

ROAD CONSTRUCTION DEPARTMENT

Request for Proposal for Website-cum Integrated MIS Application

For

Road Construction Department (RCD)

Bihar, Patna

Address for Correspondence:

**Office of D.G.M. (Tech.), PIU- Digha, Sampark
Bihar State Road Development Corporation Ltd,
RCD Central Mechanical Workshop Campus,
Near Patna Airport, Sheikhpura, Patna-14**

BLANK PAGE

Bihar State Road Development Corporation Ltd.

(A Government of Bihar Undertaking)

(Through e-procurement mode only- www.eproc.bihar.gov.in)

E-TENDER NOTICE FOR INTERESTED FIRMS FOR “DESIGN, DEVELOPMENT AND MAINTENANCE OF WEBSITE-CUM-INTEGRATED MIS APPLICATION” FOR RCD, BIHAR.

Eligible firms having experience in providing above services are invited to submit offer as per terms of reference (TOR).

Brief particulars of the Project are as follows:

Sl. No.	Name of Work	Estimated Cost	Cost of Bid Security	Cost of RFP (Non-refundable)	Time Period	Place
1	2	3	4	5	7	08
1	Design, Development And Maintenance of Website-cum-Integrated MIS Application” For RCD, Bihar	As per Offer	Rs.2,00,000	5,000.00	06 Months	Patna

SCHEDULE:

Sl. No.	Event Description	Date
1	Last date of online Sale/ Download of Pre-Qualification Document	06.04.2018 upto 1500 Hrs. (www.eproc.bihar.gov.in)
2	Cost of RFP and e-tendering processing fee	₹ 5,000/- (Rupees Five Thousand) in form of a Demand Draft (non-refundable) drawn in favor of “Deputy General Manager (Tech.), PIU Digha, BSRDCL” payable at any Scheduled Bank at Patna. E-Tendering processing fee shall be paid online to BELTRON at the time of uploading of bid.
3	Pre-bid Meeting/ Last date of receiving queries	04.04.2018 at 15.30 Hrs. Conference Hall, BSRDC Ltd. Patna
4	Authority response to the queries on Pre-Bid Meeting	09.04.2018 on www.eproc.bihar.gov.in
5	Last Date & Time of uploading of offer/ bid	11.04.2018 upto 15.30 Hrs. on www.eproc.bihar.gov.in
6	Last Date, Time & Place for submission of original instrument (Cost of RFP and EMD)	13.04.2018 upto 15.30 Hrs. in the Office of DGM (Tech.), PIU, Digha, Sampark, Bihar State Road Development Corporation Ltd., RCD Central Mechanical Workshop Campus, Near Patna Airport, Patna- 800014 ‘or’ in the Office of Chief General Manager, BSRDCL, RCD Central Mechanical Workshop Campus, Near Patna Airport, Patna-800014.
7	Date & Time of Opening of Bid for Technical evaluation	13.04.2018 upto 16.00 Hrs. on www.eproc.bihar.gov.in
8	Date time and place of opening of Financial Bid	To be informed later to technically qualified bidder. (www.eproc.bihar.gov.in)

- Cost of RFP (Non-refundable) which is ₹ 5,000/- (Rupees Five thousand) shall be paid in the form of D.D. of any scheduled banks payable at Patna in favor of "Deputy General Manager (Tech.), PIU Digha, BSRDCL" payable at Patna. Original D.D. will have to be deposited as per Sl. No.6 above. However the scan copy of the D.D. has to be uploaded on the www.eproc.bihar.gov.in with the tender. Failing of which the Bid will be rejected.
- Cost of EMD which is ₹ 2,00,000/- (Rupees Two Lacs) shall be paid in any form as prescribed in Rule 161 of the revised PWD code and duly endorsed/pledged to the authorized departmental representative (concerned Executive Engineer) can be in any of the following shapes or combination thereof in favor of "Deputy General Manager (Tech.), PIU Digha, BSRDCL":
 - (a) Fixed Deposit receipt of Nationalized/ Scheduled Bank and valid for 180 days after last date of receipt of tender.
 - (b) Post Office/ Saving Bank Passbook.
 - (c) One, two or three years Post Office time deposit.
 - (d) NSC issued within the State of Bihar.
 - (e) 5 Years National Development Bond.
 - (f) State Development Loan Certificate.
 - (g) For works costing more than one crore, a bank guarantee of Nationalized/ Scheduled Bank may also be submitted.

