

**State Council for IT and
eGovernance
Govt. of Arunachal Pradesh**

**REQUEST FOR
PROPOSAL
FOR SELECTION
OF SYSTEM
INTEGRATOR FOR
IMPLEMENTATION
AND
MAINTENANCE OF
ONLINE
RECRUITMENT
SYSTEM FOR STAFF
SELECTION BOARD**

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1. Introduction

The purpose of the Constitution of the Arunachal Pradesh Staff Selection Board (APSSB) of the State Govt., is to conduct examinations and selection of candidates for appointments to the Subordinate Services/Group-C Services in Govt. Department organizations and autonomous bodies established by State Govt. and Semi-Govt. Organizations.

To bring in transparency in recruitment of Group C services, Govt. is planning a faceless, paperless, cashless, online recruitment system. The system will facilitate listing of all state Group C/subordinate service vacancies on a common portal, online submission of applications, uploading of certificates or through DigiLocker, online fee payment, automated generation of admit card, declaration of results and viewing of answer sheets for added transparency.

State Council for IT & eGovernance (SCITeG) under Department of Information Technology & Communication, Govt. of Arunachal Pradesh is the nodal agency for implementation of IT projects in the state.

State Council for IT & eGovernance (SCITeG) invites proposals from reputed Firms/Organizations for Selection of System Integrator for Implementation and Maintenance of Online Recruitment system. Duly filled in applications in the prescribed format with all supportive documents in a sealed envelop mentioning “**Proposal for Selection of System Integrator for Implementation and Maintenance of Online Recruitment System for Staff Selection Board**” should be submitted not later then 22nd Nov 2018, 16:00 Hrs. to the following address:

To,

To,

Director Cum Member Secretary
State Council for IT and eGovernance
Govt. of Arunachal Pradesh
Digital Cell, Room No. 107,
1st floor, Block – 1, Civil Secretariat
Itanagar – 791113
eMail: ditcom.govap@gmail.com

Expertise and Experience Invited by SCITeG under this RFP:

SCITeG is looking for a System Integrator for providing IT enabled recruitment framework to process applications of all the candidates aspiring for various designated post in Group C /Subordinate services of State Govt. and Semi-Govt. organizations. SCITeG is expecting the technology, solutions and services provided under this framework comparable to the best ones in terms of their architecture, performance, mass personalized services and direct value addition to the aspiring applicants. Vendor/Agency will be responsible for designing, developing, testing and hosting a central web-portal to enable Sate Govt. Staff Selection Board to publish from time to time information related to recruitment process, receive online application forms with required documents, online fee payment and result declaration for successful conduct of recruitment processes.

Some of the key features required in the application are:

- ✓ Design and develop Web Portal for Arunachal Pradesh Staff Selection Board (APSSB).
- ✓ Develop the web portal for receiving online application, accept recruitment fee through payment gateway, declaration of results, issue of appointment letters etc.
- ✓ Consolidate candidate response, perform necessary analysis, generate admit cards, score cards and publish on Web Portal.
- ✓ MIS/customized report generation, as desired by APSSB.

2. RFP Procedure:

The Bid Form along with Bid document are available on Website www.arunachalpradesh.gov.in .

The summary of Bid notice is as follows -

Sl. No	Information	Details
1.	Tender No.	DIT/229-2018
2.	Name of work	Request for Proposal for Selection of System Integrator for Implementation and Maintenance of Online Recruitment system for Staff Selection Board

3.	Bid validity	180 Days from the last date of submission of Bid.
4.	Last date of submission of Bid	22/11/2018 16:00 Hrs.
5.	Opening of Technical Bid	26/11/2018 10:00 Hrs.
6.	Technical Presentations	27/11/2018 10:00 Hrs.
7.	Opening of Financial Bid	27/11/2018 16:00 Hrs.
8.	Place , Time and venue of the opening of Technical Bid	<ol style="list-style-type: none"> 1. Opening of Technical Bid on 26/11/2018 at 10: 00 Hrs at the office chamber of Director IT, Room No. 107, First Floor, Block No. 1, Civil Secretariat, Itanagar 2. Technical Presentations on 27/11/2018 at 10:00 Hrs at office chamber of Director IT, Room No. 107, First Floor, Block No. 1, Civil Secretariat, Itanagar 3. Opening of Financial Bid on 27/11/2018 at 16:00 Hrs. at the office chamber of Director IT, Room No. 107, First Floor, Block No. 1, Civil Secretariat, Itanagar
9.	Bid Submission	Bidders must Submit an original and one additional copy of each proposal along with one number of non editable CD.

