

# TENDER NOTICE

NO. MPPCB/Pur./Software/01/2014-15

## TENDER DOCUMENT

FOR CONSULTING SERVICES FOR DESIGNING, DEVELOPMENT, IMPLEMENTATION & MAINTENANCE OF MANAGEMENT INFORMATION SYSTEM (MIS) AND OFFICE AUTOMATION SOFTWARE MODULES FOR ADMINISTRATION, EMERGENCY RESPONSE CENTRE AND FINANCE & ACCOUNTS MODULES



Year : 2014 - 15

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M. P. Pollution Control Board  
E-5 Sector, Paryawaran Parisar,  
Arera Colony, Bhopal - 462016

PBX : +91(755) 2466191  
FAX : +91(755) 2463742  
Web : [www.mppcb.nic.in](http://www.mppcb.nic.in)  
Mail : [it\\_mppcb@rediffmail.com](mailto:it_mppcb@rediffmail.com)

# **M. P. POLLUTION CONTROL BOARD**

PARYAWARAN PARISAR, E-5, ARERA COLONY, BHOPAL - 16  
Phone: [0755] 2466191 Fax: [0755] 2463742 E-mail: [it\\_mppcb@rediffmail.com](mailto:it_mppcb@rediffmail.com)

## **TENDER NOTICE NO. MPPCB/Pur./Software/01/2014-15**

**Sub. : Invitation of Tenders (Two Bid System) for Consultancy Service and development of software packages for office automation section of Administration, Finance & Accounts and Emergency Response Centre its development, implementation, operation, maintenance and training to the Board's staff.**

M. P. Pollution Control Board, having its Head Quarter at Bhopal and 13 Regional offices at various locations in Madhya Pradesh invites offers from the reputed firms/agencies for the consultancy services and development of MIS software for Automation / computerization of Administration, Emergency Response Centre (ERC), Finance & Accounts, e-governance and its implementation, operation, maintenance and training to the office staff along with up gradation and maintenance of ERC and MPPCB's existing web site.

The selected firm shall have to develop Application software packages for the entire systems & provide required consultancy with necessary training to the identified staff of the Board. The purpose of this advertisement is to identify high quality conscious firms/ Company/ Agencies that will stand to the expectation of the Board in terms of design, delivery and execution of the work. In the process the Board will shortlist a set of firms/ Companies/ Agencies, which will be considered for awarding the service based on the professional competency, execution time, relevant experience and the cost of service. In order to provide an opportunity to a large number of intended firms/ Companies / Agencies, the minimum requirements (technical & financial) have been prescribed. However, appropriate Committee from the Board would evolve the criteria to shortlist the Agencies for the stated tasks.

### **Software Development Criteria:**

#### **1. The Software must have the following feature:-**

##### **1.1 User Interface**

The system shall provide browser based interface to the end user. To provide easy to use interface, the screen and form layouts shall be designed with maximum simplicity. The system shall be designed keeping in view that there is uniformity and consistency across the application's buttons, screens, form and report layouts. The User Interface shall be designed by incorporating the suggestions given by the end user. A prototype of the User Interface should be designed and presented to the user and the user can suggest necessary modification to be incorporated to make

better use of the Interface. The complete design shall help the end user to maintain and use the system smoothly even after the end of warranty periods.

## **1.2 Technology**

The customized MIS modules will be developed on web based platform with centralized data base and processing and decentralized Inputs and Outputs. The technology to be used for application development shall be .php or .NET etc. for front end and RDBMS, NoSQL (SQL Server, Mongo DB etc.) for back end. Any other technology which is better and more user friendly can also be used. Looking to the sensitivity and confidentiality of data the NIC server shall be used for centralized tasks. Coordination with NIC and audit of product by CERT. In registered agencies etc. shall be an integrated part of the process and will be taken up exclusively by the bidder/ awardee firm.

## **1.3 Language**

All the modules shall be bilingual i.e. operable in Hindi as well as in English.

## **1.4 Reliability**

Software developed and delivered should be reliable bug free and fully tested, with no functionality failure.

