



**SOCIETY FOR IT AND E-GOVERNANCE**

**TENDER DOCUMENT**

**FOR**

**APPOINTMENT OF CONSULTANT**

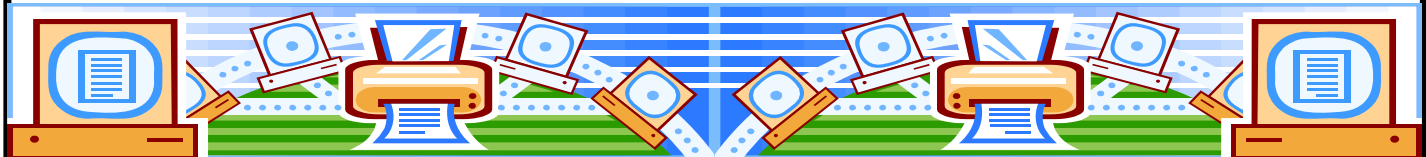
**IN**

**HIMACHAL PRADESH STATE WIDE AREA**

**NETWORK (HIMSWAN) PROJECT**

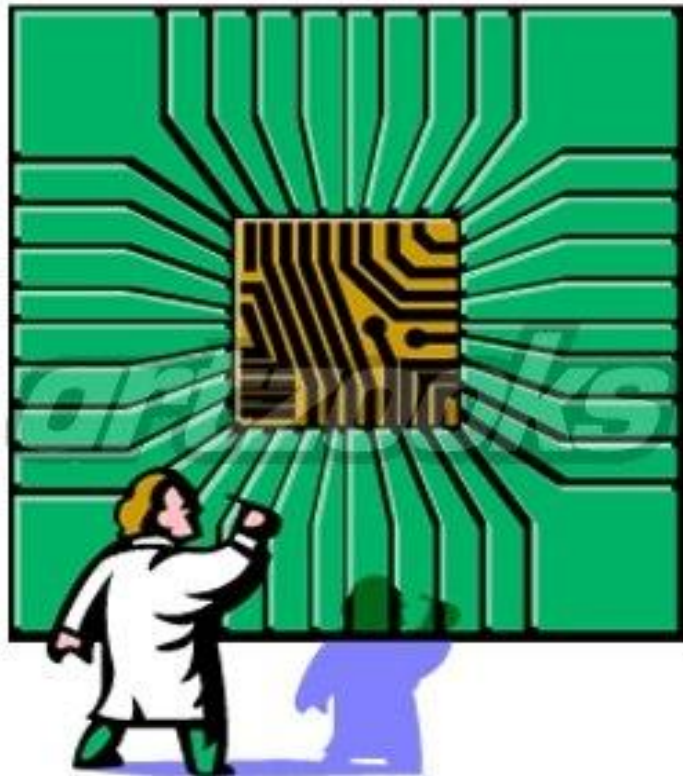
Tender No. DIT(SWAN-SITEG)21/2005

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*SECTION - I*

**INVITATION FOR BIDS**



**SECTION-I**  
**INVITATION FOR BIDS**

(Tender No. DIT(SWAN-SITEG)21/2005)

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**1.1. PREFACE :**

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This Invitation for Bids was published in the following newspapers on February 15, 16 and 24, 2006 by way of a tender notice:

- (i) Amar Ujala
- (ii) The Economic Times
- (iii) The Hindustan Times

The detailed Tender Document contained in the following sections has been prepared to elaborate all techno-commercial conditions of this Tender. **In case of any seeming discrepancy between the Press Advertisement and other detailed provisions of this Tender Document, the latter will prevail. For any further changes (if any, based on feedback from any quarter) in this document please see its updated version on <http://himachaldit.nic.in> up to 03.03.2006.**

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## 1.2. BACKGROUND INFORMATION :

The Department of IT, Government of India, in association with the respective State Governments, has planned creation of a reliable access network throughout the country. State Wide Area Network (SWAN) has been identified as one of the Mission Mode Projects (MMPs) under the National e-Governance Plan. HIMSWAN (Himachal State Wide Area Network) proposes to establish a minimum of 2 Mbps connectivity up to the block level through the PPP model as per the Implementation Option I specified in the DIT Guidelines. This bandwidth may increase in phases to 16 mbps from one district to another and from district headquarters to the State capital.

