

**HARYANA SCHOOL SHIKSHA PARIYOJNA PRISHAD, SHIKSHA SADAN,
SECTOR 5, PANCHKULA**

EMERGENT SHORT TERM TENDER NOTICE

No. HSSPP/RMSA/TO/11020

Dated 2.8.2014

Emergent Short Term Sealed tenders are invited from experienced agencies for scanning of around 21,00,000 pages of Annual Performance Appraisal Reports (APAR) of teachers working in Government Schools of Haryana alongwith Document Management System to enable the retrieval of these scanned APARs at a later stage for decision making processes. Detailed instructions can be viewed in the Tender Document which can be downloaded from www.hsspp.in and www.schooleducationharyana.gov.in w.e.f. 4.8.2014. Tenders document alongwith all relevant documents including Earnest Money and Tender Document Fee of Rs. 1,00,000/- and 5,000/- respectively in the form of Demand Draft in favour of State Project Director, HSSPP, payable at Panchkula/Chandigarh can be deposited in the office of State Project Director, HSSPP upto 11.00 A.M. on 14.8.2014.

**State Project Director,
HSSPP**

Haryana School Shiksha Pariyojana Parishad,
Shiksha Sadan, Sector 5, Panchkula
Phone: 0172-2590505, 2590507

Request for Proposal Document

For

**Scanning of APARs and Providing Document
Management System**

For the Department of School Education, Haryana

Table of Contents

1.	Background of the Annual Performance Appraisal Report	4
2.1	Tender Notice	5
2.2.1	Important Information	6
3.	Scope of work	7
3.1	Management of physical record	9
3.1.1	User Acceptance Test	10
3.2	Timeline and Penalty for delay	10
4	Qualification Criteria	10
5.	Instructions to Vendors	13
5.1	Language of Bid	13
5.2:	Documents Constituting the Bid	13
5.2.2	Technical Bid (Envelope A)	13
5.2.3	Financial Bid (Envelope B)	13
5.2.4	Earnest Money Deposit	14
5.2.5	Currency of Bid Security	14
5.2.6	Forfeiture of Earnest Money Deposit of the bidder	14
5.2.7	Forfeiture of Earnest Money Deposit of the bidder in case of the successful Bidder	14
5.2.8	Separation of Price Components	14
5.2.9	Fixed Price	14
6	Other Terms and Conditions	14
6.1	Release of Payment	14
6.2	Undertaking	15
6.3	Rejection of Bid	15
6.4	Discharge of Security Bid of Unsuccessful Bidder	15
6.5	Period of Validity of Bids	15
6.6	Extension of Period of Validity	15
6.9	Authentication of Bid	16
6.10	Validation of interlineations in Bid	16
6.11	Sealing and Marking of Bids	16
6.13	Mailing Address for Bids	16
6.14	Responsibility of SPD, HSSPP	17
6.15	Rejection of Bid	17
6.16	Deadline for Submission of Bids	17
6.16.1	Last date for Submission	17
6.17	Extension for Last date of Submission	17
6.18	Late Bids	17
6.19	Withdrawal of Bids	17

6.19.1	Written Notice	17
6.19.2	Signing and Marking of Notice	18
6.19.3	Last Date for Notice	18
6.20	Opening of Technical Bids & Its Evaluation	18
6.20.1	Opening of Bids:	18
6.20.2	Announcement of Bids	18
6.20.3	Bids Not Considered For Evaluation	18
6.21	Opening of Financial Bids	18
6.21.1	Announcement of Bids	19
6.22	Clarification of Bids	19
6.23	Preliminary Examination	19
6.23.1	Completeness of Bids	19
6.23.2	Rectification of Errors	19
6.24	Rejection of Bid	19
6.25	Contacting SPD, HSSPP	20
6.26	Award of Contract	20
6.26.1	SPD's right to accept any Bid and to reject any Bid or all Bids	20
6.27	Notification of Award	20
6.27.1	Notification to Bidder	20
6.27.2	Signing of agreement	20
6.27.3	Expenses for the Contract	20
6.27.4	Failure to abide by the Agreement	20
6.27.5	Performance Guarantee	21
6.27.5.1	Period for Furnishing Performance Guarantee	21
6.28	Annulment of Award	21
6.29	Termination of Contract	21
6.35	Standards	22
6.36	Standard of Performance	22
6.37	Time for Implementation of the Project:	22
6.38	Right to Inspect Digitization / Scanning work	22
7.	Confidentiality:	22
7.1	Force Majeure	23
7.2	Arbitration and Jurisdiction	23
7.3	Review Meetings	23
7.4	Progress Reporting and escalation procedures	24
7.5	Period of contract	24
8.1	Format for Technical Bid	24-28
8.2	Formats for Financial Bid	29
8.3	Format for covering letter	30

1. Background of the Annual Performance Appraisal Report

The state of Haryana has approximately 15,000 government schools, 27 lakh students and 1 lakh teachers. Over the past decade, the Government of Haryana (GoH) has successfully implemented a range of initiatives to improve access and equity of public schools in the state. However, learning levels are lower than national averages. As a result, even though overall enrolment is rising in Haryana, the enrolment is shifting from government to private schools.

