REQUEST FOR PROPOSAL FOR APPOINTMENT OF

CONSULTANCY AGENCY / PSU

FOR PACS / LAMPS COMPUTERISATION.
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Schedule of events:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Purpose</td>
</tr>
<tr>
<td>2.</td>
<td>Cost of Tender Document</td>
</tr>
<tr>
<td>3.</td>
<td>EMD</td>
</tr>
<tr>
<td>4.</td>
<td>No. of Envelopes (sealed) to be submitted</td>
</tr>
</tbody>
</table>

Envelope 1 containing:
- Technical Bids as per Section 5. (hard copy)

Envelope 2 containing: Commercial Bid as per Section 6 (Only one bid to be kept), this envelope will be sealed and put in Envelope 1

Envelope 3 containing: 2 Demand drafts for EMD and Cost of Tender should be sealed and put in envelope no 1.

Last Date of Submission of Bid: 26.02.2018 till 12 pm

Opening of Bid: 26.02.2018 at 3 pm

Venue, Date and Time of opening of technical bids: 2nd floor, engineer's hostel -2, near DhourwaGolchakkar, P.O- Dhurwa, Ranchi. 834004

Pre bid meeting: 21.02.2018 at 3 pm

Bid Validity: 90 days from the last date of submission
On behalf of the Registrar, Cooperative Societies, Jharkhand, Ranchi (the “Authority”) is engaged in the development of projects in Jharkhand state and as part of this endeavour, the Authority has decided to undertake the work of computerisation of Lamps/PACS within the state of Jharkhand.

In pursuance of the above, the Authority has decided to carry out the process for selection of a Technical Consultant / PSU, for preparing the Detailed Project Report, bid documents and works assigned to selected bidders by RCS. The Technical Consultant / PSU shall prepare the Detailed Project Report, Bid Documents, etc. in accordance with the Terms of Reference specified at Schedule-1 (the “TOR”).

**Requests for Proposal**

The Authority invites Proposals (the “Proposals”) for selection of a Technical Consultant / PSU (the “Consultant”) who shall prepare a Detailed Project management Report for execution of the Project. The Detailed Project Report shall include software, Hardware, etc. in conformity with the TOR (collectively the Consultancy”). The Authority intends to select the Consultant through an open competitive bidding process in accordance with the procedure set out herein.

**Due diligence by Applicants**

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to the Authority and the Project site, sending written queries to the Authority.

**Sale of RFP Document**

RFP document can be obtained between 1000 hrs and 1800 hrs on all working days on payment of a fee of Rs.5,000 (Rupees five thousand only) in the form of a demand draft drawn on any Scheduled Bank in India in favour of Office of the Registrar, Cooperative Societies, Jharkhand, Ranchi, payable at Ranchi.
Validity of the Proposal
The Proposal shall be valid for a period of not less than 90 days from the Proposal Due Date (the "PDD").

Brief description of the Selection Process
The Authority has adopted a two stage selection process (collectively the “Selection Process”) in evaluating the Proposals comprising of technical and financial bids to be submitted in two separate sealed envelopes. The agencies shall be evaluated on technical capability and price bids of the technically qualified parties shall be opened.

Abbreviations

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Abbreviation</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LAMPS</td>
<td>Large Area Multipurpose Society</td>
</tr>
<tr>
<td>2</td>
<td>PACS</td>
<td>Primary Agriculture cooperative Society</td>
</tr>
<tr>
<td>3</td>
<td>PSU</td>
<td>Public Sector Undertaking</td>
</tr>
</tbody>
</table>

Registrar
Cooperative Societies Government of Jharkhand
INSTRUCTIONS TO APPLICANTS

GENERAL

2.1 Scope of Proposal
2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process either individually (the “Sole Firm”) or as lead member of a consortium of firms (the “Lead Member”) in response to this invitation. The term applicant (the “Applicant”) means the Sole Firm or the Lead Member, as the case may be.

The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.

2.1.2 Applicants are advised that the selection of agency shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Authority’s decisions are without any right of appeal whatsoever.

2.1.3 Key Personnel
The agency Team shall consist of the following key personnel (the “Key Personnel”) who shall discharge their respective responsibilities as specified below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Position</th>
<th>Minimum Qualification</th>
<th>Minimum Year of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>Team Leader B.E/B. Tech</td>
<td>10 Years</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td>Team Member Engineer, BE in Engineering</td>
<td>8 Years</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td>Junior member</td>
<td>5 Years</td>
<td></td>
</tr>
</tbody>
</table>

Key Personnel Responsibilities
The consultant shall be submitting a list of technical team to execute the work as per municipal council directions supported with CVs.