By setting up Himachal State Wide Area Network (HIMSWAN), the State Government intends to modernize the communication infrastructure in the State to create a state of the art and reliable network for G2C, G2E, G2B and G2G interfaces. The Project is aimed at providing HIMSWAN link to Government Offices and Integrated Community Service Centres at State, District, Sub-Divisional, Tehsil and Block headquarters in Himachal Pradesh. The HIMSWAN will be expandable in future vertically (i.e. down to the Panchayat/ Village level) and horizontally (i.e. all offices/ locations within the same location). There will also be adequate bandwidth provision to meet the increasing demands of data, voice and video transmission.

In order to achieve the objectives narrated above of establishing HIMSWAN, Sealed **Bids are invited by the undersigned on behalf of Society for IT and e-Governance (SITEG)** from eligible bidders who have adequate experience in giving consultancy services to the Central / State Governments and / or other organizations for setting up Wide Area Networks. **The consultant will be responsible for assisting the SITEG in as per his responsibilities elaborated in Section – II below:**

- Finalisation of Network Design and identification of appropriate PPP model (presently SOM as per the proposal submitted to the DIT, Government of India)
- Preparation of RFP and SLAs
- Bid Process Management

- Selection of appropriate companies (s) as Network Operator for implementation after a transparent bidding process
- Supervision / Monitoring of the project up to the stage of implementation by the short listed company.

### **1.3. GIST OF IMPORTANT GENERAL CONDITIONS :**

- 1) The entire project (including implementation) must be completed by **31.01.2007**.
- 2) Any prospective bidder can procure the Tender Document from Room No. A-232 or A-612 or E-218, H.P. Secretariat or 2<sup>nd</sup> Floor Block No. 24, SDA Complex, Kasumpti, Shimla-171009. The Tender Document can also be downloaded from <http://www.himachalmit.nic.in>. The Tender Document is available on all working days from February 18, 2006 to **March 4, 2006** for a fee of Rs 5000/- (by demand draft) in favour of “Society for IT and e-Governance (SITEG)”. **If the Tender Document is downloaded from the website, this fee will have to be deposited along with the bid as a separate bank draft.**

### **3) SCHEDULE OF THE TENDER PROCESS:**

- The bids (all 3 portions) must be submitted latest by **1230 hours on March 8, 2006**.
- Eligibility Claims shall be opened **on March 8, 2006 at 1430 hours** in the Committee Room of Armsdale Building, H.P. Secretariat in the presence of Bidders, who may choose to attend.
- Thereafter, Technical Bids of Eligible Bidders shall be opened at **1530 hours**.
- **After evaluation of the Technical Bids, Commercial Bids will be opened on March 9, 2006 at 1430 hours.**
- **A final decision (including issuance of Letter of Intent) on the bids will be taken**

**within 3 days of opening the bids. A detailed Award Letter or the Contract Agreement shall be issued / signed within a week.**

- 4) Notwithstanding anything else contained to the contrary in this Tender Document, the SITEG reserves the right to cancel/withdraw/ modify fully or partially the 'Invitation for Bids' or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

#### **1.4. PRESENT NETWORK SETUP :**

At present, National Informatics Centre (NIC) has provided V-SAT connectivity (using Direcway with data rate of 128 / 256 Kbps) in all the 12 District Headquarters of the State and 4 tribal subdivisions (namely Kaza in Lahaul & Spiti, Pooh in Kinnaur, Bharmour & Pangi in Chamba). At the State Headquarter in H. P. Secretariat, NIC has provided leased line internet connectivity of 4Mbps.

