



## **Haryana Labour Department**

**30 bays building, sector 17- Chandigarh**

**Website:<https://hrylabour.gov.in/>**

**e-TENDER for**

**Selection of Agency for Design, Development and Maintenance of Designated Portal for registration of local candidates and employees**

**LAST DATE FOR SUBMISSION OF e-TENDER: 16.12.2021**

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Tender Reference	HLD/e-Tender ID- 2021_HRY_198966_1
Tender Website	<a href="https://hrylabour.gov.in">https://hrylabour.gov.in</a> and <a href="https://etenders.hry.nic.in/nicgep/app">https://etenders.hry.nic.in/nicgep/app</a>
Date of availability of tender documents on website	7.12.2021
Doubts and queries regarding Tender document should be sent by e-mail to <a href="mailto:labourcommissoner@hry.nic.in">labourcommissoner@hry.nic.in</a>	10.12.2021
Last date and time for submission of bids	16.12.2021
Time and date of opening of Technical Bid	17.12.2021
Place of opening of bids	30 bays building, sector 17- Chandigarh
Technical Presentation	17.12.2021
Opening of financial bids	To be intimated later
Address for communication	30 bays building, sector 17- Chandigarh
Cost of the Tender Document	Rs.5000/-
e- service Fees	Rs.1180/- ( 1000+ GST)
EMD	Rs. 10,00,000/-
Estimated cost of the tender	Rs 5,00, 00,000/-
Method of Selection	Quality & Cost Based Selection (QCBS) procedure (Weightage: 70% Technical & 30% Financial)

The tender document can be downloaded from the website Haryana labour Department : <https://hrylabour.gov.in> and <https://etenders.hry.nic.in/nicgep/app>.

Interested bidders are advised to regularly visit the website in order to update themselves with regard to any change or additional information related to the tender.

HLD reserves the right to re-issue again/amend/cancel this tender, amend the tentative schedule and critical dates of participating in the tender. It is the sole responsibility of prospective bidders to go through HLD's website: <https://hrylabour.gov.in> from time to time for any updated information.

## DISCLAIMER

The information contained in this Request for Proposal document ("RFP") or subsequently provided to bidders, verbally or in documentary or any other form by or on behalf of the Haryana Labour Department (here forth referred to as HLD in this document) or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is not an invitation by the Employer to the prospective Agencies/Consultants or any other person. The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Employer in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Employer, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the bidder (Agency/consultant/ developer/ Supplier, etc.) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The HLD and its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort

, principles of restitution run just enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The HLD also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this RFP.

The HLD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Employer is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Consultancy and the HLD reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever. The bidder

shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the HLD or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and the HLD shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## CONTENTS OF RFP

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## **RFP PART-I: Notice Inviting Tender**

### **e-TENDER for Selection of Agency for Design, Development and Maintenance of Designated Portal for registration of local candidates and employers**

The Labour Department is responsible for the enforcement of various labour laws in which the appropriate government is the state government. These laws provide for basic working conditions, statutory terms of employment including welfare and also for maintenance of industrial relations. This involves other stakeholders' i.e. the employers and the employees. It is incumbent upon the labour department to not only ensure the implementation of labour laws in letter and spirit but also to maintain a balance in the industrial relation so as to ensure productivity and economic growth.

#### **OBJECTIVES**

- To implement labour laws for ensuring basic statutory working conditions and labour standards.
- To maintain and foster industrial peace and harmony.
- To ensure and promote industrial safety and health.
- To eliminate employment of all forms of child labour.
- To ensure social justice with productivity and growth of industry.
- To provide and promote labour welfare measures for enhancing the quality of life of the work force.
- To create ever-improving conditions for women workers by following policies, which take into account their special needs at the workplace.
- To continuously strengthen and facilitate the functioning of the Labour Courts for adjudication of industrial disputes and claims.

#### **MISSION**

To work towards creating an atmosphere wherein both workers and management perform their legally laid down roles, which will, in turn, contribute to the economic growth of the State.

## VISION

The Labour Department understands the needs of transparency and to minimize, wherever possible, to eliminate the discretionary powers of the officers in implementation of the Labour Laws. To achieve this vision, the Labour Department has formulated and published the as published the policies like Transparent Inspection, Self Certification and Third Party Certification. The delivery of Citizen Centric Services through e-service is going to help in harnessing the maximum benefits of these policies. The Citizen Centric Services of the Labour Department have been brought under the ambit of the Right to Service Act, 2014 so that applicant gets his rightful service in stipulated time period.

The proposal/bids are invited from credible professional agencies/firms, for this purpose. The scope of works to be taken by the agencies have been broadly spelt out in RFP.



## PROCEDURE, TERMS AND CONDITIONS

- It is the responsibility of the bidder to ensure that the bids are submitted on time.
- The HLD reserves the right to solicit additional information from Bidders. Additional information may include, but is not limited to, past performance records, lists of available items of work etc.
  - The HLD reserves the right to accept the whole, or part of or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the HLD.
  - The HLD reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agencies/Vigilance Cell.
  - All information contained in the TENDER, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/agencies.
  - All the real and virtual creations will be right of HLD and Intellectual Property Rights (IPR) will vest with HLD.
  - No increase in the prices would be allowed during the contract period.
  - HLD shall deduct Income tax at source as per relevant income tax rules (TDS and GST TDS as applicable) and shall provide TDS certificate for the same to the respective agency(ies) as and when the work order is issued for respective projects thereafter.