In August 2013, GoH entered into a partnership with a premier management consulting firm to develop a roadmap for transforming learning level outcomes (LLOs) in Haryana's school education. In order to increase academic focus, key systemic changes such as Organizational changes, a system-wide Management Information System (MIS), longer term leadership / teacher training mechanisms and Annual Confidential Report (ACR) process re-design have been envisaged.

Annual Performance Appraisal Report (APAR) is the new name for the ACR process. The current ACR process did not sufficiently focus on quality of education. It needed to be revised to increase focus on learning levels of students, help the teaching staff plan activities with more focus on academics, and identify areas of improvement for the government as well as the teaching staff.

The new APARs have five sections:

Section I - captures basic information regarding the officer, and is to be filled by personnel department or officer being reported on themselves

Section II - captures officer's self-appraisal, including details on his/her yearly targets and exceptional contributions, performance on Key Performance Indicators (KPIs) such as Continuous and Comprehensive Evaluation (CCE) results, and self-evaluation across parameters related to quality work input

Section III - captures appraisal by the initiating authority on the officer's performance resulting in a final grade

Section IV - captures the reviewing authority's comments on the officer's performance, who may modify the final grade if it seems inappropriate

Section V – captures the accepting authority's comments on the officer's performance, who may also choose to differ from the initiating authority's assessment.

The APAR process this year will follow a robust course of action. The process includes a well-defined timeline for filling and reviewing the APARs. Distribution, scanning and digitization of APARs will also be a structured and time bound process.

In order to digitize the APAR documents, the documents need to be scanned and stored at a specific location. Proper scanning of the documents is crucial for the digitization process.

2. Invitation of Tender

2.1 Tender Notice

Invitation for Tender from experienced agencies for (i) scanning of Annual Performance Appraisal Reports (APAR) of around 1.1 lakh (+/- 20% teachers of Government Schools of Haryana), (ii) Document Management System to enable the retrieval of these scanned APARs at a later stage for decision making processes.

State project Director, Haryana School Shiksha Pariyojna Prishad, Department of School Education, Government of Haryana invites proposals from bidders for the project. The bidders, who intend to participate in this bid, are required to follow the below mentioned stages:

- a) Bid submission
- b) Opening of Eligibility/ Technical Bid
- c) Opening of Financial for all qualified bidders who score minimum of 70 marks at the technical stage.
- d) A consolidated score for each part would be calculated by giving 70% weightage to Technical Bid and 30% to financial Bid.
- e) The overall score will be calculated based on the Technical Quality and Cost based Selection (TQCBS) criteria.

Interested bidders may download the tender document from the website <http://www.hsspp.in> and www.schooleducationharyana.gov.in.

The bid must be submitted in physical format as explained in the document later.

SPD reserves the right to reject any or all the Proposals in whole or part without assigning any reasons.

Minimum absolute technical score to qualify for commercial evaluation is 70 marks

Bid validity: 180 days

2.2.1 Important Information

Sr. No.	Information	Details
1.	Document available on the website	4.8.2014
2.	Last date for submitting the written queries. Queries may be sent at queryhsspp@gmail.com The bidder must mention the name of the company, contact person Email ID and Mobile no.	8.8.2014
3.	Reply to queries will be hosted on website of the Parishad and the Department i.e. www.hsspp.in and www.schooleducationharyana.gov.in	11.8.2014
3.	Last date for Bid submission	14.8.2014 upto 11.00 A.M.
3.	Place, date and time for opening of technical bids	14.8.2014 at 1.00 P.M., Conference Hall, 6 th Floor, Shiksha Sadan, Sector 5, Panchkula
4.	Place, date and time for opening of financial/ commercial proposal	To be announced later
5.	Bid validity	180 days
7.	Cost of RFP (in the form of DD in favour of State Project Director, HSSPP, payable at Panchkula/ Chandigarh)	Rs. 5000 non-refundable
8.	Earnest money Deposit (in the form of DD in favour of State Project Director, HSSPP, payable at Panchkula/ Chandigarh)	Rs. 1,00,000

Note: Queries of only registered bidders will be addressed i.e. A bidder has to first deposit the cost of RFP - Rs 5000/- by DD in favour of the State Project Director, HSSPP, Panchkula to get registered.

In case the date of receiving /opening of tender happen to be a holiday, the tender shall be opened on the next working day at the same time.

The RFP will be hosted on the websites of the Parishad and Department i.e. www.hsspp.in and www.schooleducationharyana.gov.in. SPD, HSSPP reserves the right to change the dates mentioned above. All details / changes, if any, related to RFP will be hosted on web site. Vendors must check the website before submitting response to RFP.

