

**Punjab Ghar Ghar Rozgar & Karobar Mission (PGRKAM)**  
Department of Employment Generation and Training  
SCO 47/1, Sector 17-E, Chandigarh

<https://eproc.punjab.gov.in>

**Request for Proposal (RFP)**

**for**

**Engagement of an Agency for widening the scope of Digital  
Platform (www.ghargharrozgar.punjab.gov.in)**

**Least Cost Selection (LCS) Method**

**RFP No. : 5**  
**Issued on : 5.3.19**

### Glossary of Abbreviations

API	Application Programming Interface
CA	Chartered Accountant
DBEE	District Bureau of Employment and Enterprise
EGT	Employment, Generation and Training
EMD	Earnest Money Deposit
FY	Financial Year
GST	Goods and Service Tax
INR	Indian Rupees
LOA	Letter of Award
LSP	Local Service Provider
NCS	National Career Service
NIT	Notice Inviting Tender
PGRKAM	Punjab Ghar Ghar Rozgar and Karobar Mission
PSDM	Punjab Skill Development Mission
PSU	Public Sector Undertaking
RFP	Request for Proposal

## Table of Contents

I.	NOTICE INVITING TENDER (NIT)	4
II.	INSTRUCTIONS TO BIDDERS	5
III.	PRE – QUALIFICATION CRITERIA	8
IV.	SCOPE OF WORK	12
V.	ANNEXURE-I: TENDER SUBMISSION LETTER	17
VI.	ANNEXURE-II: BIDDER’S AUTHORISATION CERTIFICATE	18
VII.	ANNEXURE-III: PERFORMA FOR AFFIDAVIT	19
VIII.	ANNEXURE-IV: INFORMATION ON BIDDER’S ORGANISATION	20
IX.	ANNEXURE-V: PROJECT EXPERIENCE	21
X.	ANNEXURE-VI: FINANCIAL INFORMATION OF BIDDER’S ORGANISATION	22
XI.	ANNEXURE-VII: FORMAT OF FINANCIAL BID	23
XII.	ANNEXURE-VIII: FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY	24

Department of Employment Generation and Training,  
SCO No. 47/1,  
Sec-17E,  
Chandigarh 160017,  
Punjab

RFP No.: [REDACTED]

Dated: 01.03.2019

#### I. NOTICE INVITING TENDER (NIT)

The Authority invites sealed Bids under two bid basis i.e. Technical Bid and Financial Bids from reputed and experienced agencies for widening the scope of Digital Platform ([www.ghargharozgar.punjab.gov.in](http://www.ghargharozgar.punjab.gov.in))

The interested bidders should submit their bids online on <https://eproc.punjab.gov.in> on or before **08.05.2019 upto 03:00 P.M**

For further details and RFP please visit <https://eproc.punjab.gov.in>

**Mission Director**  
**Punjab Ghar Ghar Rozgar & Karobar Mission**

## II. INSTRUCTIONS TO BIDDERS

1. The Bidder may be a Sole Proprietor or Partnership firm or a Company (Public or Private Ltd.).
2. **Cost of Bid:** The bidder shall bear all costs associated with the preparation and submission of bid and the Authority in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
3. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of the bid.
4. The bidder shall not make or cause to be made by any alternation, erasure or obliteration to the text of the tender document.
5. **Preparation of Bids**
  - 5.1 **Language:** Bids and all accompanying document shall be in English language. In case any accompanying documents are in other languages, it shall be accompanied by an English Translation. The English version shall prevail in matters of interpretation.
  - 5.2 **Form of Bid:** The form of bid shall be completed in all respects and duly signed and stamped by an authorised representative of the Bidder. Relevant power of attorney for signing the bid should be attached.
  - 5.3 **Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian Rupees and payment under this contract will be made in Indian Rupees.
  - 5.4 **Clarifications by Bidders**
    - 5.4.1 Bidders requiring any clarification on the tender document may contact the Authority in writing by e-mail/ post/ courier within such date as specified in the Schedule of Bidding Process set out in Clause 17- Schedule of Bidding Process.
    - 5.4.2 All correspondence for clarifications should be submitted to the following address in writing by Agency:  
  
Department of Employment Generation & Training Punjab,  
SCO 47/1, Sector 17-E,  
Chandigarh
    - 5.4.3 The Authority shall endeavour to respond to the queries raised or clarifications sought by the Bidders. However, PGRKAM reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring the Authority to respond to any query or to provide any clarification.
    - 5.4.4 At any time prior to the Bid Due Date, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder(s), modify the

tender document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/ Corrigendum/Clarifications thus issued shall be uploaded on the website of the Authority (<http://www.pbemployment.gov.in/>) and shall be binding on Bidders and shall form part of the tender document.