The above instrument(s) shall remain valid for the minimum period of 180 days after last date of receipt of tender. Original instrument will have to be deposited as per Sl. No.6 above. However the scan copy of the instrument has to be uploaded on the www.eproc.bihar.gov.in with the tender. Failing of which the Bid will be rejected.

- E-tendering processing fee shall be paid online to BELTRON at the time of uploading of bid.
- For participating in e-tendering process, the applicant shall have to get them registered to get user-ID, Password and digital signature. This will enable them to access the website www.eproc.bihar.gov.in and download/participate in e-tender. Those who are not registered in e-tendering systems, they may contact "e-Procurement HELP DESK, First Floor, Plot No. - M/22, Road No. - 25, Sri Krishna Nagar, Bank of India Compound, Patna - 800 001, Contact no. - 0612 - 2523006, 7542028164" for registration.
- Interested eligible Applicants may obtain further information from and inspect the Bid Documents from BSRDCL website www.bsrcl.bih.nic.in or at the address given below, from 10.00 Hrs. to 18.00 Hrs. and also download from www.eproc.bihar.gov.in.
- A complete set of the Bid Document may be downloaded by interested Applicant(s) from www.eproc.bihar.gov.in.
- For support related to e-tendering process, bidders may contact at following address, i.e.- Procurement HELP DESK, First Floor, Plot No.- M/22, Road No.-25, Sri Krishna Nagar, Bank of India Compound, Patna-800001, Contact No: 0612-2523006; 7542028164". Vendor may visit the link "Vendor Info" at www.eproc.bihar.gov.in.
- All the uploaded documents shall have the signature of bidder or their authorized signatories. The scanned copies should be of the original papers and certificates. Applicant should have to submit a hardcopy of the uploaded documents on or before 15.30 Hrs. on 11.04.2018. In case of any disparity between the uploaded document and hard copy, uploaded document shall prevail.
- The bidder is requested to check their file size of uploaded documents at the time of submission & they should ensure that work file is uploaded. If they feel that the complete file is not uploaded then they should click on cancel & update the same before submission. The bidders should satisfy themselves of Download ability/visibility of the scanned & uploaded file by them.

- The bidder is directed to zip their files using Win zip or Win RAR software only. Other formats of zipping will not be accepted and will be rejected.
- The bidder must use MS Office-2007 or lower version.
- File size should be less than 5MB and should be in MS Word, MS Excel, PDF and JPEG formats
- No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- Corrigendum/ Addendum/ Corrections, if any will be published on the website i.e. www.eproc.bihar.gov.in
- Bihar State Road Development Corporation Limited reserve the right to reject any or all applicants without assigning any reason thereof.
- Any clarification in this regard, can be sought in person or phone or e-mail from Kumar Gunjan (+91- 9661216177), IT Manager, RCD for Technical issue and Sri Arun Kumar, Deputy General Manager (Tech), PIU- Digha (+91-9431005719), dgmpiudigha@gmail.com on general issues.

Address for communication

Sd/-
DGM (Tech.), PIU-Digha, Sampark
Bihar State Road Development Corporation Ltd.
RCD Central Mechanical Workshop Campus,
Near Patna Airport, Sheikhpura, Patna- 800014

Annexure-I

NOTICE INVITING E-Tender for: DESIGN, DEVELOPMENT AND MAINTENANCE OF WEBSITE CUM INTEGRATED MIS APPLICATION.

- (a) Annexure-I : e-Tender Notice
- (b) Annexure-II : Instructions to Bidders
- (c) Annexure-III : General Terms & Conditions
- (d) Annexure-IV : Technical Bid
- (e) Annexure-V : Financial/ Price Bid

1. Bid Submission: Bids shall be submitted online only at www.eproc.bihar.gov.in with all the requisite documents signed with digital signature (DSC). The bid documents may be scanned with 100 dpi with black & white option which helps in reducing size of scanned document and should be in PDF/XLS/RAR/DWF formats and if there is more than one document, they can be clubbed together. Bidders/ Contractors are advised to follow the "Instructions for online Bid submission" provided in the **Annexure-II** for online submission of bids. **No tender shall be accepted / entertained by fax, e-mail or submitted in person or any other such means and beyond the specified date/ time.**

1.1 The tender shall be submitted online in two parts, viz. **(i) Technical Bid & (ii) Financial Bid** along with other documents as mentioned in the tender documents.