3. Scope of work:

The Scanning of APARs would include:-

- a) Around 1.1 lakh APAR documents containing 21 pages each, available in the shape of booklet.
- b) Black and white scanning of APAR documents in PDF format in 100 DPI. The documents should be scanned in a way that it is clearly readable.
- c) Format of the file name would include employment ID and reporting period:
Example: if Employee ID is 123456, and year 2006-2007, then filename is 1234560607. For primary teachers the Employment ID would be 7 digits and for other categories it is 6 digits.
- D) Development of a Document Management System to be used for retrieving APAR information. The DMS application developed should be able to fulfill the following conditions:
 - e) Search Parameters/Metadata for DMS
 - District
 - Institution ID
 - Employee ID
 - Employee Name
 - Reporting Period (Start to End – e.g. 2009 to 2010).
 - Designation
 - f) Accessibility

- Encrypted
 - Limited users
 - Zipped files whenever required.
- g) The vendor shall establish document scanning / indexing facilities at three different centres in the State i.e. Bhiwani, Gurgaon and Panchkula in the space provided by the Department/Parishad. Whereas other infrastructure required to carry out scanning services would be arranged by the Vendor only.
 - h) The APAR documents are to be picked up from the District Officers of all the 21 districts and the Directorate at Panchkula, by the vendor for the purpose of scanning. Proper schedule will be provided to the vendor for the pick-up of the APARs from the district offices and the Directorate (Panchkula)
 - i) The format in which APARs are scanned should be PDF. All the scanned APARs with a DMS shall have to be stored on a server with sufficient storage space; appropriate back-ups must be maintained.
 - j) The necessary infrastructure for scanning (including scanners, computers, servers, UPS/ generators) should be procured by the Vendor.
 - k) After scanning, the vendor should return the original APAR documents in a structured handover-takeover fashion to the District offices and Directorate (Panchkula). Sign-off the list of APARs jointly generated by the Vendor and District Officers/Directorate as documentary proof of hand-over and receipt of the Files. The files will be provided in bundles and after scanning the same shall be delivered back under acknowledgment.
 - l) Invoicing by the Vendor to the Parishad for payment would be as per payment terms.
 - m) After completing the scanning and indexing at the Vendor facility, Hard copy APARs should be delivered to District offices/Directorate (Panchkula) with proper sign off.
 - n) Scanned images in required format along with meta-data need to be uploaded to DMS software. It can either be provided in portable media or through LAN (in case provision exists) Scanning will be done at 100 DPI in pdf format.
 - o) At each stage, the security and safety of the files must be ensured (e.g., from fires, water damage, etc). The Vendor will be legally liable for any violation of security standards.
 - p) Necessary control procedures, access rights and audit trails must be defined and used for these operations.

- q) Administration with respect to scanning services will be Vendor's responsibility including security wherever found necessary. It will be responsibility of the bidder to return the file to the concerned DEO/DEEO/Directorate in the same condition in which it was taken.
- r) The Vendor will have to deploy following required manpower to carry out scanning project:
 - I. An overall Project Manager
 - II. Skilled manpower in each scanning centre
 - III. Process control manpower and project management manpower
- t) The Project Manager and the relevant project teams should participate in structured review in a periodic basis as decided by the Parishad based on project governance.
- u) No file record shall be taken out of Departments premises for scanning etc.

3.1 Management of physical record would include

Broadly the functional requirements of the Document Management System are categorized as below:

1. Document Capture and storage
 2. Document Management
 3. Document Search –Employee based, School Based, Category based etc.
 4. Document Viewing and printing
 5. Ability to define the security at document level – role based access
 6. Ability to provide meta-data to the documents
- The software thus provided will need to be provided with source code to the Parishad.
 - The DMS Software thus provided should be compatible for integration with other applications of the Department.
 - The DMS software will be installed at centralized servers at Panchkula, H.Q.
 - The staff of the Department will do random checking of the work done by bidder and in the event of the bidder not executing or completing the minimum agreed work, Department may invoke penalty clause.

3.1.1 User Acceptance Test:

- Once the DMS is developed, it would be tested by the Department so as to make sure that it fulfills the functions well.

3.2 Timeline and Penalty for delay:

The timeline for completion of the task is 2 weeks from the receipt date of the APAR documents from the District offices and the Directorate (Panchkula)

The vendor will scan the files till the date of last day of the job and ensure successful handover/ training process at the respective Centre.

A penalty of Rs. 2000 per day will be levied after the expiry of scheduled time.

Wrong data uploading will attract penalty of Rs. 500 per page. Penalty will be imposed with maximum limit up to 20% of the contract value.