## **RFP PART-I: SECTION-I SHORT TERMS AND DEFINITIONS**

1. The words “HLD”, “Client”, or “Employer” mentioned in the RFP shall mean explicitly /implicitly, Haryana labour Department represented through its Labour commissioner and shall also mean other official(s) concerned of HLD formally or informally declared/advised/instructed by Labour Commissioner to act and perform the duties of HLD on behalf of, Labour Commissioner” for any parts(s)/Portion(s) of the work or for the whole work. The word, HLD shall also mean the various committees of HLD.
2. “Govt.” or Govt. of Haryana or any other Dept.” Or its subordinate functionaries/ organizations/agencies mentioned in this RFP shall have the same meaning, implication and power to intervene in this work as understood/IMPLIED from the corresponding clauses of this RFP where the above terminologies appeared/mentioned.
3. After the tender is finalized and accepted the words/ expression; selected bidder, selected consultant, selected agency, consultant, Consultant, Successful bidder mentioned in this RFP shall have the same meaning and shall, ordinarily, mean/be understood as “agency/consultant”.
4. The words, contract, Contract, Agreement, agreement appearing in this RFP shall mean agreement.
5. The words, “work”, “Work” and “works” shall have the same meaning unless otherwise mentioned in this RFP and it includes the deliverables by the agency during the defect liability period of 365 days from the date of completion of the original works.
6. Clarification(s) on other terminologies, if any required, shall be issued as and when necessary.
7. “Last three financial years” means 2020-21, 2019-20 and 2018-19.

## **RFP PART-I: SECTION-II SCOPE OF WORK**

### **Introduction**

The Labour Department is responsible for the enforcement of various labour laws in which the appropriate government is the state government. These laws provide for basic working conditions, statutory terms of employment including welfare and also for maintenance of industrial relations. This involves other stakeholders' i.e. the employers and the employees. It is incumbent upon the labour department to not only ensure the implementation of labour laws in letter and spirit but also to maintain a balance in the industrial relation so as to ensure productivity and economic growth.

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The Labour Department understands the needs of transparency and to minimize, wherever possible, to eliminate the discretionary powers of the officers in implementation of the Labour

Laws. To achieve this vision, the Labour Department has formulated and published the policies like Transparent Inspection, Self Certification and Third Party Certification. The delivery of Citizen Centric Services through e-service is going to help in harnessing the maximum benefits of these policies. The Citizen Centric Services of the Labour Department have been brought under the ambit of the Haryana Right to Service Act, 2014 so that applicant gets his rightful service in stipulated time period.

An e-TENDER is invited by Haryana Labour Department to reputed agencies to create a designated portal in compliance with section 3 and 4 of THE HARYANA STATE EMPLOYMENT OF LOCAL CANDIDATES ACT, 2020.i.e

*Section 3 'On and from the date of commencement of this Act, every employer shall, register such employees receiving gross monthly salary or wages not more than fifty thousand rupees or as notified by the Government, from time to time, on the designated portal, within three months of coming into force of this Act: Provided that no person shall be employed or engaged by any employer till the registration of all such employees is completed on the designated portal'.*

*Section 4'After the commencement of this Act, every employer shall employ seventy-five percent of the local candidates with respect to such posts where the gross monthly salary or wages are not more than fifty thousand rupees or as notified by the Government, from time to time'*

#### **DETAILED SCOPE OF WORK**

An indicative scope of work is mentioned below, and it should be deliverable by the selected agency in its entirety, however the list is not exhaustive and additional task may be given as per the direction of Haryana labour department and is on a case to case basis.

1. Design, Development & Implementation of portal and Dashboard
2. Conceptualisation of modules and submodules as per the directions of portal
3. Post Implementation Support such as Application Maintenance, Application Support, System Support, Operation Support, etc
4. SSL Certification & Cyber Security Audit before go-live of the applications
5. Cyber Security Audit of both Web App & Mobile App during Post Implementation Support period
6. Creation & Management of Google Play Store Developer Account / iOS App Store for Mobile App hosting
7. Facility for hosting such as server, operating system, licenses, etc of both Web Portal & Mobile App
8. Responsive design
9. Search ( including searchable documents)
10. Based on open source technologies

11. Dynamic User management
12. Role based access
13. Automatic archival of content ( for time sensitive content)
14. Dashboard for administrator ( as required)
15. Visitors statistics
16. Feedback management.
17. Requirement Gathering and functional specifications for new system to be developed
18. Information Architecture
19. Quality Assurance and testing
20. Security Audit of the System
21. Project management services for successful implementation of the project
22. 3 year warranty for operations and maintenance of the web portal after its completion and deployment.

The other services to be provided as part of the warranty/operations/maintenance are:

- o Database management.
- o Refurbishment of web portal at regular interval of Making web portal more accessible
- o Fine tuning of web portal performance
- o Cyber Security Audit from time to time.
- o Monthly Web analysis and progress reports
- o Hit rate and source domain
- o Visits from search engines

23. The period of Completion of the Project is for 6 months .The period of post implementation support will be 36 months from the date of Completion of the Project. However, Haryana Labour Department reserves the right to extend the contract for another 24 months beyond 36 months..

**RFP PART-I: SECTION-III****Detailed Tender Notice****a. Prequalification Criteria**

S.NO	Pre- Qualification criteria	Supporting document
1	The bidder must be a company registered in India under the companies Act, 1956/2013.	Certificate of incorporation.
2	Bidder should have an average annual turnover of Rs. 8 Crores during last 3 financial years from relevant services i.e development and maintenance of web portals/ softwares / IT solutions	Audited Financial Statement/Auditor Certificate to be submitted.
3	Bidder should have Relevant experience/credentials in development and maintenance of web portals/ softwares / IT solutions for Ministry/State/Central Govt/ UT of Administration/ Semi-Government Organization/ PSU. during last three (03) years	Self-attested Copy of Work Orders & Work completion certificates from clients along with documentary proof (if any).
4	The bidder shall submit a self-declaration for being not under legal action for corrupt or fraudulent practices (blacklisted) by any Ministry/State/Central Govt/ UT of Administration/ Semi-Government Organization/ PSU.	Self-Attested Declaration by Authorized Signatory (format Annexure)
5	The bidder should have a valid GSTIN.	Copy of the certificate of GSTIN.
6	Tender e-service fee	Scanned copy to be submitted online
7	Tender EMD	Scanned copy of payment acknowledgement to be submitted online
8	Consortia/Tie Ups/ JVs / Subcontracting of any kind not permitted	Would lead to automatic disqualification

Relevant documents as specified above need to be attached.

