for the application by the vendor without any extra cost to RECPCL.
- ✓ The platform should support HTTPS communication channel to prevent data leakage and maintain information integrity and privacy.
- ✓ The platform should support predefined security configuration to protect web and mobile applications resources against XSRF attacks.
- ✓ The platform should support user certificate provisioning for client-side authentication.
- ✓ The solution should enforce network level security, traffic to be encrypted using secured connectivity.
- ✓ During and after the application development phase the source code must be committed/updated to the git repository on regular basis and the access to the git repository to be provided to RECTPCL.
- ✓ During the PPS period the vendor must keep the web applications compatible with the new versions of the operating systems as well without any extra cost to RECTPCL.
- ✓ The source code must be optimal, efficient, properly commented and well structured.
- ✓ Provide a detailed:

- Architecture document
 - Requirements specifications document.
 - Database design document
 - API document
 - All Other relevant documents/details required by RECTPCL.
- ✓ The Public API definitions must be maintained on a publicly accessible web page
 - ✓ The internal API definitions must also be maintained on a web page accessible post authentication.
 - ✓ Provide a detailed functional design documents together with detailed functional, nonfunctional and technical specifications of the proposed solution; use case and work flow/activity diagrams considering the integration with back end systems and the integration with any other services.
 - ✓ Provide technical documentation: requirements, design, architecture, installation, configuration, etc.
 - ✓ Deliver and provide handover the source code and any additional software components that are developed to fulfill the project requirements.
 - ✓ Provide low-level technical architecture describing connectivity, high availability and security.
 - ✓ Provide the list of deliverable for the System Implementation including the needed documentation.
 - ✓ The development platform and application server should be using latest and widely used open source technologies.
 - ✓ Training services and support at RECTPCL Head Office as per requirement of RECTPCL.
 - ✓ The solution should be designed with redundancy in mind to ensure NIL impact by failure of one or more components / servers or software.
 - ✓ The vendor will provide support for troubleshooting and enhancements in the services till the warranty period.
 - ✓ All required support & services for implementation, smooth operation and maintenance of all the components of the Web Platform developed/to be developed will be part of the Project.
 - ✓ The vendor will have to include version upgrade and enhancements in services on account of industry dynamics as a part of the Annual Maintenance. Any development work of such type will be carried out by the technical team of vendor at no extra cost.
 - ✓ Training to be provided by the bidder to user department on the overall work flow of the developed application and back end administration at no extra cost as per requirement.
 - ✓ Application should be easily customizing and easy to administer the Database.
 - ✓ Continuity Measures, risk management plan for the continuity of services, application & data backup policy, business continuity plan.
 - ✓ Identify Risks if any post App implementation along with mitigation plan.
 - ✓ The response time of all APIs must be less than 10 seconds.
 - ✓ Should follow Change Management/Change Request process.
 - ✓ Proposed Dashboard should support each of the following browsers i.e. Internet explorer, Chrome, Firefox & Safari and mobile devices.
 - ✓ Dashboard shall take into consideration, best practice for web security. Efficient, fast loading web interface will be a key usability criterion and drill down.
 - ✓ RECTPCL may designate contact person for the project to coordinate with the Solution Provider and to provide the required scope of work and any other information as required.

- ✓ The bidder must deploy required personal during training and PPS period to achieve the objective of the assignment. Besides this, there must be a technical support available to RECTPCL / Users for any minor issue resolution over phone.
- ✓ Any minor change/ modification in the application/ portal shall be carried out by the selected agency without any additional financial implications to RECTPCL during PPS period.