Note: SCITeG reserves right to change any schedule of bidding process.

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

- (a.) Important Instructions:
- (i.) "Agreement" means the individual contracts to be signed between the successful Bidder and SCITeG, for Scope of work including all attachments, appendices, all documents incorporated by reference there together with any subsequent modifications, the Bid document, the Bid offer, the acceptance and all related correspondences, clarifications and presentations.
 - (ii.) "Authorised Representative" mean any person duly and formally authorized by each of the party.
 - (iii.) "Bidder" means an organization registered in India eligible to bid in the stages of pre - qualification, bidding process and includes the successful bidder during the currency of this Agreement.
- (b.) Bidders are advised to study the RFP document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the Bid document with full understanding of its implications.
- (c.) The response to this RFP should be full and complete in all respects. Incomplete or partial Bids shall be rejected. The Bidder must quote for all the items asked for in this RFP.
- (d.) The Bids and all correspondence of documents relating to the Bids shall be written in English Language.
- (e.) The Bidder shall bear all costs associated with the preparation and submission of the Bid, including cost of presentation for the purposes of clarification of the Bid, if so desired by SCITeG will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- (f.) All the communication to SCITeG including this RFP and the Bid documents shall be signed on each page by the authorized representative of the Bidder and attach authority letter.
- (g.) This document provides information to enable the Bidders to understand the broad requirements to submit their "Bids".
- (h.) The Bidders are expected to submit their offers in two parts namely, "Technical Bid" and "Financial Bid" and in the format given in this document.

- (i.) The eligible bidders fulfilling the mandatory conditions will be required to make a technical presentation of the submitted proposal to the Evaluation Committee.
- (j.) The Technical Bid (Envelope-1) needs to be in the following format:
 - (i.) Index
 - (ii.) Covering Letter (Annexure 1)
 - (iii.) Bidder's Authorization Certificate (Annexure 2)
 - (iv.) Affidavit for not being blacklisted (Annexure 3)
 - (v.) Details of Bidder (Annexure 5)
 - 1) General Profile of the Company
 - 2) Details on essential qualification criteria along with documentary evidences.
 - 3) Details on technical evaluation criteria along with documentary evidences.
 - 4) Sales Tax Clearance/Tax Clearance Certificate as on 31st December 2017.
 - 5) Original Bid Document duly signed
 - 6) Any other relevant information
 - (vi.) The Commercial Bid (Envelope-2) needs to be in the format defined in 'Commercial Bid Format' (Annexure 5).
 - (vii.) Agreement will be signed with the successful Bidder with the validity of one year and it may be renewed from time to time on mutually agreed terms and conditions for further periods of one year each based on the performance of the Bidder.

4. Scope of work

Entire gamut of activities from filing of application by a candidate to final declaration of result and forwarding to dossier to the requisitioning department is to be computerised. The entire data has to move seamlessly between various modules in a secure, and preferably encrypted, manner

The various component modules will be as under:

- (i.) Application Module: To enable application by candidates by providing required particulars and uploading photograph, fingerprints and signature needs to be integrated with payment gateway for exam fees.
- (ii.) Centre and Personnel Management Module: List of centres and exam personnel of various categories. To include randomization feature for duties assignment.
- (iii.) Admit Card Generation: To generate Admit Cards in a semi randomized manner by picking fields from the candidates and centre data. Admit cards can be downloaded by candidates after logging into their accounts. May also include features for SMS notification and emailing admit cards to candidate's address.
- (iv.) Evaluation Module: To capture and process data coming from scanned OMR sheets.
- (v.) Answer Challenge Module: To allow candidates to challenge official answers on payment of requisite fees. Also to include features for providing raw scores to candidates.
- (vi.) Result Generation Module: To allow preparation of results by taking data from candidates and evaluation databases.
- (vii.) Dossier module: To allow successful candidates to upload mandatory documents and generate e-Dossiers which will be sent to requisitioning departments through digital lockers etc.

Broad Scope of Work

- (i.) Design, develop and host configurable web portal of the Arunachal Pradesh Staff Selection Board (APSSB) for recruitment process.
- (ii.) Provide interface to APSSB to make available online information of the recruitment process for browsing, downloading and printing by the aspiring candidates on the hosted website.
- (iii.) Provide interface to APSSB to make available information to all the applicants about recruitment rules & regulations.
- (iv.) Provide the interface to the APSSB to configure various posts and vacancies available for recruitment from time to time.