NOTE: Proposals not conforming to the above requirements shall be rejected.

**b. Technical Eligibility**

The bidders are required to meet the below mentioned eligibility criteria.

Parameter	Max. Marks	Required Document
Company Competence (Refer section on Technical Bid Evaluation for detailed point system)	20	Audited Financial Statement/Auditor Certificate to be submitted.
Previous experience of handling relevant consultancy projects for Central/State Govt. Organizations/PSUs during last 3 years with minimum value of single work order at Rs. 2 crore .	20	Proof of experience in the form of client citations/work orders to be submitted.
Qualifications & experience of the team proposed to be associated exclusively for requirements by HLD.	20	Qualification and experience certificates duly self-attested
Technical presentation	25	Understanding of the project Task Management Risk Management Approach and Methodology Features and solutions
Solution Demo + innovation	15	Demo
Total Points/Marks	100	
Cut off Points for Qualifying	80	Bidder should obtain at least 80 marks for technical qualification

Besides above following need to be ensured:

- EMD is as per requirement.
- e-service fee as per requirement.
- Annexures and forms

NOTE: Proposals not conforming to the above requirements shall be rejected.

Any condition of the Bidders sent along with the bids, if any, shall not be binding on HLD and liable to be rejected. Bids will be evaluated by an Evaluation Committee formed by HLD.

### Technical Bid Evaluation

Only those Bidders who have fulfilled the pre-qualification criteria will be evaluated further. The cut-off marks for short-listing based on the technical evaluation is 80 of total marks. Based on the bid evaluation, only technically qualified Bidders scoring equal to or more than cut-off marks shall be short-listed for further process. If less than two Bidders qualifies the technical evaluation, the authority at its discretion may relax the norms for technical evaluation.

### Technical Evaluation - Detailed Marking System

Detailed Parameters	Marks	Requirement
<p>organisation profile</p> <p>Average Annual Turnover of Bidder during the last 3 financial years. (FY 2018-19, FY 2019-20 and FY 2020-21)</p> <p>upto 8 crores : 10 marks            INR.8Cr- 10 cr : 15 marks            More than 10 cr : 20 marks</p>	20	Audited Financial statements with Auditor's certificate (with CA's Registration Number/Seal) (FY 2018-19, FY 2019-20 and FY 2020-21)
<p>Past experience</p> <p>Prior experience ( past 3 years</p>	20	Work Orders/ Service Agreement or Completion Certificate from the client./ relevant certificate



<p>) in working in a project in a State/ Central Government Organization / PSU</p> <p>-value of single work order More than 2 Crore upto 5 crore - 10 marks</p> <p>-value of single work order More than 5 crore - 20 marks</p>		
<p>Technical Presentation</p> <p>Understanding of the project Task Management Risk Management Approach and Methodology Features and solutions</p>	25	Presentation
<p>solution demonstration + innovative suggestions/ solutions</p>	15	demo .
<p>Resource Profile</p>	20 ( bifurcation as below )	
<p>Principle Consultant</p> <ul style="list-style-type: none"> <li>- B.E/B. Tech/MCA/MBA with minimum 10 years of software design &amp; development and management</li> <li>- Experience 10-15 Years: (2 marks)</li> <li>- Experience more than 15 Years: (3 marks)</li> <li>-</li> </ul>	3	relevant CV in the required format submitted duly attested
<p>Database Administrator</p> <ul style="list-style-type: none"> <li>- m tech / PGDCA/ MCA with working experience of 10year ( 2 marks )</li> <li>- m tech / PGDCA/ MCA with working experience of more than 10 years ( 3 marks )</li> </ul>	3	

<p>UX/UI developer</p> <ul style="list-style-type: none"> <li>- B.tech/ M.tech/BCA/MCA/ MBA /any degree/ certificate in UX/UI designing</li> <li>- working experience of minimum 5 years ( 2 marks )</li> <li>- B.E./B.Tech in Computer Science or MCA with working experience of more than minimum 5 years ( 4 marks )</li> </ul>	<p>4</p>	
<p>Statistical Expert/ MIS expert</p> <ul style="list-style-type: none"> <li>- B.E./B.Tech/M.Tech/MCA/Post Graduates in (statistics / mathematics / economics/ business) with working experience of minimum 4 years ( 2 marks )</li> <li>- B.E./B.Tech/M.Tech/MCA/Post Graduates in (statistics / mathematics / economics/ business) with working experience of morer than 4 years ( 3 marks )</li> <li>-</li> </ul>	<p>3</p>	
<p>Junior web Developer</p> <ul style="list-style-type: none"> <li>- B.tech / M . tech / MCA Experience working with coding languages such as HTML, Python JQuery, JSON, and Ajax</li> <li>- experience upto 5 years (1 Marks)</li> <li>- Experience more than 5 years ( 3 marks )</li> </ul>	<p>3</p>	

<p>Senior Web Developer</p> <ul style="list-style-type: none"> <li>- Btech/ Mtech/ Bsc/ msc Technology stack: PHP (Laravel), AWS, Python, Statistical R, Redshift, DynamoDB, PostgreSQL, NodeJS, AngularJS, Javascript, Solr/Lucene</li> <li>- Experience upto 8 years (2 marks)</li> <li>- Experience more than 8 years (4 marks )</li> </ul>	4	
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**Note:**

- a. The documents required as proof for technical marking must be submitted as client citations or work orders or letter of declaration signed by the client or Contracting Agency.
- b. Bidder should give presentation (approx. duration of 15 Minutes) online with respect to above technical evaluation criteria after opening of the Technical Bid.
- c. The tender evaluation committee reserves right to visit bidder’s customers where such similar project execution has taken place.