## 6. Bid Document Fee and EMD

- 6.1 The Bid shall be accompanied by an initial Bid Document Fee for a value of INR 5,000/- (Indian National Rupees Five Thousand Only) submitted in the form of a Demand Draft in favor of 'Mission Director, Punjab Ghar Ghar Rozgar and Karobar Mission' payable at Chandigarh, Punjab.
- 6.2 The bidder shall deposit an EMD for an amount of INR.1,00,000- (Indian National Rupees One Lakh only) in the form of Demand Draft issued by a nationalized bank or a scheduled bank of India in favor of Mission Director, Punjab Ghar Ghar Rozgar and Karobar Mission' payable at Chandigarh, Punjab, along with the submission of the bid. The EMD will remain valid for a period of 90 (ninety) days beyond the final bid validity period.
- 6.3 Any tender not accompanied by the Bid Document Fee and EMD shall be rejected.
- 6.4 The EMD is interest free and will be refundable to the unsuccessful Bidders without any accrued interest on it.
- 6.5 The EMD shall be returned to unsuccessful Bidders after expiry of the final Bid Validity Period and latest on or before the 30th day after award of the contract.
- 6.6 EMD shall be forfeited if the bidder withdraws his bid during the period of tender validity.
- 6.7 EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Authority.

## 7. Pre-Bid Meeting

- 7.1 To clarify and discuss issues with respect to the Project and the RFP Document, a Pre-Bid meeting will be held as per the details provided in Clause 17- Schedule of Bidding Process.
- 7.2 Prior to the Pre- Bidl meeting, the Bidders may submit a list of queries and proposed suggestions, if any, to the RFP requirements. The queries shall be accepted only in the following format

Serial No	Tender Document Reference ( Section and Page No)	Content of Tender Document requiring clarification	Points of clarification
1.			
2.			

- 7.3 Bidders may note that the Authority will not entertain any deviations to the RFP Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP Document with all

its contents. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

7.4 Bidders' representatives attending the Proposal opening shall bring an authorisation letter from the Bidder.

7.5 In case of any change in the schedule of Pre-Bid Meeting, the same will be communicated to Bidders through emails and/or by posting on the web sites (<https://eproc.punjab.gov.in>)

7.6 Attendance of the Bidders at the Pre-Bid Meeting is not mandatory.

7.7 No interpretation, revision, or other communication from the Authority regarding this solicitation is valid unless in writing.

## 8. **Format and Signing of Bid**

8.1 The documents comprising the bid shall be typed and all pages of the bid shall be signed by a person duly authorised to sign on behalf of the bidder.

8.2 The bid shall contain no alternations, omissions or additions except those to comply with instruction issued by the Authority or are necessary to correct errors made by the bidder, in which case such corrections shall be initialled/singed by the person signing the bid.

## 9. **Submission of Bids**

9.1 The Bidder shall submit their bids online on <https://eproc.punjab.gov.in> on or before 3:00 P.M on 08.05.2019. The Bids shall not be accepted beyond the stipulated date and time under any circumstances what so ever

9.2 **Validity of Bid:** The bid must be valid for a period of not less than 90 days from the date of opening of Bid

## 10. **Late and Delayed Bids:**

10.1 Bids must be received not later than the date and time stipulated in the tender document. The Authority may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the Authority and the bidder will be the same.

10.2 Any bid received by the Authority after the deadline for submission of bids, as stipulated above, shall not be considered.