- (v.) Make available online application form accessible to the aspiring candidates on the internet either from any other computer or mobile devices connected to the internet through the web-portal of the APSSB under the vacancies displayed on the website for individual posts.
- (vi.) Make available application fee payment options such as Internet banking, online banking, credit/debit card, BHIM UPI, BHIM QR and mobile wallets by integrating payment gateway.
- (vii.) Provide login to all the applicants to monitor the status of their application, view and download admit card, results, scorecard, respective answered OMR and appointment letter.
- (viii.) Provide Customer Relationship Management (CRM) services such as email, SMS and helpdesk (on call and physical desk).
- (ix.) View the question paper and answer key post conduct of examination.
- (x.) Provision to challenge the answer key by the candidates.
- (xi.) Design, develop, test and host central recruitment web-portal to enable APSSB to publish from time to time information related to recruitment process, centrally receive online Application forms with required documents, provide login authorities to APSSB to monitor & conduct recruitment process.
- (xii.) In order to ensure identity validation and non duplication, it is desired to make the software Aadhar based.
- (xiii.) Further, the evaluation data (candidate's marks) should be kept in encrypted form.
- (xiv.) Provide below interface in APSSB login to manage various recruitment process
 - (a.) Portal Configuration or Application Form configuration.
 - (b.) Post Publishing.
 - (c.) Portal Management.
 - (d.) Candidate Scrutiny.
 - (e.) SMS & Email Notification to Eligible Candidates
 - (f.) Generate and send admit cards to candidate over Email ID & also provide utility to download the same through candidate login
 - (g.) Upload the answered OMR sheet and provision to download through candidate login.
 - (h.) Publish question paper and answer key post examination

- (i.) Publish score card and result declaration.
- (j.) Appointment Management below functionality
 - (i.) Appointment Recommendation
 - (ii.) Appointment letters generation
 - (iii.) SMS & Email Notification to Eligible Candidates
 - (iv.) Send Appointment letters over candidate Email ID & also provide utility to download the same in candidate login
- (k.) Various customized reports required.
- (l.) The selected bidder should work out the sizing for the servers for hosting the Application including document repositories, web portal, database, etc. based on the application software to be implemented and requirements, performance and security. The bidder will be responsible for all the upgrades, updates, installation of patches and overall maintenance of software framework. Any change in the modules proposed under this RFP, as required by the APSSB post Go-Live, shall be made by the bidder at no additional cost. The hardware required for the project will be procured by SCITeG.
- (m.) The solution will be hosted in NIC data centre and State Data Centre (whenever ready).
- (n.) The bidder will be required to train all the users of the system from APSSB and SCITeG. All the arrangements related to organisation of training shall be made by SCITeG and APSSB.

5. Roles and Responsibilities

The roles and Responsibilities of System Integrator (SI) shall be as follows

- (a.) Nominate and authorize an officer who will be a single point of contact and will represent bidder for any matter regarding the project. It shall also nominate an alternative person to the said office who shall be equally responsible in the absence of the first nominated officer.
- (b.) The team developing the application software will be stationed in Itanagar for at-least a period of one year, the team will be responsible to conduct the As-Is and prepare the To-Be in consultation with the APSSB.

- (c.) Design and Develop a configurable software framework to facilitate the application form filling, online payment and uploading of required documents, publishing of results, logins for candidates, publishing of OMR, question and answer key and issue etc. as per the requirements provided by the APSSB.
- (d.) Design, develop, test, and host the configurable recruitment web-portal on the URL to publish from time to time information of online recruitment process and recruitment rules and regulations and provide web-based facilitation services to the candidates as listed in the scope.
- (e.) Provide login to the authorities identified by the APSSB to manage the entire recruitment process.
- (f.) Provide admin login to the Scrutiny Committee identified by the APSSB to view candidate application form, uploaded documents, etc.
- (g.) Provide interface to APSSB to generate admit cards, appointment letters for the eligible candidates and send them letters through e-mail and also give notification through SMS.
- (h.) Provide interface to APSSB to Generate appointment letter for the eligible and shortlisted candidates as per the format provided by the APSSB and make available the same in the respective login of the candidate.