1.2. Bidder who has downloaded the tender from the www.eproc.bihar.gov.in website shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered / modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned. **All the pages of bid being submitted must be signed and sequentially numbered by the bidder / their authorized representative irrespective of nature of content of the document before uploading.**

1.3. It may be noted that, in case of non-uploading of copies of documents specified in the Tender Notice such technical bid, shall be summarily rejected. The offers submitted through any means other than uploading on the website shall not be considered. No correspondence will be entertained in this matter.

- 1.4. Conditional tenders, late tenders, tenders incomplete or not meeting all the tender conditions specified herein will be rejected. **This office reserves the right to accept or rejects or cancels any tender in part or full or without assigning any reasons thereof.**
2. The Tender enquiry documents will be available on official website on as per the e-quotation (NIT). The Bidder should raise any doubt/query regarding the tender document on the website itself.
3. **Earnest Money Deposit (EMD):** EMD of Rs.2,00,000.00 (Rupees Two Lacs) shall be submitted by Bidders in original as mentioned in the NIT. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in the bid documents are found to be incorrect or false during the tender selection process. No interest shall be paid on the EMD and EMD of selected bidder will be returned within 30 (thirty) days after the Agreement is signed.
4. **EMD** submitted after the opening of Technical Bid or Tenders not accompanied With EMD will be treated as non-responsive and will be rejected, at the initial stage itself “As Tenders received without EMD”.
5. Intending Bidders are advised to visit the website regularly till closing date of submission of tenders for any corrigendum / addendum / amendment.
6. Bids will be opened as per date / time as mentioned in the website. After evaluation of technical bids online, bidders will get the information regarding their eligibility / pre-qualification on website. The financial bid of the successful bidders (i.e. qualified in the technical bid) will be decrypted and opened on-line, on the scheduled date after the pre-scheduled time by the bid openers. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website.
7. The hard copy of the original instrument in respect of earnest money, original copy of undertaking / affidavits, certificates and other documents must be delivered to the tender inviting authority in his office on or before bid opening date / time, as mentioned in NIT. After opening of Technical Bid, the original documents as per requirement of the e-tender document will be verified by this office. This office reserves the rights to seek any document in original for verification at any stage of tender process.

- 8.** In the event of any of the above mentioned date being subsequently declared as a Holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time.
- 9.** The Bidder/s shall quote rates for the space as per the financial bid format only. This rate shall be exclusive of Goods and Services Tax. The service provider would be liable for ensuring compliance with the relevant rules, and regulations as notified by the Government in this regard from time to time.
- 10.** The bidder whose bid is accepted will be required to furnish performance guarantee of 5% (Five Percent) of the bid amount within the period of 15 days. This guarantee shall be in the form of Demand Draft of any scheduled bank or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India.

The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

The last date for e-receipt of Bids is mentioned in NIT.

Annexure II

Instruction to the Bidders

1. The bids are invited from registered companies / partnership Concerns / firms. Bidder shall have to provide services required at Patna. The prospective bidders should submit their bids strictly in the Performa prescribed in the Tender documents.
2. The successful bidder hereinafter referred as “service provider” means and includes not only the bidder but also his legal heirs, successors, successors in office, legal representatives etc. The competent authority of RCD, Patna, as the case may be, will be 'client' for the aforementioned work.
3. The bidder shall have holistic knowledge in Government sector and experience too preferably in website, Project Management System and HR Application creation / development, maintenance and other related matter.
4. The bidder is expected to examine all instructions, forms, terms and conditions, and Specifications in the bidding documents. Failure to furnish information as required in the bidding document or submission of the bid not substantially responsive to the bidding document in every respect will result in the rejection of the bid.
5. At any time prior to the deadline for submission of bids, the client may, for any reason, whether at his own initiative or in response to clarification requested by prospective bidder, modify the bidding document by a written amendment. The Amendment which will be binding shall be available on website.
6. In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the client, at his discretion, may extend the deadline for the submission of bids.
7. The Technical Bid by the bidder shall include the following:
 - a) Signed & scanned copy of the PAN card of Company.
 - b) Signed & scanned copies of all the other documents as mentioned in tender notice.

8. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language and should be typed or written in indelible ink. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.
9. In case of co-owners/joint owners, the bid documents i.e. technical bid and financial bid, should be signed by all the co-owners/joint owners. In case any one of the owners chooses to sign the bid documents, he should invariably submit an authorization to do so from the remaining owners.
10. The financial bid should be submitted strictly as per the form prescribed in **Annexure-V**.
11. The rate should be quoted in Indian rupees only. The rate should be expressed both in words and figures.
12. The financial bid should contain the basic cost payable by the client without GST. The GST as applicable will be borne by the Client.
13. In exceptional circumstances, the client may require the successful bidder's consent for an extension of period of validity. The request and responses there to shall be made in writing. The bidder may refuse the request without forfeiting the EMD. The bidder granting the request will not be required nor permitted to modify the bid.
14. The bidder may modify or withdraw its bid, after bid submission provided that written notice of the modification or withdrawal is received by the client prior to the deadline prescribed for submission of bids.
15. Bids withdrawn after the opening of the technical bid will result in the bidder's forfeiture of its EMD.
16. The results of the evaluation of the technical bids along with the date of opening of the financial bids will be communicated to the qualifying bidders online on the e-tender portal itself.

17. In case the bid document submitted has deviations from the specifications or terms and conditions prescribed, the Bidder shall describe them in the Technical Bid and Financial bid covers separately (even though the deviations are not material). It must be ensured that the price related deviations are not indicated in the technical bid cover in any manner.
18. The Courts of India at Patna will have exclusive jurisdiction to determine any proceeding in relation to this contract.
19. Any misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.

Annexure III

General Terms & Conditions

1. No alterations should be made in any of the contents of the bid document. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this part are liable to be ignored.
2. After opening of the technical bids, bidders will be evaluated and the result thereof will be uploaded online on the eproc portal. Thereafter, a system generated email confirmation will be sent to successful bidders. The bidders can check the same from the portal. The financial bid of the successful bidders (i.e. qualified in the technical bid) will be decrypted and opened on-line, on the scheduled date after the pre-scheduled time, mentioned at the time of evaluation of technical bids. The bidders will get the information regarding the status of their financial bid and ranking of bidders on the website. The decision of this office in this matter will be final.
3. In the event of bid being accepted, the quotations submitted in the financial bid will be incorporated into the agreement. The successful bidder should sign the Agreement in the prescribed format and the Instructions to Bidders (Annexure-II) and General Terms & Conditions (Annexure-III) shall also form part of the agreement.
4. Intending bidders is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below.
 1. The agency should have satisfactorily completed the similar works as mentioned below during the last five years ending previous day of last date of submission of tenders. Three similar works each costing not less than Rs 80,00,000.00 or two similar works each costing not less than Rs.1,20,00,000.00 or one similar work costing not less than Rs.1,60,00,000.00 with Central Government Department/State Government Department/Central Public Sector Undertaking /State Public Sector Undertaking / Municipal Corporation of City formed under any Act by Central/State Government and published in Central/State Gazette.

Similar work shall mean "**Development, Up-gradation and Maintenance of Website and Project Information Management System or Works**

information System and HR Application/ Personnel Information Management System"

2. The Bidder should be registered with Income tax and Goods and Service Tax department.
 - a. Copy of PAN card
 - b. Copy of GST registration.
 - c. Acknowledgement of latest up to date filed return of GST.
3. Bidder having an ISO 9001:2015 certification.
4. Bidder should be a Registered Company or a Partnership Firm
5. Certificates of work experience issued by competent authority.
6. Bidder having experience of any government application security certificate from cert-in empaneled agencies which is free from Open web application security project (OWASP) vulnerabilities and safe for hosting in Cloud or National Informatics Centre (NIC) Data Center Server or Bihar State Data Center.
7. Price charged by the bidder for any goods and services under the Contract shall not vary from the prices quoted by the service provider in its bid. Total price offered would be inclusive of all taxes and inclusive of cost of security audit of the website as per the Government norms. The client shall not pay any additional charge except price offered. In case, some additional software is needed to get the work done the same shall be provided by the successful bidder free of charge.
8. The "Service Provider" shall be entirely responsible for all taxes, duties, license fees, etc. incurred till delivery of the Contracted Goods & Services to the client. No tax or duty will be payable by the client except GST.
9. An undertaking that the bidder has never been blacklisted/ barred by any Government Department/Regulator/Statutory body.

➤ Deliverables

1. Software Requirement Specification Document.
2. Design Document
3. Testing Report with Security Audit Report
4. Onsite Training
5. User Manual

➤ **Project Duration**

Total duration of the project is Six Months and two year support post Go-Live. Project Phases are as under.