Quantity Surveyor/Documentation Expert
He will be responsible for Preparation of Bill of Quantities, Contract documents and Documentation for the computerisation of PACS project.

2.2 Conditions of Eligibility of Applicants

2.2.1 Applicants must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation.
## Eligibility Criteria

<table>
<thead>
<tr>
<th>S.No</th>
<th>Criteria</th>
<th>Criteria Points</th>
<th>Max Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The bidder should have executed a project with minimum 100 setup of LAMPS / PACS Installations in India with its own Software solution</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>a) Bidder/ PSU must have experience in government / cooperative Banks consultancy</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) For Government Consultancy firms/ PSU from any state of India or Government of India</td>
<td>30</td>
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<tr>
<td>2</td>
<td>Being in the IT Business for at least 5 years:</td>
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<td>10</td>
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<tr>
<td></td>
<td>a) Being in the IT Business for 10 or more years</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Being in the IT Business for 10-5 years</td>
<td>5</td>
<td></td>
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<tr>
<td>3</td>
<td>Average turnover of last three FY:</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>a) Above INR 50Crore</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) INR more than 25 and less than 50 Crore</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) INR upto 25 crores</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>No. of Consultant / Manpower in company/ PSU:</td>
<td></td>
<td>20</td>
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<tr>
<td></td>
<td>a) 100 and above</td>
<td>20</td>
<td></td>
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<tr>
<td></td>
<td>b) More than 50 and up to 99</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Less than 50</td>
<td>5</td>
<td></td>
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<tr>
<td>5</td>
<td>Experience of project management of Core Banking Solution / society computerization at least one commercial bank / cooperative Banks:</td>
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<td>10</td>
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<tr>
<td>6</td>
<td>Bidder should have own Data Center</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Note:-For Financial/Commercial bid opening Agency Bidder has to obtain **Minimum 60 Marks.**

### 2.3 Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority, Project site etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.
2.4 Acknowledgement by Applicant

2.4.1 It shall be deemed that by submitting the Proposal, the Applicant has:
(a) made a complete and careful examination of the RFP;
(b) received all relevant information requested from the Authority;
(c) Acknowledged that it does not have a Conflict of Interest; and
(f) Agreed to be bound by the undertaking provided by it under and in terms hereof.

2.4.2 The Authority shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by the Authority.

2.5 Right to reject any or all Proposals

2.5.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

2.5.2 The Authority reserves the right to reject any Proposal if:

(a) At any time, a material misrepresentation is made or uncovered, or
(b) The Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal. Such misrepresentation/improper response may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified/rejected. If such disqualification/rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified/rejected, then the Authority reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

DOCUMENTS

2.6 Contents of the RFP

2.6.1 This RFP comprises the Disclaimer set forth hereinafore, the contents as listed below and will additionally include any Addendum / Amendment issued in accordance:

Request for Proposal
1 Introduction
2 Instructions to Applicants
3 Criteria for Evaluation

Schedule
1 Terms of Reference
2 Form of Agreement
Annex-1: Terms of Reference
Appendixes Appendix-I: Technical Proposal
Form 1: Letter of Proposal
Form 2: Particulars of the Applicant
Form 3: Statement of Legal Capacity
Form 5: Financial Capacity of Applicant
Form 6: Particulars of Key Personnel
Form 7: Proposed Methodology and Work Plan
Form 8: Experience of Applicant
Form 9: Eligible Assignments of Applicant
Form 10: CV of Professional Personnel

Appendix – II: Financial Proposal
Form 1: Covering Letter
Form 2: Financial Proposal

2.7 Clarifications
2.7.1 Applicants requiring any clarification on the RFP may send their queries to the Authority in writing before the submission date. The envelopes shall clearly bear the following identification:

"Queries/Request for Additional Information concerning RFP"

The Authority shall endeavor to respond to the queries within the period specified therein but not later than 2 days prior to the Proposal Due Date. The responses will be sent by fax or e-mail. The Authority will post the reply to all such queries on the Official Website and copies thereof will also be circulated to all Applicants who have purchased the RFP document without identifying the source of queries.

2.7.2 The Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this shall be taken or read as compelling or requiring the Authority to respond to any question or to provide any clarification.

2.8 Amendment of RFP
2.8.1 At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by the issuance of Addendum/Amendment and posting it on the Official Website and by conveying the same to the prospective Applicants (who have purchased the RFP document) by fax or e-mail.