6. Bid Evaluation Criteria

Overall Bid Evaluation: SCITeG constituted Bid Evaluation Committee will evaluate the bids by a Quality Cost Based Selection (QCBS) method. It is SCITeG's intent to select the proposal that is most advantageous to APSSB and each proposal will be evaluated using the criteria and process outlined below. Each proposal shall be evaluated in the following steps:

- ✓ Step 1: The Bids shall be evaluated to validate the adherence to the Eligibility / Qualification Criteria. Bids which are found to be meeting or exceeding the essential qualification criteria shall be considered eligible for technical Evaluation and presentation.
- ✓ Step 2: Technical Evaluation of Bids which are found to be meeting or exceeding the Essential Qualification criteria specified in Qualification Criteria shall be carried out using a point system. Bidders with score of 70 and above in the technical Bid shall be considered as technically qualified.

- ✓ Step 3: The Commercial Bids of all technically qualified Bidders shall be opened and scores will be assigned to the Bidders based on the following formula:
Commercial Score = (Total Cost of the L1 Bidder/ Total Cost of the individual Bidder)*100
- ✓ Step 4: The final score shall be based on the following formula: Technical Score*0.7 + Commercial Score*0.3 .
- ✓ The Bidder with the highest final score based on the formula mentioned above shall be eligible for the award of the contract.
- ✓ SCITeG reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, if deemed in the best interest of board to do so.

7. Bid Evaluation Committee:

SCITeG may constitute a Bid Evaluation Committee to evaluate the Bids. The Bid Evaluation Committee may choose to conduct discussion with the Bidder with the lowest price in commercial bid. The decision of the Bid Evaluation Committee in the evaluation of the Technical Bid based on the technical presentation given by the bidder shall be final and binding on all Bidders. No correspondence will be entertained outside the process of discussion with the Bid Evaluation Committee

8. Qualification Criteria:

Sr.No.	Particulars of Criteria	Attested copy of documents in Support of Proof required
1.	Bidder should be a Company registered under the Companies Act, 2013 (as amended) since last 5 years as on 2018.	Certificate of Incorporation
2.	Bidder should have been in the business of software development for last 5 years.	Testimonials / Work Completion Certificates regarding satisfactory completion of project/agreements.

3.	Bidder should have average annual turnover of 1 Cr. during last 3 years.	Audited Annual Accounts
4.	Bidder should have annual positive net worth of Rs.3 Crore during last 5 years	Certificate from CA
5.	Bidder should have experience of providing web based recruitment for Govt. Departments recruitment process during last 3 years	Work order / Completion Certificates / Experience Certificate/Copy of agreement
6.	Bidder should have necessary statutory registrations under applicable laws such as: i) Income Tax PAN ii) GST Registration iii) Provident Fund Act iv iv) State and Central Sales Tax v) v) TIN and VAT	Copy of Registration Certificates
7.	Bidder should have obtained Udyog Aadhaar No.	Certificate of Registration
8.	Bidder should necessarily have ISO 9001:2008 or ISO 9001:2015 Certificate and should also have certified under ISO 27001	Certificate of Registration
9.	Bidder should have provided online payment facility in a at least a one project.	Certificate from client
10.	Income Tax Returns and Service Tax/GST Returns during previous 3 years	Copy of Income Tax Returns and Service Tax Returns/ GST Returns (GST returns if applicable)
11.	Bidder should have requisite manpower consisting of requisite number of Business Analyst, Technical Development Team and IT Infrastructure Team	List of manpower including qualification and experience in relevant field duly certified by HR

12.	Bidder should not have been blacklisted or debarred by Central or any State Government (s) or any agency of Central or State Government (s) or any Department (s) of Central or State Government (s)	Notarized Affidavit on the non-judicial stamp paper duly executed by authorized signatory (Annexure-3)
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9. Technical Bid Evaluation:

The minimum qualification marks for Technical Bid will be 70. Any Bidder securing 70 or above marks in the Technical section would be deemed to have qualified technically.

Sr. No.	Technical Evaluation Criteria for Assessing Technical Capability	Max. Score
1.	Annual Turnover from Software Solution and services during the last 3 Financial Years (2014-15, 2015-16, 2016-17)	20
	More than 70 Cr (Max 20 marks)	
	50 Cr to 70 Cr (Max 15 marks)	
	More than 25 and less than 50 Cr (Max 10 marks)	
	More than 10 Cr and less than 25 Cr(Max 7 marks)	
	1Cr to 10 Cr (Max 3 marks)	
2.	Years of Experience in Online application for Board/Govt./Semi Govt. Departments	10
	More than 8 years (Max 10 marks)	
	5 Years to 8 Years (Max 7 marks)	
	1 Years to 4 Years (Max 5 marks)	
3.	Experience in Online Recruitment Applications for Govt./ Semi Govt./Directorate/any other registered organization.	10
	More than 8 years (Max 10 marks)	
	5 Years to 8 Years (Max 7 marks)	
	1 Years to 4 Years (Max 4 marks)	
4.	Quality of Team proposed (Manpower)	20

	The Evaluation will be based on – Proposed Staff details – Areas/domains covered (CVs to be attached)	
5.	Proposed Solution (Detailed presentation (ppt.) to be given to the Bid Evaluation Committee)	40
	TOTAL	100

10. Commercial Bid Evaluation:

The Commercial bids of only technically eligible bidders shall be opened. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present.