4. ELIGIBILITY CRITERIA, TECHNICAL CRITERIA AND FINANCIAL CRITERIA:

Only those bids/tender meeting the eligibility criteria (below) will be considered for the project. The Vendor must be an Indian Registered Company. In case of partnership, either of the partners should fulfill the following eligibility criteria at the submission of their bid:

S. No.	Eligibility Criteria
1	The Vendor should have Service Tax Registration Number and office in Chandigarh/Mohali/ Panchkula/ NCR or should submit affidavit that they will open the support office in there city within 30 days from the award of the job, failing which 50% of earnest money deposited will be forfeited.
2	An EMD of Rs. 1,00,000 Lac to be submitted along with the bid in the form of Bank Draft in favor of State Project Director, Haryana School Shiksha Pariyojna Parishad, payable at Panchkula/ Chandigarh

3	The vendor should have minimum Rs. One Crores average turnover during the last 3 financial years. (A Certified proof by CA has to be attached with the bid with proper notarization).
4	The Vendor should not have been blacklisted / debarred by central/state Government departments/organizations. An affidavit to this effect should be submitted on Rs. 100 notarized stamp paper along with the technical bid
5	No Vendor would further sublet the work allotted. An affidavit on Non-Judicial stamp paper duly attested by 1st Class Executive Magistrate / Notary Public should be submitted to this effect
6	The DMS software must be from an Indian software / IT Company. The DMS software Principal should have the ability to support AMC and installation requirement in all the districts of Haryana. The DMS software should have installation base in Govt. /Public Sector/Private Sector in India with satisfactory report from the client. Attach acknowledgement.
7	DMS software should support multiple platforms for interoperability on Windows, Linux and UNIX.
8	The DMS software should have the capability to periodically review and enhance the DMS software based on a proper CHANGE MANAGEMENT Procedure.
9	Past experience with scanning, indexing for documents related to office files (Attach work orders along with completion certificates).
10	Vendor should possess latest hardware equipments for executing the work (details of equipments for completing the project shall be enclosed). In case of any change of hardware HSSPP can ask the bidder to replace the same with the latest equipments.
11	Documentary proof for showing 5 million documents repository irrespective of size
12	Documentary proof for showing minimum of 500 users using the DMS application/software

Technical Bid Evaluation: Technical Bid will be assigned a technical score (Tb) out of a maximum of 100 points. Bidders with technical score of 70 and above will qualify for the evaluation in the commercial process.

Note: Minimum absolute technical score to qualify for commercial evaluation is 70.

Technical Evaluation Criteria:

S. No.	Particulars	Criteria	Max Marks
1.	Years of existence (Y)	Y<2: 0 2<=Y<=3 : 6 3<Y<=5 : 8 Y> 5 : 10	10
2.	Average annual Turnover in lacs (T) for three consecutive years 2010-11, 2011-12 and 2012-13	T<5 : 2 5<Y<=10: 6 10<T<=15 : 14 T > 15 : 20	20
3.	No. of employees(E) on direct payroll of the agency	10<=E<=20 : 6 20<E<=70 : 8 E > 70 : 10	10
4.	Past experience (P1: # of projects) of digitization and scanning oriented work in Government departments/Public/private sector in the last 3 years (work completion certificate/ performance certificate should be enclosed with the Technical Bid)	P1=1 : 5 P1 = 2: 10 P1= 3:20 P1 =>4 : 25 P1=>5 : 30	30
5.	Past experience (P1: # of projects) of digitization and scanning-oriented work with value more than 10 lakhs each in the last 3 years	P1=1 : 5 P1 = 2: 10 P1= 3:20 P1 =>4 : 25 P1=>5 : 30	30

Commercial/Financial Bid Evaluation:

The Commercial bid of only those bidders who qualify in the technical evaluation will be opened. All other Commercial bids will not be opened. The Commercial bids (as per the formats provided in Section 8 of this document) of the technically qualified bidders will be evaluated.

The commercial scores would be normalized on a scale of 100, with lowest score

being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of TQCBS based evaluation, explained in section below.

Technical Quality and Cost based selection (TQCBS)

The individual bidder's commercial scores are normalized as per the formula below:

$$F_n = F_{\min} / F_b * 100\% \text{ (rounded off to 2 decimal places)}$$

Where,

F_n = Normalized commercial score for the bidder under consideration

F_b = Absolute financial quote for the bidder under consideration

F_{\min} = Minimum absolute financial quote

$$\text{Composite Score (S)} = T_b * 0.7 + F_n * 0.3$$

The Bidder with the highest Composite Score(S) would be called for negotiations for the award of contract.

Note – Financial Bid 'Fb' would have to be submitted using the form (in Section 8 of this document) duly filled and submitted by the bidder.

5. Instructions to Vendors:

5.1 Language of Bid: The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and SPD, HSSPP shall be written in English language only.

5.2: Documents Constituting the Bid

5.2.1 The bid prepared by the Bidder shall comprise the following components. The bids not conforming to the requirements shall be summarily rejected.

5.2.2 Technical Bid (Envelope A)

Technical Bid will comprise Cover Letter, Technical Proposal/Project Implementation Plan, undertaking & Earnest Money Draft.

Please note that no price schedule should be indicated in the Technical Bid and shall only be quoted in the Financial Bid.

