

**Request for Proposal (Revised)**  
**for**  
**Selection of Agency for Implementation of CGMFP**  
**Management System**



**Issued By:**  
**Managing Director, Chhattisgarh Minor Forest**  
**Produce Cooperative**  
**Federation Limited, Van Dhan Bhawan, Nava**  
**Raipur, Atal Nagar, Chhattisgarh**

### **DISCLAIMER**

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the CGMFPFED or any of their 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 neither an offer nor invitation by the Chhattisgarh State Minor Forest Produce Cooperative Federation Limited, Van Dhan Bhawan, Nava Raipur, Atal Nagar, to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties 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 CGMFPFED in relation to the Project. 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 CGMFPFED, 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 Bidders 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 CGMFPFED accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The CGMFPFED, 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 or unjust 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 CGMFPFED 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 CGMFPFED 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 CGMFPFED is bound to select Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the CGMFPFED 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 CGMFPFED, 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 CGMFPFED shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

## Press Note



**Chhattisgarh State Minor Forest Produce  
(Trading & Development)  
Co-operative Federation Limited**

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**Notification No. Fed/Computer/2023/1** **Dated 07/08/2023**

**TENDER NOTICE**

**Online Tenders are invited from eligible bidders for Development, Implementation and O&M support for the CGMFP Management System**

e-Bids can be submitted online on the dates mentioned in table below till 3:00 PM in the e- procurement portal <https://cgmfpedtenders.abcprocure.com> only, the tenders will be opened online from 3:10 PM on the dates mentioned in table below. Pre-bid meeting through virtual platform will be held on **22-08-2023 at 12:30 PM** (link for joining meeting shall be uploaded on the website)

Bid Round	Bid downloading start date	Online bid submission start Date	Online bid submission last date	Date of online opening of Bid
First	18.08.2023	28.08.2023	06.09.2023	06.09.2023
Second	13.09.2023	19.09.2023	26.09.2023	26.09.2023
Third	29.09.2023	03.10.2023	10.10.2023	10.10.2023

The tender documents may be downloaded from the website [www.cgmfped.org](http://www.cgmfped.org) and e-Procurement portal <https://cgmfpedtenders.abcprocure.com> only. Amendments / Notices will be available on above website and e-Procurement portal Only

**Managing Director**

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**Fact Sheet**

1	Name of the project	Request for Proposal for the selection of agency for Implementation of CGMFP Management System
2	RFP Issued by	Managing Director, Chhattisgarh State Minor Forest Produce (Trading and Development) Co-operative Federation Limited, Raipur
3	Date of Issue of RFP	<b>07-08-2023</b>
5	Pre-bid meeting Date (Revised)	<b>24-08-23 at 12:30 AM</b> Venue: Vandhan Bhawan, 4th Floor Conference Hall, Sector 24, Atal Nagar, Nava Raipur, Chhattisgarh.
6	Period of Contract	The engagement of Agency would be for (a) 6 months from the date of issuance of Letter of Intent for the development and making the system Go-Live (b) 5 (Five) years of Operations and Maintenance support from the date of go-live of the project with provision of extension of another Two years (Extension will be given one year at a time i.e., 1 year +1 year) at the same terms and conditions. Extension is subject to satisfactory performance by the Agency and as decided by CGMFPFED
7	Cost of RFP document	INR. 5,000.00 (Five Thousand) to be paid through e- tendering portal only. <b>The total amount i.e., EMD + cost of Tender is to be paid together online on the e-tendering portal (<a href="https://cgmfpfedtenders.abcprocure.com">https://cgmfpfedtenders.abcprocure.com</a>)</b>
8	EMD amount	INR. 1,00,000.00 (One Lakh only) to be paid through e- tendering portal only. <b>The total amount i.e., EMD + cost of Tender is to be paid together online on the e-tendering portal (<a href="https://cgmfpfedtenders.abcprocure.com">https://cgmfpfedtenders.abcprocure.com</a>)</b>
9	Performance Bank Guarantee	10% of the Total contract value shall be submitted as Performance Bank Guarantee in the form of Bank Guarantee/FDR as per <b>Clause 5.5: Sub clause 4 and 5 of the RFP</b>
10	Last date and time of submission of Bid	<b>12-09-2023 at 3:00 PM</b>
11	Opening of Technical Bid	<b>12-09-2023 at 3:10 PM</b>
12	Opening of Financial Bid	Time & Date will be intimated later

RFP for the selection of agency for CGMFP Management System

13	Selection Method	Quality-Cost Based System (QCBS) system where 70% weightage to Quality and 30% weightage to Cost
14	Place of obtaining RFP Document	The tender can be downloaded from website of CGMFPEFED Website URL: <a href="https://www.cgmfpfed.org/">https://www.cgmfpfed.org/</a>
15	Email for Correspondence	<a href="mailto:mfpfed.cg@nic.in">mfpfed.cg@nic.in</a> and <a href="mailto:cgmfpfed.vandhan@gmail.com">cgmfpfed.vandhan@gmail.com</a>



## **SECTION 1- INSTRUCTION FOR ONLINE BID SUBMISSION AND PROJECT BACKGROUND**

### **1. Instruction for online bid submission and project background**

#### **1.1 Instructions for Online Bid Submission**

The bidders are required to submit softcopies of their bids electronically on the Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Departments' e-procurement portal, prepare their bids in accordance with their requirements and submitting their bids online on the Department's e-procurement portal. More information useful for submitting online bids on the Department's e-procurement Portal may be obtained at: <https://cgmfpfedtenders.abcprocure.com> and as per details provided in Section 6.

#### **PREPARATION OF BIDS**

- 1) **Bidders should take into account any corrigendum published on the tender document before submitting their bids.**
- 2) Please go through the RFP invitation and the RFP document along with Draft Agreement carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document

#### **SUBMISSION OF BID**

- 1) Bidders should register in the e-procurement portal as per Section 6 and login to the website (<https://cgmfpfedtenders.abcprocure.com>) well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Only Technical Bid is to be submitted through e-procurement portal (<https://cgmfpfedtenders.abcprocure.com>) And Financial Proposal (Price Bid) and Technical Presentation are to be submitted in hard copy only.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the process of online bid submission or queries relating to Department's e-procurement Portal in general may be directed to Helpdesk whose contact details are mentioned in Section 6.

### **1.2 Background**

Chhattisgarh Minor Forest Produce (Training & Development) Cooperative Federation Limited (CGMFPPFED) is a state-level cooperative organization that works towards the collection, processing, and marketing of non-timber forest produce (NTFP) and minor forest produce (MFP) in Chhattisgarh, India. The organization was established in 1984 and operates under the Chhattisgarh State Minor Forest Produce (Trading and Development) Cooperative Federation Limited Act, 1975. CGMFPPFED is responsible for ensuring fair prices to forest dwellers for their produce and promoting sustainable forest management practices. The CGMFPPFED plays a pivotal

role in facilitating the collection, processing, and sale of various forest products, such as medicinal plants, herbs, honey, lac, tendu leaves, and other non-timber forest produce.

Currently, CGMFPPED relies mostly on manual processes and traditional systems to handle its day-to-day operations. These traditional methods have proven to be time-consuming, error-prone, and inefficient, leading to operational inefficiencies, delays, and difficulties in maintaining accurate records. As a result, CGMFPPED faces challenges in effectively managing the procurement, inventory, sales, and accounting of minor forest produce.

To overcome these challenges and modernize its operations, CGMFPPED recognizes the need for a comprehensive “***CGMFP Management System***”. This system will leverage advanced technology to automate key processes, streamline workflows, enhance transparency, and optimize resource utilization. By implementing a robust and user-friendly management system, CGMFPPED aims to improve productivity, profitability, and overall governance.

The proposed CGMFP Management System will act as a central platform that integrates various functionalities, including product catalogue management, procurement and sales order processing, inventory management, financial accounting, reporting, and analytics. The system will cater to the needs of different stakeholders, including CGMFPPED staff, forest produce collectors, buyers, and administrators, providing them with real-time access to relevant data and insights.

## **SECTION 2: SCOPE OF WORK AND TERMS AND CONDITIONS**

### **2. Scope of work and Terms and Conditions:**

#### **2.1 Scope of Work:**

The broad scope of work includes development, Integration, testing, installation, commissioning, and O&M support of the CGMFP Management System. The purpose of this system is to streamline and automate various processes related to the collection, processing, storage, and marketing of Minor Forest Produce (MFP) and other forest products. The system aims to enhance efficiency, transparency, and accountability in managing the CGMFP value chain while supporting the needs of farmers, traders, and stakeholders involved in the forest produce sector.

The following is the overall scope of the work to the bidder.

- The bidder shall develop/deploy and manage the CGMFP Management System in accordance with the Service Level Metrics defined for a project for 5 (Five) years from the date of Rollout of the application.
- The development/deployment of system includes:
  - Preparation of System Requirement Specifications along with the complete technical details of the CGMFP system and taking sign-off on the same from the CGMFPPED.
  - Identification of test case scenarios and carry out the User Acceptance Test to the satisfaction of the CGMFPPED.
- During the finalisation of SRS or requirements, the bidder is required to submit list of Bill of material for all hardware and networking infrastructure and any handheld devices, if applicable. Additionally, the bidder shall submit the details of software to be used in the proposed system.
- The bidder shall carryout the cabling for the power and LAN wherever required.
- The bidder shall provide operational support and maintenance services for a period of 5 years from the date of Go-Live of the application. The maintenance includes the maintenance of CGMFP Management solution maintenance, IT infrastructure maintenance, network maintenance, system administration, security administration, database administration, and end-user problem resolution.
- The bidder must submit user manuals, administration manual, and test use cases following standard documentation procedures for the CGMFP Management System.
- The bidder shall provide training to all the user of the system viz, the staff and representative of CGMFPPED, and other participating agencies, if any.
- The bidder is required to develop and provision of reports in CGMFP management system as specified and approved in the SRS document.
- Bidder shall install monitoring dashboard at all stations as required by the federation
- The bidder shall generate the reports required by the CGMFPPED and submit to the CGMFPPED in the printable format.

**2.2 Solution Scope:** The detailed modules that are to be covered in the solution are proved below. However, the interest bidders may visit the CGMFPPED and collect the required

information from the authorities concerned. Bidder shall configure all required business processes, define business rules, establish controls, establish workflows, configure Information Systems/ Reports, configure Archival rules, backup mechanism and empower CGMFPFED team inducting proper training.

The scope of work encompasses multiple modules, each addressing specific functionalities and requirements.

## **2.2.1 Beneficiary / Manpower Management Module -**

### **2.2.1.1 Sangraha Management -**

**2.2.1.1.1 Sangraha Database Management** - Sangraha database updation and report generation for planning.

**2.2.1.1.2 Sangraha Insurance Management** - Sanction of insurance through online application and release of insurance amount.

**2.2.1.1.3 Sangraha Family Benefit Management** - Sanction of scholarship and fee reimbursement to family members of Sangraha through online application and release of amount.

**2.2.1.2 SHG Management** - SHG database updation and report generation for planning.

**2.2.1.3 Van Dhan Mitra Management** - Van Dhan Mitra database updation and report generation for planning.

**2.2.1.4 Manpower Management** - Federation manpower database creation, updation and report generation for planning.

### **2.2.2 MFP Procurement Module -**

Design and develop a module to track the collection of Minor Forest Produce (MFP) from different locations duly recording date, Sangraha wise quantity, quality, and other relevant details of each MFP collection. The module includes transportation and storage. The data will be mainly utilized for payment to Sangraha, SHG, Van Dhan Mitra and others. Procurement module will provide various reports on MFP procurement, payment, storage etc.

**2.2.2.1 MFP Procurement Inventory Management** - Sangraha wise MFP procured, transportation and payment.

**2.2.2.2 MFP Certification Management** - Details of certification of the produce.

**2.2.2.3 MFP Storage Inventory Management** - Inventory management at storage house with inward and outward quantity. Develop mechanisms for inventory reconciliation and generate reports on the current stock levels, and space of storage.

### **2.2.3 MFP Processing Module -**

Develop a module to manage the processing of MFP i.e. Primary / Secondary Processing / Herbal Products. The module will provide information about processed quantity, output produce quantity, processing losses, payment to SHG members etc. The module will generate reports on processed produce, quality, costs incurred etc.

**2.2.3.1 MFP Primary / Secondary Processing Management** - Module will record the raw produce, processed produce, processing losses, payment to SHG members etc. It includes transportation and storage.

**2.2.3.2 Herbal Products Production Management** - Module will track production of Herbal Products, its sale through Mart etc., payment to SHG members, cost-benefit analysis through Herbal Products. It includes transportation and storage.

**2.2.3.3 MFP Quality Control Management** - Lab Management System will be developed to record quality related information of raw MFP, processed MFP and Herbal Products along with generation of test reports and QR codes for various products or produce. The module also includes receipt of lab fee.

**2.2.4 MFP Marketing Module -**

Module includes development of integrated marketing portal with links to E-Tender, E-Auction, sale of forest produce at fixed price, manual auction details and also detailed information on various forest produce types, including their quality, pricing, and availability.