Phase 1 – Software Requirements Specification (SRS), Design document and prototype demonstration – 02 months after letter of Award.

Phase 2 – Website cum MIS Applications development and Integration – 03 Month after Phase 1

Phase 3 – Testing, Security auditing and Go live– 01 Month after Phase 2.

Phase 4 – Training and Technical maintenance support – 24 Months after Phase 3.

➤ **Payment Structure:**

Phase	Payment(% of Sub Total Cost as per Financial Proposal)
Phase 1	20
Phase 2	40
Phase 3	20
Phase 4	20

Payment will be released only on submission of Invoice / Bill duly completed in all respect, certified by concern officer of RCD subject to availability of fund.

- The agency shall impart training as and when required by RCD at desired places. For training sessions outside Patna, the following charges shall be payable:
 - Reimbursement of lodging charges in government guest house. If government guest house is not available, lodging charges shall be reimbursable subject to a maximum of Rs.1,500/- per day.
 - Reimbursement of to-and-fro AC 3 Tier train fare or Hired Taxi Charges after production of tickets.
 - Daily allowance @ Rs.1000/- to each trainer for each day of training. No daily allowance shall be paid for journey period.

➤ **Penalties :**

If the Bidder / Agency fails to complete in full, all delivery and implementation according to the project schedule, RCD reserves the right to recover penalty @ 1.0% of the values given for the contract value for each complete week or part thereof, for delay up to a maximum of 10% of value of contract price.

During Phase 6, complaint will be attended by competent staff of the Bidder/Agency within 4 hours of its notification either on phone or in writing during business hours (9:30 am -6pm). Delay in attending the call and delay in rectification of fault may lead to consequential financial damages to the Service provider/Bidder.

➤ **Scope of Works:**

- I. The website of the RCD, Patna shall be designed, developed, commissioned, maintained and updated and made compliant GIGW (Government of India Government Website) guidelines. The GIGW guidelines are available at <http://web.guidelines.gov.in>.
- II. The website should be optimized for load time, response time, navigation and search.
- III. This application will be hosted at Bihar State Data Centre (BSDC) or National Informatics Center (NIC) Data Center or Cloud Server. Hence the application is to be developed in accordance with BSDC's guidelines.
- IV. The website should be responsive and supported by all current browsers.
- V. The website is not limited to Personal Computer and Laptops only, but it should be compatible with all platform/OS.
- VI. This website should have an option to import data from other existing applications currently in use by the Department and display it in various forms as requested by the Department.
- VII. The website should be Bilingual (Hindi & English)
- VIII. Application should be developed in latest Microsoft Visual Studio and SQL Server.

Modules with descriptions of Website are following:

- i. All the existing details should be display as proper format and Latest News flashing and scrolling right to left also provide link for details of news.
- ii. About Us
 - a. History – Brief History of RCD,
 - b. Jurisdiction - of the HQ and its Division and
 - c. Tree/ Tabular View of the Organization Structure of the RCD
- iii. Notification & Circulars
- iv. RTI Section
 - a. Online Filing RTI
 - b. List of CPIO
 - c. Appealing Authority
- v. Citizen Charter
- vi. Employee Grievances
- vii. Selection of Language of Website – English and Hindi
- viii. Contact Us - Contact Us Page with Google map API Integration showing nearby Government departments and Offices.
- ix. Link for Social sites like Facebook, Twitter Handle etc.
- x. Other Important Links –other important website's link.
- xi. Picture Gallery / Video Gallery
- xii. Latest Updates – Latest News related Meeting/ Seminars and Training and etc.
- xiii. Visitor Counter
- xiv. Dynamic Photo gallery Video Management System Facility to manage photo gallery via an administrative control panel, facility to create photo gallery category dynamically i.e. add edit delete photo gallery categories, facility to upload new pictures to these categories along with caption, facility to manage pictures and caption
- xv. Website should be optimized and SEO Search Engine Optimization work needs to be done

- xvi. Back end performance optimization like DB structure, query optimization to be done to enhance user experience in terms of fast load times and good mobile experience
- xvii. Other Informative Pages to be finalized during development phase.
- xviii. The service provider has to engage a competent agency for security audit of the website as per the Government norms and payment charges for audit shall be borne by the service provider.

Modules with descriptions of Project Management System Application are following:

The Project Management System for management of Physical as well as Financial progress of all the projects in pre-construction as well as construction/Implementation phases.