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**Shortlisting Process:**

Scores obtained by agencies against above criteria shall be prepared from the highest score to the lowest; and all those technically qualified shall be declared eligible for opening of financial bids. The same shall be intimated via e-mail or personal contact for opening of the financial bids.

**Final Evaluation**

- Bidder who scores equal to or more than 80 marks in Technical Qualification will qualify for the Financial Evaluation.
- Final evaluation shall be done on “Quality & Cost Based Selection” method (QCBS).
- A composite score shall be calculated for technically qualified bids only. The weight age for the composite evaluation shall be awarded as below:-
- Technical – 70%
- Commercial – 30%

- Bidder with the highest final Score (FS1) (Final Score = TS\*0.70 + CS\*0.30) will be considered as successful bidder (rounded off to 2 decimal places).
- In case of a tie in the final score, the bidder having highest technical score will be considered eligible for award of contract
- No Post-tender negotiation with any bidder including successful bidder shall be allowed.
- Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.

### **Period of Contract**

The period of Completion of the Project is for 6 months .The period of post implementation support will be 36 months from the date of Completion of the Project. However, Haryana Labour Department reserves the right to extend the contract for another 24 months beyond 36 months..

### **Negotiations**

Negotiations, if needed, from agencies once empanelled for executing the tasks/projects as desired by HLD at per tenders issued at later dates during the tenure of this contract, shall be as per the Haryana State government policy No. 2/2/2010-4-IB-II dated 16th June 2014 as amended from time to time. The said policy document is available at the following url: <http://dsndharyana.gov.in/en-us/Purchase/Rules-instruction-and-procedure/Instructions/Policy-guidelines-for-procurement-of-Stores-Goods-and-Turnkey-Contracts-negotiation-regarding>. Under no circumstance, the financial negotiation shall result into an increase in the price originally quoted by the Agency.

## **RFP PART – I: SECTION –IV**

### **GENERAL CONDITIONS OF THE RFP/CONTRACT**

1. GST number required: The bidder should have a valid GST number. Failure to comply with this instruction shall render his/ her / there in complete and shall be rejected with other punitive action against the said as deemed fit by HLD. In any change or amendment made by the Government will be applicable according to the instructions.

2. Incomplete Tender(s) and Seeking Clarification(s): Tenders received in incomplete shape or found incomplete during evaluation of the bids, are liable for rejection. However, during evaluation if felt necessary by HLD that, further clarification(s) is/are required on any document(s) submitted by any bidder(s) then HLD may, at its sole discretion, resort to any procedure(s) deemed fit and by assigning reasonable time(s) , as HLD may decide just & proper for completion of the procedure(s).The result(s) of this/these time bound pursuit(s) shall have bearing(s) upon further evaluation/finalization of the corresponding tender(s) of the bidder(s) or on the tender for the work.

3. No Claim for Bidding/Cancellation of Tender, etc.: No claim shall be entertained towards any expenses made by any bidder for submission of the tender in case of cancellation/rejection/acceptance/withdrawal of the tender.

4. Understanding the RFP before Bidding: The agencies shall be deemed to have satisfied themselves before tendering as to the correctness and sufficiency of his tender for the works necessary for the proper completion and commissioning of the works. The tender(s) containing extraneous condition(s) are liable for rejection.

5. Period of contract: The period of contract shall be for six months from the date of signing of contract, which may be extended on same Terms & Conditions for maximum of further 3 years subject to satisfactory performance to be reviewed annually. The contract with the successful bidder shall be signed as per ANNEXURE-III and the conditions described herein shall also be part of the agreement.

6. The successful bidder(s) shall execute an agreement/contract for the fulfillment of the contract on Rs.100/- non-judicial stamp paper in the format enclosed, within ten days from the date of issuance of work award letter on acceptance of the tender. The incidental expenses of execution of agreement/contract shall be borne by the successful bidder.

7. The conditions stipulated in the agreement/contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the HLD and forfeiture of security deposit with HLD.

8. Black Listing:

An agency may be black listed for: -

- a) Misbehaviour/ threatening of Departmental & supervisory officers during execution of work/tendering process.
- b) Involvement in any sort of tender fixing /cartelization.
- c) Constant non-achievement of milestones on insufficient and imaginary grounds and non- adherence to quality specifications despite being pointed out.
- d) Persistent and intentional violation of important conditions of contract.
- e) Security consideration of the State i.e., any action that jeopardizes the security of the state.
- f) Submission of False/ fabricated/ forged documents for consideration of a tender.

In case an agency is black listed, it will be widely published and intimated to all Departments of Government and also to Govt. of India Agencies working in the State.

#### 9. Force Majeure:

Neither the agency nor HLD shall be considered in default in delayed performance of its obligation if such performance is prevented or delayed because of work to hostilities, revolution, civil commotion, epidemic, pandemic, accidental fire, cyclone, flood, earthquake or because of any law and order proclamation, regulations or ordinance of the Government thereof or because of an act of god or for any cause beyond reasonable control of the party affected. Should one or both the parties be prevented from fulfilling their contractual obligations due the aforesaid a state of force majeure lasting continuously for a period of 6 months, the two parties may consult each other regarding the further execution of the contract for mutual settlement.