11. Award of Contract

- (a.) Award Criteria: SCITeG will award the contract to the successful bidder whose bid has technically qualified and has been determined as the Best Valued Bid after Evaluation. SCITeG reserves the right to accept or reject any Bid and the bidding process and reject all bids at any time prior to Award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for SCITeG’s action.
- (b.) Notification of Award: Prior to the expiration of the period of Bid validity, SCITeG will notify the successful Bidder in writing or email, to be confirmed in writing by letter, that its Bid has been accepted. The notification of award will constitute the formation of the Contract. Upon the successful Bidder's agreement with SCITeG, it will promptly notify each unsuccessful Bidder.
- (c.) Signing of Contract: At the same time as SCITeG notifies the successful Bidder that its Bid has been accepted, SCITeG shall enter into a separate contract, incorporating all the Roles and Responsibilities.

12. Instructions to Bidders

(a.) Cost of Bid Document: The Bid document is available for download from <http://www.arunachalpradesh.gov.in> during the period as mentioned above in 'letter of invitation' section. Vendors who download the Bid document from the website need to provide a demand draft of Rs.1500/- (Rupees One Thousand Five Hundred) only drawn in favor of "Director cum Member Secretary, SCITeG " payable at Itanagar at the time of submission of Bid.

(b.) Earnest Money Deposit – EMD (Bid Security)

- (i.) The Bidder shall furnish, as part of its pre-qualification Bid, a Bid security of Rs. 30,000/- (Rupees Thirty Thousand) only.
- (ii.) The Bid security is required to protect SCITeG against the risk of Bidder's conduct, which would warrant the security's forfeiture
- (iii.) The Bid security shall be denominated in Indian Rupees, and shall be in the form of a Demand Draft drawn on a scheduled bank in favour of "Director cum Member Secretary, SCITeG".
- (iv.) Unsuccessful Bidder's Bid security will be discharged/returned as promptly as possible but not later than 60 days after the award of the contract to the successful Bidder.
- (v.) The successful Bidder's Bid security will be discharged upon the Successful Bidder signing the Contract.
- (vi.) No interest will be payable by the SCITeG on the Bid Security.
- (vii.) The Bid security may be forfeited:
 - 1) If a Bidder withdraws his Bid or increases his quoted prices during the period of Bid validity or its extended period, if any; or
 - 2) In the case of a successful Bidder, if the Bidder fails to sign the Contract.

(c.) Amendments

- (i.) At any time prior to the deadline for submission of Bids, SCITeG, for any reason, may modify the RFP by amendment notified in writing or by email to all bidders who have purchased this RFP and such amendment shall be binding on them.

- (ii.) SCITeG, at its discretion, may extend the deadline for the submission of Bids.

(d.) Prices

- (i.) The price would be inclusive of all taxes, duties, charges and levies as applicable, except the service tax/GST, which shall be paid extra by the SCITeG, as per the applicable rate,
- (ii.) A Bid submitted with an adjustable price quotation will be rejected as non-responsive.
- (iii.) Correction of errors: Bidders are advised to exercise greatest care in entering the pricing figures. No excuse that mistakes have been made or requests for prices to be corrected will be entertained after the quotations are opened.
- (iv.) Bid Currency Prices: Bid Currency Prices shall be quoted entirely in Indian Rupees.