**2.2.4.1 Bulk Sale Management** - Module includes raw and processed MFP Sale Lot creation (quality, type, quantity), trader registration, sale status and post sale management etc. Generation of sale orders of MFP, E-Agreement, E-Delivery order for sold produce, refunds to traders and stock inventory for sale.

**2.2.4.2 Retail Sale Management** - Retail marketing of Herbal Products through Mart and others duly capturing demand, production status, delivery to vendors or customers, sale amount transaction.

**2.2.4.3 Sale Inventory Management** - Inventory management of raw MFP, processed MFP, Herbal Products along with physical and financial data. The inventory data will be generated with various reports, dashboards for appropriate decision making.

**2.2.5 MFP Finance Management Module**

This module will include fund management, payment for procurement and processing of MFP and sale receipts of raw and processed MFP along with provision for profit-loss assessment of each MFP or produce.

**2.2.5.1 Fund Management** - This module will cover creation of budget heads, (eg. MFP Collection, Processing, marketing, Infrastructure Development & Other activities etc.), budget allocation, online distribution of funds to District Unions and Primary Societies based on demand. Monitoring of budget head wise fund allocation and expenditure at State, District Union, VDVK and Primary Society etc.

**2.2.5.2 Expenditure Management with Payment Gateway** - This module will ensure development of integrated payment gateway (to be integrated with existing Departmental payment gateway / or any nationalized banking payment portal) that can ensure all kinds of payment at Primary Society, VDVK, District Union and State Headquarters under different budget heads.

2.2.5.2.1 Payment to Sangrahaak for Procurement of MFP

2.2.5.2.2 Payment to SHG for Procurement, Processing and Marketing

2.2.5.2.3 Payment to Van Dhan Mitras for various services provided

2.2.5.2.4 Payment to others for various activities

**2.2.5.3 Sale Management with Sale Receipts Gateway**

This module will ensure development of integrated sale receipt gateway (to be integrated with existing Departmental sale receipt gateway / or any

nationalized banking payment portal) that can ensure all kinds of sale receipts at VDVK, District Union, NWFP Mart and State Headquarters for different sale activities.

- 2.2.5.3.1 Sale receipts for bulk sale of raw or processed MFP to Federation account.
- 2.2.5.3.2 Sale receipts for sale of raw or processed MFP at fixed price and manual auction to Federation account.
- 2.2.5.3.3 Sale receipts for retail sale of Herbal Products to NWFP Mart account.
- 2.2.5.3.4 Sale receipts for retail sale of Herbal Products to VDVK account.
- 2.2.5.4 Fund Utilization Monitoring** - Module will be developed to monitor the fund utilization under different heads and different levels as given below using various reports and dashboard.
  - 2.2.5.4.1 Fund withdrawal done by Sangrahak
  - 2.2.5.4.2 Fund utilization by Primary Society
  - 2.2.5.4.3 Fund utilization by VDVK
  - 2.2.5.4.4 District Union level fund utilization
- 2.2.5.5 MFP Profit/Loss Assessment** - This module will be developed to capture produce wise expenditure and sale receipts to arrive at profit or loss. This will also ensure calculation of profit sharing to SHG, Sangrahak based on quantity procured or processed.
- 2.2.6 Lac Management Module** - This module will cover various aspects of Lac farmer development, Lac crop loan and insurance management etc. along with reports and dashboard with separate webpage on Lac development.
  - 2.2.6.1 Lac Farmer Development** - The module will be used for registration of farmers, information on pruning of host trees, training, brood Lac demand and supply with payment.
  - 2.2.6.2 Lac Crop Loan Management** - This module have features to receive online application for Lac crop loan, sanction and release of funds to farmers and loan recoveries. This module will have separate link for access by the cooperative banks of Chhattisgarh.
  - 2.2.6.3 Lac Crop Insurance Management** - This module have features to receive online application for Lac crop insurance, payment of premium, sanction and release of insurance to farmers. This module will have separate link for access by the cooperative banks of Chhattisgarh.
- 2.2.7 MFP Conservation / Production Module** - This module will be developed to capture the information regarding major MFP conservation areas, MFP species conservation information etc. along with production of MFP and medicinal plants.
  - 2.2.7.1 MFP Conservation Inventory Management** - This module will cover MFP conservation area details, information on MFP / Medicinal Species data, thematic reports and dashboard.
  - 2.2.7.2 MFP Cultivation Inventory Management** - This module will cover nursery stock details of MFP / Medicinal Plants, online application for demand of plants by farmer, farmer wise plant information etc. along with thematic reports and dashboard.

**2.2.8 MFP Infra Management Module** - This module will be developed to capture the details of infrastructure, machinery and equipments of Federation.

**2.2.8.1 MFP Infra Inventory Management** - This module will be developed to record the existing processing, storage and marketing infrastructure and progress of infrastructure under construction.

**2.2.8.2 MFP Machinery Inventory Management** - This module will be developed to record the existing machinery and equipments available at various processing centres along with information on their working status.

**2.2.9 Enterprise Performance Management Module** - An integrated module will be developed to generate various reports, dashboard for day-to-day monitoring, performance assessment of units of Federation and ranking the same so as to take appropriate decisions at various levels. The performance assessment reports will be generated for the following units based on the data generated from 2.2.1 to 2.2.8.

**2.2.9.1** Ranking of Primary Societies - Report based on Procurement, Processing Data

**2.2.9.2** Ranking of VDVks - Report based on Processing and Marketing Data

**2.2.9.3** Ranking of District Unions - Report based on Procurement, Processing, Marketing and Lac Data etc.

**2.2.9.4** Ranking of NWFP Marts - Report based on Retail Marketing Data

**2.2.9.5** Procurement-Processing-Marketing reconciliation thematic reports, dashboard. Performance based ranking work of key manpower based on Procurement, Processing, Marketing and Lac Data etc.

**2.2.10 Integration of following software**

2.2.10.1 Sangrahaak Survey Software

2.2.10.2 Sangrahaak TP & Other MFP online collection payment software

2.2.10.3 CGMFP- Monitoring System (Collection , Processing and Storage)

2.2.10.4 Shaheed Mahendra Karma TP Sangrahaak Samajik Shiksha Yogna and Samuhik Suraksha Yojana and Scholarship Scheme (Online Scheme Software)

**2.3 Installation and System Administration Scope**

The following items are in the scope of the work:

- The preferred installation and system administration of the solution/product is a centralize installation with the central server established at the Headquarters of CGMFPFED or on a MeITY accredited Cloud Service Provider or at the place recommended by the CGMFPFED.
- Establishment of the internet connectivity wherever required. The bidder shall suggest CGMFPFED on the requirement of the bandwidth and CGMFPFED will provide the internet or CGMFPFED will reimburse the expenditure spent by the bidder for providing the internet on submission of evidence of payment.
- Installation of the applications/software required for the implementation of the CGMFP Management System application.
- Installation of all the required hardware for the implementation of the CGMFP Management System.

#### 2.4 Report Generation and Printing Scope

- The Successful Bidder shall develop reports as agreed and approved by CGMFPFED during requirement signoff stage. Any additional report requirements beyond the finalised requirements will be considered as change requests
- A tentative list of reports with the frequency required by the CGMFPFED shall be decided at the time of SRS preparation stage.

#### 2.5 Development Scope

The successful bidder is required to capture the processes in practice at all the locations including the locations where the pilot is implemented at the time of implementation of the solution/product. The successful bidder has to develop/deploy the solution/product and configure it to the decided processes requested by the CGMFPFED.

#### 2.6 Data conversion and data migration scope:

The successful bidder has to create the master databases of growers, buyers, grades, banks, bank accounts of the growers and any other master database required for developing the CGMFP Management System. However, CGMFPFED will provide the available master data in the softcopy form to the bidder. The migration of database and creation of new entities in the master database is the responsibility of the bidder.

If the successful bidder requires any data for the implementation and operationalization of the solution/product, then the successful bidder has to carry out the data conversion and migration on his own. CGMFPFED may supply the required data in the softcopy format if the requested information is already available in the digital form with the CGMFPFED, else the CGMFPFED may supply the requested data in the format it is available with them.

#### 2.7 Training Scope

The successful bidder shall provide the user training to the all the entities involved in the e system viz., growers, buyers, CGMFPFED staff. The training shall include the overview training, end user training and system administration training and other training if any required by the CGMFPFED. The location of the training will be at CGMFPFED Head Quarters, Raipur. The bidder has to provide all the training material. in English and Hindi languages.

#### 2.8 Project Phases

The CGMFP Management System including the application and necessary infrastructure will be implemented and tested in one District first and then rollout the solution in all other Districts in either phased manner or at one go as per the timelines indicated in this RFP.

- ***Go-Live in One District Union:*** Go-Live is the date on which the CGMFP Management System is completely operational as per the requirements of the CGMFPFED and all the acceptance tests are successfully concluded as per the satisfaction of the CGMFPFED
- ***Rollout of the application:*** The rollout of the CGMFP Management system in all the other district unions after the successful implementation at one district.



## **2.9 Services Scope**

- The bidder shall provide the services for a period of 5 years from the date of Go-Live of the application.
- Bidder shall be responsible for satisfactory un-interrupted day-to-day functioning of the implemented CGMFP Management system.
- The bidder shall resolve the problems that surface during the operations and maintenance period. The bidder can either deploy the resource on-site or off-site. However, if the CGMFPFED request the bidder to deploy the on-site resources during the O&M period, the cost of such resource will be reimbursed by the CGMFPFED at the end of the month as per the rate quoted by the bidder.
- As part of the proposal document, Bidder should provide detailed description for service delivery management during the O & M phase.

## **2.10 Acceptance Criteria**

- a. Acceptance of the proposed CGMFP Management System solution will be done as follows :
  - i. Delivery of Software licenses in line with the Bill of Material
  - ii. Implementation Services including Integration
  - iii. Customization of the solution and development of reports as per requirement
  - iv. CGMFPFED will carry-out the UAT through of the solution as per scope through an independent Agency (Third Party Agency). The Successful bidder will be required to fix / deliver as per UAT observations for retesting / verification by the CGMFPFED.
  - v. After completion of end-to-end UAT of the solution as per scope, the CGMFPFED will confirm for UAT completion in writing.
  - vi. After completion of UAT, the Successful bidder will be required to create production setup for go-live.
  - vii. All trainings are to be completed, training material and all other documentations to be delivered as per scope.
  - viii. Solution is smoothly running for 1 month and generating correct reports/outputs post Go-live.
- b. CGMFPFED will issue letter for Final acceptance subject to meeting the acceptance criteria as mentioned above. The date of letter will be accordingly treated as 'Date of Final Acceptance'.

## **2.11 Ownership of Delivered Services**

- a. The Successful bidder will hold the ownership of its delivery of the services under the Agreement and be responsible for the services delivered. All the deliverables as per the scope of this Agreement will become the property of the CGMFPFED.
- b. CGMFPFED shall have the sole ownership of and the right to use, all data that may be in possession of the Successful bidder or its representative in the course of performing the services under the Agreement. All documents, report, information, data etc. collected

and prepared by Successful bidder in connection with the scope of work and submitted to CGMFPFED will be property of the CGMFPFED.

- c. The Successful bidder shall not be entitled either directly or indirectly to make use of the documents, reports given by CGMFPFED for carrying out of any services with any third parties. The Successful bidder shall not without the prior written consent of CGMFPFED be entitled to publish studies or descriptive article with or without illustrations or data in respect of or in connection with the performance of services.

## **2.12 Governance Model for O&M**

Bidder should propose a detailed Governance Model for the O & M activities. The governance structure should ensure smooth on-going operations of support to CGMFPFED's business processes and day-to-day working.

The objective of this RFP is to develop and maintain a comprehensive CGMFP Management System that will automate various processes involved in the CGMFPFED's operations. The system should facilitate efficient procurement, inventory management, sales, accounting, and reporting of minor forest produce, ultimately leading to improved productivity and profitability.

## **2.13 Provisions that are provided by the CGMFPFED:**

The costs for the following services are reimbursed by the CGMFPFED. The selected bidder shall recommend the requirements and also submit evidence for the reimbursement.

- i. Cost for supply, installation, and commissioning of all hardware and networking infrastructure, including any other hardware such as handheld devices, display screens etc., shall be reimbursed/borne by CGMFPFED.
- ii. Cost for cabling the power and LAN, wherever required in the locations indicated by CGMFP, will be borne by CGMFPFED.
- iii. Internet services required for the operations of the system.
- iv. If decided to setup the service side infrastructure at CGMFPFED Hq, then all the IT infrastructure required along with system software.
- v. All the client-side infrastructure including, desktops, printers etc.,
- vi. All gateway services like SMS gateway, Payment Gateway
- vii. Facilities required for providing the training to the end users.
- viii. Audit and Certificate, if any, required to comply with the statutory requirements

## **2.14 Change Request:**

An institutional mechanism will be set up for taking decisions regarding requests for changes. MD, CGMFPFED will set up a Change Control Committee including CGMFP officials, external subject matter expert and the selected bidder. If it is unable to reach an agreement, the decision of the MD, CGMFPFED will be final. The detailed clause regarding Change Request is set out in the Draft Agreement uploaded separately with the RFP

## **2.15 Application Architecture**

- 2.15.1 It has been proposed that the applications designed and developed for the departments concerned must follow some best practice and industry standards. In order to achieve the high level of stability and robustness of the application, the system development life cycle

must be carried out using the industry standard best practices and adopting the security constraints for access and control rights. The various modules / application should have a common Exception Manager to handle any kind of exception arising due to internal/ external factors.