2.8.2 All such amendments will be notified in writing through fax or e-mail to all applicants who have purchased the RFP document. The amendments will also be posted on the Official Website along with the revised RFP containing the amendments and will be binding on all applicants.

2.8.3 In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.
C. PREPARATION AND SUBMISSION OF PROPOSAL

2.9 Language
The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English Language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.10 Format and signing of Proposal
2.10.1 The Applicant shall provide all the information sought under this RFP. The Authority would evaluate only those Proposals that are received in the specified forms and complete in all respects.

2.10.2 The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialled. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed as detailed below:
(i) By the proprietor, in case of a proprietary firm;
(ii) By the partner holding the Power of Attorney, in case of a partnership firm;
(iii) By a duly authorized person holding the Power of Attorney (the “Authorized Representative”), in case of a Limited Company or a corporation; or
(iv) By the Authorized Representative of the Lead Member, in case of consortium.

2.10.3 Applicants should note the Proposal Due Date for submission of Proposals. Applicants are reminded that no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal Due Date. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the Authority reserves the right to seek clarifications under and in accordance with the provisions.

2.11 Technical Proposal

2.11.1 Applicants shall submit the technical proposal in the formats at Appendix-I (the “Technical Proposal”).

2.11.2 While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:
(a) The Bid-Security is provided;
(b) All forms are submitted in the prescribed formats and signed by the prescribed signatories;
(c) Power of attorney is executed as per applicable laws;
(d) CVs of all Professional Personnel have been submitted;
(e) Key Personnel have been proposed only if they meet the Conditions of Eligibility; (f) No alternative proposal for any Key Personnel is being made and only one CV for each position has been furnished;
(g) The CVs have been recently signed in blue ink by the respective Personnel and countersigned by the Applicant. Photocopy or unsigned / countersigned CVs shall be rejected;
(h) The CVs shall contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
(i) Professional Personnel proposed have good working knowledge of English language;
(j) Key Personnel would be available for the period indicated in the TOR;
(k) No Key Personnel should have attained the age of 75 years at the time of submitting the proposal; and

2.11.3 Failure to comply with the requirements spelt out shall make the Proposal liable to be rejected.
2.11.4 If an individual Key Personnel makes an assertion regarding his qualification, experience or other particulars and it turns out to be false, or his commitment regarding availability for the Project is not fulfilled at any stage after signing of the Agreement, he shall be debarred for any future assignment of the Authority for a period of five years. The award of this Consultancy to the Applicant may also be liable to cancellation in such an event.
2.11.5 The Technical Proposal shall not include any financial information relating to the Financial Proposal.
2.11.6 The proposed team shall be composed of experts and specialists (the “Professional Personnel”) in their respective areas of expertise and managerial/support staff (the “Support Personnel”) such that the Consultant should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified shall be included in the proposed team of Professional Personnel. Other competent and experienced Professional Personnel in the relevant areas of expertise must be added as required for successful completion of this Consultancy. The CV of each Professional Personnel should also be submitted in the format at Form-10 of Appendix-I.

2.12 Financial Proposal
2.12.1 Applicants shall submit the financial proposal in the formats at Appendix-II (the “Financial Proposal”) clearly indicating the %age of the Consultancy in Form-2 of Appendix-II in both figures and words, in Indian Rupees, and signed by the Applicant’s authorized signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be taken into account.
2.12.2 While submitting the Financial Proposal, the Applicant shall ensure the following:
(i) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration for all the Personnel (Expatriate and Resident, in the field, office etc), accommodation, air fare, equipment, printing of documents, surveys, geotechnical investigations etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
(ii) The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
(iii) Costs (including break down of costs) shall be expressed in INR.

2.13 Submission of Proposal
2.13.1 The Applicants shall submit the Proposal in hard bound form with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be signed by the Authorized Representative of the Applicant. In case the proposal is submitted on the document downloaded from Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the later shall prevail.
2.13.2 The Proposal will be sealed in an outer envelope which will bear the address of the Authority, RFP Notice number, Consultancy name as indicated and the name and address of the Applicant. It shall bear on top, the following:
“Do not open, except in presence of the Authorized Person of the Authority”
If the envelope is not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted.

2.14 Late Proposals
Proposals received by the Authority after the specified time on Proposal Due Date shall not be eligible for consideration and shall be summarily rejected.

