

Department of Revenue, Rehabilitation and Disaster Management

3rd Floor, Punjab Civil Secretariat, Sector-1, Chandigarh

Phone: T/Fax 0172-2740904

NOTICE NO. Rev/I.T. WING/2020/08/87

DATED: 28.01.2020

Expression of Interest (EOI) for conducting feasibility study for existing systems and projects under Department of Revenue, Rehabilitation and Disaster Management, Government of Punjab

Department of Revenue invites EOI from Reputed Organization/Firms/Companies/PSUs for short listing/selecting as Technical Agency for conducting feasibility study for existing systems and projects under Department of Revenue, Government of Punjab

Department of Revenue, Rehabilitation and Disaster Management is intending to hire the services of reputed organizations/Firms/Companies/PSUs of either the Government of India or any other State Government/State in the areas of e-governance and IT related services etc. as Technical Agency. This agency will conduct feasibility study of the existing systems and projects under Department of Revenue in State of Punjab.

Interested parties who fulfil the eligibility criteria (for details please visit <https://revenue.punjab.gov.in>) may submit their response, complete details and references in writing by March 2, 2020 before 3.00PM from publication of this notice to:

**Special Secretary Revenue
Room No. 3, 3rd Floor
Punjab Civil Secretariat, Sector-1
Chandigarh**

**Special Secretary Revenue
Punjab**

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1. DATA SHEET

1. Name of the Authority: Department of Revenue, Government of Punjab
2. Method of Selection: Quality Cum Cost Based System (QCBS)
3. Financial proposal to be submitted along with the Technical Proposal: Yes
4. Proposal should remain valid for 120 days from the proposal due date
5. The Technical Agency is required to include with its Proposal written confirmation of authorization to sign on behalf of the Consulting Company; Yes
6. Consortia: Technical Agency is not allowed to strengthen their team by including consortium partners.
7. The Technical Agency must submit one original copy of the technical proposal and one original copy of the Financial Proposal.
8. The Technical Agency is required to submit sealed Technical Proposal and separately sealed Financial proposal. Email submissions are not allowed.
9. Financial and Technical Proposals should be clearly marked Financial (or Technical) Proposal for (Title of Project) - Do not open except in presence of the Evaluation Committee. The name of the Technical Agency submitting the proposal must also be clearly indicated on the envelopes.
10. Two separately sealed envelopes containing 'Technical Proposal' and 'Financial Proposal' shall be kept in a third envelope. This envelope will be sealed and should be marked properly indicating the contents, "Proposal for (Title of Project) - Do not open except in presence of the Evaluation Committee.
11. Proposals must be submitted not later than the following date and time: **March 2, 2020 before 3.00PM**. Bid received after this time will not be entertained.
12. Address for submission of the Proposal:

Name	Sh. Rajiv Prashar
Designation	Special Secretary Revenue
Phone	0172-2740904
Contact Address	Room No. 3, 3 rd Floor, Punjab Civil Secretariat, Sector-1, Chandigarh

13. Expected date of pre-bid conference: **February 11, 2020 at 11.30am** in Committee Room, 3rd Floor, Punjab Civil Secretariat, Sector-1, Chandigarh
14. Expected date for public opening of Technical Proposal : **March 6, 2020 at 11.00AM**
15. Expected date for opening of Financial Proposal of eligible bidders: To be intimated in due course
16. Expected date for commencement of consulting services: To be intimated

2. SCOPE OF WORK AND DELIVERABLES

Department of Revenue invites Expression of Interest ('EOI') from any interested, qualified, eligible and experienced Organizations/Firms/Companies/Public Sector Undertakings ("Technical Agency") to prepare a Feasibility Study Report for assessing the existing systems and propose a new upgraded system for Department of Revenue. Experienced, eligible and willing Technical Agencies are invited to submit their EOI, either alone or as a consortium. No Technical Agency, either solely or as part of a consortium, shall be represented in more than one EOI submission.