- 2.15.2 Similarly the modules of the application are to be supported by the Session and Transaction Manager for the completeness of the request and response of the client request. The system should have a module exclusively to record the activities/ create the log of activities happening within the system / application to avoid any kind of irregularities within the system by any User / Application.

### **2.16 Proposed Application Architecture:**

An indicative 3-tier architecture (also referred to as multi-tier or N-tier architecture) has been proposed for the Application Solution.

The entire processing should take place in n-tier architecture:

- i. Front-end software (client tier) - responsible for the presentation of information and provides user interface.
- ii. Business Process / Service Layer – In the long SSDG may be used, as an Integrated Framework for delivery of Services
- iii. Application Layer – The Business logic for all the application as per the FRS document
- iv. Database Layer - responsible for the manipulation and storage of data.

### **2.17 High Level Design (HLD):**

Once the SRS are approved, the Service Provider shall complete the High Level Designing and all HLD documents of all the functionalities, integration with existing application and external application. The Service Provider shall prepare the HLD and have it reviewed and approved by CGMFPFED.

Authorised representative of CGMFPFED will sign off on the HLD documents based on the advice of consultant.

### **2.18 Detailed (Low Level) Design (LLD):**

The LLD shall interpret the approved HLD to help application development and shall include detailed service descriptions and specifications, application logic (including “pseudo code”) and UI design (screen design and navigation). The preparation of test cases will also be completed during this stage.

The Service Provider shall have the design documents reviewed and approved by CGMFPFED.

CGMFPFED will sign off on the LLD documents based on the advice of consultant.

### **2.19 Test Plan:**

Once the SRS is approved and design is started, the Service Provider shall prepare all necessary Test Plans (including test cases), i.e., plans for Acceptance Testing. Test cases for Initial and Final User Acceptance Testing shall be developed in collaboration with domain experts identified at CGMFPFED. Initial and Final User Acceptance Testing shall involve Test Case development, Unit Testing, Integration and System Testing, Functional testing of Application, Performance testing of the Application including measurement of all Service Levels as mentioned in this RFP and finally Service Provider shall also carryout Load/ Stress testing. The Service Provider will submit the test plans and test result reports to CGMFPFED for comprehensive verification and approval.

### **2.20 Adherence to Open Source Standard:**

The solution must be designed following open standards, to the extent feasible and in line with overall system requirements set out in this RFP, in order to provide for good inter-operability with multiple platforms and avoid any technology or technology provider lock-in.

### **2.21 Compliance with Industry Standards:**

In addition to above, the proposed solution has to be based on and compliant with industry standards (their latest versions as on date) wherever applicable. This will apply to all the aspects of solution including but not limited to design, development, security, installation, and testing. There are many standards that are summarized below. However, the list below is for reference purposes only and is not to be considered as exhaustive.

- i. Portal development W3C specifications
- ii. Information access/transfer protocols SOAP, HTTP/HTTPS
- iii. Photograph JPEG (minimum resolution of 640 x 480 pixels)
- iv. Scanned documents TIFF (Resolution of 600 X 600 dpi)
- v. Latest HTML standards

## **2.22 Specification**

- i. Project Documentation IEEE/ISO specifications for documentation
- ii. While developing an application in response to this RFP, the SDA shall adhere to all applicable standards published by:
  - Department of Electronics and Information Technology, Government of India as updated from time to time. The latest version of the standards may be found at <https://egovstandards.gov.in>
  - National Informatics Corporation The latest version of the standards may be found at [web.guidelines.gov.in/](http://web.guidelines.gov.in/)

## **2.23 Acceptance Testing and Certification**

CGMFPFED will get the solution verified & validated independently by the Assessment Agency (Third Party). The primary goal of Acceptance Testing is to ensure that the Project (including all the project components as discussed in the scope of work) meets requirements, standards, specifications and performance, by ensuring that the following are associated with clear, quantifiable metrics for accountability:

- Functional requirements
- Localisation compliance review
- Availability of the project Services in the defined locations
- Security
- Manageability
- Project Documentation (Design, development, configuration, training and administration manuals etc.)

As part of Acceptance testing, performed through an Assessment Agency shall review all aspects of project development and implementation covering software development and implementation, including the processes relating to:

- Design of solution architecture, design of other related/required applications, coding, testing, business process description, documentation, version control, change management, security, service-oriented architecture
- Interoperability, scalability, availability, performance with respect to defined requirements, and compliance with all the technical and functional requirements of the RFP and the agreement.

CGMFPFED will establish appropriate processes for notifying the selected Service Provider of any shortcomings from defined requirements at the earliest instance after noticing the same to enable the selected Service Provider to take corrective action. All gaps identified shall be addressed by the SDA immediately prior to Go-live of the solution. It is the responsibility of the selected Bidder to take any corrective action required to remove all shortcomings before the roll out of the project.

Following discusses the acceptance criteria to be adopted for the project as mentioned above. The list below is indicative, and the activities will include but not be limited to the following:

### Functional Requirements Review

The solution developed/customized by selected Bidder shall be reviewed and verified by the Assessment Agency against the Functional Requirements signed-off between the CGMFPFED and the selected Bidder. All gaps identified shall be addressed by the Service Provider immediately prior to Go-live of the solution. One of the key inputs for this testing shall be the traceability matrix to be developed by the Service Provider for the solution. The acceptance testing w.r.t. the functional requirements may be performed by the Assessment Agency as well as the select internal department users (User Acceptance Testing) and system has to satisfy both Assessment Agency testing and internal user acceptance testing, upon which the system shall go-live. For conducting the User Acceptance Testing, CGMFPFED, The Federation shall identify the employees from respective divisions, who shall be responsible for day-to-day operations of the functions automated through the project. The system, during the functional requirements review, shall necessarily satisfy the user acceptance testing process.

### Security Review

The software developed/customized shall be assessed by the Assessment Agency from a security and controls perspective. Such assessment “may” also include the IT infrastructure deployed in connection with the software for the project. Following are the broad activities to be performed by the Agency as part of Security Review. The security review shall subject the solution to at least the following activities.

- Assessment of authentication mechanism provided in the application /components/modules
- Assessment of data encryption mechanisms implemented for the solution
- Assessment of data access privileges, retention periods and archival mechanisms
- Server and Application security features incorporated etc.

### Project Documentation

The Assessment Agency shall review the project documents developed by the selected Bidder including requirements, design, source code, installation, training and administration manuals, version control etc.

Any issues/gaps identified by the Agency, in any of the above areas, shall be addressed to the complete satisfaction of the Department.

### 2.24 Payment Schedule

- a) After completion of the work Agency shall raise invoice and submit to CGMFPFED office in Nava Raipur along with the deliverables and work done report. The fees shall be paid within 30 days from the date of receipt of the invoice.
- b) The fees shall be inclusive of all out-of-pocket expenses of the personnel deployed and overheads & miscellaneous expenses.
- c) **The Development cost will be paid on completion of the following milestones:**

S.no	Payment Milestone	% of quoted development cost
1	Submission of Design Document	15%
2	After completion of User Acceptance Test	25%
3	On completion of One district Pilot – Go Live	25%
4	On Roll out of application	35%

- d) O&M cost will be paid quarterly i.e., April, July, October, January after receiving the invoice from the successful bidder. The O&M amount payable for any month is equals to the quoted

percentage of the value of sale of MFP products happened from 1<sup>st</sup> of billing month to end of the billing month.

Unless and otherwise mentioned in the Agreement, the Service Provider shall pay all taxes, duties, fee, and other impositions other than GST, as may be levied under the applicable laws and the CGMFPFED shall perform such duties in regard to the deduction of such taxes as may be lawfully imposed on it.

## 2.25 Deliverables and timelines

Sl#	Activity	Tentative Deliverables	Timeline
<b>a</b>	System Study & Prototype Design	<ul style="list-style-type: none"> <li>- Detailed Team Structure with team members</li> <li>- Point of Contact</li> <li>- FSR/SRS – Screen prototypes</li> </ul>	T+3 Weeks
<b>b</b>	Design, Development & Implementation	<ul style="list-style-type: none"> <li>- Source Code</li> <li>- Test Plans &amp; Test Cases</li> <li>- Operation Manual – FAQs</li> <li>- Load Testing report</li> <li>- Hosting in staging environment</li> </ul>	<b>T1+ 21 weeks</b>
<b>c</b>	UAT, Training & Go live	<ul style="list-style-type: none"> <li>- Preparation Test Cases – UAT certificate</li> <li>- Training to users and provide training completion report. – Movement of application from Staging to Production environment</li> <li>- Safe to host certificate issued by Cert-in empaneled firm</li> </ul>	<b>T1+ 25 weeks</b>
<b>d</b>	Operation & Maintenance	<ul style="list-style-type: none"> <li>• Software updation and maintenance, including preventive maintenance and troubleshooting problems reported</li> <li>• User support to department staff and officers</li> <li>• Database administration and trouble-shooting</li> <li>• Maintaining system documentation</li> <li>• Source code</li> <li>• User manual &amp; Training manuals</li> <li>• Review meetings with Senior management of the Service Provider - at least once in a month</li> <li>• Closure of issues arising out of Security Assessment.</li> <li>• Monthly /Weekly/ Fortnightly Report Generation</li> <li>• Any other task assigned by MD, CGMFPFED with regards to operation and maintenance of software</li> </ul>	Five years from the date of Go live

\*T= Date Work Order Issuance

\*T1= Date of SRS Approval

**2.26 Minimum Qualification for Human Resource (Key Personnel)**

<b>S.no</b>	<b>Human Resource Requirement</b>	<b>Minimum Qualifications</b>
<b>1</b>	<b>Project Manager</b>	<ul style="list-style-type: none"> <li>a) Graduate with minimum 10 years of experience in IT and ITeS</li> <li>b) Should have implemented at least 2 projects.</li> <li>c) Certification in Project management</li> </ul>
<b>2</b>	<b>Business Analyst</b>	<ul style="list-style-type: none"> <li>a) Graduate with minimum 5 years' experience in IT</li> <li>b) Should have implemented at least 2 projects.</li> <li>c) Certifications, if any is preferred.</li> </ul>
<b>3</b>	<b>Solution Architect:</b>	<ul style="list-style-type: none"> <li>a) Graduate with minimum 5 years' experience in IT</li> <li>b) Should have implemented at least 2 projects.</li> <li>c) Certifications, if any is preferred.</li> </ul>

### SECTION 3- MIMIMUM ELIGIBILITY CRITERIA

#### 3. Minimum Eligibility Criteria

- a. The CGMFPFED wishes to receive Bids in order to select experienced and capable Bidder for the Project. The price bids (Financial Bid/Proposal) of the Bidders fulfilling the pre-qualification criteria shall be subsequently evaluated.
- b. The Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process as per the Clause 4.19 of this RFP document.
- c. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the Tender document. The invitation to proposal is open to all bidders who qualify the eligibility criteria as given below:

S.no	Basic Requirement	Specific Requirements	Documents Required
1	Bidder Company	The bidder company should be a registered company under the Indian Companies Act,1956 or 2013 or a partnership firm	Company's / Organization's Registration Details like-Certification of Incorporation /Registration / Registered Partnership Deed etc.
2	Bidder Experience	The Bidder should be operating in India for the last Three years in IT/ITeS Services as of 31st July 2023.	Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor
3	Technical Capability	The bidder must have successfully completed at least the following numbers of similar nature projects of value specified herein: A) One project of similar nature not less than Rs 1.2 Crore; OR B) Two projects of similar nature not less than Rs 70 Lakh each “ <b>Similar Nature Project</b> ” is defined as System Integration services, IT services, software development services / installation and commissioning services for PSUs / Government Departments / Corporations/ Authorities / Trusts in the domains such as Supply chain management / Logistics Management / Warehouse Management/ Security Management / Access Management and Payment Systems.	Completion Certificates from the client; OR Work Order + Self-Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client
4	Sales turnover	Minimum Annual Average Turnover of Rs. 5 Crore generated from IT/ITES services during the last three financial years (i.e., FY 2019-20,2020-21, 2021-22)	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory Auditor



RFP for the selection of agency for CGMFP Management System

5	Certifications	The bidder should be a CMMI L3 or above certified company.	Copy of certificate
6	Debarment	The bidder should not have been blacklisted by any State/Central Government / Government Department / Ministry /State /District/PSU etc. in India for corrupt, fraudulent or any other unethical business practices or for any other reason.	A self-declaration certificate on the company letterhead must be submitted along with the technical bid.
7	The bidder should be registered with GST & should have a valid PAN		a) GST Registration details b) Copy of PAN Card
8	Consortium or joint venture or subletting: The Bidder should not bid under any Consortium. No Consortium bid shall be allowed for this RFP. No subletting of work is permissible.		A Commitment letter on the company's letterhead stating that Consortium and Subletting will not be done at any stage of the project.