#### 10. Jurisdiction for Legal Dispute:

That for the purpose of jurisdiction in the event of issue, if any, the contract should be deemed to have been entered in front of Labour commissioner, HLD will be final authority to resolve the dispute. All disputes will be settled within the jurisdiction of the Head Quarters of Labour commissioner, Haryana labour Department, Haryana.

It is also a term of the contract that the contractor shall not stop the work under this contract and work shall continue as expected to continue whether the arbitration proceedings have commenced or not.

Subject to as aforesaid, the provision of the Indian Arbitration Act, 1996 and any statutory modifications or re- enactments thereof and rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

#### 11. Use of Confidential Information

The Agency may be given access to Confidential Information from HLD in order to perform its obligations under this agreement. The Agency shall:

a. Use the Confidential Information of HLD only for purposes of complying with its obligations under this Agreement and, without limiting the generality of the foregoing, shall not, directly or indirectly, deal with, use, exploit or disclose such Confidential Information or any part thereof to any person or entity or for any purpose whatsoever (or in any manner which would benefit any 3<sup>rd</sup> party including any competitor of HLD) except as expressly permitted hereunder or unless and until expressly authorized in writing to do so by HLD

b. Use reasonable efforts to treat, and to cause all its officers, agents, servants, employees, professional advisors and contractors and prospective contractors to treat, as strictly confidential, all Confidential Information. In no event shall such efforts be less than the degree of care and discretion as the Agency exercises in protecting its own valuable confidential information. Any contractors engaged by or prospective contractors to be engaged by the Agency in connection with the performance of the Services shall be required to assume obligations of secrecy equal to or greater than the obligations that the Agency has assumed in this Agreement with respect to the Confidential Information

i. not, without the prior written consent of HLD , disclose or otherwise make available HLD's Confidential Information or any part thereof to any party other than those who need to know the Confidential Information for the purposes set forth herein;

ii. not copy or reproduce in any manner whatsoever the Confidential Information of HLD or any part thereof without the prior written consent of HLD, except where required for her own internal use in accordance with this Agreement; and

iii. promptly upon the request of HLD, return and confirm in writing the return of all originals, copies, reproductions and summaries of Confidential Information or, at the option of HLD, destroy and confirm in writing the destruction of the Confidential Information;

c. The obligations of confidentiality contained in this Agreement are intended to survive the termination of this Agreement.

## **RFP PART-I: SECTION-V**

### **Instructions to Bidders (ITB)**

#### **Conflict of Interest**

In the event of a conflict of interest, the Bidder is required to obtain confirmation of 'no objection' from the Haryana labour Department in order to bid.

Conflict of interest exists in the event of:

1. The supply of services, equipment or works whose specifications were prepared by the Bidder (individuals and organization's);
2. The successor to a previous assignment executed by the Bidder (e.g. implementation of a project for which the Bidder has conducted a feasibility assessment);
3. Conflicting assignments, typically monitoring and evaluation / environmental assessment by the implementation Bidder;
4. Bidders, suppliers or contractors who are filling, or whose personnel or relatives are filling a post with HLD e.g. advisory role, team leader;
5. Bidders, suppliers or contractors (individuals and organization's) who have a business or family relation with a HLD staff member directly or indirectly involved in the preparation of the ToR, specifications, related recruitment or supervision, and Practices prohibited under the anticorruption policy of the Government of India, the Government of Haryana or Haryana labour Department.
6. Self attested 'Annexure V - CERTIFICATE OF NO RELATIONSHIP' on company's letterhead to be provided with the bid.

#### **Disclosure**

Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.

Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.

Bidder's must disclose if they or any of their sub-Bidders have been convicted of, or are the subject of any proceedings relating to:

A criminal offence or other serious offence involving the activities of a criminal organization, or where they have been found by any regulator or professional body to have committed



professional misconduct;

Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract, with HLD, any other donor of development funding, or any contracting authority; Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes, etc.

### **Anticorruption**

A recommendation for award of Contract will be rejected if it is determined that the recommended Bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; in such cases HLD will declare the Bidder and/or members of the consortium ineligible, either indefinitely or for a stated period of time, from participation in HLD -financed activities, and Bidders will be blacklisted by the HLD .

### **Only one Proposal**

Bidders shall submit one bid only and if found that the bidder is participating thru joint venture/ consortium etc. with other companies also in the same tender. Then all of the bids submitted by him shall be liable to be rejected with further action against him.

### **Preparation of Proposals Language of Proposals**

The Proposal and all related correspondence exchanged between the Bidder and the HLD shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

### **Cost of bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **Instructions for submission of Proposal**

These instructions should be read in conjunction with information specific to the consulting services contained in the Covering Letter, Data Sheet and accompanying documents. Proposals must be received before the deadline of the tender. Proposals must be submitted on or before the time specified in the tender document in the <https://etenders.hry.nic.in/nicgep/app> and also proposals in original must be submitted to the address specified and delivered on or before the time specified in the tender.

### **Documents comprising the Proposal**

- Bidders shall submit the Technical proposal along with EMD and e-service fee
- The Technical Proposals will be opened at the date and time specified.

**Submission instructions**

The Bidder shall submit proposal and use the appropriate submission sheets provided at the end of this RFP. These forms must be completed without any alteration to their format, and no substitutes will be accepted. All fields shall be completed with the information requested.

**Proposal Validity**

Proposals shall remain valid for the period of 180 days in the Data Sheet commencing with the deadline for submission of Technical Proposal as prescribed by HLD.

A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by HLD.

In exceptional circumstances, prior to the expiration of the proposal validity period, the Client may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Proposal.