## 11. **Pre-Qualification Criteria**

11.1 The pre-qualification bid envelopes of the bidders will be opened. The bidders will be assessed as per the pre-qualification criteria defined in the Tender Document. Only the bidders who qualify pre-qualification shall be eligible for technical evaluation. Non-conforming Bids will be rejected and will not be eligible for any further processing. The pre-qualification criterion is as below:

S.No.	Criteria	Documentary evidence to be produced
1.	The Bidder should be a registered entity and must have been in operation for a minimum period of 5 years as on 31 <sup>st</sup> March 2018	Certificate of Incorporation / Registration
2.	The bidder should have undertaken atleast 5 Enterprise Resource Planning (ERP) Projects in last 5 years  <i>ERP is referred to as a category of business-management software — typically a suite of integrated applications—that an organization can use to collect, store, manage, and interpret data from these many business activities</i>	Requisite client certificates (Work Orders/Completion Certificates)
3.	The Bidder should have average annual turnover of atleast INR 1 Crore from providing ERP services in last 3 FY i.e. 2015-16, 2016-17 and 2017-18	Certificate of CA
4.	Out of the projects mentioned at Sr. no. 2, the Bidder should have carried out atleast 1 project for Centre/any State Government/ any of its agencies	A copy of the work order / Client Completion Certificate for each of the projects undertaken to be submitted.
5.	The Bidder should not have been blacklisted/ debarred by any State or Central Government Department/ Agency or PSU in India at the time of submission of bid.	Self-certification on company's letter head signed by an authorized representative

## 12. Opening and Evaluation of Technical Bid

- 12.1 Technical Bids will be opened in the presence of the bidders' representatives who choose to attend at the appointed place and time.
- 12.2 The Technical Bid of the bidder would be evaluated as per the eligibility criteria set out in the tender document. Bids will be evaluated based on the information submitted by bidder. However, the Authority reserves the right to seek clarification/documents from the bidders, if it considers it necessary for proper assessment of the bid.
- 12.3 Only those Applicants whose Technical Proposals score 60 marks or more out of 100 shall qualify for further consideration
- 12.4 The Technical Bids will be evaluated based on following criteria. The marks allocation for the technical evaluation shall be assigned as under:



#	Criteria	Scale	Score	Maximum Marks
	<b>Firm's Experience</b>			<b>40</b>
1.	No. of years in operation as on 31 <sup>st</sup> March 2018	5-7 Years More than 7 – 10 Years: More than 10 Years 10 Marks	6 Marks 8 Marks 10 Marks	10
2.	Average annual turnover from providing ERP services in last 3 FY i.e. 2015-16, 2016-17 and 2017-18	INR 1 – INR 1.25 Crore More than INR 1.25 – INR 1.5 Crore More than INR 1.5 Crore	6 Marks 8 Marks 10 Marks	10
3.	No. of ERP projects undertaken	5 – 7 Projects More than 7 – 10 Projects More than 10 projects	6 Marks 8 Marks 10 Marks	10
4.	No. of ERP Projects carried out for Centre/State Govt./any of its agencies	1-2 Projects More than 2 – 3 Projects More than 3 Projects	6 Marks 8 Marks 10 Marks	10
	<b>Key Personnel</b>			<b>60</b>
5.	<b>Project Manager/IT Expert</b> B.E/B.Tech/MCA Atleast 7 years of experience in managing ERP related Development Projects	7 years of experience More than 7 – 10 years of experience More than 10 years of experience	6 Marks 8 Marks 10 Marks	10
6.	<b>Software Design Expert</b> B.E/B.Tech/MCA At least 7 years' experience in in designing ERP modules	7 years of experience More than 7 – 10 years of experience More than 10 years of experience	6 Marks 8 Marks 10 Marks	10
7.	<b>Data Administrator</b> B.E/B.Tech/MCA Atleast 7 years of experience as Database Administrator	7 years of experience More than 7 – 10 years of experience More than 10 years of experience	6 Marks 8 Marks 10 Marks	10
8.	<b>Quality Analyst</b> B.E/B.Tech/MCA  Atleast 7 years of experience in Application Testing and handling quality assurance tools	7 years of experience More than 7 – 10 years of experience More than 10 years of experience	6 Marks 8 Marks 10 Marks	10
9.	<b>Android Developer</b> B.E/B.Tech/MCA Atleast 5 years of experience in Mobile application development on android	5 years of experience More than 5– 7 years of experience More than 7 years of experience	6 Marks 8 Marks	10

	platform		10 Marks	
10.	<b>IOS Developer</b> B.E/B.Tech/MCA Atleast 5 years of experience in Mobile application development on IOS platform	5 years of experience More than 5– 7 years of experience More than 7 years of experience	6 Marks 8 Marks 10 Marks	10
	<b>Total</b>			<b>100</b>

The agency will deploy at least one qualified resource (Project Coordinator) having adequate qualification, expertise/experience for this work, he/she will be permanently stationed at Chandigarh and would sit in the office Director, Employment Generation & Training. He/she shall be required to attend all discussions, meetings, presentations etc. held on the subject under the chairmanship of Director, Employment Generation and Training or his superiors. He/ She may be required to visit District Bureaus of Employment and Enterprise under Department of Employment Generation and Training, Punjab or any other office on the directions of Director, EGT.