Performance/Progress Evaluation

- 1.0 The Bidder is required to submit the Time Schedule/Plan of implementation of the assignment. The Time Schedule/Plan should be prepared in such a way that work may start immediately after the issuance of work order as per scope of work/requirement of RECTPCL including supply/installation of application shall be completed within 2 months from the date of issue of work order. Agency shall propose adhere to the milestone targets defined in the table in the Deliverable and Time lines section in this document to complete the work within the budgeted time and cost.
- 1.1 The agency concerned shall also provide Name/Contact Nos./Email IDs of all Key management officials.
- 1.2 Completion of assignment in time is most important element of the contract. The progress of work shall be evaluated on weekly basis vis-à-vis proposed milestone target for execution of work. Submission of quality inspection reports will be the criteria with which the progress of the work will be measured.

Time lines:

Time line for implementation:

Sl. No	Phase	Time Duration	Activity
a.	Stage I	Within 50 days of issuance of work order	Development of all the deliverable (as per scope of work) and its testing.
b.	Stage II	Within 60 days from issuance of work order	Bug Fixing, hosting of the application in Live Server & Go live of system.

A system will be considered “GO Live” as once it will achieve its full functionality, as described above, and is made live & functional.

Note: At each stage as desired by RECTPCL, the agency shall be required for interaction and attend review meetings/ make presentations to RECTPCL. The agency shall work in close co-ordination as may be required for satisfactory completion of the assignment.

RECTPCL shall conduct weekly progress review. Bidder shall submit time lines within the defined milestone (submission within 07 days of award of contract) to RECTPCL for approval. As the timely delivery of the project is of utmost importance, the bidder must adhere to the approved weekly plan in order to be able to deliver on time.

A. PREPARATION & SUBMISSION OF BID PROPOSALS

- Technical Bid is to be submitted on line and the relevant documents duly sealed and signed may be uploaded as attachment and the hard copy of the same has to be submitted to RECTPCL before the last date of submission of bid.
- The documents should be complete in all respect and must be free from any ambiguity, cutting, and use of correcting fluid or overwriting.
- An authorized representative of the firm shall initial and stamp all pages of the bid proposal. Authorization letter for signing the proposal/tender documents should be attached.
- The Financial Bid (Effort Estimation) has to be submitted online only. If the financial bid (Effort Estimation) is submitted in physical form, the bid will be out rightly rejected.
- For preparation of Bid Proposals, Bidders are expected to examine the bidding document in detail and it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- If the bidder fails to submit the requisite information/clarification, if sought within prescribed time, the bid shall be treated as non-responsive bid and shall be rejected.
- The bidders are requested to submit their competitive offer as per requirement along with all the requisite documents duly signed as a token of acceptance of the Broad Scope of Work, Terms & Conditions and E-bid process.
- The envelope shall be addressed to;

Addl. CEO,

REC Transmission Projects Company limited

ECE House, 3rd Floor, Annexe – II, 28A,

KG Marg, New Delhi- 110001

Tel: 011-47964696, Fax: 011-47964747

- Late submission of Bid Proposals, for whatsoever reasons, after the due date and time for submission shall not be considered. Offers sent by Fax/e-mail etc. will not be considered.
- The costs on account of preparation of bids, discussion etc. as may be incurred by the bidder(s) in the process of finalization of the contract are on account of Bidder(s) and RECTPCL shall not reimburse either in part or in full the cost so incurred.
- RECTPCL reserves the right to reject any or all of bids, wholly or partially, without assigning any reasons whatsoever.
- The bidding documents shall remain the exclusive property of RECTPCL without any right of the bidder to use them for any purpose except bidding and for use by successful bidder with reference to the work.
- Technical bid shall be opened at the scheduled time and date as mentioned in the bid document in the presence of such bidders or their authorized representative who choose to remain present. A maximum of two representatives for any bidder shall be permitted and authorized to attend the bid opening.