## **1.5 Easy Maintenance**

The application software should possess features to enhance end users efficiency. Simple screen pop-up windows and minimum data fields should further add to the ease of executing the application. Minimum no of screen to accomplish a business function shall be the major design parameter.

## **1.6 Integrity of Data**

To make the application user friendly, the system should ask for minimum parameters, the remaining entries that are relevant to the task (if already present in the database) shall be automatically populated in the relevant fields. This will help to minimize the entry to be done by the user and also maintain the integrity of the data.

## **1.7 Reduce Data Redundancy**

The system shall ensure that there is no duplicity of information loaded into the database. This shall be done with the help of inbuilt validation checks. The validation check shall help the user to know whether the data that is being entered by the end user is already available in the system or not. This feature shall help to reduce the data redundancy.

The proposed system in combination of the operation system and application software fulfils the stringent security needs for the application software. The various

security mechanisms that shall be made available in the proposed system are given below:

- Different level of authentication.
- User password based on authentication mode
- Rights & permission administrator and others .
- Form level security.
- Field level security.
- Provision for sample run before the actual run and roll back facility.
- Audit trails/ log file generation
- Stamping of database record with date/time/user/node no wise information for its read/ write etc.
- Creation and initialization of log file.
- Database encryption technique.
- Database security.
- Backup facility.

## **2. Bid Scope**

The Bidder cannot bid for a specific portion of the project and should be quoted for entire package. However separate bid value for individual MIS may be presented along with the financial bid.

## **3. Subcontract**

The Bidder shall not be permitted to subcontract any part of its obligations under the contract. Subcontracting any part or component of this contract to any individual firm or entity, shall be treated as sufficient grounds for automatic cancellation of the contract / Agreement.

## **4. Cancellation of Agreement**

The award of contract or agreement shall be subject to cancellation due to any of the reasons mention hereunder:-

- 4.1 If the Bidder is found to have submitted false document/particulars at the time of award of assignment.
- 4.2 If the Bidder is found deviating from any quality and delivered period /work plans, adherence to guidelines, Statutory regulations , safe keep of all physical and electronic artifacts, conduct/ discipline etc, while executing the job.
- 4.3 If the Bidder fails to execute the job as per defined scope, delivery targets, technical en-efficiency, quoted rate or any other point previously agreed, after Board issue the letter of Intent (LI).

## **5. Technical and Users manuals**

- a) Service Provider should submit a comprehensive , step by step user/ technical manual (with screenshots)
- b) At the minimum the following manual are expected to be delivered by the Service provider:
  - Technical Manual for Detail Data Base Design ( Process flow Centric)
  - Technical Manual for Application Software Setup & Design.
  - User Manual for System Administrator, Production Server.
  - User Manual for end user/ operators.
  - All manuals must be available as Online help as part of the System.
- c) The Service provider shall submit at least 5 no's hard copies and equal number of soft copies (in CD/ DVD) of all the manuals.
- d) All manual are subject to approval by the Board.
- e) All the reports, documents and SWs developed by the firm shall remain the property of MPPCB and shall be delivered, along with a detailed inventory, at the end of the project.

## **6. Training of the Staff/ Officials.**

- a) Capacity Building is an integral part of this project. The selected bidder would train the Board staff to use/ operate and maintain the software solution at their own.
- b) The Service Provider shall identify staff for training purpose for future maintenance/ update of the System, in consultation with competent Authority.
- c) The Service Provider should provide a detailed training roster/ plan for the identified representative of the Board and should basically cover the following
  - Operation & routine maintenance of all aspect of the software.
  - Trouble shootings.
  - Back Up / Restore of archival database.

## **7. Project Deliverables**

- SRS report with respect to modules.
- Full working Source Code of the application software.
- Test plans
- Acceptance Plan
- All respective manuals
- Implementation Report/ plan

- Detailed work plan
- Disaster Management & recovery plan
- Monthly Progress Report
- Quality control & assurance Report
- MIS report
- Users Manuals
- Hardware / software requirement specification/ Equipment specifications

#### **8. Data entry work:**

Outsourced data entry job have to be done by the firm/company to whom work is awarded in each module to complete the work with data as on date for which sufficient manpower shall be deployed by the firm.