The feasibility study aims to assess the ground situation by studying the existing systems and projects that have already been either executed or implemented by the Department of Revenue. While assessing the existing situation and suggesting a proposed system, the following shall be comprised but not limited to:

- Computerization of the Land Records, registration and survey systems
- Survey/Resurvey and updation of the survey and settlement Records (Ground Control Network and Ground Truthing)
- Data Entry and scanning of legacy data and its integration
- Modern Record Rooms/Land Records Management Centres at different levels of the Department
- Digitization of cadastral maps and creating core GIS solution
- Migration or enhancement of e-Patwari System
- Integration of systems like Registration, Land Records, Cadastral Maps and Survey System.
- Crops grown survey and updation of Khasra Girdawari and other related records and sharing the crops information with other schemes
- Computerized centres at Tehsil, Sub Division, District Data Centres and at State level and their connectivity.
- Revenue Court Management System
- Legal changes and programme Management
- Capacity building

The Feasibility Study Report is required to recommend or propose an upgraded system with the following outcomes:-

- To follow the Digital India Land Records Modernization programme guidelines in the implementation of the proposed system.
- Transparent and Citizen friendly delivery of Revenue Department services.
- Modern record rooms
- To migrate the semi completed and manual system into the computerized automated system
- Easy and user friendly mobile and other application for all the stake holders.

Activities	Deliverables
<p>1. Study the present structure, functions, services, software and Infrastructure of the Department.</p> <p>2. Analyze the existing processes and identify the processes that:</p> <ul style="list-style-type: none"> ○ Can be implemented more efficiently (inefficient processes) ○ Can be shortened/collapsed by eliminating certain steps or sub-processes (processes with redundant steps) ○ Can be merged with other processes (overlap with other processes) ○ Can be eliminated totally (redundant processes) ○ Document the functions/ services/ processes for improvement, automation / IT enablement and Government Process Re-engineering (GPR) for speedy, efficient, transparent and accountable system ○ Likely impact on the performances ○ The technologies to address the requirements ○ Legal and organizational changes 	<p>Feasibility Study Report</p>
<p>3. Detailed Project Report (DPR):</p> <ul style="list-style-type: none"> ○ Detail-out the complete scope, phasing strategy, costing, timelines and the implementation plan. ○ Chalk-out baseline figures with respect to all services and functions. ○ The Solution Architecture involving all the building blocks of the project including the following:- <p>I. Functional Solution: having following components with corresponding activities to design the components:</p> <ul style="list-style-type: none"> i. Functional features and requirements of the proposed application ii. Description of Functional Architecture iii. Functional Architecture Component details iv. Delivery channel architecture and user interfaces with service levels v. Interface of application with other central and state level e-Governance initiatives vi. Reusability of common and core applications vii. Expected user experience, navigation and usability features <p>II. Technology Solution:</p> <ul style="list-style-type: none"> i. Application architecture, consisting of all the required modules. ii. Functional Requirement Specification (FRS) document iii. Alignment with Core infrastructure and services being built as part of National strategy iv. Network architecture, Database architecture, including defining data structure, data dictionary as per standards laid-down by Government of India/ Government of Punjab. v. Security architecture, Define technology standards for all IT interventions, vi. Web portal design vii. Data migration strategy viii. Disaster management plan ix. Data Centre and Data Recovery Centre x. Design and specifications <ul style="list-style-type: none"> ○ Capacity Building Requirements: Assess the gaps in skill sets & 	<p>Detailed Project Report</p>

capacities of the existing personnel and project the capacities required to implement e- Governance. Accordingly Prepare capacity building plan and Carry out training and re-orientation needs	
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3. DURATION OF SERVICES

The Technical Agency will be required to complete the aforementioned assignment within a period of 26 calendar weeks.