The V-SAT Network has been recently upgraded by NIC using the funds made available by the Department of IT, Government of India. Now all the District Headquarters, 4 Tribal Sub divisions and State Headquarter are equipped with Video Conferencing facility. The V-SAT locations are as below:

- i. Deputy Commissioners - 12
- ii. Kaza Sub Division, Lahaul & Spiti - 1
- iii. Pooh Sub Division, Kinnaur - 1
- iv. Bharmour & Pangi Sub Divisions, Chamba- 2

#### **1.5. PROPOSED STATE WIDE AREA NETWORK:**

- a) **Implementation Phase:** HIMSWAN project will be divided into three tiers. The first tier (Tier-I) will be at State Level Centre (SLC) and will act as the Hub for

entire network. The middle tier (Tier-II) will be at District Level Centre (DLC) and Sub-Divisions/ Blocks/ Tehsils/ Sub-Tehsils (TLC) will be at third tier (Tier-III). The table below summarizes various HIMSWAN locations and connectivity implementation during each phase:

S. NO.	ITEM	QTY.	TOTAL QTY
<b>PHASE-I</b>			
1.	STATE LEVEL NETWORK CENTRE (SLC)	1	1
2.	OTHER OFFICES IN STATE HQR. (HORIZONTAL)	30	30
3.	DISTRICT LEVEL CENTRES (DLC) CONNECTED TO SLC	12	12
4.	OTHER STATE OFFICES IN DISTRICT HQ (HORIZONTAL i.e. 25*12)	25	300
5.	SUB DIVISIONS/ TEHSILS/ SUB TEHSILS/ BLOCKS (TLC) ATTACHED TO DLCs OF SHIMLA, KANGRA, MANDI	(18+18+26)	62
6.	OTHER STATE OFFICES IN EACH TLC OF SHIMLA, KANGRA, MANDI (i.e. 62*15)	15	930
	<b>TOTAL NUMBER OF LOCATIONS IN THIS PHASE</b>		1335
<b>PHASE – II</b>			
1.	TOTAL NUMBER OF SUB DIVISIONS/ TEHSILS/ SUB TEHSILS/ BLOCKS ATTACHED TO THE REMAINING DLCS	56	56
2.	OTHER STATE OFFICES IN EACH SUB-DIVISION HQ LAYER (i.e. 55*15)	55	825
	<b>TOTAL NUMBER OF LOCATIONS IN THIS PHASE</b>		881
<b>Total number of Locations</b>			<b>2216</b>

The entire implementation can also be got done as per para 3.3 below

- b) **Right of Way Policy:** The State Government, vide its notification nos. PBW(B&R)(B)3(4)19/2001 dated 26.04.2002 and 03.09.2004 has promulgated its Right of Way Policy. According to this policy, the telecom infrastructure provider

is expected to provide the following inter point bandwidths in lieu of a extremely liberalised policy regarding restoration charges:

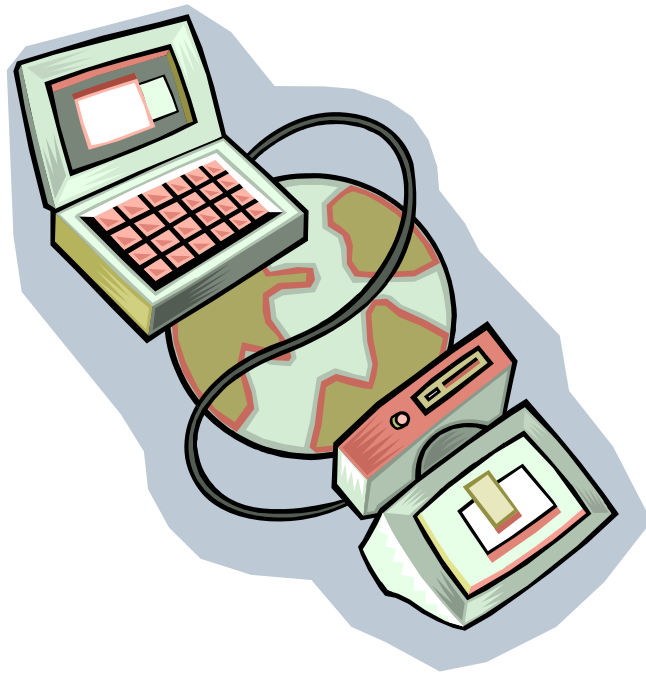
Sr.	Location	Bandwidth
1.	District HQ. to State HQ.	2 Mbps immediate and upgradable to 16 Mbps
2.	District to District HQ.	2 Mbps immediate and upgradable to 16 Mbps
3.	Sub Division/ Tehsil/ Block to District HQ.	2 Mbps