During the Proposal validity period, Bidders shall maintain the availability of experts nominated in the Proposal. HLD will make its best effort to complete negotiations within this period.

**Format and Signing of Proposals**

These instructions should be read in conjunction with information specific to the assignment contained in the Letter of Invitation, Data Sheet and other accompanying documents.

The Technical Proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall be attached to both the Proposals. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the Proposals, except for un-named printed literature, shall be signed or initialized by the person signing the Proposals.

Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.

**Deadline for Submission of Proposals**

Proposals must be submitted to the address specified and delivered on or before the time specified.

HLD may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the Client and Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.

From the time the Proposals are opened to the time the Contract is awarded, the Bidders

should not contact the HLD on any matter related to its Technical Proposal. Any effort by Bidders to influence the Client in the examination, evaluation and ranking of Proposals, and recommendation for award of Contract, may result in the rejection of the Proposal.

### **Opening of Proposals**

HLD will open Technical Proposals on the date and time specified in the RFP.

### **Evaluation of Proposals**

Information relating to the examination, evaluation, comparison, and post-qualification of Proposals, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such processes until information on Contract award is communicated to all Bidders.

### **Undue Influence**

Any attempt by a Bidder to influence HLD in the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions may result in the rejection of its Proposal.

### **Clarification of Proposals**

To assist in the examination, evaluation, comparison and post-qualification of Proposals, HLD may, at its discretion, ask any Bidder for a clarification of its Proposal. Any clarification submitted by a Bidder that is not in response to a request by the HLD shall not be considered. The Client's request for clarification, and the response, shall be in writing. No change in the substance of the Proposal shall be sought, offered, or permitted, after the opening of Technical Proposals, except to confirm the correction of arithmetic errors discovered by HLD in the evaluation of the Proposals, if required.

### **Non-conformities, Errors and Omissions**

HLD will correct arithmetical errors during evaluation of Technical Proposals on the following basis:

(a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(c) If there is a discrepancy between words and figures, the amount in words shall prevail,

unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

If the winning Bidder does not accept the correction of errors, its Proposal shall be disqualified.

**HLD's right to accept any Proposal, and to reject any or all Proposals or re-issue the tender**

HLD reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals or re-issue the tender at any time prior to Contract award, without thereby incurring any liability to the Bidders or onus on HLD.

**Award of Contract Notification**

Prior to the expiration of the Proposal validity period, HLD shall notify the successful Bidder, in writing, that its Proposal has been accepted. At the same time, HLD shall notify all other Bidders of the results of the bidding.

Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

**Signing of Contract**

Promptly after notification, HLD shall send to the successful Bidder the Contract and the Special Conditions of Contract. Pursuant to negotiations, the successful Bidder shall sign, date, and return the Contract, along with necessary supporting documents, to HLD. All formalities of negotiation and signing of contract will be completed within twenty-one (21) days of notification of award.

**Earnest Money Deposit (EMD)**

Bidders shall submit along with the Proposal an EMD of INR 10,00,000 (Indian Rupees Ten Lakh only) through Crossed Bank Draft in favour of 'Haryana labour Department' payable at Panchkula or via Haryana e-procurement portal. The EMD of unsuccessful Bidders will be returned without any interest as promptly as possible on acceptance of the bid of the selected Bidder or when the bidding process is cancelled by HLD.

The EMD shall be forfeited;

- If a Bidder withdraws its bid during the period of bid validity.
- In case of a successful Bidder, if the Bidder fails to sign the contract in accordance with this RFP document.

**Security Deposit**

The successful tenderer/ bidder shall be required to deposit Performance Security Deposit as per provisions contained in Govt. of Haryana G.O. No. 2/2/2016-4I BII(2) dated 20-10-2016 as under:-

Sr. No.	Type of Firm/Enterprises	Value of Performance Security Deposit
1	Haryana based firms:- (i) # Haryana Based Micro and Small Enterprises (MSEs)  (ii) Haryana based other firms/enterprises	(i) @0.2% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)  (ii) @2% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
2	Other States/ UTs based firms	@3% of the order value or estimated value of Rate Contract (where maximum value of rate contract (RC) is indicated, it will be on the basis of the same)
# Haryana based MSEs will be eligible for performance security deposit @ 0.2% who have filed SSI Certificate/EM Part-II/Udyog Aadhaar Memorandum (UAM)/Udyam Registration in Haryana and who participate directly in the tendered/quoted items and offering to supply the entire Work/Supply Order by their enterprise. The conditions governing the above may kindly be seen in the notification dated 14.12.2020.		

The performance security in excess of the EMD already deposited can be submitted in the shape of Demand Draft/Call Deposit Receipt/Banker's Cheque payable at Chandigarh/ Panchkula office with in 15 days after agreement.

### Price Fall Clause

The agencies will need to ensure that price charged for the services supplied under the tender by the agency shall in no event exceed the lowest price at which the agency provides the services of identical description to any other person/client during the period of contract and that the prices charged by the agency are not in any way higher than those quoted to or charged from the HLD or any other State Government or Government institutions

If at any time during the period of contract, the firm reduces the sale price of such services to any other department/person/client at a price lower than the price chargeable under the subject contract, the agency(/ies) shall forthwith notify such reduction to the HLD, and the price payable under the subject contract of services supplied after the date of coming into force of such reduction shall stand correspondingly reduced for services made or to be made under the subject contract.

agency, if awarded works as per terms and conditions of the tender document to be issued at a later date will be required to give a certificate on their bills that the rates charged by them are not in any way higher to those quoted by them to any other department of State Government, etc., during the corresponding period. The Indenting Officer will also ensure that

the requisite certificate is given by the concerned agency /firm on the bills before releasing their payments.