4. PAYMENT SCHEDULE

The following table details out the payment structure against the deliverables:

- a) The Bids shall be evaluated on “Quality cum Cost based system” basis.
- b) The Bids shall be submitted in the enclosed performa. The last date and time for the submission of the bids shall be as indicated earlier in the Expression of Interest document.
- c) The Fee shall be quoted as lump sum fixed amount in Indian Rupees.
- d) Taxes are required to be quoted separately in the financial bid as per Form Fin 2 and will be as per current applicable taxes. Any changes in the prevalent taxes will be adequately reimbursed by the department to Technical Agency.
- e) The following table details out the payment structure (Fee Payment Terms):

Sr.No.	Deliverables	Percentage of Payment
1	Submission of Feasibility Study Report	50% of cost quoted
2	Submission of Detailed Project Report	50% of cost quoted

5. REQUIREMENT OF TECHNICAL AGENCY

Technical Agency will be required to provide required qualified personnel including experts in the relevant sector, public-private partnerships, project preparation and appraisal, project scheduling, technology-driven delivery of public services, policy and legal issues.

All the prospective Technical Agency shall have sufficient qualified personnel and resources to accomplish all the services described herein within the prescribed time. The Technical Agency should be capable of furnishing all necessary professional, technical, and expert services as required to complete all the elements of assignment described in the Scope of Work. The department is seeking Technical Agency, which can bring together a team of

professionals and sub-professionals capable of completing all aspects of the said assignment.

Key Personnel: The Team shall consist of at least the following key personnel (the “Key Personnel”).

Key Personnel	Educational Qualification	Length of Professional Experience	Experience on Eligible Assignments / Projects
Project Director	B.E./ B.Tech/MCA & MBA	10+ years	<ul style="list-style-type: none"> • Should have atleast 3 years of experience of working on e-Government Projects • Should have relevant technical and managerial experience in design and monitoring of large scale IT projects • Should have relevant experience in Problem Identification, Cause Analysis, Reporting and Escalation • Should have ability to lead, motivate and direct the team to achieve the business objectives. • Should have ability to anticipate and address the project risks.
Technology Expert (Hardware)	B.Tech / B.E/MCA. & MBA	6+ years	<ul style="list-style-type: none"> • Exposure and knowledge in implementation of hardware systems and related ICT, large database management and warehousing, etc. • Experience in working on projects involving Data Centre solution designing/ Network designing and deployment • Experience in working on hardware sizing, DPR preparation. • Experience in assessment of Project plans including ability to anticipate and address the project risks
Technology Expert (Software)	B.Tech / B.E./ MCA & MBA	6+ years	<ul style="list-style-type: none"> • Exposure and knowledge in implementation of applications/ software and related ICT. • Hands on experience in Open Standard Platforms and Technologies • Conversant with latest technology platforms such as J2EE, Dot Net, XML etc. • Conversant with atleast one Database management system such as Oracle/SQL etc.

			<ul style="list-style-type: none"> • Experience to Identify performance, reliability, security & integration bottlenecks and suggest recommendations
Process Expert	B.Tech / B.E.	3+ years	<ul style="list-style-type: none"> • Experience in monitoring of large scale IT/e-Governance projects • Experience in programs involving extensive communication and coordination with stakeholders • Experience in working on As-Is, To-Be, Requirement gathering, process mapping, DPR preparation
GIS Expert	Post Graduate Degree (any stream) and at least a Certification from a recognized institute on GeoSpatial/ Remote Sensing/ GIS	5+ years	Exposure and knowledge in implementation of GIS applications/ systems and related ICT in at least 2 projects.

Availability of Key Personnel: The bidder shall ensure that the above Key Personnel along with other sub-professionals, required for the assignment are available and meeting the minimum qualification and Experience as specified above.

6. TERMS AND CONDITIONS

- a. The Technical Agency(s) shall bear all costs associated with the preparation and submission of its proposal and contract negotiation.
- b. All documents submitted by the Technical Agency (s) will be treated as confidential, and will not be returned to Technical Agency (s).
- c. Department reserves the right to accept or reject any or all proposals, without thereby incurring any liability to the affected Technical Agency(s) or any obligation to inform the Technical Agency (s). Department also reserves the right not to award or enter into any contract or agreement with any Technical Agency (s), and may terminate the process at any time without thereby incurring any liability to any Technical Agency.