- Further, if the due date of receipt of bid as aforesaid is declared holiday, bid would be received on schedule time on the next working day.
- Alternative Bids shall not be considered.
- Financial Bids of the technically qualified bidders shall be opened on other date & shall be duly notified to all the qualified bidders.
- RECTPCL reserve right to ask to submit any document if desired so at any stage & also the right to verify/confirm all original documents & failure to produce the same within the period as and when required and notified in writing by RECTPCL shall result in summarily rejection of the bid.
- Engagement with RECTPCL does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by RECTPCL. RECTPCL reserves the right to call bids/assign work/ associate the agency(ies) in any area as may be deemed fit by RECTPCL depending upon the profile provided by the agencies and requirement of assignment
- Acceptance of the application(s) constitutes no form of commitment on the part of RECTPCL. Furthermore, this acceptance of the application confers neither the right nor an expectation of minimum order within the proposed project.
- RECTPCL reserve the right to accept the whole or its part of part of any responses with any short fall at its sole discretion.
- RECTPCL reserve the right to call for fresh tenders/financial bid invitation at any stage and /or time as per the present and /or envisaged RECTPCL requirements even if the tender is in evaluation stage or in any stage.
- RECTPCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
- Consortium and joint venture in any form are not allowed. Also, bidders have to note that no sub-contracting / sub-letting are allowed.

Preparation of Financial Bids

- The Financial Bid / Effort Estimation shall be submitted in the prescribed format only based on the NICSI approved rates only.
- Rates quoted should be firm and fixed. No price variation and escalation will be allowed.
- The quotation shall be valid for entire contract period/completion of the Assignments.
- The bidders should satisfy themselves before submission of the bid to RECTPCL that they understand and satisfy each and every condition laid down in the bid document.
- Effort Estimation: The effort estimation shall include the following:
 - a. Cost of the software, customization, implementation & training.
 - b. Post Production Services are per the terms mentioned earlier in this document.
- The Price Offer (Effort Estimation) shall be for the assignment as per the Scope of work of Bid Document and shall remain FIRM throughout the period of contract. RECTPCL shall not pay and/or reimburse anything over and above the price quoted (Calculated based on Effort Estimation, NICSI approved rates). The RECTPCL reserves the right to ask the bidder to justify and establish price/rate reasonableness.

- Effort Estimation submitted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
- The Effort Estimation will be inclusive of all travel, stay, out of pocket expenses, cost of producing documents, etc. and RECTPCL will not pay and/or reimburse anything over and above the price quoted. Office accommodation, transport and daily movement of consultant, telephone, computer and other facilities shall be arranged by the agency at his/their own cost.

B. PRE - ELIGIBILITY CRITERIA:

All of the following criterion must be fulfilled by the bidder to be considered for technical evaluation of the bid/proposal:

1. Bidder should be empaneled with NICSI (Tier - II & III) category.
2. The bidder must have fully operational office/ Head Office/ Branch Office in Delhi/NCR.

C. BID OPENING AND EVALUATION OF PROPOSALS

Opening of Technical Proposal

The Technical Proposal will be opened in the presence of the authorized representatives of the agencies, who wish to be present. The Technical proposal would be opened on **18.10.2017 at 15:30 Hrs (IST)** in the presence of Bidder's representative who choose to be present.

Evaluation of Technical Proposal

Total Maximum 100 Marks

The bidder's relevant experience in the past five years (from Indian FY 2012-13 on-wards including the current Financial Year till date of issue of the tender) will be considered. Experience of the bidders would be evaluated on the following basis:

S.No.	Particular	Scoring Criteria
1.	<p>Experience of Assignments related to</p> <ul style="list-style-type: none"> • Development of Web Application • Development of IT Portal /IT projects <p>Minimum Assignment (in either of described category) completed to be considered for evaluation: two (2) with minimum 1 of them in government sector</p>	<p>Experience of Development of e-Office/ HRMS/ Project Management Application:</p> <p>The Web apps should have been implemented for Government of India, State Governments, International Donor Agencies like ADB, WB, DFID, IFC etc. Government of other countries, Public Sector Entities or private sector.</p> <p>For Government sector or international bodies' assignments:</p>