**Note:** The Bidder shall submit CVs of all the Key Personnel as mentioned above including the Project Coordinator

### 13. Opening of Financial Bid and Final Evaluation

- 13.1 The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidders' representatives who choose to attend.
- 13.2 The contract will be awarded on **Least Cost Selection basis**. The Authority will select the bidder with the lowest quote among the technically qualified bidders.

### 14. Right to accept any Bid and to reject any or all Bids

- 14.1 The Authority is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tendering process.
- 14.2 The Authority may also terminate the contract/cancel the LOA in the event the Successful Bidder fails to furnish the performance security or fails to execute the agreement.

### 15. Award of Contract

- 15.1 The Authority will award the contract to the Successful Bidder to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.
- 15.2 The Authority will communicate the Successful Bidder by mail confirmed by letter transmitted by registered/speed post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Award") shall prescribe the amount which Authority will pay to the Successful Bidder in consideration of the execution of work/services by them as prescribed in the contract.
- 15.3 The Successful Bidder will be required to commence the assignment at the earliest as communicated by Authority in this regard.

15.4 The Successful Bidder will be required to execute the contract for the services within a period of seven (7) days from the date of issue of Letter of Award.

## 16. Performance Security

16.1 The Successful Bidder shall be required to furnish a Performance Security prior to sign the contract for an amount equivalent to 5% of the Total Contract Value in the form of Bank Guarantee from a Nationalised Bank in acceptable form in favour of 'Department of Employment Generation & Training Punjab' payable at Chandigarh, Punjab. The Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the Successful Bidder accordingly.

16.2 Failure of the Successful Bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and other actions as deemed necessary.

## 17. Schedule of Bidding Process

The Authority would endeavour to adhere to the following schedule:

Sr. No	Activity Description	Date
1.	Issue of RFP	06.03.2019
2.	Pre-bid meeting	25.03.2019 at 3:00 P.M
3.	Last date for submission of queries	29.03.2019 by 3:00 P.M
4.	Authority's response to queries/ publication of corrigendum/addendum	08.04.2019
5.	Last Date for Submission of Bids	08.05.2019 by 3:00 P.M
6.	Date for Opening to access the pre-qualification	10.05.2019 , 11:00 A.M
7.	Date of Opening for Technical Evaluation for shortlisted bidders as per Pt. 6 above	20.05.2019 , 3:00 P.M
8.	Date for Opening of Financial Bids	28.05.2019, 2:00 P.M

\* Venue of the Pre-Bid Meeting: Department of Employment Generation & Training Punjab, SCO 47/1, Sector 17-E, Chandigarh

## III. Scope of Work

## **1. Background**

Department of Employment Generation & Training Punjab (EGT) has digital platform for Job Seekers, Employers, Skill Trainings, Career Counselling and self-Enterprises/ Employment etc. in the form of a Portal [www.ghargharozgar.punjab.gov.in](http://www.ghargharozgar.punjab.gov.in).

Department of Employment Generation and Training, Punjab has District Bureaus of Employment and Enterprise (hereinafter called as the Bureau) in each district of the State. The Bureaus bring necessary synergy, oversight and effective coordination in the implementation of various schemes for employment generation, skill training, self-employment and entrepreneurship development across the departments at the district level and facilitate overseas employment to achieve the objectives of 'Ghar Ghar Rozgar'.