- d. Failure by any Technical Agency (s) to provide all of the information required in the proposal or any additional information requested by the department may lead to rejection of the Technical Agency's proposal in its entirety.
- e. Technical Agency has an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Technical Agency or termination of its Contract at any stage.
- f. A recommendation for award of Contract will be rejected if it is determined that the recommended Technical Agency has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases the department will declare the Technical Agency ineligible, either indefinitely or for a stated period of time and Technical Agency will be blacklisted.
- g. Wherever required by applicable laws, the department shall deduct taxes at source, from the amounts payable, and shall provide to the Technical Agency the appropriate tax deduction certificate evidencing payment of such taxes.
- h. The Technical Agency shall submit to the department three (3) copies of the final output envisaged in the Scope of Services. All the reports and documents shall be submitted on CDs (1 set) containing all basic as well as processed data. In case of difference in Original and copy of submission the Original shall prevail.
- i. The Technical Agency shall submit Earnest Money Deposit (EMD) in the form of a Demand Draft for an amount of Rs.50,000 (Rupees Fifty Thousand only) in favor of Member Secretary, PLRS payable at Jalandhar valid for 120 days. The EMD will be refunded to all bidders after the conclusion of bidding process. EMD of the winning bidder will be refunded post submission of Performance Bank Guarantee.
- j. The Winning bidder shall submit a Performance Bank Guarantee (Tech Form 6) for the amount of Rs. One lac only for 12 months from the date of signing of contract.

7. SUBMISSION OF PROPOSAL

Once submitted, the proposal, including the composition of the team, cannot be altered without prior written consent of the department. Standard Formats for submission of the Proposal are enclosed with this Expression of Interest.

8. EVALUATION AND SELECTION PROCESS

8.1. Evaluation of Technical Proposal

The evaluation of Technical Proposal will be made on the following basis:

S.No.	Criteria	Weightage (in %)
1.	Past Relevant Experience	40
2.	Understanding of Work & Methodology	10
3.	Profiles of Personnel Constituting Project Team	50

8.1.1. Scoring Criteria for past relevant experience:

Past Relevant Experience		Score
1	Details of projects involving program / project management and monitoring support for IT implementation in the last three years with a minimum consulting fee of Rs. 3cr each with Government/related entities in India in the last 3 years	Number of Projects and their description 5 projects- 10 marks 4 projects- 8 marks 3 projects- 6 marks 2 projects- 4 marks 1 project- 2 marks
2	Experience Details of projects in India on computerization of Land Records/ Registration in last five years (at the State Level)	Number of Projects and their description 2 projects- 10 marks 1 project- 5 marks
3	Experience Details of consulting projects in India having project value of more than Rs.50 Lacs each, involving DPR, RFP, bid process management in last five years	Number of Projects and their description 5 projects- 10 marks 4 projects- 8 marks 3 projects- 6 marks 2 projects- 4 marks 1 project- 2 marks
4	Experience Details of consulting for implementation of projects based on BOOT/PPP model each of value more than Rs.100cr in last 5 years	Number of Projects and their description 5 projects- 10 marks 4 projects- 8 marks 3 projects- 6 marks 2 projects- 4 marks 1 project- 2 marks

8.1.2. Scoring Criteria for understanding of Work & Methodology:

The scoring for this criteria would be done on the basis of the presentation given by the Technical Agency- **Maximum marks 10**

8.1.3. Scoring Criteria for Profiles of Consulting Project Team

Overall maximum marks which can be awarded to the proposed resources are as under:

S. No	Resource Type	Qty	Max Marks
1	Project Director	1	10
2	Software Expert	1	10
3	Hardware Expert	1	10
4	Process Expert	1	10
5	GIS Expert	1	10