## **SECTION 4: INSTRUCTIONS TO THE BIDDER**

### **4. Instructions to the Bidder:**

#### **4.1 General:**

- a. While every effort has been made to provide comprehensive and accurate background Information and requirements and specifications, Bidder must form their own conclusions about the Development, Operation, Maintenance, management requirements. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- b. All information supplied by Bidder may be treated as contractually binding on the Bidder, on successful award of the assignment by the CGMFPFED on the basis of this RFP.
- c. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the CGMFPFED. Any notification of preferred Bidder status by CGMFPFED shall not give rise to any enforceable rights by The Bidder. CGMFPFED may cancel this RFP at any time, prior to being executed, by or on behalf of CGMFPFED.
- d. This RFP supersedes and replaces any previous public documentation & communications, and Bidder should place no reliance on such communications.
- e. The CGMFPFED intends to adopt Quality cum Cost Based Selection (QCBS) based Selection bidding process for the “Selection of Agency for Implementation of CGMFP Management System and Maintain it for a period of 5 Years from the date of Go-Live with provision of extension of another Two years (Extension will be given one year at a time i.e., 1 year +1 year). Extension is subject to satisfactory performance by the Agency and as decided by CGMFPFED.
- f. The proposal will be evaluated on the basis of the evaluation criteria set out in the RFP document.
- g. CGMFPFED with its own initiative or in response to clarifications, requested by any Bidder, modify the RFP document, by issuance of addenda / amendment / corrigendum, by uploading the same in its website.
- h. The proposal shall remain valid for a period of 180 days from the date of the opening of RFP (Proposal Validity Period). CGMFPFED reserves the right to reject any proposal, which does not meet this requirement.
- i. Each Bidder shall submit maximum of one (1) proposal for the assignment, in response to this RFP document. Any Bidder who submits more than one proposal for the assignment shall be disqualified.

#### **4.2 Complete Proposals / Completeness of response:**

- a. Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b. Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:
  - i. Include all documentation specified in this RFP.

- ii. Follow the format of this RFP and respond to each element in the order as set out in this RFP.
- iii. Comply with all requirements as set out within this RFP.

**4.3 Code of Integrity:**

No official of a procuring entity or a bidder shall act in contravention of the codes which includes.

- a. prohibition of
  - i. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
  - ii. Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.
  - iii. any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
  - iv. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
  - v. any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
  - vi. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
  - vii. obstruction of any investigation or auditing of a procurement process.
  - viii. making false declaration or providing false information for participation in a tender process or to secure a contract.
- b. disclosure of conflict of interest.
- c. Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.

**4.4 Pre-Bid Meeting & Clarifications:**

- a. CGMFPFED shall hold a pre-bid meeting with the prospective Bidder on Date & time and Address mentioned in Fact Sheet of this document.
- b. The Bidder will have to ensure that their queries for Pre-Bid meeting should reach to CGMFPFED by email on or before last date for sending pre-bid queries mentioned in Fact Sheet of this document through the e-mail.
- c. The queries should necessarily be submitted in the format mentioned below.  
Ref: RFP Notification no <xxx> dated <dd/mm/yy>  
Name of The Bidder<<.....>>  
Contact Number and Address of The Bidder - <<.....>>

.S.No.	RFP Document Reference(s) (Section & Page Number)	Content of RFP Requiring Clarification(s)	Points of Clarification

- d. CGMFPFED shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications received after the indicated date and time may not be entertained by the CGMFPFED.

**4.5 Responses to Pre-Bid Queries and Issue of Corrigendum:**

- a. The Nodal Officer notified by the CGMFPFED will endeavour to provide a timely response to all queries. However, the CGMFPFED makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does the CGMFPFED undertake to answer all the queries that have been posed by the Bidders.
- b. At any time prior to the last date for the receipt of bids, the CGMFPFED may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.
- c. The corrigendum (if any) and clarifications to the queries from all Bidders will be posted on the website provided in the Fact Sheet or may be emailed to all participants of the pre-bid conference.
- d. Any such corrigendum shall be deemed to be incorporated into this RFP.
- e. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, the CGMFPFED may, at its discretion, extend the last date for the receipt of Proposals.

**4.6 Deviation**

The Bidder may provide deviation to the contents of the RFP document in the format prescribed in **Annexure I - Form 16**.

The Proposal evaluation committee would evaluate and classify them as “material deviation” or “nonmaterial deviation “. In case of material deviation, the committee may decide to “monetize” the value of the deviations, which will be added to the price bid submitted by the Bidder OR declare the bid as non-responsive.

The Bidders would be informed in writing on the committee’s decision on the deviation, prior to the announcement of technical scores. The Bidders would not be allowed to withdraw the deviations at this stage. The Bidder would not be allowed to withdraw the deviations submitted without the prior consent of the CGMFPFED.

In case of non-material deviations, the deviations would form a part of the proposal & contract.

**4.7 Right to terminate the Process:**

- a. The CGMFPFED may terminate the RFP process at any time and without assigning any reason. The CGMFPFED makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP does not constitute an offer by the CGMFPFED. The Bidder's participation in this process may result in the CGMFPFED selecting the Bidder to engage towards the execution of the subsequent contract.

#### **4.8 EMD:**

- a. The Bidder must necessarily submit EMD for an amount as **specified in the Fact Sheet**.
- b. EMD of all unsuccessful Bidder would be refunded without interest by CGMFPFED on finalization of the Operator in all respects by the successful bidder.
- c. The EMD may be forfeited:
  - i. If a Bidder withdraws its bid during the period of bid validity.
  - ii. If successful Bidder fails to sign the contract in accordance with this RFP.

#### **4.9 Deadline for submission of proposals**

- a. Proposals, in their complete form in all respects as specified in the RFP, must be submitted online only.
- b. Last Date & Time of online bid submission: **As specified in the Fact Sheet**
- c. CGMFPFED may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by publishing in the tobacco board website specified in this RFP, in which case all rights and obligations of CGMFPFED and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

#### **4.10 Submission of Proposals:**

Detailed instructions for online bid submission can be found in **Section 6**. Bidders are requested to refer to this section for comprehensive guidelines on how to submit their bids electronically. It is imperative to follow these instructions to ensure a smooth and efficient bidding process.

#### **4.11 Bidders Authorised Signatory:**

(i) Person or persons signing the tender form shall state in what capacity he or she or they are signing the tender form e.g., as sole proprietor of the firm concerned or as Managing Director or /Director or Secretary of Limited Company. In the case of partnership firm, the names of all the partners should be recorded and the tender form should be signed by all the partners or their duly constituted attorney having authority to bind all partners in all matters pertaining to the contract as recorded in the power of attorney or in the partnership deed. True copy of the Registered "Partnership Deed" should be uploaded along with the tender form failing which the tender shall be liable to be rejected. It shall be obligatory on the part of every partner of the firm, which enters into agreement to fulfil the terms and conditions of the agreement during the currency of the contract thereof, notwithstanding the dissolution of the partnership in the meantime, In the case of a limited company, the tender form shall be signed by a person empowered to do so by the company, copy of Certificate of incorporation of the company and the letter authorizing the person signing the tender documents shall be uploaded to the tender form failing which the tender shall be liable to be rejected. In the case of Hindu undivided family, the names of the family members should be uploaded with the tender form and 'Karta' who can bind the family should sign the tender form.

(ii) The person signing the tender form on behalf of another or on behalf of a Firm shall enclose with the tender form power of attorney or deed duly executed in his favour or the partnership deed giving him such power showing that, he has the authority to bind such other person or the firm, as the case may be in all matters pertaining to the contract. If the person so signing the tender form fails to upload the said power of attorney or partnership deed, his tender shall be liable for summary rejection. The power of attorney should be signed by all the partners in the case of partnership concerns, by the proprietor in case of a proprietary concern and by the person who by his signature can bind company

in the case of limited company. In the case of Hindu undivided family, the power of attorney should be signed by the 'Karta' who by his signature can bind the family.

#### **4.12 Proposal Preparation Costs:**

- a. The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in the conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of the proposal, providing any additional information required by the CGMFPFED to facilitate the evaluation process, and negotiating a definitive contract or all such activities related to the bid process.
- b. CGMFPFED will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **4.13 Language:**

The Proposal should be filled by the Bidder in the English language only. If any supporting documents submitted are in any language other than English, the translation of the same in the English language is to be duly attested by the Bidders. For the purposes of Proposal evaluation, the English translation shall govern.

#### **4.14 Details of Submissions**

- a. Please refer "Instructions to Bidders for Online Bid submission" given at the start of this RFP Document. The bidders are required to submit their bids electronically on the Department's e-procurement Portal, using valid Digital Signature Certificates. The said instructions are meant to assist the bidders in registering on the Department's e procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Department's e procurement Portal. More information useful for submitting online bids on the Department's Portal may be obtained at: <https://cgmfpfedtenders.abcprocure.com>.
- b. Technical Bid along with all the supporting documents and Financial Bid shall be submitted online through e-Tender portal only.
- c. Technical Bid shall be submitted (Only Online) and shall contain duly filled Bid in the prescribed format along with the appendices and documents specified in RFP.
- d. Financial Bid shall be submitted (Only Online) in the prescribed format containing the details specified in RFP.
- e. Notwithstanding the provisions of Online bid submission as per 4.13, the documents as per **Annexure I- (Form 5)** must be submitted online on or before the last date of submission and time as mentioned in the Tender Document:
- f. The Bidder is expected to carefully examine the contents of all the documents provided. Failure to comply with the requirements of RFP shall be at the Bidder's own risk.
- g. It shall be deemed that prior to the submission of the Proposal, the Bidder has:
  - i. made a complete and careful examination of terms and conditions / requirements, and other information as set forth in this RFP document.
  - ii. received all such relevant information as it has requested from CGMFPFED; and

- iii. Made a complete and careful examination of the various aspects of the Proposal for which the distribution services are to be provided.
- iv. CGMFPFED shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

#### 4.15 Instructions for submission of Bid

- a. **Technical Bid:** duly filled and digitally signed prescribed format available on the e-Tender Portal. The Technical Bid Format is as per Annexure I (Form 6 to Form 16) along with required supporting documents and **Enclosures** appendix and supporting documents as per Annexure I (Form 5).
- b. Technical Presentation to be submitted in hard copy on or before last date of bid submission in a sealed envelope marked as **Envelope A- “Technical Proposal – Technical Presentation”**
- c. **Financial Bid:**
  - a) Financial bid to be submitted Offline Only (Hard Copy) in a sealed envelope marked as **Envelope B Financial Proposal (Price Bid)** with Bidder’s name and labelled as "**Financial Bid for Selection of Service Provider for Development, Implementation, and O&M support for the CGMFP Management System”**
  - b) The Bid shall be summarily rejected if the original Hard copy of Financial Bid and any of the documents mentioned herein is not received by Authority on or before the last date of submission of Bid as per the RFP or any corrigendum issued in this regard.
  - c) The unconditional financial bid in respect of the Project proposed to be developed by CGMFPFED and operated and managed by the Successful Bidder shall be submitted Offline in Hard copy, in the format attached in Annexure II (Form 1), hereof, wherein Development cost and other cost as prescribed in the format, shall be stated. Please note that the format of Financial Bid as provided in Annexure II (Form 1) needs to be followed and to submit the financial bid in Hard Copy in a separate envelope marked as **Envelope B- Financial Proposal (Price Bid)** only as per the procedure mentioned above at the below mentioned address.

The envelope containing Hard copy original of Financial Bid (Envelope B) and Technical Bid- **Technical Presentation (Envelope A) shall be addressed to:**

**Managing Director  
Chhattisgarh Minor Forest Produce (T&D) Cooperative Federation Ltd.  
Van Dhan Bhawan, Sector 24, Nava Raipur, Atal Nagar  
Chhattisgarh**

And the Outer Envelope containing sealed separate envelopes i.e., Envelope A (Technical Presentation) and Envelope B (Financial Proposal) must be marked with Bidder’s name and labelled as "**Financial Bib for Selection of Service Provider for Development, Implementation, and O&M support for the CGMFP Management System”**

#### 4.16 Opening of Proposals and clarifications

- a. The State MD, Chhattisgarh Minor Forest Produce Cooperative CGMFPFED Limited, or any officer authorized by him, or any committee authorized by him shall open Technical Bid on the Proposal Due Date for the purpose of evaluation.
- b. CGMFPFED reserves the right to reject any Proposal not submitted on time and/or which does not contain the information/documents as set out in this RFP document.
- c. To facilitate evaluation of Proposals, CGMFPFED may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.

#### **4.17 sModification and Withdrawal of Bids**

The Bidder is allowed to modify or withdraw its submitted proposal once submitted.