2.15 Modification/ substitution/ withdrawal of Proposals
2.15.1 The Applicant may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to Proposal Due Date. No Proposal shall be modified, substituted, or withdrawn by the Applicant on or after the Proposal Due Date.
2.15.2 The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance, with the envelopes being additionally marked “MODIFICATION”, “SUBSTITUTION” or “WITHDRAWAL”, as appropriate.

2.15.3 Any alteration / modification in the Proposal or additional information or material supplied subsequent to the Proposal Due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

2.16 Bid Security

2.16.1 The Applicant shall furnish as part of its Proposal, a bid security of Rs.12,00,000/- only (Rstwelve Lakhs only) in the form of a Demand Draft issued by one of the Nationalized/Scheduled Banks in India in favor of the Office of the Registrar cooperative Societies, Jharkhand. payable at Ranchi (the “Bid Security”), returnable not later than 30 days from PDD. The Selected Applicant’s Bid Security shall be returned, upon the applicant signing the Agreement and completing the deliverables assigned to it for the first months of the Consultancy in accordance with the provisions thereof.

2.16.2 Any Bid not accompanied by the Bid Security shall be rejected by the Authority as non-responsive.

2.16.3 The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.

SCHEDULE-1

Terms of Reference (TOR) for Technical Consultant / PSU / Manpower

1. General

1.1 The Registrar, GoJ has decided to get the computerisation of Lamps/PACS of the state Jharkhand.

1.2 The Registrar cooperative Societies, Jharkhand has decided to take up detail works through agency having experience in this field. The work would generally include planning & design of each and every component of the Lamps/PACS to be computerised as per standards laid by Nabard and Government Agencies.

1.3 The Registrar cooperative Societies, Jharkhand will be the employer and controlling agency for the consultancy services provider agency. The standards of output required from the appointed agency would be of international level both in terms of quality and adherence to the agreed time schedule.

2. Objective

2.1 The main objective of the consultancy services are:

(i) To establish the technical, environmental, social, economical, and financial viability of the project, and

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(ii) Prepare detailed project report (DPR) for computerisation of Lamps/PACS within Jharkhand required as per needs and/or its required as per standards and norms of NABARD Jharkhand.

2.2 The Computerisation Project shall incorporate aspects of value management, quality audit and requirement in its design and implementation program.

3. Scope of Services
1. The Lamps/PACS under Office of the Registrar, Jharkhand are to be computerised.
2. Preparations of a draft tender document for the referenced work.
3. Preparation and supply of required survey, computerisation information/specifications for the referenced works till the completion of computerisation works at site and subsequent revisions/amendments/modifications as required by client. Any amendment/correction desired by the approval authority shall be in the scope of agency and has to be carried out without any extra cost. However, RCS office shall be not in its scope.
FORM OF AGREEMENT

THE AGREEMENT made on _________________ day of ________________________ 2018 between the The Registrar cooperative Societies, Jharkhand (hereinafter called the “Employer”) of one part and M/s. ___________________________ (hereinafter called the “The Agency”) of the other part.

Whereas employer is desirous that certain services should be rendered viz._________________________________ vide tender N o_______________________ and has accepted a Tender of the Agency for reading of such services.

NOW THIS AGREEMENT WITNESSED as follow:

1. In this Agreement words and expressions and the same meanings as are respectively assigned to them in the conditions of contract thereinafter referred to

The following documents shall be deemed to form and be read and construed as part of Agreement viz.

(a) The Tender
(b) The Letter of Acceptance.

2. In consideration of the payments to be made by purchaser to the agency, as hereinafter mentioned the agency hereby covenants with the employer to provide the services in all respects with the provisions of the contract.

3. The employer hereby covenants to pay the agency in consideration of services provided at the contract price at the times and in the matter prescribed by the contract.

IN WITNESS whereof parties have hereunto set their respective hands and seals the day and year first above written.

Consultancy Agency/ PSU

Registrar cooperative Societies, Jharkhand
TECHNICAL PROPOSAL

Form-1
Letter of Proposal
(On Applicant’s letter head)
(Date and Reference)

To,
The Registrar
Cooperative Societies, Jharkhand
Ranchi (Jharkhand)

Sub: Appointment of Consultant for preparation of Detailed Project for computerisation of Lamps/PACS computerisation at Jharkhand.

Dear Sir,

With reference to your RFP Document dated ………………, I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as agency for computerisation of LAMPS / PACS. The proposal is unconditional and unqualified.