	<p>Note: Only successfully completed assignments shall be considered.</p>	<p>10 marks for each completed Web Application Project.</p> <p>For private sector assignments: 8 marks for each completed Web Application Project in private sector.</p> <p>Max of three assignments, maximum Marks: 30</p> <p>TOTAL MAX MARKS: 30 Marks</p>
2.	<p>Submission of the Proposed methodology and work plan pertaining to current assignment, prototypes along with presentation.</p>	<p>2a. Prototype: Bidder to submit wire frame of Admin Dashboard. The wire frames have to be in line with the requirements to demonstrate the understanding of the project requirements – 40 marks</p> <p>2b. Extent and depth of the organization’s grasp on the project requirements, expected challenges, along with Execution Plan– 30 marks</p> <p>TOTAL MAX MARKS: 70 Marks</p>

Note: The selected bidder has to deploy the manpower as per the actual requirement of the assignment so as to achieve all the time lines.

The bidders will be notified about the presentation date and time separately. After making technical presentation to RECTPCL, the Bidder obtaining **70 marks or more in total** would be regarded as technically qualified Bidder and considered for opening of “Financial Proposal”. RECTPCL may call for any clarifications/ information if required.

Opening of Financial Proposal (Effort Estimation)

“Financial Proposal (Effort Estimation)” would be opened only of the technically qualified bidders. The date and time of opening of Financial Proposal (Effort Estimation) would be intimated to the Bidders qualifying at Technical Evaluation stage separately. The Financial Proposal will be opened in the presence of the authorized representatives of the bidder’s, who wish to be present. Financial Proposal (Effort Estimation) of other bidders not technically qualified will not be opened.

Evaluation of Financial Proposal (Effort Estimation)

The assignment will be awarded to the technically qualified consultant whose price will be lowest based on the effort estimation submitted (calculated on the NICS approved rates).

Please note that the Conditional Financial Proposals will be rejected out rightly.

D. Liquidated damages (LD) for delay for completion of work

This shall be as per the NICS Terms & Conditions.

F. Deviation:

The bidder must comply with the Scope of work, all terms and conditions & milestone target for execution of work as per bid document. No deviation on the lower side in this regard shall be accepted. In case of any deviation, Bids shall be summarily rejected.

G. Bidders may be present in person or may send their authorized representative at the time of opening of bid as per schedule. No further intimation shall be given if there is no change in the schedule. It is expected that all bidder shall attend the opening of bids. However, bids shall be opened and decision shall be taken even in absence of representative if the bid opening is not attended.

H. RECTPCL reserves the right to reject any offer in full or in part. & award the work to one or more than one bidders, without assigning any reason thereof and without incurring any liability to the affected bidders for the action of RECTPCL.

i. In case it is decided to split the work to more than one agency at the lowest received rates, preference of work may be given to the agency which quoted the lowest rates in response to tender enquiry.

SECTION-III

GENERAL TERMS & CONDITIONS OF CONTRACT

1.0 Duration/ Period of Contract:

1.1 The contract period will be for 14 months from the date of the award of contract, 2 months for Development of Project Management, Monitoring & HRMS (Web Based) Application for RECTPCL and 12 Months Comprehensive Post Production Services period thereafter. In case duration of the contract is required to be extended for the reason beyond control of agency the same shall be done with mutual consent on same rates, terms & conditions at the sole discretion of RECTPCL.

2.0 Terms of Payment:

The payment to the Bidder for the performance of the works under the contract will be made by RECTPCL as per the guidelines and conditions specified herein. The final payment will be made on completion of all the works and on fulfillment by the agency obligations under the contract subject to acceptance by RECTPCL.