13. Resource requirements

- (a.) The team of consultants and developers would be based in Itanagar during the tenure of the assignment. The period of engagement will be for one year with an option to extend the tenure for another year.
- (b.) For each profile mentioned below, the bidder shall provide at least 3 CVs and the resource person against each profile shall be selected by the Department through an interview amongst the 3 CVs provided by the bidder.
- (c.) The manpower rate per month would be as per current NICS rates.
- (d.) The bidders are allowed to submit the CV (s) of the replacement personnel only during the first 12 weeks period in case any of the following holds true for the personnel whose CV has already been selected:
 - (i.) Resignation of personnel subject to furnishing of appropriate relieving Certificate to the SCITeG.
 - (ii.) any unavoidable circumstances with appropriate reasons provided in writing and agreed upon by the SCITeG
 - (iii.) Each CV shall be submitted as per the qualifications & experience mentioned.
- (e.) In case of replacement of any resource personnel being sought after the first 12

weeks, penalty shall be imposed to the tune of deduction of 15% of the salary being paid for the said resource profile per month till completion of work.

(f.) The details of the profiles are as provided below:

Sl. No	Key Areas (as per NICS empanelment)	Experience in yrs (as per NICS empanelment)	Resources (No.)
3	Technology Profile	5 yrs+	1
5	Developer	5 yrs+	3
7.	Database Admin	3-5 yrs	1
8.	Data Entry Operator (after project go-live)	3 yrs+	1
9.	Help Desk Services (after project go-live)		1

(g.) The Resource personnel shall not leave station or go on leave without prior permission of the SCITeG.

(h.) In case if any resource personnel goes for leave of more than 30 days, a replacement resource personnel shall have to be provided by the bidder as per process mentioned above.

(i.) The SCITeG reserves the right to request for replacement of any resource personnel at any time and such replacement shall be provided by the successful bidder as per process mentioned at above.

(j.) The SCITeG reserves the right to modify/add/delete any resource personnel profile at any time in consultation with the bidder.

14. Payment Terms

(a.) Payment to be made on monthly basis upon completion of set deliverables as directed.

(b.) In case, if the resource personnel are not performing well or on unauthorized leave, penalty to the tune of 50% of his monthly remuneration can be levied.

(c.) In case timelines of projects are not met, penalty to the tune of 60% can be levied for any or all resource personnel.

15. Disqualification

The Bid is liable to be disqualified in the following cases (this list is indicative, and not limited to)

- (a.) The Bid not submitted in accordance with this document.
- (b.) During validity of the Bid, or its extended period, if any, the Bidder increases his quoted prices.
- (c.) The Bidder qualifies the Bid with his own conditions.
- (d.) Bid is received in incomplete form.
- (e.) Bid is received after due date and time.
- (f.) Bid is not accompanied by all requisite documents
- (g.) Information submitted in Technical offer is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
- (h.) Commercial Bid is enclosed in the same envelope as Technical Bid.
- (i.) Awardee of the contract qualifies the letter of acceptance of the contract with his conditions.
- (j.) Bidders may specifically note that while processing the Bid documents, if it comes to SCITeG's knowledge expressly or implied, that some Bidders may have compounded in any manner whatsoever or otherwise joined to form a cartel resulting in delay / holding up the processing of Bid, then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of two years from participation in any of the Bids floated by SCITeG. It is also clarified that if need arises SCITeG would go in for appointment of outside party(s) to undertake the work under the captioned Bid.
- (k.) In case, any one party submits multiple Bids or if common interests are found in two or more Bidders, the Bidders are likely to be disqualified, unless additional Bids/Bidders are withdrawn upon notice immediately prior to the opening of the Technical bid of the bidders.

16. Submission of Bids

- (a.) The Bidder shall submit the Bids using the format and form provided in the Appendix. The technical Bid should not contain any pricing or commercial information.
- (b.) Bids along with the relevant documents must be received at the address specified and no later than the time (on the date) specified in above.
- (c.) Bids received after the date and time mentioned in the above will not be accepted under any circumstances. The Bidder shall ensure that the Bid documents, complete in all respects, reach by the due date and time.
- (d.) In case, the Bid due date is extended due to any reason the same shall be intimated through the website
- (e.) SCITeG may, at its discretion, extend this deadline for the submission of Bids by amending the Request for Proposals, in which case all rights and obligations of SCITeG and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- (f.) Bidders are solely responsible for timely delivery of the Bids to the location as mentioned above in this document, set forth herein prior to the stated Proposals Submission due date and are solely responsible for delays in receipt, including but not limited to third party carriers. Any Bid received by SCITeG after the deadline (the last date and time of submission) for submission of Bids prescribed by SCITeG will be rejected.
- (g.) Queries, if any, must be received in writing (letter or e-mail) by SCITeG at least seven 7 days prior to the last date for submission of proposal.