**The Department of Information Technology, Govt. of Himachal Pradesh desires to get HIMSWAN set up through SITEG in order to connect Sub Division/ Tehsil/ Block headquarters to respective District headquarter and District headquarters to State headquarter i.e. STPI Building, SDA Complex, Shimla-9.** The villages will be connected to the respective Tehsil / Sub-tehsil / Block headquarters with Wireless Technology (or any other more suitable mode) at a later stage.



*SECTION-II*

**SCOPE OF WORK**



## SECTION-II

### SCOPE OF WORK

#### 2.1. INTRODUCTION:

The Himachal Pradesh Government had submitted a proposal to the Department of Information Technology, Government of India for providing funds to implement HIMSWAN Project in the state of Himachal Pradesh. The Government of India has approved the project with a Central share of Rs. 50.21 Crores (one time capital cost of the network components, consultancy / audit fees and operational expenditure for a period of five years including AMC, manpower) and an amount of Rs. 10.04 Crores has been released by the GoI to the SITEG (Society for Promotion of IT and e-Governance in the State). **The total Project cost (excluding site preparation of horizontal offices) is Rs. 65.45 crores.** The remaining capital cost (including site preparation), other recurring costs are to be borne by the State Government. After a period of 5 years, the entire recurring cost (including AMC and manpower cost) is to be borne by the State Government. As per the guidelines issued by the Government of India, it is necessary that Wide Area Network should support Video, Voice and Data communication. The villages under the Tehsils are required to be connected using Wireless Technology. In some cases, even the horizontal connectivity beyond the POPs will have to be provided using wireless. It is also proposed to connect villages using wireless link once the backbone of the HIMSWAN network becomes fully functional. It is estimated that the work of wireless connectivity can be completed by July, 2007. The scope of consultant's work would include finalisation of network architecture for wireless components also, though supervision of implementation of wireless connectivity may not be within the purview of his work.

In order to facilitate the smooth implementation of HIMSWAN, the scope of work has

been divided in three parts after taking in to account the networking that has already been done.

## **2.2. MODULE-I :**

The consultant is required to prepare Connectivity Chart, Route Chart and Demand Growth Curve including bandwidth enhancements. The detailed study of the connectivity requirement (both vertical and horizontal) of the Government at State Headquarters, District and Tehsil level is to be carried out. This requires gathering of information through discussions and visits to some of the actual locations. The scope of work for this purpose would be as follows:-

- i. To study the approvals of SWAN given by the GoI to Government of Himachal Pradesh and to study the SWAN proposals of other States.
- ii. To suggest appropriate business models (BOT, BOO, BOOT, SOM etc.) and financing patterns, clearly highlighting merits /shortcomings of each model.
- iii. To make a preliminary assessment of the existing ICT Infrastructure of the State at all the levels including the existing hardware and network infrastructure at various levels.
- iv. To study the status of present Networks, Right of Way Policy of the Govt. of Himachal Pradesh and proposed connectivity from BSNL and NIC network etc.
- v. To review the system maintenance, help desk procedures and SLAs. In this process, consultants need to obtain the end users' feed back to identify gaps and recommend appropriate changes for considering options like managed services to obtain high levels of uptime from SWAN.
- vi. To prepare an inventory of existing Applications and assess adequacy of each of the applications and map it to the SWAN requirements.**