#### **4.18 Failure to agree with Terms and Conditions of the RFP**

Failure of The Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event CGMFPFED may award the contract to the next best value Bidder or call for new proposals from the interested Bidder or invoke the BG of the most responsive Bidder.

#### **4.19 Conflict of Interest and Disqualification**

- a. A Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Tender Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the CGMFPFED shall forfeit the EMD or Performance Security amount as mutually agreed genuine pre-estimated compensation and damages payable to the CGMFPFED for, inter alia, the time, cost and effort of the CGMFPFED, including consideration of such Bidder’s proposal, without prejudice to any other right or remedy that may be available to the CGMFPFED hereunder or otherwise. Without limiting the generality of the above, a Bidder shall be considered to have a Conflict of Interest that affects the Tender Process, if:
  - i. “the Bidder, its Member or Associate (or any constituent thereof) and any other Bidder, its Member or any Associate thereof (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding of a Bidder, its Member or an Associate thereof (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Bidder, Member or Associate, as the case may be) in the other Bidder, its Member or Associate, is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof; provided further that this disqualification shall not apply to any ownership by a bank, insurance company, pension fund or a public financial institution referred to in sub-section (72) of section 2 of the Companies Act, 2013. For the purposes of this Clause 14, indirect shareholding held through one or more intermediate persons shall be computed as follows:
    1. where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the “Subject Person”) shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and
    2. subject always to sub-clause (1) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis; provided, however, that no such shareholding shall be reckoned under this sub-clause (2) if the shareholding of such person in the intermediary is less than 26% of the subscribed and paid up equity shareholding of such intermediary; or”
  - ii. a constituent of such Bidder is also a constituent of another Bidder; or
  - iii. such Bidder, its member or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its member or Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, its member or any Associate thereof; or



- iv. such Bidder has the same legal representative for purposes of this Bid as any other Bidder;  
or
  - v. Such Bidder, or any Associate thereof, has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Tender of either or each of the other Bidders; or
  - vi. Such Bidder or any Associate thereof, has participated as a consultant to the CGMFPFED in the preparation of any documents, design or technical specifications of the Project.
- b. A Bidder shall be liable for disqualification and forfeiture of EMD or Performance Security if any legal, financial or technical adviser of the CGMFPFED in relation to the Project is engaged by the Bidder in any manner for matters related to or incidental to such Project during the Tender Process or subsequent to the (i) issue of the LOA/work order or (ii) execution of the License Agreement. In the event any such adviser is engaged by the Successful Bidder or Licensee, as the case may be, after issue of the LoA/ work order or execution of the License Agreement, then notwithstanding anything to the contrary contained herein or in the LOA or the License Agreement and without prejudice to any other right or remedy of the CGMFPFED, including the forfeiture and appropriation of the EMD or Performance Security, as the case may be, which the CGMFPFED may have thereunder or otherwise, the LoA/work order or the License Agreement, as the case may be, shall be liable to be terminated without the CGMFPFED being liable in any manner whatsoever to the Successful Bidder or Licensee for the same.

#### **4.20 Confidentiality**

- a. As used herein, the term "Confidential Information" means any information, including information created by or for the other party, whether written or oral, which relates to internal controls, information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or there-after enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by The Bidder in rendering the services hereunder are the Confidential Information of The Bidder.
- b. The Bidder shall keep confidential, any information related to this RFP, with the same degree of care as it would treat its own confidential information. The Bidder shall note that the confidential information will be used only for the purposes of this RFP and shall not be disclosed to any third party for any reason what-so-ever.
- c. At all-time of the performance of the services, the Bidder shall abide by all applicable security rules, policies, standards, guidelines, and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the term of this RFP and such rules, policies, standards, guidelines and procedures by its employees or agents.

#### **4.21 Fraud and Corrupt Practices**

- a. The Bidder and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, the CGMFPFED shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, the CGMFPFED shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to the CGMFPFED for, inter alia, time, cost, and effort of the CGMFPFED, in regard to the RFP, including consideration and evaluation of such agencies Proposal.
- b. Without prejudice to the rights of the CGMFPFED under Clause above and the rights and remedies which the CGMFPFED may have under the or the Agreement, if an Bidder or Systems Implementation Agency, as the case may be, is found by the CGMFPFED to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LoA/work order or the execution of the Agreement, such Bidder shall not be eligible to participate in any RFP or RFP issued by the CGMFPFED during a period of two (2) years from the date such Bidder , as the case may be, is found by the CGMFPFED to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- c. For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them.
- d. “Corrupt practice” means:
  - i the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the CGMFPFED who is or has been associated in any manner, directly or indirectly with the Selection Process or the LoA / Work order or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the CGMFPFED, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or
  - ii save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LoI or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LoA / Work order or the Agreement, who at any time has been or is a legal, financial or technical IT firms of the CGMFPFED in relation to any matter concerning the Project;
- e. “Fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.

- f. “Coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person participation or action in the Selection Process.
- g. “Undesirable practice” means.
  - i establishing contact with any person connected with or employed or engaged by CGMFPFED with the objective of canvassing,
  - ii lobbying or in any manner influencing or attempting to influence the Selection Process; or
  - iii having a Conflict of Interest; and
- h. “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidder with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## SECTION 5 – EVALUATION OF BIDS

### 5. Evaluation of Bids

#### a. RFP Evaluation Process

- 1 The CGMFPFED will constitute an RFP Evaluation Committee to evaluate the responses of the Bidder.
- 2 The Proposal Evaluation Committee constituted by the CGMFPFED shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection of the bid.
- 3 The decision of the RFP Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.
- 4 The RFP Evaluation Committee may ask for meetings with the Bidder to seek clarifications on their proposals.
- 5 The RFP Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.
- 6 Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

#### b. RFP Evaluation

- 1 **Quality cum Cost Based Selection (QCBS)** system shall be adopted for selection of Operator. As part of the evaluation, the proposal shall be checked for responsiveness with the requirements of the RFP and only those Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document. The proposal would be considered to be responsive if it meets the following conditions:
  - i. The technical proposal received by the Proposal Due Date including any extension thereof.
  - ii. it is signed and marked as stipulated in the RFP document.
  - iii. it contains all the information and documents including EMD and processing fee as requested in the RFP.
  - iv. it contains information in formats specified in this RFP.
  - v. there are no inconsistencies between the Proposal and the supporting documents.
- 2 A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:
  - f. which affects in any substantial way, the scope, quality, or performance of the Assignment, or
  - g. which limits in any substantial way, the CGMFPFED rights, or the Bidder's obligations under the Agreement, or
  - h. which would affect unfairly the competitive position of other Bidders presenting substantially responsive Proposals.

### 5.1 Technical Evaluation

RFP Evaluation Committee will evaluate the Technical Proposals of the Bidder as per the section 3 “Minimum Eligibility Criteria”. Bidders qualifying the pre-qualification criteria (Section 3 “Minimum Eligibility Criteria”) shall be eligible for financial bid opening. RFP Evaluation Committee (TEC) will examine the bids to determine whether they are complete, whether they meet all the conditions of the tender, whether required tender document and bid processing cost and other required documents have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Any bid or bids not fulfilling these requirements shall be rejected.

### 5.2 Technical Evaluation Criteria

- 1 Bidder complying with all qualification criteria set out in Section 3 “Minimum Eligibility Criteria” and this RFP will only be considered technically qualified and their technical bid will be evaluated further.
- 2 The Method of Selection shall be Quality cum Cost Based Selection (QCBS). The bidders getting 65% and above score in technical evaluation shall be eligible for financial bid opening. The technical evaluation shall be given weightage of 70% and the financial evaluation shall be given weightage 30%.
- 3 CGMFPFED reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the bidder or bidder(s) of the ground of action.

### 5.3 Scoring Methodology: Technical Proposal

The total maximum point for evaluation of Technical Proposal is 100 numbers. Parameter and points are detailed below:

S. No.	Criteria	Basis for Evaluation	Max Marks	Documentary Evidence
1	Average annual turnover of bidder in last 3 years (2019-20, 2020-21, 2021-22)	Greater than or equal to 8 Crores – 25 Marks Up to 7 crores – 10 Marks up to 5 crore – 5 marks	25	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
2	<b>Project Experience:</b> End to End IT solution Project Executed during the last three years	Equal to or more than 5 projects– 20 marks Equal to 4 Project – 15 Marks Equal to 3 projects – 10 marks Less than equal to 2 projects – 5 marks * Projects to be considered for evaluation shall be as per the definition of Similar nature project set forth in Sub clause C of Point 3 of Section 3 - Eligibility criteria	20	Work Order Copies / Satisfactory certificate from Client

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S. No.	Criteria	Basis for Evaluation	Max Marks	Documentary Evidence
3	Proposed Team Key Personnel as per Section 2, clause 2.26 of the RFP	<p><b>1) For Project Manager: (7 Marks)</b>                      Minimum qualification- 2 Marks                      Relevant experience – 3 Marks                      Certification in Project management- 2 Marks</p> <p><b>2)For Business Analyst (4 Marks)</b>                      Minimum qualification- 2 Marks                      Relevant experience – 2 Marks</p> <p><b>3) Solution Architect (4 Marks)</b>                      Minimum qualification- 2 Marks                      Relevant experience – 2 Marks</p>	15	CV as per form 14 to be uploaded
4	Technical Presentation	Technical presentation to demonstrate the bidders proposal to the client including approach and methodology, software/platform/ technology to be used etc., on following parameters:	Total 40 Marks for Technical Presentation to be submitted in hard copy on or before the last date of submission of bid as per the fact sheet	
a)	Solution development methodology proposed for the demonstration of understanding of Software development and implementation, which would be required to deliver the service required by CGMFPFED	<ul style="list-style-type: none"> <li>– Solution proposed and its components,</li> <li>– Technologies used</li> <li>– Number and details of software licenses required</li> <li>– Scale of implementation,</li> <li>– Learning on Issues.</li> <li>– Challenges likely to be encountered</li> <li>– Mitigation proposed</li> <li>– Client references</li> </ul>	15	Technical Presentation
b)	Approach and Methodology to perform the work in this assignment	<ul style="list-style-type: none"> <li>– Formal approach to Project Management</li> <li>– Usage of specific tools</li> <li>– Work-plan to meet the project timelines</li> <li>– Formal approach for training</li> <li>– Approach to Go- live and transition from existing to</li> </ul>	15	Technical Presentation

S. No.	Criteria	Basis for Evaluation	Max Marks	Documentary Evidence
		new system – Assumptions and Key asks / support required from CGMFPFED		
c)	Project work break down structure	Qualitative assessment based on timelines, resource assignment, dependencies and milestones	10	Technical Presentation

#### 5.4 Evaluation of Financial bid

- 1 In the second stage, the financial evaluation will be carried as follows.
- 2 After the technical evaluation, the CGMFPFED shall shortlist qualified Bidders in terms of Section 5.2 who are eligible for opening of their Financial Proposals as per clause 5.3. A date, time and venue will be notified to all the qualified Bidders for announcing the result of evaluation and opening of Financial Proposals. The opening of Financial Proposals shall be done in presence of respective representatives of Bidders who choose to be present. The CGMFPFED will not entertain any query or clarification from Bidders who fail to qualify at any stage of the Technical Selection Process.
- 3 For the purpose of the financial bid evaluation, Total cost inclusive of GST and other applicable taxes shall be considered. Total Cost includes:
  - a. Cost quoted by the bidder for the development and deployment of CGMFP Management System
  - b. Estimated NPV for 5 years for the Upgrade and O&M (UOM) cost. For the purpose of financial bid evaluation, a total sale value of Rs. 100 crore will be considered. The following example is for the calculation of Total cost of upgrade and O&M:  
Percentage of sale value quoted by bidder for first Rs. 50 Cr = a  
Percentage of reduction quoted by the bidder for every 50 Cr increment in the sale value = b (i.e., b = value of discount % of a quoted by the bidder)

Illustration:

- Percentage quoted by the bidder for initial 50 Cr (a) is 0.5% and;
- Discount for every 50 Crores addition (b) is 0.1% then b = 20% of a (0.5%) quoted by the bidder

Total contract period is 5 years

Total Cost of UOM = NPV (a \* 50) + {(a-b) \* 50} \* 5

- c. Even though Rs. 100 crores are being considered for the purpose of the financial bid evaluation, the total payment to the bidder at the end of quarter will be based on the actual sale value that is recorded in the window developed by the bidder for the purpose of recording the sale value. The payment will be calculated based on the slabs of Rs. 50 cr increment each multiplied with the percentage that is applicable for that slab after deducting the reduction.