17. Termination

The Authority may, by not less than 30 (thirty) days' written notice of termination to the selected bidder, such notice to be given after the occurrence of any of the events specified in this clause, terminate this Agreement if:

- (a.) The selected bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within 30 days of receipt of such notice of suspension or within such further period as the Authority may have subsequently granted in writing;

- (b.) The selected bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary;
- (c.) The selected bidder fails to comply with any final decision reached as a result of arbitration proceedings;
- (d.) The selected bidder submits to the Authority a statement which has a material effect on the rights, obligations or interests of the Authority and which the selected bidder knows to be false;
- (e.) Any document, information, data or statement submitted by the selected bidder in its Proposals, based on which the selected bidder was considered eligible or successful, is found to be false, incorrect or misleading;
- (f.) As the result of Force Majeure, the selected bidder is unable to perform a material portion of the Services for a period of more than 60 days; or
- (g.) The Authority, in its sole discretion and for any reason whatsoever, decides to terminate this Agreement.

18. Liquidated damages / Penalty

If the selected bidder fails to perform the services within the time schedule and the delay is due to the sole performance of the bidder, SCITeG shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1% of the the contract value of the incomplete activities of the assignment for every one week (seven days) or part thereof of delay, up to maximum deduction of 10% of the contract price. Once the maximum is reached, SCITeG may consider termination of the contract pursuant to the conditions defined in section on Termination.

19. Force Majeure

Notwithstanding the provisions of Clause on Termination and Delay in selected bidder's Performance, the selected bidder shall not be liable for liquidated damages or termination for default, if and to the extent that, his delay in performance or other failure to perform his obligations under the contract is caused due to circumstances beyond his reasonable control and is the result of an event of Force Majeure.

For purposes of this Clause, “Force Majeure” means an event beyond the control of the selected bidder and not involving the selected bidder and not involving the selected bidder’s fault or negligence and not foreseeable. Such events may be inclusive, but are not limited to, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the selected bidder shall as soon as practicably possible notify SCITeG in writing of such conditions and the cause thereof. Unless otherwise directed by SCITeG, the selected bidder shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

20. Settlement of Dispute

- a. If any dispute or difference of any kind whatsoever arises between the SCITeG and the selected bidder in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- b. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the SCITeG or the selected bidder may give notice to the other party of its intention to commence arbitration, as hereinafter provided as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- c. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration.
- d. All disputes arising because of difference in opinion or otherwise would be subject to the jurisdiction of courts in Arunachal Pradesh only.
- e. In case of dispute or difference arising between the SCITeG and selected bidder relating to any matter of or connected with this agreement such dispute or difference shall be settled through Arbitration. The Secretary, IT, Govt. of Arunachal Pradesh shall have the right to approach the sole arbitrator.
- f. Arbitration proceedings shall be held at Itanagar (Arunachal Pradesh), India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

- g. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to the Secretary, IT, Government of Arunachal Pradesh.
- h. The decision of the arbitrator shall be final and binding upon both parties. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the contract which provisions are not under dispute or unless they otherwise agree;
- i. The parties shall bear the cost of arbitration equally.

Annexure 1: Covering Letter

Date: _____

Bid Reference No.:

To

Sub: PARTICIPATION IN THE BID PROCESS FOR _____

Dear Sir,

This is in response to the RFP issued by the SCITeG (Ref No.) dated

We (Name of the Bidder) are keen to to submit the proposal for the same.

Please find enclosed our Proposal. We have also attached the requisite Processing Fee of Rs. 1500/- (Rupees One Thousand and Five Hundred) only in the form of Demand Draft No. dated drawn on

We hereby confirm that:

The RFP is being submitted by which is the "Bidder" in accordance with the conditions stipulated in the RFP.

We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by SCITeG and in any subsequent communication sent by SCITeG. We agree and undertake to abide by all these terms and conditions. Our RFP is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from SCITeG.

The information submitted in our RFP is complete and correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our RFP. We acknowledge that SCITeG will be relying on the information provided in the RFP and the documents accompanying such RFP for Selection of Bidders, and we certify that all information provided in the application is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such RFP are true copies of their respective originals.

We acknowledge the right of SCITeG to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

We declare that we satisfy all legal requirements and meet all the eligibility criteria laid down in the RFP.

This RFP is unconditional and we hereby undertake to abide by the terms and conditions of the RFP. We understand that any work sanctioned in pursuance to the process detailed in this RFP shall be on the terms and conditions specified in the Letter of Award / Work Order / Agreement pertaining to such work, which shall be thoroughly reviewed and accepted by us before undertaking such work.