The payment will be made to successful Bidder after the award of work, in the following manner: -

- a) No advance payment shall be made.
- b) All Payments shall be made in Indian Rupees only as per the following schedule: -

Sl No	Milestone - Description of Work	% of Payment Milestone
1	Design, development, testing and successful deployment of Central Dashboard, All Mobile Apps, Integration with SMS/Email Gateway, User Manual and Training Material, Training, other deliverable mentioned in the proposal.	60 %
2	PPS Part 1: 03 Months of Comprehensive Post Production Services (PPS) as per the terms mentioned in the proposal.	10 %
3	PPS Part 2: 03 Months of Comprehensive Post Production Services (PPS) as per the terms mentioned in the proposal.	10%
4	PPS Part 3: 03 Months of Comprehensive Post Production Services (PPS) as per the terms mentioned in the proposal.	10%
5	PPS Part 4: 03 Months of Comprehensive Post Production Services (PPS) as per the terms mentioned in the proposal.	10%

Note:

A system will be considered "GO Live" as once it will achieve its full functionality, as described above, and is made live & functional.

3.0 Intellectual Property Rights.

The Intellectual Property Rights (IPR) of the developed software shall belong to RECTPCL.

4.0 Sub-contracting

Agencies to which work is awarded are not allowed to Sub-contract the work to any other parties either in part or full.

5.0 Quantity Variation/Split of work

RECTPCL reserves the right to increase or decrease the quantity of work, split of the work to Agencies or other terms and conditions at the sole discretion of the RECTPCL. Suitable Amendment/communications shall be issued in the event of variations in the quantities.

6.0 It will be imperative on each bidder to fully acquaint itself of all factors/activities which would have effect on the performance of the work and its cost.

SECTION-IV TECHNICAL PROPOSAL - STANDARD FORMS

TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

TECH-2 BIDDER'S ORGANIZATION

TECH-3 DESCRIPTION OF THE EXPERIENCE OF THE BIDDER

TECH-4 COPY OF THE PRESENTATION TO BE MADE TO RECTPCL

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

From: [Name, address and telephone nos. of the bidder]

To:

The Addl. CEO
REC Transmission Projects Company Limited,
ECE House, 3rd Floor, Annexe – II, 28A,
KG Marg, New Delhi- 110001

Sir,

Subject: Engagement of Agency for Development and Post Production Services (for 01 years) of Project Management, Monitoring & HRMS (Web Based) Application

We, the undersigned, are submitting our proposal for Engagement of Agency for Development and Post Production Services (for 1 years) of Project Management, Monitoring & HRMS (Web Based) Application

1. We are hereby submitting our Proposal, which includes Technical Proposal, Financial Proposal - Effort Estimation (online only) under separate envelopes.
2. We confirm that we meet the Selection Criteria set out in your bidding document.
3. We confirm that our proposal is valid for your acceptance for 90 days from date of Technical Bid opening.
4. We confirm that our Proposal is consistent with all the requirements / scope of work as defined in the bidding document.
5. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.
6. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.
7. We undertake, if our Proposal is accepted, to initiate the activities for completion of this assignment within one week from date of issue of LOA issued by NICSI.

We understand you are not bound to accept any Proposal that you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Bidder (Lead Consultant): _____

Address: _____

Telephone (office): _____

Telephone (Mobile): _____

Fax: _____

FORM TECH-2

BIDDER'S ORGANIZATION

[Provide here a brief description of the background and organization of your firm/entity.]

GENERAL CRITERIA DETAILS

- 1. **THE FIRM** : _____
- 2. **Name** : _____
- 3. **Regd. Address:**
 - a) **Address of Office:** _____

 - b) **Contact Person's**
 - i. **Name & Design.:** _____
 - ii. **Address** : _____

 - iii. **Tel No. Land line/Mobile:** _____
 - iv. **Email ID:** _____
- 4. **Type of Firm:** _____
- 5. **Number of IT Professional on Payroll:** _____
- 6. **PAN No.** : _____
- 7. **Goods & Service Tax Reg. No.:** _____

Signature.....
Full Name.....
Designation.....
Address.....

Note: The bidder must provide documentary evidence to establish the Eligibility criteria as stipulated in the bidding document

FORM TECH-3

DESCRIPTION OF THE EXPERIENCE OF THE BIDDER

1. Brief Description of the experience of Bidder

S. No	Name of assignment	Name of client	Date of Commencement	Date of Completion	Web Portal/ App Details
1	2	3	4	5	6

NOTE: Bidder must enclose

- 1. Copy of the LOI/LOA/Agreement along with the completion certificate issued to the Bidder for similar assignments

The bidder shall also give details of other similar assignments and/or on-going assignment in the above format in a separate sheet as annexure for information only.