2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the agency for the aforesaid Project.
4. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we/ any of the consortium members have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Consultant, without incurring any liability to the Applicants in accordance the RFP document.
8. I/We declare that we/any member of the consortium, are/is not a Member of a/any other Consortium applying for Selection as a Consultant.
9. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory
authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors-Managers/employees.

12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority and/or the office of the Registrar, GoJ in connection with the selection of Consultant or in connection with the Selection Process itself in respect of the above mentioned Project.

13. The Bid Security of Rs. 12,00,000/- (Rupees TwelveLakhs) in the form of a Demand Draft is attached, in accordance with the RFP document.

14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Consultancy for the Project is not awarded to me/us or our proposal is not opened or rejected.

15. I/We agree to keep this offer valid for 90(Ninety) days from the Proposal Due Date specified in the RFP.

16. A Power of Attorney in favor of the authorized signatory to sign and submit this Proposal and documents is attached.

17. In the event of my/our firm/ consortium being selected as the Consultant, I/we agree to enter into an Agreement in accordance with the form at Schedule–2 of the RFP. We agree not to seek any changes in the aforesaid form and agree to abide by the same.

18. I/We have studied RFP and all other documents carefully and also understand the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title rising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Consultancy.

19. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,
(Signature, name and designation of the Authorized Signatory)
(Name and seal of the Applicant / Lead Member)
Particulars of the Applicant

1.1 Title of Consultancy:  
PROJECT MANAGEMENT OF PACS/LAMPS COMPUTERISATION

1.2 Title of Project: computerisation of Lamps/PACS within the state of Jharkhand.

1.3 State whether applying as Sole agency or Lead Member of a consortium: Sole Firm or Lead Member of a consortium

1.4 State the following:

- Name of Company or Firm:
- Legal status (e.g. incorporated private company, unincorporated business, Partnership etc.):
- Country of incorporation:
- Registered address:
- Year of Incorporation:
- Year of commencement of business:
- Principal place of business:
- Brief description of the Company including details of its main lines of business

Name, Designation, address and phone numbers of Authorized Signatory of the Applicant:
Name:
Designation:
Company:
Address:
Phone No.:
Fax No. :
E-mail address:

1.5 If the Applicant is Lead Member of a consortium, state the following for each of the other Member Firms:
(i) Name of Firm:

(ii) Legal Status and country of incorporation

(iii) Registered address and principal place of business.

1.6 For the Applicant, (in case of a consortium, for each Member), state the following information:
(i) In case of non Indian company, does the company have business presence in India? Yes/No
If so, provide the office address in India.
(ii) Has the Applicant or any of the Members in case of a consortium been penalized by any organization for poor quality of work or breach of contract in the last three years? Yes/No
(iii) Has the Applicant/ Member ever failed to complete any work awarded to it by any public authority/ entity in last three years? Yes/No
(iv) Has the Applicant or any member of the consortium been blacklisted by any Government department/Public Sector Undertaking in the last three years? Yes/No
(v) Has the Applicant or any of the Members, in case of a consortium, suffered bankruptcy/insolvency in the last three years? Yes/No

Note: If answer to any of the questions at (ii) to (v) is yes, the Applicant is not eligible for this consultancy assignment.

1.7 Does the Applicant’s firm/company (or any member of the consortium) combine functions as a consultant or adviser along with the functions as a Consultant and/or a manufacturer? Yes/No
If yes, does the Applicant (and other Member of the Applicant’s consortium) agree to limit the Applicant’s role only to that of a consultant/ adviser to the Authority and to disqualify themselves, their Associates/ affiliates, subsidiaries and/or parent organization subsequently from work on this Project in any other capacity? Yes/No

1.8 Does the Applicant intend to borrow or hire temporarily, personnel from Consultant, manufacturers or suppliers for performance of the Consulting Services? Yes/No
If yes, does the Applicant agree that it will only be acceptable as Consultant, if those Consultant, manufacturers and suppliers disqualify themselves from subsequent execution of work on this Project (including tendering relating to any goods or services for any other part of the Project) other than that of the Consultant? Yes/No
If yes, have any undertakings been obtained (and annexed) from such Consultant, manufacturers, etc. that they agree to disqualify themselves from subsequent execution of work on this Project and they agree to limit their role to that of consultant/ adviser for the Authority only? Yes/No

(Signature, name and designation of the Authorized Signatory)
For and on behalf of ………………..______________

APPENDIX-I Form-3
Statement of Legal Capacity
(To be forwarded on the letter head of the Applicant) Ref. Date:

To,
The Registrar,
Cooperative Societies, Jharkhand
Ranchi (Jharkhand)

Dear Sir,

Sub: RFP for Consultant: Project Management, Bid Management, etc. for computerisation of Lamps/PACS within the state of Jharkhand.