#### **9. Facility Management Service:**

The selected firm/ company shall be fully responsible for the entire project Integration and to provide facility management service to maintain the same. The firm/company must provide complete onsite warranty and facility management service including upgrade and maintenance for a period of one year which shall be further extendable depending on need. The firm /company must provide two technical person to the Board for the period of Contract, who shall be responsible for overall integration, operation and smooth functioning of MIS application and other associated components including hardware and server part. The person must be capable of addressing and fixing any technical issue reported by the end user. The payment of the FMS for the period may be included or mentioned separately in the financial bid.

#### **10. Compilation of existing data in Electronic form :**

The firm shall compile all the existing paper file data in electronic form and shall submit in soft form with electronic navigation to access, organize, sort, query and retrieve the documents. The paper file record is for about 350 ERC member industries with approximately 100 fields for each industry. In Admin Section, data of nearly 600 employees with maximum 50 fields for each individual shall be subject to this compilation task. In finance section all the relevant records such as Ledger books, Bank Books, Cash Books etc. service the inception of the Board.

#### **SCOPE OF WORK**

Consultancy Service and development of software packages for office automation of Administration, Finance & Accounts and Emergency Response Centre its development, implementation, operation, maintenance and training to the Board's staff. The upgradation and maintenance of existing web-site of ERC and MPPCB shall also be part of this project. Content Management System will also be a part of web site upgradation.

**Following are some of the areas of modules with scope of functionality: -**

**1. Administration Module:** This module should be used to supervise all functionality of computerized work along with necessary approval and manage and Assign work on different level depending upon the nature of work.

- Staff Record / Database.
- Detail database of teaching and non-teaching employee.
- Digitization of Service Book : From Date of Joining to Retirement.
- Employee Management system- all process from recruitment to retirement
- Leave Management & Attendance System

To preserve up to date record (in unique form) of technical and non-technical employee of the Board depending upon nature of Service. This module also include management of all type of leave along with Attendance processing.

**2. Financial Accounting:**

- Budget : Detail budget process, funding agency wise, scheme wise and any other matter related to budget.
- Bank account , investment management, any other matter related to bank investment.

This section to cover entire Board's record such as cashbook, ledger, journal entry, trial balance, tally account receipt & payment a/c, income & expenditure a/c, balance sheet, inventory schedule, asset schedule, Investment schedule, (FDRs) loan & advance schedule, all types of loans etc. All financial matter including various ongoing project work running under different dept./ br. It should able to give entire accounting value /record at a glance as required time to time.

**2.1. Payroll :**

- Monthly Salary processing ( regular/ Fixed pay/ daily wage/ etc)
- Increments
- Attendance system
- Leave management
- Arrear calculation ( if any)
- Salary to bank transferable format
- Salary register.
- financial statements
- Salary Slip to be remitted to person concerned. ( through email)
- Accounting for Taxes, generate of Form 16,IT return, Loan, Advance, PF / NDCPF

- Schedule of all deductions from salary, viz : Recovery of loan & advance, festival advance, other advance, LIC premium, IT ,recovery of interest on HB & MV loan, recovery of PF loan, House rent, Electricity charge and any other deduction form salary.
- **Loan & Advance** : As per Rules Loan & Advance are provided to the University Staff. This section to process/manage /adjust / Recovery of Loan amount from the monthly salary & other source.
- **Pension** : To calculate the Retirement benefit , gratuity, leave enhancement, pension and other benefit related to retirement, process for payment of monthly pension, deduction of I.Tax, pension register, calculation of gross pension for IT purpose, schedule of deduction, generation of Form 16.

## **2.2. Miscellaneous & Bills :**

TA bill, medical re-imburement bill, bill of suppliers, bill payment to works, telephone bill, water charge bill, electric bill ,miscellaneous bill, VAT & TDS deduction record, generation of certificate, advance bill etc.