5.2.3 Financial Bid (Envelope B)

The bidder should quote the charges on per page basis as per set proforma.

The financial bid of the technically qualifying bidders shall be opened.

The bids having any hidden costs or conditional costs will be liable for straight rejection.

5.2.4 Earnest Money Deposit:

The Bidder shall furnish, as part of its bid, Earnest Money Deposit in the form of Demand Draft drawn in favour of State Project Director, HSSPP for an amount of Rs. 1,00,000 (Rs. One lacs only) payable at Panchkula/ Chandigarh and shall be submitted along with envelope A.

5.2.5 Currency of Bid Security

The bid security shall be furnished in Indian National Rupees.

5.2.6 Forfeiture of Earnest Money Deposit of the bidder

The Earnest Money Deposit can be forfeited if a Bidder Withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form or does not accept the correction of errors pursuant to clauses of the RFP.

5.2.7 Forfeiture of Earnest Money Deposit in case of the successful Bidder, if the Bidder fails;

5.2.7.1 to sign the Contract in accordance.

5.2.7.2 to furnish performance bank guarantee

5.2.8 Separation of Price Components

The price components furnished by the Vendor will be solely for the purpose of facilitating the comparison of bids by HSSPP and will not in any way limit SPD's right to contract on any of the terms offered.

5.2.9 Fixed Price

Prices quoted by the Vendor shall be fixed and no variation will be allowed under any circumstances. No open-ended bid shall be entertained and the same is liable to be rejected straightway.

6. Other Terms and Conditions:

6.1 **Release of Payment-** payment shall be released in four equal instalments i.e. 10% after UAT of DMS Software; 20% after completion of first 7 lac APARs; 25% after next 7 lacs scanned APARs; 25% after completion of job of Scanning work and complete sign off.

Instalments for the Document Management System (DMS)	
After UAT approval	50% of total amount for DMS
After sign-off	50% of total amount for DMS

Instalments for APAR Scans	
After 40% of work completion	30% of total amount for APAR Scans
After 80% of work completion	30% of total amount for APAR Scans
After sign-off of 100% work completion	40% of total amount for APAR Scans

6.2 Undertaking

An undertaking from the Bidder stating the compliance with all the conditions of the Contract and Technical criteria of the Bidding.

6.3 Rejection of Bid

Any bid not secured in accordance with above mentioned, shall be rejected without any further correspondence, as non-responsive.

6.4 Discharge of Security Bid of Unsuccessful Bidder

Unsuccessful Bidder's bid security will be discharged / returned as promptly as possible but not later than 60 days after the expiration of the period of bid validity prescribed by SPD, HSSPP.

6.5 Period of Validity of Bids

The Bids and rates shall remain valid for 180 days after the date of opening of financial bid prescribed by HSSPP. HSSPP holds the rights to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

6.6 Extension of Period of Validity

In exceptional circumstances, SPD may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the bidder should be unconditional. The bid security shall also be suitably extended. A Bidder may refuse the request without forfeiting the bid security. A Bidder granting the request will not be permitted to modify its bid.

6.7 The Bidder shall prepare one original and one copy of the Technical Bid separately, clearly marking each "Technical Bid . Original Copy" and "Technical Bid . Spare Copy", as appropriate. In the event of any discrepancy between them, the original shall govern.

6.8 The Bidder shall prepare only one original copy of financial bid, clearly marking it as "Financial Bid. Do not open with Technical Bid."

6.9 **Authentication of Bid**

The original and all copies of the bid shall be type written and shall be signed by a person or persons duly authorized to bind the Bidder to the Contract. The letter of authorization shall be supported by a written power-of-attorney accompanying the bid. The person or persons signing the bid shall initial all pages of the bid, except for the un-amended printed literature.

6.10 **Validation of interlineations in Bid**

Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

6.11 **Sealing and Marking of Bids**

Enclosing of Bid: The original and one copy of the Technical Bid shall be placed in sealed Envelope 'A' clearly marking each "Technical Bid". Bid security shall also be enclosed along with Technical Bid.

6.12 Financial Bid shall be placed in separate sealed Envelope 'B' clearly marking it as "Financial Bid". Envelope 'A' and Envelope 'B' should be placed in an outer envelope clearly marking "**Bid Document for Digitization/Scanning, do not open before 1.00 PM on 14.8.2014**".

6.13 **Mailing Address for Bids**

The inner and outer envelopes shall be addressed to State Project Director, Haryana School Shiksha Pariyojna parishad at the following address:

State Project Director,
Haryana School Shiksha Pariyojna Parishad,

3rd Floor, Shiksha Sadan, Sector 5, Panchkula

Also indicate the name, address & e-mail address, Mobile Number/ Landline number of the Bidder to enable the bid to be returned unopened in case it is declared "late".

6.14 Responsibility of SPD, HSSPP

If the outer envelope is not sealed and marked as required by the Clauses mentioned in the RFP, Parishad will assume no responsibility for the bid's misplacement or premature opening.