**Payment terms, timelines and Deliverables**

S.no	Particulars	Timeline	Payment
1	Signing of agreement between HLD and Bidder – Development Fees as Mobilization of team Advance	T + 2 days	10%
2	Launch of registration process	T+0.5 Months	20%
3.	Workflow finalization post launch of registration process	T+ 2 months	20%
4	Employer Registration compliances	T+ 3 months	20%
5	Completion of All functionalities for the end user + Submission of source code	T+ 6 Months	30%

The post implementation maintenance shall amount to fixed rate @15% per annum of the bid amount. The same amount shall be invoiced on a monthly basis.

Note: - T= signing of agreement between both the parties

- a) In case there is a delay of 200% with respect to the given timeline or non-satisfactory performance of the service provider, the authority reserves right to take action against the agency as deemed proper (such as cancellation of order, increase of penalty percentage etc).
- b) Penalty will not be applicable if the delay is not attributable to the agency
- c) Maximum penalty capping is 10% of the respective item.

**Grievance Redressal Mechanism**

Grievance Redressal Mechanism for participating Bidders/ Agencies shall be as per the details given below: -

A time bound Grievance Redressal Mechanism for dealing with the representations/ complaints/ letters of the participating bidders/ firms in the tendering process in the State Public Procurement will be governed by State Government Policy issued vide G.O No.2/2/2016-4I-B II of dated 25.07.2016 and as listed below:

(a) After the final scrutiny of the Technical Bids by HLD, the final status of the bidders being As per Notice Inviting Tender(NIT)/ Not as per Notice Inviting Tender (NIT) will be intimated to all the participating bidders/ agencies within two days of the approval of proceeding of the final Technical Committee for the said tender. The decision will be conveyed to the bidders/agencies through electronically at their registered E-Mail ID/ Hard Copy.

(b) All the bidders/ firms who want to make any representation/ complaint against any

issue related to their technical scrutiny of the bids may do the same within 5 working days (up to 05:00 P.M. of the Fifth Working day) of the date of issue of letter/ intimation regarding their As per NIT/ Not as per NIT status. They have to ensure that their communication is delivered/ reached within 5 working days and delay in postal will not be counted as a valid reason.

(c) HLD will examine the representation/ complaints so received from the bidders/ firms and take a final decision on the same within 5 working days. The five working days will be counted from 6th day to 10th working day of the total Grievance allotted duration of 10 working days.

(d) No representation/ complaint in whatsoever manner from the bidders/ firms will be entertained after the opening of Financial Bid.

(e) In case, some serious issue is observed during the examination of representation/ complaint of the bidder/ firm as in Para (c) above, the same may be finalized/ filed or if required may be brought to the notice of Labour Commissioner , Haryana labour Department during the finalization of the subject procurement.

#### **Prevention of Cartel Formation**

In case of evidence of cartel formation by the agencies/bidder(s), the EMD is liable to be forfeited along with other actions as are permissible to Government like filing complaints with the Competition Commission of India and/ or other appropriate forums, blacklisting, etc. In case an agency is black listed, it will be widely published and intimated to all Departments of Government and also to Govt. of India Agencies working in the State.

**RFP PART-I: SECTION-VI**

**Annexures and Forms**

**( To be signed and stamped on the letter head of the respective firm / agency )**

***Form 1: Proposal Cover Letter***

[Date]

RFP No.:-

To,  
Labour Commissioner  
Haryana labour Department  
30 Bays building, Sector 17 , Chandigarh

Dear Sir,

**Ref: RFP for Selection of Agency for Design, Development and Maintenance of Designated Portal for registration of local candidates and employers**

Having examined the tender document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP for proposed project solution. To meet such requirements and provide such services as required and are set out in the tender document. We attach hereto the tender response as required by the tender document, which constitutes our bid.

We undertake, if our bid is accepted, to adhere to the implementation plan (Project schedule for providing Services in Implementation of proposed project put forward in the RFP or such adjusted plan as may subsequently be mutually agreed between us and HLD or its appointed representatives.

We agree for unconditional acceptance of all the terms and conditions set out in the tender document and also agree to abide by this tender response for a period of 90 days from the last date of submission of the bid document and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this tender response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and HLD.

We confirm that the information contained in this bid or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to HLD is true, accurate, and complete. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead HLD as to any material fact.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the tender response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.



Dated this

Day of

2021

(Signature)

(In the capacity of)

Duly authorized to sign the Tender Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of bidder

Witness Signature:.....

Witness Name:.....

Witness Address:.....

## Form 2: Pre-qualification Criteria Checklist

The criterion for pre-qualification is as per the following checklist, to be attached by the Bidder with suitable proofs against the checklist as part of the “pre-qualification bid”..

S.NO	Pre- Qualification criteria	Supporting document	yes/No
1	The bidder must be a company registered in India under the companies Act, 1956/2013.	Certificate of incorporation.	
2	Bidder should have an average annual turnover of Rs. 8 Crores during last 3 financial years from relevant services i.e development and maintenance of web portals/ softwares / IT solutions	Audited Financial Statement/Auditor Certificate to be submitted.	
3	Bidder should have Relevant experience/credentials in development and maintenance of web portals/ softwares / IT solutions for Ministry/State/Central Govt/ UT of Administration/ Semi-Government Organization/ PSU. during last three (03) years	Self-attested Copy of Work Orders & Work completion certificates from clients along with documentary proof (if any)./MSME certificate / Udyam registration certificate	
4	The bidder shall submit a self-declaration for being not under legal action for corrupt or fraudulent practices (blacklisted) by any Ministry/State/Central Govt/ UT of Administration/ Semi-Government Organization/ PSU.	Self-Attested Declaration by Authorized Signatory (format Annexure VI)	
5	The bidder should have a valid GSTIN.	Copy of the certificate of GSTIN.	
6	Tender e-service fee	Scanned copy to be submitted online	
7	Tender EMD	Scanned copy of payment acknowledgement to be submitted online	
8	Consortia/Tie Ups/ JVs / Subcontracting of any kind not permitted	Would lead to automatic disqualification	

..