Detailed scoring system for the assessing the profiles is as under:

Resource Type	Evaluation Criteria	Description	Max. Marks
Project Director	Total Years of Experience exceeding	10 years = 3 marks 8years = 1 marks Less than 8 years= Profile will not be considered for evaluation	3
	Experience in monitoring large projects involving RFP preparation, Vendor Selection and Implementation Monitoring	1. Experience of leading atleast one large scale IT project of overall value more than Rs. 50Cr, having consulting value > Rs. 1cr: 3 Marks 2. Experience of leading atleast one large scale IT project of value more than Rs. 25Cr, having consulting value > Rs. 50lakhs: 2 Marks.	3
	Experience on e-Gov Projects	6 years= 2 marks 4 years= 1 marks Less than 4 years= No marks	2
	Experience of working with Land Records/ Land Registration	Atleast two projects experience in the area of Land Records/ Land Registration. Profile without such experience will not be considered.	2

Resource Type	Evaluation Criteria	Description	Max. Marks
Software Expert	Total Years of Experience exceeding	8 years or more = 5 marks 7 years = 4 marks 6 years= 3 marks 5 years = 2 marks 4 years=1 marks Less than 4 years= Profile will not be considered for evaluation	5
	Experience in monitoring large projects	1. Experience of leading atleast two large scale IT project involving application designing, preparation of FRS, SRS, design documents etc. of overall value more than Rs. 1Cr: 5 Marks 2. Experience of leading atleast two large scale IT project involving application designing, preparation of FRS, SRS, design documents etc. of overall value more than Rs. 50lacs: 2 Marks	5

Resource Type	Evaluation Criteria	Description	Max. Marks
Hardware Expert	Total Years of Experience exceeding	8 years or more = 5 marks 7 years = 4 marks 6 years= 3 marks 5 years = 2 marks 4 years=1 marks Less than 4 years= Profile will not be considered for evaluation	5
	Experience in monitoring large projects	1. Experience of atleast two large scale IT project, involving Data Centre solution designing/ Network designing/hardware deployment, of value more than Rs. 1Cr: 5 Marks 2. Experience of atleast two large	5

Resource Type	Evaluation Criteria	Description	Max. Marks
		scale IT project, involving Data Centre solution designing/ Network designing/hardware procurement and deployment, of consulting value more than Rs. 50lakhs: 2 Marks	

Resource Type	Evaluation Criteria	Description	Max. Marks
Process Expert	Total Years of Experience exceeding	8 years or more = 5 marks 7 years = 4 marks 6 years= 3 marks 5 years = 2 marks 4 years=1 marks Less than 4 years= Profile will not be considered for evaluation	5
	Experience in monitoring large projects	1. Experience of working on atleast one large scale IT project, involving As-Is, To-Be, Requirement gathering, process mapping, DPR preparation, of consulting value more than Rs. 1Cr: 5 Marks 2. Experience of working on atleast one large scale IT project, involving As-Is, To-Be, Requirement gathering, process mapping, DPR preparation, of consulting value more than Rs. 50lakhs: 2 Marks	5

Resource Type	Evaluation Criteria	Description	Max. Marks
GIS Expert	Total Years of Experience exceeding	8 years or more = 5 marks 7 years = 4 marks 6 years= 3 marks 5 years = 2 marks Less than 5 years= Profile will not be considered for evaluation	5

Resource Type	Evaluation Criteria	Description	Max. Marks
	Experience in monitoring large projects	1. Experience of working on a GIS project with project value more than Rs. 1Cr: 5 Marks 2. Experience of working on a GIS project with project value more than Rs. 50lakhs: 2 Marks	5