## **2.3. Fund Management:**

To manage record of investment , reports, details of Bank transactions etc.

## **2.4. Asset & Inventory:**

- Store management
- Asset purchase, allocation, track movement.
- Asset service management & maintenance of records.
- Asset movement register.
- Fixed asset register.
- Inventory register.

## **2.5. E- Notice (through Email / Desktop publish /Pop Up/SMS)**

## **3.0 Emergency Response Centre (ERC) :**

This module will ensure automation of all the activities of ERC, including members registration activity, Query-response service, maintenance of records, management and upkeep of books/literature, chemical database management, assessment of fee under equity participation scheme, technical assistance to the stake-holders etc as follows :

- Management of Chemical database with access, search, retrieval, print and communication facility.
- Library management based on ISBN no., ISSN no., subject title, author name etc.



- Records of member industries through pre-defined fields.
- Auto triggering of SMS and generation of letter for industries and other target groups
- Fund management
- Automation of records related with Import and Isolated storage of chemicals, Crisis Groups, Emergency responders, Technical Experts Groups etc.
- Management of State chemical inventory.
- Back-up and security of Database.

### General Conditions:

1. Interested firms/ Companies/ Agencies may submit tender under two bid system (Technical & Financial Bid) in two separate sealed cover **to the Member Secretary, M. P. Pollution Control Board** along with **non refundable processing fee of Rs. 1500.00 [Rupees One Thousand Five Hundred only]** in the form of Bank Draft from any nationalized Bank payable to the Member Secretary, M. P. Pollution Control Board at Bhopal on or before **12.08.2014** by 1.00 pm. Only Technical Bid will be opened on **12.08.2014** at 3.00 pm in the presence of interested bidders. In case of any change in date of opening of tender, the same shall be notified through website only on URL [www.mppcb.nic.in](http://www.mppcb.nic.in). In the interested of the bidders, they are requested to provide contact phone no. and e.mail ID on the cover of the main sealed envelop for communication.
2. The total estimated cost of the work is approx. 30.00 lakh. An Earnest Money Deposit [EMD] of Rs. 60000.00 [Rupees Sixty Thousand only] shall be furnished through a Demand draft in favour of Member Secretary, M. P. Pollution Control Board, payable at Bhopal in envelop "A". Offer without Earnest Money shall not be considered and the offer shall be treated as rejected.
3. The marking pattern for the screening of top ten EoI firms is as follows:  
Maximum Marks : 100

Background of the firm	Experience of the firm	Best Service Offered as per Board's TOR .	Qualification and experience of the key experts / Professionals (upto top 4 tiers <b>CEO/,PM/,PL/,TL</b> )
Max. Marks: 25 [1 mark per project]	Max. Marks: 25 [1 mark per relevant project]	Max. Marks: 20	Max. Marks: 30 * [7.5 marks each for CEO, PM, PL and TL staff - one each] Out of 7.5 marks , 2.5 marks will be awarded for qualification (1.25 marks for graduation & 1.25 marks for PG) and 5 marks for the

			projects handled/ publications ( 1 marks/ projects handled/ publications)
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(\* Self attested documents in support of qualification and experience is prerequisite under QCBS criteria for the evaluation of offer, hence the technical bid without these documents will be rejected automatically)

4. Top five selected bidders as per above criteria will be called for presentation before a committee constituted for the evaluation of offers received. The marking pattern for the Presentation evaluation is as follows:

**Maximum Marks: 50**

Name of the EoI Proposals submitting Firms	ELIGIBILITY CRITERIA				Total Marks Obtained
	Overall Presentation	Methodology description	Understanding & Similar Project handled on similar themes.	Qualification and Awareness about the project	
	Max. Marks: 15	Max. Marks: 15	Max. Marks: 10	Max. Marks: 10	