Example 1:

Payment to bidder if the sale value is Rs. 110 Cr.

$$= (a\% * 50) + ((a\% - b\%) * 50) + ((a\% - 2b\%) * 10)$$

**Example 2:**

**Payment to bidder if the sale value is Rs. 225 Cr**

- Percentage quoted by the bidder for initial 50 Cr (a) is **0.5%** and ;
- Discount for every 50 Crores addition (b) is **0.1%** then b = 20% of a (0.5%) quoted by the bidder

Sl. NO	Sales Slab	Calculation Formula	Payout
1	0-50 Crores	(50 crores * 0.5%)	₹ 25,00,000
2	50-100 Crores	(50 crores * 0.5% + 50 Crores *(0.5%-0.1%))	₹ 45,00,000
3	100- 150 crores	(50 crores * 0.5% + 50 Crores *(0.5%-0.1%)+(50 crores *(0.5%-0.2%))	₹ 60,00,000
4	150- 200 crores	(50 crores * 0.5% + 50 Crores *(0.5%-0.1%)+(50 crores *(0.5%-0.2%)+(50 crores *(0.5%-0.3%))	₹ 70,00,000
5	200-250 crore category (For the remaining 25 crores calculation )	(50 crores * 0.5% + 50 Crores *(0.5%-0.1%)+(50 crores *(0.5%-0.2%)+(50 crores *(0.5%-0.3%)+(25 crores *(0.5%-0.4%))	₹ 72,50,000

- Cost quoted by the bidder for 100 blended man month efforts and Man-month Cost for deployment of resources during O&M phase is being considered for the purpose of evaluation only and will be used at the time of Change Request. This cost will not be part of the contract value. It shall be invoiced separately.
- Deployment request officially made by CGMFPFED in writing to the selected Bidder. This cost will not be part of the contract value. It shall be invoiced separately.
- To arrive at Financial Score (SF), 95% weightage shall be assigned to sum of a) and b) above and 2.5 % weightage each shall be assigned to d) and e) mentioned above
- Each financial proposal will be assigned a financial score (SF)
- The CGMFPFED will determine whether the Financial Proposals are complete unqualified and unconditional. The cost indicated in the financial proposal shall be deemed as final and reflecting total cost of services. Omission, of any, in costing any item shall not entitle the firm to be compensated and the liability to fulfil its obligations as per the RFP within the total quoted price shall be that of the bidder.
- The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM / F$$

In Which SF is financial score of the respective bidder.

FM is the lowest price quoted (shall be arrived at as described in sub clause 3 of clause 5.4)

F is the price quoted by the respective bidders. This the total cost quoted by the bidder asF mentioned above.

**4 Combined and Final evaluation**

The weightage given to the technical and financial proposals are

TW = 0.70 and FW = 0.30 respectively.



- a. Proposal will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:  
$$S = (ST \times 0.70) + (SF \times .30)$$
Where S is the combined score, and TW and FW are weights assigned to Technical Proposal and the Financial Proposal, which shall be 0.70 and 0.30 respectively.
- 5 Bidder the event that two or more Bidders gets same combined technical score, the highest technical score bidder shall be shortlisted as the “Successful Bidder/Selected Bidder”.
- 6 In the event that the Highest combined score bidder withdraws or is not selected for any reason in the first instance, the Authority may invite all the remaining qualified Bidders, as necessary, and match the Bid of the aforesaid Bidder (the “Highest combined score bidder”). If only one Bidder matches the offer of aforesaid Bidder, it shall be the Selected Bidder. If two or more Bidders match the said Bidder, then the Bidder whose combined score is higher as compared to other Bidder(s) shall be the Selected Bidder.
- 7 In the event that no Bidder offers to match the offer of the highest combined score Bidder as specified in Clause above, the Authority may, in its discretion, invite fresh Bids
- 8 Selections of Bidders are entirely at the discretion of the CGMFPFED and CGMFPFED shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

### 5.5 Award of Contract

- 1 In the event of acceptance of the Proposal of the Preferred bidder with or without negotiations, the CGMFPFED shall declare the Preferred bidder as the Successful bidder. The CGMFPFED will notify the Successful bidder through a Work Order (WO) that its Proposal has been accepted.
- 2 The successful bidder will be invited for negotiations for awarding the contract. CGMFPFED reserves the right to negotiate with the bidder whose proposal has been ranked **successful bidder** on the basis of Price bid evaluation. In case of a tie where two or more bidders achieve the same combined score, the bidder with the higher technical score will be invited first for negotiations for awarding the contract.
- 3 The Successful bidder shall execute the Agreement within one month of the issue of LoA /Work Order (WO) or within such further time as the CGMFPFED may agree to in its sole discretion. Failure of the Successful bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the Work order and forfeiture of the EMD. In such an event, the CGMFPFED reserves the right to take any such measures as may be deemed fit in the sole discretion of the CGMFPFED, including annulment of the bidding process or subsequently giving opportunity to next highest scorer.
- 4 After adjusting the EMD, the Selected Bidder shall submit performance Security in the form of Bank Guarantee /FDR. The successful bidder shall furnish a security deposit in the form of unconditional and irrevocable Bank Guarantee/ FDR from any of the commercial bank in India for an amount equivalent to 10% of total cost of contract before executing the agreement with the CGMFPFED. All charges whatsoever such as premium; commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder The validity of the Performance Bank

Guarantee shall be 60 days beyond the date of expiry of contract. The Performance Bank Guarantee shall be refundable after the expiry of contract, subject to proper execution of the contract by the selected bidder. The CGMFPFED reserves the right to forfeit the Performance Bank Guarantee in case the selected bidder is unable to perform as per the terms of the contract.

- 5 For the purpose of performance bank guarantee, the total cost of contract will be arrived using the following formula:

**Total Cost of Contract = Development Cost quoted by Bidder + Total Estimated UOM cost for 5 Years for Rs. 100 crores.**

- 6 The duration of this agreement shall be Five Years initially from the date of Signing of this Agreement which may be extended for a further period of Two Years, wherein extension shall be awarded for one year at a time, provided if the services provided by the selected agency is found satisfactory. In case the Agreement is extended from the initial term of 1 year, the selected bidder shall extend the validity of performance guarantee as required by the CGMFPFED.

#### **5.6 Notification of Award**

Prior to expiration of the period of bid validity, the CGMFPFED will notify the Bidder in writing, that their bid has been accepted.

## SECTION 6 – INSTRUCTIONS FOR THE SUBMISSION OF THE ONLINE TENDER

**Note: The following steps need to be carried out for online submission of the Tender. Detailed instructions for each of the steps are given in the Tenderer’s Manual on the Home Page of <https://cgmpfedtenders.abcprocure.com>**

### 1. Sequence of steps for online tender submission:

#### Step 1 – To obtain Digital Signature Certificate (DSC):

The DSC is issued by an approved certifying authority, authorized by the Controller of Certifying Authorities (CCA), Government of India. The individual may obtain information required for issuance of a Class II / Class III DSC from the Controller of Certifying Authorities ([www.cca.gov.in](http://www.cca.gov.in)). The tenderer will have to obtain DSC from <https://cgmpfedtenders.abcprocure.com> or any other CCA approved agency.

DSC is issued upon receipt of mandatory identity proofs and verification letters attested by a Gazetted Officer. Only upon the receipt of the required documents, a DSC can be issued.

**Important Note:** The offers submitted online should be signed electronically with a DSC to establish the identity of the tenderer. In case, during the process of a particular tender, the user loses his/her DSC (e.g., due to virus attack, hardware problem, operating system problem etc.) he may not be able to submit the offer online. Hence the users are advised to back up the certificate and keep the copies at safe places under proper security to be used in case of emergencies.

In case of online tendering, the DSC issued to the authorized user of a firm and used for electronic tendering will be considered equivalent to no-objection certificate / power of attorney to that user. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the DSC as per Indian *IT Act 2000*. Unless the certificate is revoked, it shall be assumed to represent adequate authority of the user to submit tender on behalf of the firm for the Chhattisgarh State Minor Forest Produce (Trading & Development) Co-op. Federation Limited as per *Information Technology Act 2000*. The DSC of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firm to inform the Certifying Authority or Sub-Certifying Authority, if the authorized user changes, and apply for a fresh Digital Signature Certificate and issue a fresh ‘*authorization certificate*’ for the new user.

The same procedure holds true for the authorized users in a Private / Public company. In this case, the authorization certificate will have to be signed by the directors of the company.

#### Step 2 – Online registration of intending tenderer:

In order to participate in the tender, the tenderer is required to be registered on the e-Procurement portal (<https://cgmpfedtenders.abcprocure.com>). Only after online registration of the tenderer, the tenderer shall be allowed to participate in the tenders floated by the C.G.M.F.P. Federation using the e-Procurement System.

The following Registration Fee will be charged by the Service Provider (i.e. e-Procurement Technologies Limited) from the tenderer:

Sl. No.	Description	Charge s	Service Tax  @ 18%	Total Amount

1.	Online Registration (Valid for One Year)	Rs. 500/-	Rs. 90/-	Rs. 590/-
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**Documents required for Registration with the e-Procurement portal**

**(I) In case of Renewal** – No documents required for renewal of registration on the e-procurement portal.

**(II) In case of New Registration** – The following documents required along with online registration form :-

**(a) Individual or Proprietorship Firm –**

**Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Pass Book

**(b) Partnership Firm –**

**(i) Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

**(ii) Partnership Deed** details which have to be attested by partners with their company seal.

**(c) Pvt. Ltd. Company –**

**(i) Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

ID Proof	PAN Card	Address Proof	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

**(ii) Any one of the Organization proofs issued by Government** (Attested by authorized signatory of Organization along with organization seal)

- **Certificate of Incorporation**
- **Articles of Incorporation**
- **Memorandum of Association**

**(d) Hindu Undivided Family (H.U.F) –**

**Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

<b>ID Proof</b>	PAN Card	<b>Address Proof</b>	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

(e) **Others –**

(i) **Any one ID Proof and One Address Proof** (Attested by Banker or Notary or Gazetted Officer as well as Self Attested)

<b>ID Proof</b>	PAN Card	<b>Address Proof</b>	Electricity Bill
	Passport		Passport
	Voter ID		Voter ID
	Driving License		Driving License
	Aadhaar Card		Bank Passbook

(ii) **Any other relevant documents-**

The scanned copies of all required documents as above and payment proof of required fees for New Registration and payment proof of required fees for renewal are required to be submitted by the intending tenderer to e-Procurement Technologies Limited (abcProcure). After verification of the above documents the e-Procurement Technologies Limited (abcProcure) will register the Tenderer and inform by the e-mail accordingly.

After obtaining the Digital Signature Certificate successfully installed on their system, the tenderer have to be online registered through “**New Bidder Registration**” page of the e-Procurement portal (<https://cgmfpfedtenders.abcprocure.com>) and mapped their Digital Signature Certificate.

After online registration your registration will be approved by the Service Provider and intimate the same to the tenderer. The tenderer will be informed about the Tenderer’s Code, login Id & password. The login Id and password will be required for online tender preparation and the Tenderer’s Code will be used for making EMD payment through RTGS / NEFT mode, if opted for.

### **Step 3 – Online tender preparation**

#### **Technical Bid Envelope (Folder)**

1. Filling of Tenderer’s Information - Form No. 1 of Annexure – 1
2. E.M.D. Details – Form No. 2 of Annexure – 1
3. Acceptance of Undertaking - Form No. 3 of Annexure – 1
4. Documents to be uploaded - Form No. 4 of Annexure – 1

**Financial Bid Envelope (Folder)- Deleted**

**Financial Bid to be submitted in Hard copy only as per the prescribed format and process set forth in the RFP document**

**Step 4 – Online payment of Cost of Tender+ E.M.D**

Cost of Tender + E.M.D can be paid online through Net-banking / Debit Cards / Credit Cards / RTGS / NEFT mode. In case, RTGS / NEFT mode is opted for, the detailed procedure is given below at point no. 2.2.

It will be solely the tenderer's choice to select any of these payment options viz. Net-banking / Debit Cards / Credit Cards / RTGS / NEFT, best suited to him. It is understood that the tenderer is aware of the payment cycle and other technical requirements / payment process under each of these modes. It is tenderer's responsibility to see that the amount of Cost of Tender + EMD is credited to C.G.M.F.P Federation.

**Step 5 – Final submission of the tender.**

**2. Other Information:**

**2.1 Set-up of Machine:**

In order to operate on the e-Procurement System, following minimum operating system and hardware is required.

- Windows XP with service pack 3
- Windows vista / windows 7
- Browser Internet Explorer 7, 8 or 9
- Minimum bandwidth 512 kbps
- Minimum RAM 2 GB

**2.2 Procedure of payment of Cost of Tender + EMD through RTGS / NEFT mode:**

Since RTGS / NEFT payments are settled by RBI in batches, intended Cost of Tender + EMD amount is required to be paid at least one day in advance of online tender submission by following procedure:

**A.** Please mention the following details while making the RTGS / NEFT payment from your Bank:

(i) Beneficiary account number – This will be in the following format:

**<CGMF+ Tenderer Code>**

For example, in case your Tenderer Code is ABC66215, the beneficiary account number will be **CGMFABC66215**.

(ii) Beneficiary bank branch - **ICICI Bank, CMS, Mumbai**

(iii) Beneficiary IFSC code - **ICIC0000104**

**B.** After completing the online tender preparation formalities, select RTGS / NEFT payment option at the Cost of Tender + EMD payment screen. Upon doing so, you shall be able to view the funds already remitted by you through NEFT / RTGS as available balance in beneficiary account. Tenderer should note that available balance against their name in ICICI Bank is not Cost of Tender+ E.M.D amount available with C.G.M.F.P Federation.