I/We hereby confirm that we, the Applicant (along with other members in case of consortium, constitution of which has been described in the Proposal*), satisfy the terms and conditions laid down in the RFP document.

I/We have agreed that ……………….. (Insert Applicant’s name) will act as the Lead Member of our consortium.

I/We have agreed that ……………….. (Insert individual’s name) will act as our Authorized Representative/ will act as the Authorized Representative of the consortium on our behalf and has been duly authorized to submit our Proposal.

Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the Authorized Signatory)
For and on behalf of ………………..

*Please strike out whichever is not applicable
**APPENDIX-I**  
**Form-4**  
**Financial Capacity of the Applicant**

Each Applicant or member of a JV must fill in this form Financial Data for Previous 3 Financial Years (In Cr.)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Rate (INR) or equivalent USS</td>
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<tr>
<td>1. Total Assets</td>
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<tr>
<td>2. Current Assets</td>
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<tr>
<td>3. Total Liabilities</td>
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<tr>
<td>4. Current Liabilities</td>
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<tr>
<td>5. Net Worth [=1-3]</td>
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<tr>
<td>7. Total Turnover</td>
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<td>8. Gross Profit</td>
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<td>9. Profit after Taxes</td>
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</table>

Attached are copies of the audited balance sheets, including all related and income statements for the three years as indicted above, complying with the following conditions:

- All such documents reflect the financial situation of the Applicant or Partner to JV and not sister or parent companies.
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must correspond to accounting periods already completed as on the last date of submission of application and audited (no statements for partial periods shall be requested or accepted) \(\Box\) Relevant pages should be flagged and marked.
APPENDIX-I
Particulars of Key Personnel

#Refer Form 8 of Appendix I Experience of Key Personnel

1. Present Employment

2. S.No.

3. Designation of Key Personnel

4. Name Educational Qualification

5. Length of Professional

6. Experience Name of Firm Employed Since

7. No. of Eligible

8. Assignments

(1) (2) (3) (4) (5) (6) (7) (8)

1.

2.

3.

4.

5.

Team Leader

Team Member

Junior Expert
APPENDIX-I

Form-6

Proposed Methodology and Work Plan
The proposed methodology and work plan shall be described as follows:

1. Understanding of TOR (not more than two pages)
The Applicant shall clearly state its understanding of the TOR and also highlight its important aspects. The Applicant may supplement various requirements of the TOR and also make precise suggestions if it considers this would bring more clarity and assist in achieving the Objectives laid down in the TOR.

2. Methodology and Work Plan (not more than three pages)
The Applicant will submit its methodology for carrying out this assignment, outlining its approach toward achieving the Objectives laid down in the TOR. The Applicant will submit a brief write up on its proposed team and organization of personnel explaining how different areas of expertise needed for this assignment have been fully covered by its proposal. In case the Applicant is a consortium, it should specify how the expertise of each firm is proposed to be utilized for this assignment. The Applicant should specify the sequence and locations of important activities, and provide a quality assurance plan for carrying out the Consultancy Services.
APPENDIX-I

Form-7
Experience of the Applicant#

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Project</th>
<th>Estimated capital cost of Project (in Rs cr.)</th>
<th>Payment of professional fees received by the Applicant (in Rs. million)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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* The Applicant should provide details of only those projects that have been undertaken by it under its own name.

** The names and chronology of Eligible Projects included here should conform to the project-wise details submitted in Form-10 of Appendix-I.

Certificate from the Statutory Auditor
This is to certify that the information contained in Column 4 above is correct as per the Accounts of the Applicant.