**5. Quality and Cost Based Selection (QCBS) Criteria:**

The consultant among screened out firms will be selected in accordance with the Quality and Cost Based Selection (QCBS). Thus the committee decided entire selection procedure of 100 marks by further bifurcating in to two parts i.e. Technical evaluation (60 marks) and Financial (cost) evaluation (40 marks). On referring the literature of different Government organizations, QCBS method decided using following formula for selection of the consultant:

$$S = St \times T\% + Sf \times P\%$$

Where,

S= Total Score

St= Technical Score

T%=Percentage of Technical Score

Sf=Financial Score

P%=Percentage of Financial Score

6. Hypothetical and conditional bids/ offers will not be considered.
7. The applicants are encouraged to provide as much information and description as possible about their organization, their financial strength, profile of the technical manpower in the organization (upto top 4 tiers), client profile and their professional competency in providing the service.
8. The applicant should be able to furnish the complete details verifying their minimum 05 years of successful execution/implementation of similar work. Besides they should be able to furnish complete details verifying their competence and successful implementation of projects in fields. Applicants with multi domain/industry experience will be preferred.
9. The bidder shall submit the copy of work orders in support of claim regarding execution of projects in the past along with contact addresses (postal, phone, e.mail) of clients.
10. The bid must be submitted in **two parts, i.e. Technical bid and Financial bid** as per performa in **Annexure -1 and Annexure -2** enclosed herewith. Each part should be submitted in separate sealed envelope.
11. The Board reserves the right to accept/reject any deviation in the Bid.
12. The bidder must bear all cost associated with the preparation & submission of its Bid and the Board shall in no case be responsible or liable for those costs, regardless of the conduct of the outcome of the tendering process.
13. The bid is non returnable, irrespective of outcome of selections.
14. Submission of bid in respect to this bid can't be construed as obligation on the part of the Board towards a purchase.
15. Blank column and overwriting is not permitted in the filled up bids.
16. In case all the things being equal, preference will be given to those Agencies having representative office at Bhopal, Madhya Pradesh.
17. The reputation, business turn over, duration of its existence, client profile would be considered in short listing the bidder. In no case should the annual turnover of the bidder be less than ` 50 lacs for the last 3 years.
18. Bid terms and condition must be clearly written/ typed and have full name & address of the bidder. Each and every page shall have the signature & seal of the Authorized person. Notwithstanding anything stated above the Board

reserves the right to assess the capability and capacity of the bidder to perform the contract, and take decision in the interest of the Board.

19. Firm/company shall provide zero error certificates in respect of all data captured and outputs.
20. Shortlisted applicants will be invited to for product presentation. Firm/ company will have to demonstrate a final trial run well before the final execution.
21. The entire work is of a time bound nature and the firm/ company will have to execute the work as per schedule given by the MPPCB.
22. Payment norms of the MPPCB shall be followed. Request **for advance payment shall not be entertained in any case.** For Software development, 75% of the total payment shall be released after satisfactory installation of the Software/ completion of work duly certified by the competent authority. The rest 25% will be paid after three months on satisfaction of the smooth running of the Software. The successful bidders will have to furnish a Performance Bank Guarantee in favour of Member Secretary, M. P. Pollution Control Board, Bhopal valid up to twelve months after the completion of contract from a scheduled/ Nationalized Bank of India for 5% of the total ordered value within 21 days of the placement of Orders.
23. A copy of self attested Sales Tax registered Certificate /Service Tax Registration No., VAT Registration No/ PAN no and Income Tax Acknowledgement/Refund Receipt dated within last 12 months or IT clearance certificate with a affidavit from notary that the firm / company has never been black listed must be attached with the Bid.
24. The applicant should be able to deliver the first working prototype within 30 days of confirmation of order. In case of delays in commissioning of server, the applicant should be able to show the prototype from their own server. Inability to do so will disqualify the consultant and Performance Bank Guarantee will be forfeited.
25. Rates quoted must be inclusive of all applicable taxes and other charges.
26. The MPPCB reserves the right to reject any particulars or all bids without assigning any reasons whatsoever to anyone and failure of the Board to select the bidder shall not result in any claim whatsoever against the Board.
27. In case of any dispute the decision of Chairman, M. P. Pollution Control Board shall be final & binding.