Signature: _____

Full Name: _____

Address: _____

FORMTECH-4

COPY OF THE PRESENTATION TO BE MADE TO RECTPCL

SECTION-V FINANCIAL - STANDARD FORMS

FIN-1 LETTER FOR SUBMISSION OF FINANCIAL BIDS

FIN-2 FINANCIAL BID FORM

FIN-1

LETTER FOR SUBMISSION OF FINANCIAL BID

To,

Addl. CEO
REC Transmission Projects Company Limited
ECE House, 3rd Floor, Annexe – II, 28A,
KG Marg, New Delhi- 110001

Sub.: Engagement of Agency for Development and Post Production Services (for 01 years) of Project Management, Monitoring & HRMS (Web Based) Application

Sir,

1. With reference to your Request for Proposal No. _____ dated _____ for Development and Post Production Services (for 01 years) of Project Management, Monitoring & HRMS (Web Based) Application, I wish to apply for engagement with RECTPCL.

Further, I hereby certify that-

2. I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.
3. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the RECTPCL.
4. Our bid shall remain valid for your acceptance for 90 days from date of Technical Bid opening.

Date:
Place:

Signature:
Full Name:

Designation:
Address:

FINANCIAL / EFFORT ESTIMATION BID FORM

Name of the Bidder: _____

Financial Bid / Effort Estimation		
Sr. No.	ITEMS	No of Staff
1	Program Manager (Tier II / III)	
2	Project Manager (Tier II / III)	
3	Solution Architect (Tier II / III)	
4	UI Designer (Tier II / III)	
5	Developers (0-2 years' Experience) (Tier II / III)	
6	Developers (3-5 years' Experience) (Tier II / III)	
7	Developers (5 + years' experience) (Tier II / III)	
8	Quality Expert (Tier II / III)	
9	Mobile Application developers (0-2 years' Experience) (Tier II / III)	
10	Mobile Application developers (3-5 years' Experience) (Tier II / III)	
11	Mobile Application developers (5 + years' Experience) (Tier II / III)	
12	Database Admin (3-5 Years' Experience) (Tier II / III)	
13	Database Admin (5+ Years' Experience) (Tier II / III)	
14	Security Expert Admin (Tier II / III)	
15	Systems Admin (Tier II / III)	
16	Tester (0-2 years' Experience) (Tier II / III)	
17	Tester (3-5 years' Experience) (Tier II / III)	
18	Tester (5 + years' Experience) (Tier II / III)	
19	Documentation Expert (Tier II / III)	
20	Business Analyst (3-5 years' Experience) (Tier II / III)	
21	Business Analyst (5+ years' Experience) (Tier II / III)	

22	Training and Change Management Expert (Tier II / III)	
23	Offsite Per seat cost (if work is done in agency's office) (Tier II / III)	
24	Helpdesk Services (Tier II / III)	
25	Requirement Gathering Expert (Tier II / III)	
26	Translation & Correction Expert (Tier II / III)	
27	Proof Reading Expert (Tier II / III)	
28	Data Entry Operator / Website facilitator (Tier II / III)	
29	Project Coordinator (for translation services) (Tier II / III)	

Note:

1. The prices calculated out of submitted effort estimation shall remain FIRM till entire contract period /completion of the Assignment.
2. The prices to be quoted would be inclusive of all taxes & duties as per NICS I approved empaneled vendor (s) rates for TIER - II & III category.
3. Price quoted by bidders with any deviation or any conditionality, the offer will be treated as incomplete and will be rejected.
4. The work will be awarded to the lowest quote bidder.
5. All other terms & condition of the financial section shall be as per NICS I standard procedure for selection of agency from NICS I Empaneled list.