## **2. Scope of Work**

### **➤ To create an all-inclusive digital platform with following features:**

- a. Foreign employment & foreign study module
- b. Career information module
- c. Counselling module
- d. Self-employment module
- e. Skill training module
- f. Customer relationship management
- g. E-mail & sms module
- h. Mobile app
- i. Govt. department module
- j. Tracking system
- k. Reports
- l. Integration with other Portals of Govt. of India such as NSC, [emigrate.gov.in](http://emigrate.gov.in), CSE etc.
- m. Integration with both Interstate and Intrastate Portals
- n. The Portal should allow the registration of Punjabi stakeholders in addition to others
- o. The Portal should be in both English and Punjabi
- p. Helpline numbers such as Job Helpline, Pravasi Bhartiya Kendra etc. shall be mentioned on the Home Page of the portal
- q. The system should work under the maximum stress of 10,000 logins at one time

- r. It will be the responsibility of the agency to ensure that the system is not prone to any kind of cyberattacks and system data is not exposed to unauthorized entity in any way

- **Dashboard enhancements for Foreign study and Foreign Employment**
  - Registration option for potential students/foreign job seekers
  - Registration option for Foreign colleges/ universities/Foreign employers/ their agents in India
  - Available seats for Punjabi youth in overseas colleges & universities with eligibility, fees etc.
  - Available jobs overseas
  - Potential student/employee search by agent/ overseas college/ university/employer
  - Invitations to potential students/employees
  - Event creation
  - Potential course/job search by the applicant
  - Reports for agents/ colleges or universities/ employers/applicants/ DBEEs/ PGRKAM
- **Information on Career information in the form of online literature**
  - Career options under different headings
  - Career Matching algorithm for the applicant
  - Career searching for different qualifications
  - Auto matched option in the dash board of job seeker
  - Admin option for adding the content
- **Self-employment module to provide entrepreneurship opportunities to applicants**
  - Get registered as a potential entrepreneur
  - Search option at home page & jobseeker dashboard - All Self-employment Schemes
  - Link to the sites of the Government Departments running the schemes
- **Counseling module to cover counseling of job-seekers**
  - Registration of counselors
  - Approval by DBEE's / State admin
  - Calendar of Counseling sessions (availability and non-availability)
  - Registration of Counselee
  - Participation offer by counselee online on portal
  - Approval by Counselor online

- Attendance of applicants by counselor (session wise)
- Rating and feedback by counselee
- Cancellation of session
- Report for Counsellor, DBEE & PGRKAM
- **Skill training module for increasing employability**
  - Link to the likes of PSDM Portal
- **CRM (Customer Relationship Management)**
  - Improve job seeker/employer retention
  - Generate leads, automate and drive quality leads to closure
  - Ensure highest level of user experience
  - Mail etc. query handling auto generated
- **Module for sending bulk SMS and bulk emails with detailed reporting of delivered, undelivered and bounced features with real time report**
- **Mobile app for Job Seeker, Employer, Job Mela (Event) and Local service provider**
- **Government Department module**
- **Tracking Module**
  - Conversation record with candidate with follow up date and time notification
  - Whether jobseeker got employed
  - Whether employer got the candidate of choice
  - Whether counselling session was helpful
  - Whether skill training was of use
  - Whether foreign employment or foreign study going as expected
  - Auto notifications and follow up reminders
- **LSP Module similar to urban clap** (shall cover services such as Aayah, Beautician, Carpenter, Cook, Gardner, Dietician, Insurance Advisor etc.) with reports for DBEE, PGRKAM, Service Provider and Service Seeker

#### IV. Timelines, Deliverables and Payment Schedules

S No	Description	Deliverables	Duration (Weeks)	Amount
1.	Mobilization Advance	-	On Submission of Performance Security	5%

2.	Submission and acceptance of Study phase and Submission of Study Report and Freezing of specifications/requirement	Study Report, Proposed, Solution, Design, Documents/Forms, List of MIS, Reports	6 (+4) weeks	10%
3.	Development and Deployment: After Testing, User Training & Implementation, Submission of Deliverables i.e., Source Code and relevant manuals) and operational training to EGT Officials	Trial Run Report, Operational, Manual for Head Office Operations, Centre Login Module, Administration Activities, Training to Stakeholders, Generation of all Reports as per MIS	16	10%
3.	After successful operation of one complete cycle covering all activities as per scope of work & final sign-off including the mobile application	Monthly Uptime reports, Final Copy of Manual, Final Copy of Source Code & Data and set of Reports as per MIS.	30	15%
4.	Operations and Management Phase	Monthly Progress Reports	2 years	50% (equally distributed over a period of 24 months)
5.	On submission of Closure Report	--	-	10%