- The Departments, Contractor and consultant or organizations concerned with the project) can also monitor their projects through system.
- Authorized person too has access to the system to view the progress of the entire project Department wise alternatively a particular project.

The users (Head Quarter, Zone, Circle, Division) can select additional filters to suit their requirement like project authority, Project Scheme, Division, District, Head of account, Cost of work, Financial & physical Progress etc.

The essential features of PMS are described below.

- Reports will be available to monitor progress of a project or a road once it is undertaken for consideration or registered by the Head Quarter for sanction or acquisition. After sanction, works are to be registered by the unit head. Updates are required only for 5 fields: budget allotment, physical progress, target date of completion, expenditure, physical status along with reasons and geo tagged photographs, if delayed. Roads to be acquired from other departments or authorities are registered for feasibility studies etc.
- The progress can be monitored with the help of a number of customized reports e.g. progress reports, delayed projects, projects cost, status of acquisition etc.
- Executed programme, photographs, videos and other project documents can be uploaded by the project field units. Communication between field units to headquarters can be made through the system.

- Other reports like cash flow statement, expenditure statement, pending final bills, project history, award details, etc. are available for comprehensive review of projects. Different types of reports or communication with other departments or offices are available for processing and necessary actions.
- Online Administration: All administration is handled online edit, Update, delete and add the information.

In the monitoring/Execution of the schemes following stages has to be implemented for now which can be further upgraded as per the future need:

- Stage 1: Monitoring the progress of the project by the Concern department with reference to the master plan. The data entry screen provides the particulars for these activities
- Stage 2: Activities of architectural wing in getting the approvals from statutory authorities for the project.
- Stage 3: Monitoring the activities pertaining to the preparation of preliminary estimate and detailed estimates etc., for technically sanctioning the estimates by the competent authority.
- Stage 4: Activities concerning the execution of the project.
- Stage 5: Activities related to management and monitoring.
 - Monitoring of projects both at pre and post construction stages
 - Monthly and total expenditure on a project
 - Login to department, users to review progress
 - Details for general public
 - Monitor road construction through management contracts with contractors
 - Easy exchange of data between the Contractor and the Employer of construction works
 - Use rich reporting system

In the software application the agency shall provide for the following data entry for now which can be further as per the need:

1. Classification of various components of the project.
2. Data for generation of Bar chart
3. Monthly Review Report

4. Additional data required for the generation of periodic progress reports (Formats for Reports to be generated and the queries for such generation shall be provided by the RCD.)
5. Master data plan of Post wise employees and his jurisdiction.

With the above data the software application shall generate the following:

A. Generation of periodic progress reports

- Planning stage
- Architectural planning
- Preparation of preliminary and detailed estimates
- Tenders activities and award of work
- Acquisition and feasibility study reports with stages
- Execution of the project
- Financial report (Utilization Certificates, *Expenditure* etc.)

B. Bar chart

- With standard list of activities
- Facility to add activities special to any individual projects
- Review the progress of works by altering the activity timings
- Projects physical & financial related.

B. Review of projects

Review the number and details of projects under the following stages

- PE sent, AA and ES awaited
- Works sanctioned, to be awarded
- Works in progress
- Completed works

D. Dashboard indicating deficiencies in data

- Offices which are yet to update the data
- Alerts to offices responsible for the delay in the progress of the activity assigned to them.
- Alerts on physical and financial progress of works
- Master data of employees, contractors and projects.

Modules with descriptions of HR Application are following:

1. E-Service Book module (Add data, Edit data, Add Photograph etc.)

Add Data: *Add e-Service Book Details:-*

Add data module adds the data of the employee in sequence, which can be required as under:

1. Basic data to generate the Employee Id
2. Posting History
3. Training/Workshop Record
4. Record of Seminars
5. Record of Appreciation/Award
4. Promotion History
5. Pension details
6. Tour Details
7. Specialization in field

Search Module: Search the employee through three ways:

1. *By Employee Particulars*

This option is by default highlighted and therefore searches the employee through any of the available fields lying under this option.

2. *By Office Particulars*

For highlighting this option check the checkbox "Check to Activate Criteria". Then the fields lying under this option will be highlighted automatically and then search the employee through any of the available fields lying under this option.

3. *By Job Particulars*

For highlighting this option check the checkbox "Check to Activate Criteria". Then the fields lying under this option will be highlighted automatically and then you can search the employee through any of the available fields lying under this option.