28. Sample formats for furnishing information regarding past assignments, CV of proposed professional staff, team composition for the proposed consultancy etc. may be referred in the **Annexures (3 to 6)** with this document.

**29. The validity of Bid shall be one year from the date of opening of offer.**

**Member Secretary**

## **Responsibilities of the Bidder:**

The selected Bidder will study the existing system and will design a web based application software for activities listed in the Technical Data Sheet. The bidder's responsibility is broadly divided into following tasks:

### **(Detailed system analysis and Design & Development)**

#### **System Analysis**

System Analysis for each of the identified Application which will include:

- Detailed analysis of the existing systems, whether automated or manual. This will include analysis of documents in use, Detailed information requirements, reporting procedures & formats, reporting levels coding and classification being followed etc.
- Identification of unique data elements their size, format, source, use and sequence of data storage, data volume, its frequency of updation, responsibility of the department for the updation, inter- system flow of data, current volume and growth rate etc.
- Detailed analysis of types of queries being supported, their volumes, trends, frequencies etc.
- Preparation of Data Flow Diagrams.

#### **Deliverables**

Documentation containing System Analysis Report covering all the aspects described above.

#### **System Design**

The Bidder is expected to design the proposed systems keeping in View the following points:

The proposed systems will be implemented under Client Server environment on suitable computer systems having Centralized processing and databases with decentralized input and output.

To ensure quick retrieval/access and also for improving the response time.

The system should be completely Menu-driven and user-friendly in all respect.

For each of the identified application system, the system designing shall be undertaken by the Bidder, which will include:

- Preparation of Systems Flow Charts, depicting boundaries of each system, and inter-system linkages, Designing of input screens.
- Designing of output report formats and reporting procedures including reporting levels, frequency of reporting etc.
- Designing of screen formats and menus for queries.
- Designing of database structures. This will include deduction and design of access levels also.
- Definition and design of security levels and password protections.

### **Documents to be developed at this stage:**

- Systems Flow Charts
- Systems Specifications of various application systems Which for each application system will include:
  - Input forms/Screens
  - Output report formats
  - Screens for queries
  - Inter System linkages/interfaces
  - Security and Backup considerations

### **System Development Acceptance Testing**

System Development for of the Application system will include:

- Designing of programs specification on the basis of Systems Specifications defined in Technical Specification.
- Programming and Testing of the System.
- To implement the Systems and subsequently check for the stability of software.
- Implementation of the System and handing over to the users for acceptance and Operation.
- Preparation of Users Manual.

### **Application Support :**

The Solution provider will provide the Application Support for a period of contract awarded or decided by the Authority after Handing over the Software.

### **Training :**

Training shall include users training for the understanding and operation of Application Systems. The Training will be for System Administrators on maintenance and support of the System and selected group of users on operation of the various modules. The Solution provider will provide manpower for training.

### **Submission of System Resource Study Report (SRS)**

The successful bidder will be required to submit the System Resource Study Report within 30 days from the date of issue of work order which shall principally include software requirement specifications too based on the rigorous assessment of requirement of the concerned sections before commencing the design work.

### **Software Implementation**

The Implementation Roadmap of Application Software should be clearly specified in terms of number of days and be shown in the PERT chart in the Offer.

### **Guarantee /Warranty**

Equipments and system installed shall be guaranteed individually for integrated operation for the contract period from the date of commissioning of the system. In case of detection of any defect in individual equipment or system as a whole the same shall be replaced by the Vendor free of cost within 15 days of intimation by the competent authority of the Board.

### **Hardware Requirement**

The details Hardware requirement with specification for the developed system shall have to be provided by the bidder in the SRS.