## V. Contract Period

The project will be for 3 years from date of signing of agreement between the Authority & bidder & could be extended for further 3 years. If it is extended, then 10% addition in quoted cost will be payable to the bidder w.r.t to pt. 4 above

## VI. General

- (i). The Authority reserves the right to annul the contract without citing any reasons thereof.
- (ii). The Authority reserve the rights to reject the offer in case:
  - (a) Non responsiveness i.e. not meeting with the submission criterion or
  - (b) Or being incomplete or
  - (c) In case of any conflict of interest of consultancy firm or
  - (d) Consultancy firm being unable to meet out its financial liabilities (if any) and becomes insolvent/ bankrupt.

- (e) Non-performance (proportional achievement of targets or non-responsiveness) by shortlisted consultancy firm of will lead to annulment of contract.

## **VII. Termination Clause**

The Authority reserves the right to terminate the service of the selected consultancy firm at any stage. Upon termination of the services with the consultancy firm, remuneration for services satisfactorily performed prior to the termination of the services shall be paid as per the payment schedule.



**Annexure-I**

**Tender Submission Letter**

To  
The Mission Director,  
SCO No. 47/1,  
Sec-17E,  
Chandigarh - 160017,  
Punjab

Sub: RFP for Engagement of an Agency for widening the scope of Digital Platform  
([www.ghargharozgar.punjab.gov.in](http://www.ghargharozgar.punjab.gov.in))

Ref: .....

Dear Sir,

I/ We, the undersigned, offer to provide services for widening the scope of Digital Platform  
([www.ghargharozgar.punjab.gov.in](http://www.ghargharozgar.punjab.gov.in)). We are hereby submitting our bid, in a sealed  
envelope.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid in one (1) original and one (1)  
copy, with the details as per the requirements of the tender, for your evaluation and  
consideration.
- (b) I/We have read carefully the terms and conditions of RFP document attached hereto  
and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/authentic and nothing material  
has been concealed. I/We understand that the contract is liable to be cancelled, if it is  
found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to the Authority any additional information it may find  
necessary or require to clarify, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender  
document shall constitute a binding contract between the Authority and us subject to  
the modifications, as may be mutually agreed to, between the Authority and us.
- (g) We agree to keep this bid valid for acceptance for a period of ninety (90) days from  
the date of opening the bid.

We understand that the Authority is not bound to accept any tender that the Authority  
receives.

Yours faithfully,

Authorized Signatory  
(with Name, Designation, Contact no. and Seal)

Note:  
On the Letterhead of the Bidder.



**Annexure-II**

**Bidder's Authorisation Certificate**

To  
The Mission Director,  
SCO No. 47/1,  
Sec-17E,  
Chandigarh - 160017,  
Punjab

Sub: RFP for Engagement of an Agency for widening the scope of Digital Platform  
([www.ghargharozgar.punjab.gov.in](http://www.ghargharozgar.punjab.gov.in))

Ref: .....

Dear Sir,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with tender No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid.

Thanking you,

Name of the Bidder: -

Authorised Signatory:-

Seal of the Organisation:-

Date:-

Place:-

Note: Please attach the valid power of attorney in favour of person signing this authorisation letter.

**Annexure-III**

**Performa for Affidavit**  
(on non-judicial stamp paper of Rs. 100/-)

I \_\_\_\_\_ Proprietor/Director/Partner of the firm M/s. \_\_\_\_\_ do hereby solemnly affirm that our firm M/s. \_\_\_\_\_ has never been blacklisted/ debarred by any State or Central Government Department/ Agency or PSU in India at the time of submission of bid

Signature of the Authorized Signatory  
Name of the Authorized Signatory  
Designation  
Name of the Bidding Entity

**Annexure-IV**

**Information on Bidder's Organisation**

S.No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	

.....  
Name of the Bidder

.....  
Signature of the Authorised Signatory

.....  
Name of the Authorised Signatory

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

**Annexure-V**

**Project Experience**

S. No.	Name of Assignment	Name of the Client	Details/ Brief Scope	Contract Period	Agency Charges/Fee earned (Rs. In Lakh)
1.					
2.					
3.					
...					

Supporting documents such as copies of Work Order/contracts/LoAs/completion certificate/ Client letter, etc. to be attached. Assignments which are not supported by documentary evidence shall not be considered for evaluation.