Name of the Authorized Signatory:

Designation:

Name of the Audit firm:

(Signature for the Authorized Signatory of the Statutory Auditor)

Seal of the Firm
Note:
1. In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

**APPENDIX-I Form-8**

**Experience of Key Personnel**

<table>
<thead>
<tr>
<th>Name of Key Personnel:</th>
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<tbody>
<tr>
<td>Designation:</td>
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</tbody>
</table>

Name of firm for which the Key Personnel worked

Designation of the Key Personnel on the project

Date of completion of project assignment

Man days spent

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of Project</th>
<th>Estimated capital cost of project (in Rs cr.)</th>
<th>Name of firm for which the Key Personnel worked</th>
<th>Designation of the Key Personnel on the project</th>
<th>Date of completion of project assignment</th>
<th>Man days spent</th>
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<tbody>
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</tbody>
</table>

@ Use separate Form for each Key Personnel.
APPENDIX-I

Form-9

Eligible Assignments of Applicant

Name of Applicant:

Name of the Project:

Length in km or other particulars

Description of services performed by the Applicant firm:

Name of client and Address:
(Indicate whether public or private entity)

Name, telephone no. and fax no. of client’s representative:

Estimated capital cost of Project (in Rs cr.):

Payment received by the Applicant (in Rs.):

Start date and finish date of the services (month/year):

Brief description of the project:

Notes:

Use separate sheet for each Eligible Project.
Attach a single page summary containing the brief particulars of each project.
APPENDIX-I

Form -10

Curriculum Vitae (CV) of Professional Personnel

1. Proposed Position:

2. Name of Personnel:

3. Date of Birth:

4. Nationality:

5. Educational Qualifications:

6. Employment Record:
   (Starting with present position, list in reverse order every employment held.)

7. List of projects on which the Personnel has worked
   Project Name Description of assignment performed

8. Details of the current assignment and the time duration for which services are required for the current assignment.

Certification:

(i) I am willing to work on the Project and I will be available for entire duration of the Project assignment as required.

(ii) I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

(Signature and name of the Professional)
Place........................................

(Signature and name of the Authorized Signatory of the Applicant)

Notes: Use separate form for each Professional Personnel Each page of the CV shall be signed in ink by both the Personnel concerned and by the Authorized Representative of the Applicant firm along with the seal of the firm. Photocopies will not be considered for evaluation.
FINANCIAL PROPOSAL Form - 1 Covering Letter

No.                         Dated:

To,

The Registrar,
Cooperative Societies, Jharkhand
Ranchi, Jharkhand

Dear Sir,

Subject: Appointment of Consultant for Preparation of Detailed Project Report for computerisation of Lamps/PACS within Jharkhand.

I,------------------------------------ herewith enclose the Financial Proposal for selection of my/our firm as Consultant for above.

I agree that this offer shall remain valid for a period of 90 (Ninety) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

Authorised Signatory
Financial Proposal

Scope of Work: Preparation of Detailed project reports (DPR) for computerisation of Lamps/PACS at Jharkhand as per guidelines issued by Govt. of Jharkhand within the time frame as shall be mentioned in the relevant clauses of this tender document.

Consultancy assignment of the project is generally consisting of the following

- Preparations of a draft tender document for the referenced work.

- Preparation and supply of required survey, computerisation information specifications for the referenced works till the completion of computerisation works and subsequent revisions/amendments/modifications as required by client. Any amendment/correction desired by the approval authority shall be in the scope of Consultant and has to be carried out without any extra cost. However, RCS office shall be not in its scope.

The charges for the consultancy job as specified in the tender document shall be -------%age (in figure) or----------------------------%  (in words) of the approved cost of computerisation project by the competent authority.

Note:
1. The cost shall be inclusive of all taxes as applicable including service tax etc.

2. Office of the Registrar, Jharkhand reserves right to award or cancel the works without assigning any reasons whatsoever.

Date:

Signature of bidder with seal

Documents Required with Technical Bid

1. PAN Card
2. GST Number
3. TAN number
4. Firm Registration Document
5. self attested Non Blacklisting letter from Bidder / PSU
GENERAL CONDITIONS

Bidders are advised to go through the detailed requirement of the project and inspect the site of works before submission of their offers to Office of the Registrar, Jharkhand.