6.15 Rejection of Bid

The Bid has to be submitted in the form of printed document. The bids submitted by, fax or email bids shall not be entertained.

Any condition put forth by the bidder non-conforming the bid requirements shall not be entertained at all and such bid shall be rejected.

6.16 Deadline for Submission of Bids

6.16.1 Last date for Submission

The Bids (both Technical and Financial) must be received by SPD, HSSPP, at the address specified above, not later than 14-08-2014 at 11:00 AM, In the event of the specified date for the submission of Bids being declared a holiday for the Parishad, the Bids will be received up to the appointed time on the next working day.

6.17 Extension for Last date of Submission

SPD, HSSPP may, at own discretion, extend this deadline for submission of bids by amending the bid document.

6.18 Late Bids

Any bid received by SPD, HSSPP after the deadline for submission of bids prescribed by SPD, HSSPP, will be summarily rejected and returned unopened to the Bidder. SPD, HSSPP shall not be responsible for any postal delay or non-receipt / non-delivery of the documents. No further correspondence on this subject will be entertained.

6.19 Withdrawal of Bids

6.19.1 Written Notice

The Bidder may withdraw its bid after the bid's submission, provided that SPD receives written notice of the withdrawal, before the expiration of deadline prescribed for submission of bids.

6.19.2 Signing and Marking of Notice

The Bidder's withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of the RFP. A duly signed withdrawal notice may be sent by fax or post so as to reach the designated office before the expiration of deadline for submission of bids.

6.19.3 Last Date for Notice

No bid may be modified subsequent to the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the forfeiture of Bidder's bid security, pursuant to above stated respective clause.

6.20 Opening of Technical Bids & Its Evaluation

6.20.1 Opening of Bids:

Parishad will open all Technical Bids in the presence of Vendor representatives who choose to attend the Technical Bid opening at 1.00 PM on 14-08-2014 in the Parishad Office, Panchkula. The Vendor.s representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for Parishad, the Bids shall be opened at the appointed time and location on the next working day.

6.20.2 Announcement of Bids:

The Bidder.s names, Bid modifications or withdrawals and such other details as SPD, HSSPP at discretion may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids which shall be returned unopened to the Bidder.

6.20.3 Bids Not Considered For Evaluation

Bids (and modifications sent pursuant to above Clause) that are rejected during the bid opening process shall not be considered for further evaluation irrespective of the circumstances.

6.21 Opening of Financial Bids

Financial Bids will be opened and compared after the technical evaluation has been completed for those vendors whose technical bids reach the minimum standard needed for the task.

It is at the sole discretion of SPD, HSSPP to take a decision to open the financial bid.

6.21.1 Announcement of Bids

The Financial Bids will be opened in the presence of Vendor's representatives who choose to attend the Financial Bid opening on date and time to be communicated to the entire technically qualified Vendor. The Vendor representatives who are present shall sign a register evidencing their attendance. The name of Bidder, Bid Prices, Discount, etc. will be announced at the meeting.

6.22 Clarification of Bids

During evaluation of bids, SPD may, at its discretion, ask the Vendor for a clarification of its bid. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, SPD reserves the right to make his own reasonable assumptions at the total risk and cost of the Bidder.

6.23 Preliminary Examination

6.23.1 Completeness of Bids

SPD will examine the bids to determine whether they are complete, whether they meet all the conditions of the Contract and Technical Specifications and whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

6.23.2 Rectification of Errors

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

6.24 Rejection of Bid

If a bid is not responsive and not fulfilling all the conditions it will be rejected by the Parishad and shall not subsequently be accepted even if it is made responsive by the Vendor by correction of the non-conformity.`

6.25 Contacting SPD, HSSPP

Contact by Writing :

No Vendor shall contact SPD on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the Vendor wishes to bring additional information to the notice of SPD, it should be done in writing.

Any effort by a Bidder to influence SPD in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

6.26 Award of Contract

6.26.1 SPD's right to accept any Bid and to reject any Bid or all Bids:

SPD reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time before the contract award, without thereby incurring any liability to the affected Bidder or Bidders.

6.27 Notification of Award

6.27.1 Notification to Bidder

Before the expiry of the period of validity of the proposal, SPD shall notify the successful Vendor in writing (LOI) by registered letter or e-mail, that its bid has been accepted. The Vendor shall acknowledge in writing receipt of the notification of award and will send his acceptance to enter into agreement within 15 days from the receipt of LOI (Letter of Intent) and submit the Performance Bank Guarantee before the signing of the agreement.

6.27.2 Signing of agreement

The notification of the award shall constitute signing of the agreement. The signing of agreement amounts to award of contract and bidder will initiate the execution of the work as specified in the agreement. The date of start of project will be date of signing of agreement.

6.27.3 Expenses for the Contract

The incidental expenses of execution of agreement / contract shall be borne by the successful Vendor.