Signature of the authorized signatory: \_\_\_\_\_

Name of the authorized signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Annexure-VI**

**Financial Information of Bidder's Organisation**

*Rupees.*

S.No.	Parameters	FY2015-16	FY2016-17	FY2017-18
1	Annual Revenue earned from from providing ERP services			
	Average Annual Revenue earned from providing ERP services			

**Note:**

**Copy of certificate from Chartered Accountant in this regard shall be submitted**

.....

Name of the Bidder

.....

Signature of the Authorised Signatory

.....

Name of the Authorised Signatory

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Annexure-VII**

**Format of Financial Bid**

To  
The Mission Director,  
SCO No. 47/1,  
Sec-17E,  
Chandigarh - 160017,  
Punjab

Sub: RFP for Engagement of an Agency for widening the scope of Digital Platform ([www.ghargharrozgar.punjab.gov.in](http://www.ghargharrozgar.punjab.gov.in))

Ref: .....

Dear Sir,

Having examined the Bidding Document placed along with tender, we, the undersigned, offer to provide the support in conformity with the said RFP and We \_\_\_\_\_ herewith submit our Financial Bid for Tender for Engagement of an Agency for widening the scope of Digital Platform ([www.ghargharrozgar.punjab.gov.in](http://www.ghargharrozgar.punjab.gov.in))

#	Name of work	Fee (INR) (without GST/ applicable taxes) In figures & in words	GST / taxes as applicable presently In figures & in words	Total Fee (INR) with GST / applicable taxes In figures & in words
1.				

- We undertake, if our Bid is accepted, to provide Performance Bank Guarantee for the above purpose within the stipulated time schedule.
- We agree to abide by the Bid and the rates quoted therein for the orders awarded by the Authority upto the period prescribed in the Bid which shall remain binding upon us.
- We undertake that, in competing for (and, if the award is made to us, in executing) the above Contract, we will strictly observe the laws against fraud and corruption in force in India.
- We have complied with all the terms and conditions of the tender. We understand and accept that you are not bound to accept the lowest or any Bid you may receive.

Dated this .....Day of.....2019.

.....  
Name of the Bidder

.....  
Signature of the Authorised Signatory

.....  
Name of the Authorised Signatory

Place: \_\_\_\_\_



**Annexure-VIII**

**Form of Bank Guarantee for Performance Security**

To  
The Mission Director,  
SCO No. 47/1 and 46/2-3,  
Sec-17E,  
Chandigarh - 160017,  
Punjab

WHEREAS \_\_\_\_\_ [Name and address of the Manpower Service Provider] (hereinafter called "the Agency") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to provide the services on terms and conditions set forth in this Contract \_\_\_\_\_ [Name of contract and brief description of works] (hereinafter called the "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Agency shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Agency such a Bank Guarantee;

NOW THEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Agency up to a total of \_\_\_\_\_ [amount of Guarantee] \_\_\_\_\_ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the services to be performed there under or of any of the Contract documents which may be made between you and the Agency shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

The liability of the Bank under this Guarantee shall not be affected by any change in the constitution of the Agency or of the Bank.

"This guarantee shall also be operatable at our..... Branch at Chandigarh, from whom, confirmation regarding the issue of this guarantee or extension / renewal thereof shall be made available on demand. In the contingency of this guarantee being invoked and

payment there under claimed, the said branch shall accept such invocation letter and make payment of amounts so demanded under the said invocation."

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to INR \_\_\_\_\_ (INR. \_\_\_\_\_) and the guarantee shall remain valid till \_\_\_\_\_. Unless a claim or a demand in writing is made upon us on or before \_\_\_\_\_ all our liability under this guarantee shall cease.

Notwithstanding anything contained hereinabove"

- A. Our liability under this guarantee shall not exceed INR. \_\_\_\_\_ (Indian National Rupees\_\_\_\_\_).
- B. This bank guarantee shall be valid up to \_\_\_\_\_.
- C. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us, a written claim or demand on or before \_\_\_\_\_.

Signature and Seal of the Guarantor \_\_\_\_\_

In presence of

Name and Designation

1. \_\_\_\_\_  
(Name, Signature & Occupation)

Name of the Bank

Address

2. \_\_\_\_\_  
(Name & Occupation)  
Date