Dated:

Place:

Signed & sealed:

(Authorized representative of the firm)

**Form 3: General information of the bidders**

General Information			
Details of the Bidder			
Name			
Address			
Telephone		Fax	
E-mail		Website	
Details of Authorized person			
Name			
Address			
Mobile Number		Email	
Landline Number			

Dated:

Place:

Signed & sealed:

(Authorized representative of the firm)

**Form 4: Bidder's Authorization Certificate**

To,  
Labour Commissioner  
Haryana labour Department  
30 Bays building, Sector 17 , Chandigarh

<Bidder's Name> ----- <Designation>-----  
----- is hereby authorized to sign & stamp relevant documents on behalf of the Company in dealing with Tender of reference <Tender No. and Date>----- . He is also authorized to attend meetings and submit Technical and Financial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory  
<Name>  
Seal  
-----

This tender document is not transferable

**Form 5: Declaration for Conflict of Interest**

I, authorized representative of \_\_\_\_\_, hereby solemnly undertake as to the existence / absence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed contracts, engagements, or affiliations with HLD. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the bidder to complete the requirements as given in the RFP.

In the event of any change/deviation from the factual information/declaration HLD, Government of Haryana, reserves the right to terminate the contract without any compensation.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:

**Form 6: Declaration for Authenticity of Documents submitted**

I, authorized representative of \_\_\_\_\_, hereby solemnly undertake that all the requisite Forms/Declarations/Covering Letter/Annexure/Documents submitted as part of pre-qualification, technical and financial bids are in the same format as given in the RFP and shall not include any conditional statements. Deviations (if any) from the defined scope of proposed project are explicitly mentioned in this document.

In the event of any change/deviation from the factual information/declaration HLD, Government of Haryana, reserves the right to terminate the contract without any compensation to the System Partner.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:

**Form 7: Declaration for Completeness of the Bidding Documents**

I, authorized representative of \_\_\_\_\_, hereby solemnly affirm that the complete solution to accomplish the requirements of the RFP has been understood and has been factored in the documents submitted as a part of proposal/bid for "**Selection of Agency for Design, Development and Maintenance of Designated Portal for registration of local candidates and employers**"

I also confirm that the company is not Blacklisted or Banned by any State / central Government or any Government Institution in India. In the event of any deviation from the factual information/ declaration HLD, Government of Haryana, reserves the right to terminate the contract without any compensation to the System Partner.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:

**Form 8: Declaration for Unconditional Bidding Documents**

I, authorized representative of \_\_\_\_\_, hereby solemnly affirm that the Bid documents submitted as a part of pre-qualification, technical and financial bid are unconditional in all respect considered for - "**Selection of Agency for Design, Development and Maintenance of Designated Portal for registration of local candidates and employers**"

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:



***Form 9: Declaration for Complete Responsibility***

I, authorized representative of Bidder \_\_\_\_\_ for the purpose of bidding for **“Selection of Agency for Design, Development and Maintenance of Designated Portal for registration of local candidates and employers**

”. I, hereby solemnly affirm that we shall be solely liable and responsible for the completion and execution of the project in all respects.

In the event of any deviation from the factual information/ declaration HLD, Government of Haryana, reserves the right to terminate the contract without any compensation.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:

***Form 10: Declaration for Source Code and Intellectual Property Rights***

I, authorized representative of \_\_\_\_\_, hereby solemnly affirm to the IPR rights as defined in this RFP document.

In the event of any deviation from the factual information/ declaration HLD, Government of Haryana, reserves the right to terminate the contract without any compensation.

Dated:

Signed & sealed: (Authorized representative of the firm)

Place:

**Form 11: Curriculum Vitae (CV) for Proposed Professional Staff Template**

1. Proposed Position [only one candidate shall be nominated for each position]:
2. Name of Firm [Insert name of firm proposing the staff]: \_\_\_\_\_
3. Name of Staff [Insert full name]: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

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

S.NO	Educational Qualification	Name of College/ University	Month & Year of Passing	Marks Obtained.
1.				
2.				
3.				
4.				
5.				

6. Total Years of Post-Qualification Experience: \_\_\_\_\_.

7. Other Training [Indicate significant training since degrees under "5 – Education" were obtained]:

8. Languages [For each language indicate proficiency: Yes/No in speaking, reading, and writing]:

S.No	Languages	Read	Write	Speak
1.	English			
2.	Hindi			
3.	Punjabi			
4.	Any other Language.			

9. 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, Project handled.):

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

12. 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 wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

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

[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: \_\_\_\_\_

**Form 12: Financial Quotes**

Ref : **Selection of Agency for Design, Development and Maintenance of Designated Portal for registration of local candidates and employers**

Having gone through the RFP and having fully understood the scope of work for the Project as set out in the RFP, we are pleased to quote the following Professional fees for the Assignment as per the specified scope of Work:

Particulars	In figures (rounded off to 2 decimal figure)	In words (rounded off to 2 decimal figure)
<b><u>Selection of Agency for Design, Development and Maintenance of Designated Portal for registration of local candidates and employers</u></b>		

Note:

1. The Financial Proposal is exclusive of all out pocket expenses which may be incurred towards travel, accommodation, documentation and communication, during the period of assignment.
2. The Financial Proposal is exclusive of all taxes i.e. GST
3. In case of difference in amount quoted in figures and words, the value in words shall be considered for evaluation.
4. Annexures shall be issued separately as and when required.