- a) The bidders would be required to give a presentation about their technical proposal. The presentation should focus on the above parameters that would be considered for the purpose of technical evaluation. It would be preferred that the presentation is made by the project team who will be involved in the assignments. Special attention shall be paid to the approach, methodology and understanding by the project team.
- b) Evaluation Committee may, at its discretion, call for additional information from the bidder(s). Such information has to be supplied within the set out time frame, otherwise Evaluation Committee shall make its own reasonable assumptions at the total risk and cost of the bidders and the proposal is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the proposal. For verification of information submitted by the bidders, the committee may visit bidder's offices at its own cost. The bidders shall provide all the necessary documents, samples and reference information as desired by the committee. The bidders shall also assist the committee in getting relevant information from the bidders' references.
- c) For calculating the **Technical Score (TS)** the individual scores, as per respective weightage, for each of the three parameters mentioned above will be summed up. In order to qualify, **the technical proposal must secure a minimum of 70 marks after summing up. Only those proposals which have a minimum technical score of 70 will be considered for further evaluation. The technical scores from the Technical Evaluation will be used for the final evaluation.**

8.2. Evaluation of Financial Proposal

- a) Commercial Proposals of only those bidders would be opened who qualify the technical evaluation, as per technical evaluation process described above.
- b) The proposal with lowest Total Cost (TC) will be designated as L1.
- c) Bidders will provide the commercial quote in the format provided with this document. In case of any deviation from the format, the respective bid will be summarily rejected

8.3. Final Evaluation

- a) Bidder with the lowest Financial Bid (L1) will be called for negotiating the contract. In case of a tie in the final composite score the bidder with the higher Technical Score will be invited for selection first.

8.4. Award of Contract

The Department will notify the successful bidder in writing that its proposal has been accepted. The Technical Agency will sign the Contract Agreement within 7 days of the notification. After signing of the Contract Agreement, no variation in or modification of the term of the Contract shall be made except by written amendment signed by the parties

FORM TECH 1: LETTER OF PROPOSAL SUBMISSION

To

Special Secretary

Department of Revenue,

Government of Punjab.

Subject: Selection of Technical Agency for feasibility study of the existing systems and projects under Department of Revenue in State of Punjab.

Dear Sir,

We, the undersigned, offer to provide the Assignment/job for Technical Agency in accordance with your Expression of Interest [Insert Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive. We remain,

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM TECH 2: TECHNICAL AGENCY'S ORGANIZATION AND EXPERIENCE

A – Technical Agency's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also if the Technical Agency has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B – Technical Agency's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, the department shall specify exact assignment / job for which experience details may be submitted).

Firm Name:

1	Assignment/job name:
1.1	Description of Project
1.2	Approx. value of the contract (in Rupees):
1.3	Country:
1.4	Location within country:
1.5	Duration of Assignment/job (months) :
1.6	Name of Authority:
1.7	Address:

1.8	Total No of staff-months of the Assignment/job:
1.9	Approx. value of the Assignment/job provided by your firm under the contract (in Rupees):
1.10	Start date (month/year):
1.11	Completion date (month/year):
1.12	Name of associated Technical Agency, if any:
1.13	No. of professional staff-months provided by associated Technical Agency:
1.14	Name of senior professional staff of your firm involved and functions performed.
1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:
	Note: Please provide documentary evidence from the client i.e., copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

FORM TECH 3: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

Technical approach, methodology and work plan are key components of the Technical Proposal.

You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. The Technical Agency will explain the understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. It should highlight the problems being addressed and their importance. The Technical Agency will propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. The Technical Agency should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Department), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

c) Organization and Staffing. The Technical Agency should propose and justify the structure and composition of your team. You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]

FORM TECH 5: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position:

[For each position of key professional separate form Tech-5 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Authority:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Authority:

Main project features:

Positions held:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff]

[Full name of authorized representative]:

FORM TECH 6: FORMAT FOR PERFORMANCE BANK GUARANTEE

This deed of Bank Guarantee made this «day» day of «month» «year» by «Name of Bank» having its office at «office address of the Bank», hereinafter referred to as "The Bank" which expression shall include their successors, in favour of XXXXXXXXX (hereinafter referred to as "The Department" which expression shall include their successors).