- a. Change/Retrieve Password
- b. Feedback Form
- c. Separate login for Individual and Office Head.
- d. Annual performance Appraisal System
- e. Online submission of Property Statement
- f. Online submission of Posting Option

2. Orders Module (Transfer, Promotion, Relieving, Joining, Modification/Cancelation and Others etc.)

Transfer Order:

1. *According to fixed Criteria:-* In this case transfer criteria fix for employee According this criteria employee has been transferred.
2. *Specific employee:-* In this case specific employee or employee(s) has been transferred.
3. *Draft Proposal:-* Make transfer proposal of employee. It is a rough transfer order list of employee.

These modules provide accuracy of data, easy to Process; reduce time, gives transparency in transfer of employee.

Other Orders: Different category as follow:

1. Retirement Notification
2. Order Voluntary Retirement
3. Expired
4. Order study Leave
5. Order long live
6. Order Suspended
7. Order dismissed
8. Order resigned
9. Order missing
10. Order Waiting
11. Order Training
12. Order to Other Department

3. Reports Module: -

1. Customized Report:

- 1.1. Office wise Report
- 1.2. Designation Wise Report
- 1.3. To Other Category wise Report

2. Employee Report

- 2.1. Comprehensive Report
- 2.2. Posting History

3. Compliance Report

- 3.1. View All Employee
- 3.2. View Individual Employee
- 3.3. Compliance Report to Head Office for all Staffs

4. *Transfer Order Related Report (Some options are following)*

- 4.1. Present Appointment Status
- 4.2. Date since in present group
- 4.3. Since in same nature of job, same post
- 4.4. Date since in present station
- 4.5. Date since in office wise etc.

4. Leave Module

Online leave application/ sanction and simultaneous updating leave account of each employee. The online view facility available to employees of balance leaves at his credit is convenient to employees.

- 4.1. Apply for leave
- 4.2. Sanction of leave
- 4.3. Add/Update balance of leave
- 4.4. Check balance of leave
- 4.5. MIS Report

5. Online Contact Directory of Employees

With each HOO as well as employee on login is required to update official and residential contact details. Thus, the online accurate telephone directory is available to citizens, employees and HOOs.

6. Authority Delegation

7. Assign to Additional charge/current duty charge

8. Sanction Module

9. Other Miscellaneous

10. Login as office head, individual and additional charge of other offices

11. Any other which is required to RCD.

Annexure IV

TECHNICAL BID

The technical bid to be submitted electronically by the bidders shall consist of the following information.

S No	Particulars	Remarks
1	Company/Firm/Entity/Partnership concern profile along with details of past projects, if any	
2	Full particulars of the legal owner: (make separate entries if owners are in Joint venture)	
	(i) Name	
	(ii) Office address & Telephone No.	
	(iii) Mobile No.	
3	(iv) Email	
	In case the bid is not submitted by the legal owner (i) Full particulars of person(s) (ii) Relationship with the legal owner (enclose power of attorney also if the applicant is other than owner)	
4	Scope of work detailed as mentioned in Para 4 of Annexure III of this Tender is part of the Technical Bid and bidder has to take it in account while bidding	
5	Experience details in respect of project Working in Government/other department.	
6	An undertaking that the bidder has never been blacklisted/ barred by any Govt. Deptt./Regulator/Statutory body	
7	Details of Earnest Money Deposit (EMD)	
8	Others (Mentioned in Para 4 of annexure III)	

(All the documents related to above must be signed and are to be uploaded with the Technical bid)

Name & signature with stamp (if any)

Annexure V

Financial/ Price Bid

NOT TO BE FILLED IN TECHNICAL BID

TO BE FILLED IN FINANCIAL BID

Name of the work: Design, development and maintenance of Website cum Integrated MIS Application for Road Construction Department.

(Please submit item rate in following format :)

Sl. No.	Description of Item	Qty.	Unit	Rate	Amount
(1)	Providing services for Design, development and maintenance of website cum integrated MIS Application.	01	Each		
(2)	Cyber Security Audit Certificate from Cert-In Empaneled of NICS service provider	01	Each		
(3)	Training & User Manual	03	Each		
(4)	1 st year Maintenance	01	Each		
(5)	2 nd year Maintenance	01	Each		
(6)	Cloud server maintenance for 2 years	02	Each		
TOTAL					

(In the words: Rupees (**NOT TO BE FILLED IN TECHNICAL BID**))

(Note: Annexure V will be uploaded in the template of BOQ.)