1. Tenders, which should always be placed in sealed covers with the name of the Work written on the envelopes, will be received in the office of the Registrar Cooperative Societies.
2. Tender document can be obtained from office of the Registrar Cooperative Societies on payment of sum of Rs.5000/- only through a demand draft payable at Ranchi in favor of Registrar cooperative Societies, Jharkhand.
3. The tender’s rate in %age must be written clearly both in figures and words. Over writing in the rates will not be entertained.
4. All tender papers and Documents must be signed completely.
5. The work is to be completely finished to the satisfactions of RCS, Jharkhand within stipulated period of completion.
6. Earnest money (Bid Security) of Rs.12,00,000/- (Twelve Lakhs) would be deposited in the form of demand draft in favor of Registrar, Cooperative Societies, Jharkhand, Ranchi payable at Ranchi.
7. The Office of the Registrar, Jharkhand reserves the right to accept/reject any or all of the tenders without assigning any reason whatsoever and its decision will be final.
10. No refund is claimable for tenders not accepted or for returned or for tenders not submitted.
11. All tenders, in which any of the prescribed conditions are not fulfilled or which have been vitiated by errors in calculations, totalling or other discrepancies or which contain over-writing in figures or words or corrections not initialled and dated, will be liable to rejection.
12. Consultant will not claim the refund of earnest money before expiry of validity period.
13. The work will be executed strictly according to the norms laid down by Registrar, Cooperative Societies, Jharkhand.
14. The labor laws in force during the execution of work shall be binding on the Consultant.
15. All taxes, surcharge and Octroi shall be borne by the Consultant.
16. Office of the Registrar, Jharkhand shall have the right to reject the conditional tender.
17. All testing charges will be borne by the Consultant if any.
18. The conditions/requirements of bid may be relaxed in the interest of Office of the Registrar, Jharkhand.

Signature of tenderer with full postal address
Other Terms & Conditions of the Tender:

1. The firm/consult should be registered with any other Government Department for the purpose of providing consultancy services / solution provider. Certificate of Registration with any one of the above shall have to be enclosed with the tender.

2. Joint Venture involving a maximum two partners is allowed. Applicant as joint venture entity should meet the minimum eligible criteria for the stated job together. Only firm/consortium of firms that are having their own set up in all respects are allowed to bid. The biding firm should be working in the field of preparations of Civil & Structural Engineering consultancy Services for Lamps/PACS computerisation.

3. The payment to consultant shall be released as follows:

   (a) 30% amount of the estimated consultancy cost of project shall be paid after submission of DPR, its approval from the competent authority, Finalization of tenders, award of works and issuance of required informations to commence the works at site.
   (b) 15% amount of the estimated consultancy cost of the project shall be paid after achieving 10% physical and financial progress of the project.
   (c) 15% amount of the estimated consultancy cost of the project shall be paid after achieving 40% physical and financial progress of the project.
   (d) 10% amount of the estimated consultancy cost of the project shall be paid after achieving 70% physical and financial progress of the project.
   (e) 15% amount of the estimated consultancy cost of the project shall be paid after achieving 90% physical and financial progress of the project.
   (f) 15% amount of the estimated consultancy cost of the project shall be paid after achieving 100% physical and financial progress of the project.

4. The Agency is required to submit the complete Project / Bid, etc. documents to Registrar Cooperative Societies within 30 days from the issuance of award letter. For any delay in submission of documents / non responsive acts like improper presentation and delay in presentation to concerned authorities by agency/any other reasons attributable to agency, penalty shall be imposed on agency, the same in totality shall be recovered from the agency.

5. Agency has to provide all necessary information and documents required for execution of works till the completion of project.

6. Total data’s belonging to project report will be collected by Agency.

7. Project report will be submitted in two copies.

8. All Documents and information should be detailed to required degree for smooth execution of work as required by the office of the Registrar, Jharkhand.

9. Agency/Representative is required to be present in the meeting committee, and high level meetings along with progress report.

10. Agency should be present during the inspection of higher Government officers.
11. In case RCS office feels that the performance of agency in slow/ not as per desired standard, Registrar cooperative societies, Jharkhand shall have full rights to award the work to any of the Agency, fulfilling the requirement.

12. Agency has to deploy adequate resources to complete the work within time as mentioned in the work order. The decision of time frame laid by registrar cooperative societies and Consultant has to abide by it,

13. Work order shall be issued separately for the work/ project to the successful agency.

14. Agency has to provide technical consultancy/ supervision during the execution of the project as and when desired by the RCS office. However, RCS office services shall not be in the scope of consultant.

15. An amount equivalent to 5% of applicable consultancy fees amount shall be deducted from corresponding running bills as performance security amount and shall be refunded after the completion of execution of computerisation works as per approved budget sanctioned by government of Jharkhand.

16. Bid Document must be indexed and flagged

**Note :-** In case agency declines to comply with conditions during execution of work or delay on submission of required information/documents/progress report it shall be considered breach of contract and the Earnest money will be forfeited and Consultant shall not be entitled for any for the remaining amount to be paid as per schedule as indicated in terms and conditions. The information regarding unsatisfactory work of agency shall be Government Department with request to taken actions against the agency apart from black listing of firm in Jharkhand.

I/we here by agree to execute the above work as per rates quoted by me/us in price bid format and are bounded by the conditions of the tender part.

Signature