6.27.4 Failure to abide by the Agreement

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of SPD to impose penalties to the extent of forfeiting the Bank Guarantee.

6.27.5 Performance Guarantee

6.27.5.1 Period for Furnishing Performance Guarantee

Within 15 working days of the receipt of LOI from SPD, the successful Vendor shall furnish the performance guarantee of 10% of contract value in accordance with the Conditions of Contract, in the form of Bank Guarantee or Demand Draft drawn in favor of SPD, HSSPP payable at Chandigarh / Panchkula. The bid security submitted by the successful Vendor shall be adjusted against this amount and the balance amount, if any, needs to be paid if the successful Vendor chooses to furnish the performance guarantee in the form Demand Draft. The Performance Guarantee should remain valid for a period of 6 months from the date of completion of the project.

6.28 Annulment of Award

Failure of the successful Bidder to comply with the above requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event SPD may make the award to the next best technically qualified Bidder.

6.29 Termination of Contract

SPD may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the qualified Vendor, terminate the contract in whole or in part if:

6.29.1 The qualified Vendor fails to deliver any or all of the obligations within the time period(s) specified in the contract, of any extension thereof granted by SPD.

6.29.2 The qualified Vendor fails to perform any other obligation(s) under the contract.

However, the disputes if any shall be referred to arbitrator which shall be Administrative Secretary, School Education Department.

6.30 All infrastructures shall have to be arranged by the bidder within the Department's premises.

6.31 The secrecy and security of files handed over will be responsibility of the successful Vendor.

- 6.32** SPD, HSSPP shall retain all right, title and interest in and to any and all data, entered or generated by the Vendor for SPD, HSSPP pursuant to this agreement and any modifications thereto or works derived there from.
- 6.33** SPD, HSSPP shall also retain all right, title and interest in and to any and all software, developed for SPD, HSSPP by the Vendor pursuant to this RFP, and any modifications thereto or works derived there from. Vendor shall have no right, title or interest in or to such programs, modifications or derivative works for any purpose, except the right to use, modify, enhance and operate such programs, modifications or derivative works in order to perform services.
- 6.34** Application Software should support the scope of work.
- 6.35 Standards**
The services to be rendered under this contract (signed between SPD and Vendor on stamp paper) shall conform to the standards mentioned in this document, and in case no applicable standards are mentioned, to the latest authoritative standards as laid down by the competent institution governing that standard.
- 6.36 Standard of Performance**
The Vendor shall render out the service and carry out its obligations under the contract with due diligence, efficiency and economy in accordance with generally accepted norms techniques and practices used in the industry.
- 6.37 Time for Implementation of the Project:**
The successful Vendor shall complete and implement the project within the agreed time frame starting from the date of award of contract.
- 6.38 Right to Inspect Digitization / Scanning work**
SPD shall reserve the right to inspect the premises where the Vendor has stated to have the Digitization / Scanning work and support facilities to be used for the purposes of this project.

7. Confidentiality:

The Vendor and its personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the

services, contract or Department's business or operations without the prior written consent of SPD. If during the implementation of the job any pilferage of data is found on the part of the vendor then contract will be cancelled, Bank Guarantee will be forfeited and no payment will be made, besides, initiating criminal proceedings against the vendor.

7.1 Force Majeure

Notwithstanding the conditions of the RFP, the Vendor shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of SPD either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the qualified Bidder shall promptly notify SPD in writing of such conditions and the cause thereof. Unless otherwise directed by SPD in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. SPD may terminate this contract, by giving a written notice of minimum 30 days to the Bidder, if as a result of Force Majeure, the Bidder being unable to perform a material portion of the services for a period of more than 60 days.

7.2 Arbitration and Jurisdiction

In the event of any dispute relating to the import or meaning of any terms and conditions which could not be solved amicably by the parties, the parties may refer the matter to the Arbitrator to be appointment jointly by the SPD, HSSPP on the request of either of the parties for arbitration in consonance with the provisions of the Arbitration and Conciliation Act, 1996(Act 26 of 1996), on the designated reference in dispute. Civil court shall have no Jurisdiction to entertain any dispute arising out of this RFP.

7.3 Review Meetings

There shall be weekly/fortnightly review meetings to review functionality issues and progress of work. The frequency of meetings will be mutually decided at the time of signing of contract. All matters that are not resolved during the review meeting will be escalated as per the escalation procedure mutually agreed by both the parties.

7.4 Progress Reporting and escalation procedures

The Vendor should submit weekly/fortnightly report. These reports shall indicate the progress of work and matters that need escalation or which are pending for decision. In particular the time-schedule shall be reported for each individual deployed. Escalation Matrix along with the e-mail id and contact no. (Mobile) of CEO of the company.

7.5 Period of contract

This period can be further extended after satisfactory performance reviewed by SPD and on such requirement.