We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

For and on behalf of:

Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

Note: The Covering Letter is to be submitted by Authorized Representative and Signatory on the organisation's letterhead with his/her dated signature and seal.

Annexure 2: Bidder's Authorisation Certificate

To,

< Bidder's Name>-----< Designation>----- is hereby authorized to sign relevant documents on behalf of the Company in dealing with Bid of reference-----
----- . He is also authorized to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said Bid.

Thanking you,
Authorized Signatory
Name
Seal

Annexure 3: Affidavit for not being blacklisted

(Affidavit on non-judicial stamp paper by Authorized Representative and Signatory of the Bidder with his/her dated signature and company seal duly notarised.)

AFFIDAVIT

I/We, on behalf of (Name of Bidder), with its registered office at do hereby declare that the above-mentioned Bidder has not been blacklisted/ debarred by any State/Central Government Department/Public Sector Undertaking in the previous five financial years for breach on our part regarding services offered to be provided by us.

For and on behalf of:

Signature:

Name:

Designation:

Date: (Company Seal)

(Authorized Representative and Signatory)

Annexure 4: Details of Bidder

Please ensure that your response clearly answers all the questions. If you use additional schedules or documentation to support your response, make sure that they are clearly cross-referenced to the relevant question.

A] General Profile of the Company

Name and Address of the Company	
Telephone Nos., Fax, E-mail and Website	
Date of Incorporation (with document evidence in the form of Certificate of Incorporation)	
Offices situated at different locations	
Address of Registered office	
Turnover for last three years 2016-17, 2015-16,2014- 15, (Audited Profit and Loss Statement of three accounting years to be submitted)	
Net worth of last three years 2016-17, 2015-16,2014- 15,	
Sales Tax / Service Tax Registration Number (with document evidence)	
PAN NO (with document any evidence)	

B] Information regarding Essential qualification criteria as above

Sr.No.	Criteria	Information	Specify the Supporting Document(s)/Evidence
1.	Date of incorporation or registration of the Bidder.		
2.	Bidder should have in the business of software development since last 5 years		
3.	Bidder Should have average annual turnover of 1 Cr. during last 5 years		
4.	Bidder should have annual positive net worth of Rs.3 Crore during last 5 years		
5.	Bidder should have provided services of web based recruitment during last 3 years		
6.	ISO and ISO 27001 Certification		

7.	Online Payment facility		
8.	Manpower details		
9.	Non-Blacklisting		

Annexure 5: Commercial Bid Format [To Be Part of Envelope 2]

To,
Sub: PARTICIPATION IN THE BID PROCESS FOR

Sir,

We declare:

i) That we are sole owner of That we/the undersigned agency is equipped with adequate knowledge, expertise, hardware/software and other facilities required for providing services and our establishment is open for inspection by the representatives of SCITeG. We hereby offer to provide services at the prices and rates mentioned in the financial Bid enclosed.

We do hereby undertake, that, in the event of acceptance of our Bid, the services shall be provided as stipulated in the work order/agreement and the Bid terms and conditions to the Bid and that we shall deliver all the incidental services.

Unless explicitly stated in the agreement, the prices quoted are inclusive of all charges including those for traveling, hardware, software, manpower, if any, etc. for providing the desired services to SCITeG. We agree to abide by our offer for a period of 180 days from the date fixed for opening of the Bids and that we shall remain bound by a communication within that time. We have carefully read and understood the terms and conditions of the Bid and the conditions of the contract applicable to the Bid and we do hereby undertake to provide the services as per these terms and conditions.

We do hereby undertake, that, until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof, the Bid document and placement of letter of intent awarding the contract, shall constitute a binding contract between us. :

Dated:
Name and full address of Agency:

Signature:
Agency Seal

Encl: Price Bid Format

Note –

- (i.) The Financial Proposal shall be inclusive of all taxes, levies and statutory liabilities except service tax. Service Tax at applicable rates will be paid extra by the client. If there would be any increase or decrease in the taxes (direct/indirect/local), levies, duties, and fee etc. whatsoever, and other charges during tenure of contract, the financial burden of the same shall be borne by the bidder except service tax.
- (ii.) Unless explicitly stated in the agreement the above charges should be inclusive of any other applicable cost items including Software licensing, Designing, Customisation, Hosting, Technical, Managerial, Operational and Out of Pocket Expenses, etc.

Price Bid Format

S.No.	Details	Cost per year in Rs. (Excluding applicable taxes)
1.	Design, Development and hosting of configurable web based recruitment portal.	