2. Whereas the Department has issued notification no. «Notification no.» dated «date of notification» to M/s «Name of the Company» a company incorporated in India under the Companies Act, 1956 and having its registered office at «registered office address» (India) and place of business at «business address of company» hereinafter referred to as "The Company" (which term or expression unless excluded by or repugnant to the subject or context shall mean and include its successors-in-office and assigns) for **Selection of Technical Agency to conduct feasibility study of the existing system and projects under Department of Revenue in State of Punjab.**

3. In consideration the Department selecting the Company as Project Technical Agency as per the terms and conditions of the Agreement entered into between the Department and the Company, we the Bank, hereby irrevocably and unconditionally guarantee to pay the Department on first demand without demur any sum upto Rs. 1 lac (Rupees One Lac Only) merely on claim or demand by telex and/ or writing by the Department by reason of breach by the Company of any of the terms or conditions contained in the said Agreement or by reason of the Company's failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee.

We, the Bank, undertake to pay to the Department any money so demanded notwithstanding any dispute(s) raised by the Company in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Company shall have no claim against us for making such payment.

5. The Bank's liability herein contained in this guarantee shall not be impaired or discharged by any extension of time or any forbearance or neglect on the part of the Department or any variations or alterations made, considered or agreed to with or without knowledge or consent of the Bank by or between the Department and the Company.

6. The guarantee shall remain in all force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Department under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or upto 48 (forty-eight) months from the date of its execution i.e. upto «day» day of «month» «year». or the Department certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the Company and accordingly discharges this guarantee

7. We, the Bank, further agree with the Department that the Department shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Company from time to time or to postpone for any time or from time to time any of the powers exercisable by the Department against the Company and to forbear or enforce any terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the Company or for any forbearance, act or omission on the part of the Department or any indulgence by the Department to the said Company or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

8. The Bank Guarantee shall not be discharged due to any change in the constitution of the Bank or the Company.

9. NOTWITHSTANDING anything contained herein,

a. Our liability under this Bank Guarantee is restricted to Rs. 1 lac (Rupees One Lac Only),

b. This Bank Guarantee shall be valid up to dd.mm.yyyy inclusive of the claim period, and

c. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if the Department serve upon us a written claim or demand on or before dd.mm. yyyy.

10. We, the Bank, undertake not to revoke this Bank Guarantee during its currency except with the previous written consent of the Department in writing and the guarantee shall be continuous and irrevocable upto the sum stated hereinabove.

Place Date

(Signature of Authorized signatory & Stamp of Bank)

FORM FIN 1: FINANCIAL PROPOSAL SUBMISSION FORM

To

Special Secretary,

Department of Revenue,

Government of Punjab.

Subject: Selection of Technical Agency to conduct feasibility study of the existing system and projects under Department of Revenue in State of Punjab.

Dear Sir,

We, the undersigned, offer to provide the consulting Assignment/job for Technical Agency in accordance with your Expression of Interest dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. This amount is Inclusive of all taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FORM FIN 2: FORMAT FOR FINANCIAL PROPOSAL

S. No:	Activity	Amount In Figures (INR)
1	Total cost for services for conducting feasibility study (TC)	
2	Taxes (applicable GST)	
Total Amount in words:		

Authorized Signature:.....

Name:

Designation

Name of firm:.....

Address:.....

Please Note:

1. Fee structure and payment terms shall remain strictly as indicated above. Fee shall be quoted as a fixed amount in Indian Rupees. Conditional proposal shall be summarily rejected
2. The above quoted fee shall include all expenses such as legal fees and out of pocket expenses, etc. to be incurred by the Technical Agency to complete the assignment.
3. GST as applicable shall be indicated by the Technical Agency on total fee separately.
4. In case the department decides to abandon the project for any reason, the payment of the Technical Agency shall be restricted upto the Stage the services have actually been provided by the Technical Agency.
5. Terms of Payment will be as indicated in the Expression of Interest document.