**Authorised signatory with office Seal**

**Date & Place:**



**Annexure -1****Tender Proforma (Technical Bid)**

<b>Name of Work</b>	Development, Implementation, Operation, Maintenance and training of Information Management System & Office Automation Software for Administration, Finance and ERC.
<b>Due Date of Tender</b>	..... (upto 1.00 pm)
<b>Date &amp; time for Opening of Tender ( Technical Bid)</b>	..... 3.00 pm

1.	Name & address of the Firm /Bidder	
2.	Registered Address with Contact No. And Fax, email	
3.	Nature of Organization/ Firm	
4.	Details of Earnest Money Deposit [EMD]	Amount (Rs.)..... Demand Draft No..... Date ..... Name of Bank:.....
4.	PAN/ TAN No	
5.	CST Reg. No	
6.	Name of the Proprietor / partner/owner etc	
7.	Particulars of Tender Fee paid (Receipt No & Date)	
8.	Office /Support centre at Bhopal and in M.P. State	
9.	Acceptance of Guarantee Clause of equipments and system installed	Yes/No
10.	Acceptance of penalty clause	Yes/No
11.	Acceptance of terms of payment	Yes/No
12.	Names of the Govt. Org./ Corporation /Board/ Autonomous Body Etc where similar work have been done.	

**Authorised signatory with office Seal**

## Financial Proposal

**Cost of Consultancy Service and development of software packages for office automation of Administration, Finance & Accounts and Emergency Response Centre, its development, implementation, operation, maintenance and training to the Board's staff**

Sl No.	Name of the Module	Task to be corporate	Cost (Rs.)
1.	<b>Administration Module</b>	<ul style="list-style-type: none"> <li>• Cost of One time Software development</li> <li>• System Requirement Study (SRS)</li> <li>• Charge for implementation, training &amp; Support (at the time of installation)</li> <li>• Cost of documentation</li> </ul>	
2.	<b>Financial Accounting</b>	<ul style="list-style-type: none"> <li>• Cost of One time Software development</li> <li>• System Requirement Study (SRS)</li> <li>• Charge for implementation, training &amp; Support (at the time of installation)</li> <li>• Cost of documentation</li> </ul>	
3.	<b>ERC Module</b>	<ul style="list-style-type: none"> <li>• Cost of One time Software development</li> <li>• System Requirement Study (SRS)</li> <li>• Charge for implementation, training &amp; Support (at the time of installation)</li> <li>• Cost of documentation</li> </ul>	
4.	<b>Remuneration</b>	Remuneration to tech. Professional and staff (on individual basis)	
5.	<b>Deliverables</b>	As per para 7 (Project Deliverables)	
6.	<b>Cost of Ready-made Software product license to be procured by Board</b>	<ul style="list-style-type: none"> <li>• Operating System for Server (preferably to open source)</li> <li>• Database (preferably to open source)</li> </ul>	

Date & Place

Authorized Signatory with Office seal

**Annexure - 3**

**Activity schedule and Time Schedule of professionals/staff shall be clearly given in tabular/chart form. The price component is to be mentioned under following heads :-**

<b>S.No.</b>	<b>Particular</b>	<b>Price (₹)</b>
1.	MIS Module (Admn.) Design/Dev./Implement.	
2.	MIS module (ERC).	
3.	MIS module (Finance)	
4.	Remuneration to staff (individual)	
5.	Remuneration to tech. Professional (on individual basis)	
6.	NIC/Interdepartmental co-ordination	
7.	Preparation of reports/deliverables.	
8.	Miscellaneous	

**Information on past Assignments**

Provide the information in the format below on each assignment for which your firm was legally contracted during the past 3 years :-

<b>Assignment name</b>	<b>State/Country</b>
Name of client/ Address	
Project start and completion date	
Project cost/value	
Narrative description of projects	
Professional staff provided by your firm	
No. Of staff months	
Name and contact address of senior staff (team leader) involved in the project.	

**Signature**



**Proforma for CV for proposed professional staff**

- Name of professional :
- Proposed position in the project :
- DOB
- Years with firm :
- Membership in professional societies :
- Tasks assigned :
- Key qualification :-

(Give an outline of staff's experience and training. Mention degree of responsibilities held by staff member on relevant previous assignments along with dates and location.)

- Education :-

(Summarize, college/university and other specialized education/professional education)

- Employment record :-

(Mention about every employment held in the past, positions held, period, name of employer, location, activities performed.)

**Sing. of Bidder/Auth. Representative  
Name of Staff .....**

**Signature .....**