8. Formats

8.1 Format for Technical Proposal

Part A: Conformance to Prequalification Criteria

S. No	Criteria	Whether Met	Reference Details
1	Company Incorporation and Commencement of business	Yes/No	Relevant document(s) self certified
2	Financial Statements of the preceding three years in support of turnover	Yes/No	Financial statements duly attested
3	Turnover from relevant Services	Yes/No	Auditor's statement
4	PAN, Service Tax and such other statutory registrations	Yes/No	Relevant document(s) self certified
5	Government project experience of at least one e-Governance project	Yes/No	Certificate from customer
6	Declared ineligible or blacklisted by Gol, State Govt. / Govt. Agency or company, for corrupt, fraudulent practices or reasons related to non-performance in an engagement	Yes/No (answer to this question should be NO, in order to qualify)	A self declaration on company letter head duly signed by the authorized signatory to the effect that the company is not disqualified as per this requirement

Part B: Core Technical Proposal

The Technical Proposal should be concise and should cover without ambiguity, the following:-

1. Brief Profile of bidder
2. Project Experience (as per format proposed below)
3. Conformance to Project (Functional / Solution) Requirements highlighting non-compliances, if any
4. Details of proposed solution
6. Work Plan indicating start/end dates, project milestones and dependencies (clearly highlighting the tasks where support is expected from the Department)
8. Brief resume of Project Manager and support team
9. Any other information that is relevant to the bid

CV FORMAT FOR RESOURCE DEPLOYMENT

Kindly use template prescribed below for describing educational qualifications and relevant work experience of Team proposed.

Sr. No.	Proposed role	No. of resources	Area of expertise	Key responsibilities

CV for Professional Staff Proposed: Please provide detailed professional profiles of the staff proposed for evaluation. The profile for a single staff member must not exceed two pages. Cover Letter: Summary of the Individual’s experience which has direct relevance to the project (maximum 1 page).

Sr. No.	Description	Details
1.	Name	
2.	Designation	
3.	Role proposed for	
4.	Current responsibilities in responding firm	
5.	Total years of relevant experience	
6.	Years of experience in responding firm	
7.	Educational Qualifications	
	Degree	
	Academic institution graduated from	
	Year of graduation	
	Specialization	
8.	Professional certifications (if any)	
9.	Professional experience details (project wise):	
	Project Name	
	Client	

	Key project features in brief	
	Location of project	
	Designation	
	Role	
	Responsibilities and activities	
	Duration of project	

CVs must be accompanied by the following undertaking from the staff member:

Certification

I, the undersigned hereby certify to the best of my knowledge and belief that the information provided about the project team is correct. I understand that any wilful misstatement described herein may lead to our disqualification or dismissal, if engaged.

Date:

(Authorized Signatory)

Name: _____ Designation & Authority: _____

Place: _____ Date: _____ Stamp: _____

Company Name: _____

Business Address: _____

Note : If this bid is filed by consortium, each partner organization should provide separate certification for their team.

Part C: Format for Project Experience

Using the format below, provide information on each reference assignment along with a client certificate or suitable supporting documentation.

Name of Project:

Location where services were delivered

Name of the Client:

Name and address of Client Contact Officer

Duration (dates) of assignment:

Status of assignment: Completed / Ongoing (if it is on-going, level of completion)

Approx. Value of engagement

Brief description of engagement and services provided by your company

Similarity of products and/or services (if any) with this tender requirements

8.2 Performa for Financial Bid:

(a) Documents Scanning at 100 DPI.

Scanning Rate to be given on per page basis:

<u>Paper Size</u>	<u>Cost per paper</u>
Legal Size	
Full Scale	
A4	

(B) Document Management System with 200 user licenses (unit cost)

Total Cost (Tc) in Rupees. (inclusive of all taxes except service tax to be paid extra)

<u>Name of Solution/Software</u>	<u>Cost</u>
Document Management System (DMS)	

8.3 Formats for covering letter for Submission of Proposal

Covering Letter (on letter head of bidder)

To

State Project Director
Haryana School shikshaPariyojna Parishad,
3rd Floor, Shiksha Sadan, Sector 5,
Panchkula

[Date]

Madam/Sir,

Subject: Scanning of APARs and Document Management System.

Reference: Bid document entitled “Scanning of APARs and Providing Document Management System” issued by your Department dated 02/08/2014.

We, the undersigned, offer to provide the required services in accordance with your above mentioned Tender notification / Request for Proposal.

We hereby submit our proposal documents along with necessary Earnest money Deposit and other applicable fees. The enclosed documents include Technical and Financial Proposals as per the required formats sealed in separate envelopes. It is hereby confirmed that our proposal will be valid for the period as required in the tender document.

We solemnly affirm that this proposal is binding upon us. Further, we understand and agree that acceptance of our proposal is not binding upon you.

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 namely “Prevention of Corruption Act, 1988”.

Yours sincerely,

Signed by Authorized Signatory

Name and Title and of Signatory

Contact details (Address, Phone, Email ID)