**C.** Please proceed to deposit the Cost of Tender + E.M.D from available balance. Upon doing so, the required amount to be paid for the Cost of Tender+ E.M.D, shall get appropriately deducted from the amount remitted and payment of Cost of Tender+ E.M.D shall be confirmed & receipt will be generated in real time.

- D.** In case there is excess remittance i.e., money not transferred for use as Cost of Tender + E.M.D, the refund of the same can be claimed by the tenderer simultaneously. On submitting refund request, the amount would be transferred in the bank account opted by you by next working day.
- E.** In case, tenderer wants to utilize the excess fund (i.e., the remaining available balance) for participating in next round of tender by Federation under e-Procurement portal, they may do so instead of taking refund.  
**Please feel free to get in touch with our e-procurement support team / ICICI Bank support team in case any clarification is required.**

### **2.3 Submission of Online Offers:**

C.G.M.F.P Federation will not be responsible for any failure on part of the tenderer in submission of the Tender and/or the Cost of Tender+ EMD etc. before scheduled time and date, for any reason whatsoever, including, inter-alia, non-credit of said amounts of Cost of Tender+ EMD and therefore no claims shall be entertained on these grounds.

Under this online payment system for e-Tendering, the tenders will not be submitted / received by C.G.M.F.P Federation unless the Cost of Tender+ EMD is received / credited before scheduled time and date. Hence, tenderer shall remit the said amount well in advance. It is clarified that the Tenders will not be considered for opening if Cost of Tender + EMD is not received/ credited before schedule time and date, for any reason whatsoever.

**The tenderer is advised to submit his / her tender as well as pay the Cost of Tender + EMD amount well before the cut-off time and date to avoid any inconvenience on account of any problem e.g., system slow down or network problem.**

### **2.4 Helpline:**

For any assistance regarding Registration on e-Procurement portal, DSC, online tender form submission and other points of e-tendering process, please contact our service provider: -

#### **Important Note for Bidders for New E-Tendering portal**

abcProcure (M/s. e-Procurement Technologies Ltd.) is conducting e-Tenders for Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited (**CGMFPFED**) for sale of various Minor Forest Produces and for Procurement of various Goods, Services and works. It is to herewith inform to all existing bidders who are registered on <https://cgmfpfed.abcprocure.com> that abcProcure (M/s. e-Procurement Technologies Ltd.) is introducing new e-Tender Portal for foresaid tendering activities for CGMFPFED.

For introducing the new e-Tender portal, Training was scheduled whole month round in Mar. 2022.

It is to inform all the existing bidders that abcProcure (M/s. e-Procurement Technologies Ltd.), has shared with you your Log-IN ID, New Password for new portal (<https://cgmfpfedtenders.abcprocure.com>) on your registered email ID on 16.03.2022. All existing Bidders registered on <https://cgmfpfed.abcprocure.com> shall use Log-In and new Password shared over email on 16.03.2022 to login on new e-Tendering portal i.e., <https://cgmfpfedtenders.abcprocure.com>.

After logging in on new e-Tendering portal, bidders are mandatorily required to change their password and attach DSC. Once DSC is attached, bidders are required to get it verified from abcProcure (M/s. e-Procurement Technologies Ltd.) by getting in touch with DSC verification Team reachable on +91-9099090830 / +91-6353217080 and [info@AbcProcure.com](mailto:info@AbcProcure.com).

Further, All the bidders are issued new e-Wallet / Virtual Account for remitting EMD in new e-Tender portal which has been shared on your registered E-Mail ID on 10.03.2022. Bidders are

RFP for the selection of agency for CGMFP Management System

required to use the same e-Wallet / Virtual account for remitting payment by NEFT/RTGS for e-Tender which are floated on new e-Tendering portal i.e., <https://cgmfpfedtenders.abcprocure.com>. Bidders are strongly requested to not to use their current/ existing e-Wallet / Virtual account for new e-Tender portal. The same is applicable for old e-Tendering portal only and not valid for new e-Tendering portal. Please take strong note of this.

Bidders can download Bidder Manual to get familiar with the new portal from <https://cgmfpfedtenders.abcprocure.com/EPROC/ajaxcall/downloadfile/23/577>

**For New Registration/DSC Support/Profile Approval, please call or write on:**

Cell Number: +91-9099090830 / +91-6353217080

e-mail at: info@AbcProcure.com

**Call/write for e-Tender Submission / e-Auction Bid Support:**

Phone Numbers: +91-79 6813 6854/50/48/49

Cell Number: +91-9374519729 / 9904406300 / 9510812971

Write by e-mail at: Support@AbcProcure.com

**Call/write for e-Payment Related Queries:**

Phone Numbers: +91-9374519729 / 9081000427

Write by e-mail at: Payment@eptl.in

**Office Hours:**

**Monday to Friday - 10:00AM to 07:00PM**

**1st,3rd & 5th Saturday -10:00AM to 06:00PM**

**2nd & 4th Saturday - Holiday**

For any assistance regarding banking transactions, please contact ICICI Bank, Civil Lines, Raipur at the following numbers:

Mr. Pawan Gurung – 7389919383

Ms. Shubhangi Gupta – 9993822514

MANAGING DIRECTOR

Chhattisgarh State Minor Forest Produce

(Trading & Development) Co-op. Federation



**TENDER FORM (Technical Bid)****CHHATTISGARH STATE MINOR FOREST PRODUCE (T&D) CO-OP. FED. LTD.****"VAN DHAN BHAWAN " SEC-24, NAVA RAIPUR ATAL NAGAR, PIN CODE -492001 (C.G)****ANNEXURE – I****(Form No. 1)****Subject:-** Technical bid for selection of agency for Development, Implementation and O&M of CGMFP Management System

<b>1. Tender Notification Number: Fed/Computer/2023/I</b>		<b>Round 1: 12.09.2023</b>
<b>2. Date of opening of Bid</b>		<b>Round 2: 26.09.2023</b>
		<b>Round 3: 10.10.2023</b>
<b>1.</b>	Status of Tenderer (Select)	Drop Down Menu (INDIVIDUAL, PROPRIETORSHIP FIRM, PARTNERSHIP FIRM, COMPANY, HUF, OTHERS)
<b>2.</b>	(a) Proprietor's Name (In case of Proprietorship Firm) / Name of Karta (In case of HUF)	
	(b) Father's Name / Husband's Name	
<b>3.</b>	<b>Address for Correspondence</b>	
	(a) House No.	
	(b) Street / Location	
	(c) Area / Landmark	
	(d) City	
	(e) District Name	
	(f) State	Selection from Drop down menu (List provided by Federation)
	(g) Pin Code	
<b>4.</b>	Contact No. 1 (Provide STD Code also in case of Landline No.)	
<b>5.</b>	Alternate Contact Nos. (Mobile No.)	
	(a) Contact No. 2	
	(b) Contact No. 3	
<b>6.</b>	Fax No. (Provide STD Code also)	
<b>7.</b>	Alternate E-mail Id	Should be valid E-mail Id
<b>8.</b>	Income Tax P.A.N. ( <b>Scanned Copy to be Uploaded</b> )	
<b>9.</b>	Goods and Services Tax Identification Number (GSTIN) ( <b>Scanned Copy of certificate of <u>Goods and Services Tax Identification Number to be Uploaded</u></b> )	

<b>10</b>	Financial capacity i.e., Annual Average sales Turnover generated from IT/ITES services during last three financial years (i.e., FY 2019-20,2020-21, 2021-22) should be at least Rs. 5 Crore ( <b>Section 3 Condition 3 (C- 4) of the Tender Notice</b> ) ( <b>Required supporting documents to be Uploaded</b> )									
<table border="1"> <thead> <tr> <th data-bbox="343 315 715 389">Particulars</th> <th data-bbox="715 315 1339 389">Annual Average Turnover generated from IT/ITES services (<b>In Lakh</b>)</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 389 715 427">FY 2019-20</td> <td data-bbox="715 389 1339 427"></td> </tr> <tr> <td data-bbox="343 427 715 465">FY 2020-21</td> <td data-bbox="715 427 1339 465"></td> </tr> <tr> <td data-bbox="343 465 715 495">FY 2021-22</td> <td data-bbox="715 465 1339 495"></td> </tr> </tbody> </table>		Particulars	Annual Average Turnover generated from IT/ITES services ( <b>In Lakh</b> )	FY 2019-20		FY 2020-21		FY 2021-22		
Particulars	Annual Average Turnover generated from IT/ITES services ( <b>In Lakh</b> )									
FY 2019-20										
FY 2020-21										
FY 2021-22										
<b>11.</b>	Tenderer's Bank Details for Transactions by Federation									
	(a) Type of Account	Drop Down Menu (Saving Bank A/c / Current A/c / Cash Credit A/c / Over Draft A/c)								
	(b) Account Number									
	(c) Name of Bank and Branch									
	(d) IFSC Code									
<b>12.</b>	Name of the person signing the tender									
<b>13.</b>	Capacity in which the person is signing the tender (Condition 4.11 of the tender Document)									

**I / We hereby submit Technical Bid for Development, Implementation and O&M Support for the CGMFP Management System as per terms & conditions of the above-mentioned notification of Chhattisgarh State Minor Forest Produce (Trading & Development) Co-operative Federation Limited., Raipur which are acceptable to me / us. I / We are aware that while evaluating the bid, if any, of the items mentioned above is not found meeting the requirement of the tender notice, the bid will not be accepted.**

## **E.M.D. Details**

### **(Form No. 2)**

Every Bid shall be accompanied by **Cost of Tender and Earnest Money Deposit** of a sum which shall be as per below table:

S.no	Particulars	Total Amount for the Tender
1	Development, Implementation and O&M Support for the CGMFP Management System	Rs 5000/- (Tender Cost) + 1,00,000/- (EMD)

The tenderer will have to make the online payment of total amount Cost of Tender + EMD as shown above.

## **Acceptance of Undertaking**

### **(Form No. 3)**

<b>1.</b>	I / We undertake to abide by the terms & conditions of tender notice along with Annexures.
<b>2.</b>	In the event of tender being accepted, we agree to furnish balance Security Deposit /Performance Security as per the terms and conditions of the RFP
<b>3.</b>	I / we am / are not black-listed or otherwise debarred from tendering / supplying from any State or Central Govt. Department / Agency / Undertaking.
<b>4.</b>	The proposed rates are valid up to 45 days from the date of opening of Financial Bid but not later than 75 days of the opening of the Technical Bid.

**(Form No. 4)**

**DELETED**

## Form No. 5- Documents to be uploaded

1.	Scanned copy of PAN Card (Mandatory)
2.	Scanned copy of Aadhaar Card of Managing Director of the Company and in case of Partnership firm Aadhaar Card of at least two of Partners required, in case of Hindu Undivided Family (HUF) Aadhaar Card of Karta and one adult family member is to be enclosed (Mandatory)
3.	Scanned copy of certificate of Goods and Services Tax Identification Number (GSTIN) (Mandatory)
4.	Scanned copy of Partnership Deed (if applicable)
5.	Scanned copy of Certificate of Company Incorporation and List of Latest Directors of Company along with DIN, In case of Limited company Memorandum of Association (MoA) and Article of Association (AoA), (if applicable)
6.	Scanned copy of Power of Attorney /Board Resolution/ letter of Authority for bid submission (If applicable)
7.	Scanned copy of list of family members in case of H.U.F.
8.	<p>Following documents to be uploaded in one single PDF ( As per Section 3, Clause 3 (C) and Section 5, Clause 5.3 of the RFP)- Mandatory</p> <ul style="list-style-type: none"> <li>a. Annexure I (Form-6) Proposal covering letter to be uploaded</li> <li>b. Annexure I (Form 7) Format for PoA (if Applicable)</li> <li>c. Annexure I (Form 8) Project Citation Format</li> <li>d. Annexure I (Form 9) Financial Capacity</li> <li>e. Annexure I (Form 11, 11 (A) and 11 (B)) Proposed Solution, Solution Proposed and Bill of material software</li> <li>f. Annexure I (Form 12) Proposed work plan</li> <li>g. Annexure I (Form 13) Team composition</li> <li>h. Annexure I (Form 14) Curriculum Viata (CV) of Key Personnel</li> <li>i. Annexure I (Form 15) Deployment of Personal</li> </ul>
9.	Annexure I (Form 10) Self-declaration of Not being blacklisted (Mandatory)
10.	Annexure I (Form 16) Deviation (Mandatory)
11.	Completion Certificates from the client; OR Work Order + Self-Certificate of Completion (Certified by the Statutory Auditor); OR Work Order + Phase Completion Certificate from the client, <b>as per Section 3, Condition 3 (C-3) of the RFP (Mandatory)</b>
12.	Copy of CMMI Level 3 certificate of the bidding company as per Section 3, Condition 3 (C-5) of the RFP (Mandatory)
13.	A Commitment letter on the company's letterhead stating that Consortium and Subletting will not be done at any stage of the project as per Section 3, Condition 3 (C-5) of the RFP (Mandatory)
14.	Extracts from the audited Balance sheet and Profit & Loss with UDIN; OR CA Certified (UDIN) P&L statement and Balance Sheet of the tenderer for anyone of the last (3) years (i.e., 2019-20, 2020-21, 2021-22) (Mandatory)
15.	Any other relevant Document

Note: Submission of all the required supporting documents in support of clause 3(c) and clause 5.3 of the RFP is Mandatory

**FORM 6 – PROPOSAL COVERING LETTER**

Original (duly signed by Bidder on the letter head of bidding company)

Date:

To,

MD, Chhattisgarh Minor Forest Produce Cooperative Federation Limited  
Van Dhan Bhawan, Sector 24, Nava Raipur, Atal Nagar, Chhattisgarh  
Phone - 91 771 2513100  
E-mail: mfpfed.cg@nic.in

Subject: Submission of the Technical bid for Development, Implementation and O&M of CGMFP Management System

Dear Sir/Madam,

We, the undersigned, offer to provide Systems Implementation solutions to CGMFPFED on Development, Implementation, O&M of CGMFP Management System with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid uploaded on the eProcurement portal <https://cgmfpfedtenders.abcprocure.com>

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Development, Implementation and O&M related services related to the assignment not later than the date indicated in terms and conditions of the RFP.

We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for the period/duration as stipulated in the RFP document.

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

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Location:

Date:

**FORM 7 - FORMAT FOR POWER OF ATTORNEY**

(Original copy as part of Technical Proposal on stamp paper of value required under law duly signed by Bidder for the RFP)

Dated: \_\_\_\_\_

POWER OF ATTORNEY

To Whomsoever It May Concern

Know all men by these presents, We, \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is [presently employed with us and holding the position of [ ], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for “Selection of Agency the implementation of CGMFP Management System”, issued by The Managing Director, Chhattisgarh Minor Forest Produce Cooperative Federation Limited ( the “CGMFPFED”) including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in Pre Bid Meeting and other conferences and providing information / responses to the CGMFPFED, representing us in all matters before the CGMFPFED, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the CGMFPFED in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the CGMFPFED

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE \_\_\_\_\_, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF, 2023.

For \_\_\_\_\_

(Signature)

(Name, Title and Address) Witnesses:

1.

2.



(Signature)

(Name, Title and Address of the Attorney)

Accepted Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Consultant.

**FORM 8 – PROJECT CITATION FORMAT**

(As per Section 3, Clause 3 (C- 3) of the RFP)

**TECHNICAL CAPACITY OF THE BIDDER**

(To be filled for each service provided by the bidder)

Name of the Bidder / Bidder firm:

Relevant IT project experience	
<b>General Information</b>	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
<b>Project Details</b>	
Description of the project	
Scope of services	
Service levels being offered/ Quality of service (QOS)	
Technologies used	
Outcomes of the project	
<b>Other Details</b>	
Total cost of the project	
Total cost of the services provided by the respondent	
Duration of the project (no. of months, start date,	
completion date, current status)	
<b>Other Relevant Information</b>	
Letter from the client to indicate the successful	
completion of the projects	
Copy of Work Order	

Use Form 8 to provide details of each project separately

In the absence of requisite details, the information would be considered inadequate and may lead to exclusion of the particular project(s) in evaluation of Technical Capability.

Name of Authorised Signatory

Signature of Authorised Signatory

On and on Behalf of

(Name and Seal of Bidder)

**FORM 9 – FINANCIAL CAPACITY**

(As per Section 3, Clause 3 (C- 2) of the RFP)

(Average Annual Sales Turnover of the last three years from similar nature project during last 3 years ending 31.03.2022)

Financial Year	Turnover from similar nature project (As per Section 3, Clause 3 (C- 2)) (INR Crore)
2019-20	
2020-21	
2021-22	
Total	
Average Annual Turnover For the past three years	

## Mandatory Enclosures –

1. Turn over Certificate from the Statutory Auditor/Chartered Accountant on the letter head of CA in original (Turnover not certified by Statutory Auditor/Chartered Accountant having UDIN number shall not be considered for evaluation)

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory)  
Name and seal of Bidder

**FORM 10 – SELF DECLARATION OF NOT BLACKLISTED**

(On Company Letter Head)

To  
MD, Chhattisgarh Minor Forest Produce Cooperative Federation Limited  
Van Dhan Bhawan, Sector 24, Nava Raipur, Atal Nagar, Chhattisgarh  
Phone - 91 771 2513100  
E-mail: mfpfed.cg@nic.in

Date:

Dear Sir,

This is to declare that our company \_\_\_\_\_ is not blacklisted by any  
Government Department Organization Corporation Authorities/bodies any Central/State  
Government/PSU/Corporate/Trust /Societies

Date:

(Signature of the Authorized signatory)

(Name and designation of the of the Authorized

Place: signatory)

Name and seal of Bidder

**FORM 11 – PROPOSED SOLUTION**

(As per Section 5, Clause 5.3 of the RFP)

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present Approach and Methodology divided into the following sections:

- a) Solution Proposed
- b) Understanding of the project (how the solution proposed is relevant to the understanding)
- c) Technical Approach and Methodology

**APPENDIX 11 A- Solution Proposed**

S.No	Proposed Solution (Provide the Product Name or fill Custom Built, in case of a new development)	Version & Year of Release	OEM	Features & Function alities	O&M Support (Warranty/ATS/ : as required as per RFP)	Reference in the Submitted Proposal (Please provide page number/section number/ volume)

**APPENDIX 11 B- Bill of Material Software**

S.no	Item	Proposed Solution (Provide the Product Name or fill Custom Built, in case of a new development)	Unit of Measurement	Number of Licenses (Development Environment)	Number of Licenses (UAT)



**FORM 13 – TEAM COMPOSITION**

(As per Section 5, Clause 5.3 of the RFP)

Name of Staff with qualification and experience	Area of Expertise	Position Assigned	Task Assigned	Time committed for the engagement

**FORM 14 – CURRICULUM VITAE (CV) OF KEY PERSONNEL**

(As per Section 5, Clause 5.3 of the RFP)

General Information	
Name of the person	
Current Designation / Job Title	
Current job responsibilities	
Proposed Role in the Project	
Proposed Responsibilities in the Project	
Academic Qualifications: <ul style="list-style-type: none"> <li>• Degree</li> <li>• Academic institution graduated from</li> <li>• Year of graduation</li> <li>• Specialization (if any)</li> <li>• Key achievements and other relevant information (if any)</li> </ul>	
Professional Certifications (if any)	
Total number of years of experience	
Number of years with the current company	
Summary of the Professional / Domain Experience	
Number of complete life cycle implementations carried out	
The names of customers (Please provide the relevant names)	
Past assignment details (For each assignment provide details regarding name of organizations worked for, designation, responsibilities, tenure)  Prior Professional Experience covering: <ul style="list-style-type: none"> <li>• Organizations worked for in the past               <ul style="list-style-type: none"> <li>○ Organization name</li> <li>○ Duration and dates of entry and exit</li> <li>○ Designation Location(s)</li> <li>○ Key responsibilities</li> </ul> </li> <li>• Prior project experience               <ul style="list-style-type: none"> <li>○ Project name</li> <li>○ Client</li> </ul> </li> </ul>	



<ul style="list-style-type: none"><li>○ Key project features in brief</li><li>○ Location of the project</li><li>○ Designation</li><li>○ Role</li><li>○ Responsibilities and activities</li><li>○ Duration of the project</li></ul> <p>Please provide only relevant projects.</p>	
<p>Proficient in languages (Against each language listed indicate if speak/read/write)</p>	

**FORM 15 – DEPLOYMENT OF PERSONNEL**

(As per Section 5, Clause 5.3 of the RFP)

No	Name of Staff	Staff input in Months (in the form of a bar chart) <sup>2</sup>													Total staff man-months proposed
		1	2	3	4	5	6	7	8	9	10	11	12	n	
1															
2															
3															
N															
											Total				

1. Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category
2. Months are counted from the start of the assignment.

Full time input
  Part time input

**FORM 16 – DEVIATION**

To,  
 MD, Chhattisgarh Minor Forest Produce Cooperative Federation Limited  
 Van Dhan Bhawan, Sector 24, Nava Raipur, Atal Nagar, Chhattisgarh  
 Phone - 91 771 2513100  
 E-mail: mfpfed.cg@nic.in

Dear Sir:

**Subject: Deviations <Provide Name of the Implementation Assignment>**

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

[Suggest and justify here any modifications or improvement to the Scope of Work you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point and incorporated in your Proposal.]

**A - On the Terms of Reference (Scope of Work)**

<b>No.</b>	<b>Deviation</b>	<b>Material</b>	<b>Non-Material</b>	<b>Impacted Deliverable(s)</b>	<b>Impacted Timeline(s)</b>	<b>Financial Impact</b>
1.	<Deviation description>	<Yes / No>	<Yes / No>	<Name(s) of Deliverables to get affected by the Deviation>	<Effect on Timelines due to the Deviation>	<Value>
2.	<Deviation description>	<Yes / No>	<Yes / No>	<Name(s) of Deliverables to get affected by the Deviation>	<Effect on Timelines due to the Deviation>	<Value>
3.	<Deviation description>	<Yes / No>	<Yes / No>	<Name(s) of Deliverables to get affected by the Deviation>	<Effect on Timelines due to the Deviation>	<Value>

**B – Any other areas**

<b>No.</b>	<b>Deviation</b>	<b>Material</b>	<b>Non-Material</b>	<b>Impacted Deliverable(s)</b>	<b>Impacted Timeline(s)</b>	<b>Financial Impact</b>
1.	<Deviation description>	<Yes / No>	<Yes / No>	<Name(s) of Deliverables to get affected by the Deviation>	<Effect on Timelines due to the Deviation>	<Value>
2.	<Deviation description>	<Yes / No>	<Yes / No>	<Name(s) of Deliverables to get affected by the Deviation>	<Effect on Timelines due to the Deviation>	<Value>
3.	<Deviation description>	<Yes / No>	<Yes / No>	<Name(s) of Deliverables to get affected by the Deviation>	<Effect on Timelines due to the Deviation>	<Value>

Yours sincerely,  
 Authorized Signature:  
 Name and Title of Signatory:  
 Name of Firm:  
 Address:

## TENDER FORM (Financial Bid)

**CHHATTISGARH STATE MINOR FOREST PRODUCE (T&D) CO-OP. FED. LTD.**  
**"VAN DHAN BHAWAN " SEC-24, NAVA RAIPUR ATAL NAGAR, PIN CODE -492001 (C.G)**

### ANNEXURE – II

#### (Form No. 1)

1. I/We, the undersigned, is/are pleased to provide our Financial Proposal/Bid in respect to above mentioned subject, i.e., Selection of Agency for implementation of CGMFP Management System, in accordance with your Request for Proposal dated **07-08-23 (Round 2)** and our Technical Proposal/Bid.
2. Having gone through the RFP and having fully understood the scope of work for the assignment as set out in the RFP, we are pleased to quote the Cost implementation and Maintenance of CGMFP Management System (**Exclusive of GST**) for the proposed assignment as per the following table:

**a) Development Cost:**

Sl. No	Particulars	Amount (In Rs) Exclusive of GST	Amount (in Words) Exclusive of GST
1	Cost of Development and Operationalization of CGMFP Management System		

**b) Upgrade and O&M Cost**

Sl. No	Particulars	% of Value of the Sale (Exclusive of GST)
1	Annual O&M Cost for the initial Rs. 50 Cr	
2	Reduction offered by the bidder for every Rs. 50 Crore increments above the initial Rs. 50 Crore	

**95% weightage on point no. a + b above for the purpose of evaluation**

**c) Blended Man-month Cost for Change Requests**

Sl. No	Particulars	Amount (In Rs) Exclusive of GST	Amount (in Words) Exclusive of GST
1	Blended Man-month cost for 100 man-months.		

**2.5% weightage on point no c above for the purpose of evaluation**

**d) Man-month Cost for deployment of resources during O&M phase.**

Sl. No	Particulars of On-site Resource	Amount (In Rs) Exclusive of GST (Per Month)	Amount (in Words) Exclusive of GST
1	Technical Resource (Graduate with 10- Years of experience in Information Technology)		
2	O&M on Site resource (Graduate with 5 years of experience on		

	operations and maintenance with Project Management certification)		
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**2.5% weightage on point no. d above for the purpose of evaluation**

- e) The financial proposal submitted is unconditional.
- f) The rates quoted by bidder will be **Exclusive of GST**.
- g) Rate quoted by bidder for c) Blended Man-month Cost for Change Requests and D) Man-month Cost for deployment of resources during O&M phase, above, shall be paid only if these services are required and availed by CGMFPFED
- h) I/We hereby agree to abide by and fulfil all the terms and conditions set forth in the Tender document.

Date:

Place:

Yours sincerely,  
Authorized Signatory  
Full Name and Designation  
Stamp of the Agency

**DRAFT AGREEMENT- UPLOADED SEPARATELY**