- vii. **To review the Bandwidth requirements and the number of connections required for implementation, especially from PoP to user departments. List of proposed PoPs has been given in Annexure-A.**
- viii. To prepare design and specifications of State Data Centre after assessing projected data volume and considering the facilities already available in NIC, Himachal Pradesh.
- ix. **To design Network and System Architecture required for effective SWAN Implementation (with capability of providing data, voice and video services seamlessly).** The report would include the hardware (PC's , Servers etc ) and Network Infrastructure / components ( Routers , Switches, Firewall, RAS , gateways, VC, VoIP etc.) required at the POP's and other horizontal locations, Connectivity Strategy including technology ( State , District, Tehsil/ Sub-tehsil, Block) and IP addressing scheme. List of offices to be connected horizontally at every level shall be provided to the Consultant. The Consultant shall also explore technical feasibility of connecting maximum number of horizontal offices with POPs at different levels using wireless technology.
- x. **To design a 'Security Strategy and Policy Document' defining the access controls and authorization level and analyzing different network security devices such as Firewalls, IDS, IPS and Internal Server segment for Anti-Virus, Patch Management, Internal DNS, Radius, NMS etc.** and recommend a Security Roadmap. The security strategy should also include the Disaster Recovery and backup procedures
- xi. **To determine the Project cost estimates and development of Bill of Materials for the entire project covering all the phases of the Project.** This should include capital expenditure, operational costs, bandwidth costs, upgradation/replacement costs, recurring costs etc.
- xii. To study proposed horizontal connectivity at various levels and incorporation of the same in HIMSWAN project.

- xiii. To review the system management and security policy of the existing IT infrastructure.
- xiv. To undertake Technical Feasibility Study based on the existing and desired infrastructure for effective implementation of SWAN.
- xv. To design detailed HIMSWAN architecture. The consultant will have to design HIMSWAN architecture (including wireless between POP / horizontal offices, wherever feasible) considering future expandability, cost effectiveness, interdependency, interoperability, security and migration to future technologies including connectivity to proposed Data Center and Disaster Recovery Site.**
- xvi. To study feasibility of various technological options (such as Wi-Fi, Wi-MAX, etc.) for horizontal connectivity of various offices at a location as well as for connectivity of villages subsequently, after taking technical inputs regarding the performance levels of wireless networks setup by other States/ corporate houses.
- xvii. To assess the manpower requirement at various levels for smooth functioning of HIMSWAN and Data Centre for first five years and thereafter.
- xviii. To assess the current training requirements for the Government staff for smooth operation of the SWAN.
- xix. To suggest policy framework for Help Desk in HIMSWAN.
- xx. To finalise technical specifications for the required Hardware and Software, budgetary estimate of the project and submission of the same for approval.**
- xxi. To design the Project Implementation Plan with specific milestones and consequences of delay.
- xxii. To define comprehensive operational management requirements for SWAN steady state operations.
- xxiii. To design guidelines and service levels with the Bandwidth provider.**
- xxiv. Suggest payment terms to the SWAN Operator.

- xxv. **To define the detailed roles and responsibilities of the Stakeholders (State Government departments, SITEG, Bandwidth Provider, NIC, SWAN Operator vendor, Consultant) involved in the execution of the Project.**
- xxvi. **To prepare a Draft RFP (including approval by DIT, Government of India) to be circulated among the prospective Bidders.**
- xxvii. To draft the Service Level Agreement with the SWAN operator vendor and other agencies (including Bandwidth Provider).
- xxviii. Reconfiguration, upgradation of the network during the period of implementation, if any.
- xxix. To prepare a Report with parameters and formats for a Centralized Monitoring / Auditing facility to monitor the entire State Wide Area Network performance from a single point to ensure 99.999% up time as per the guidelines issued by the DIT, Government of India. This Report shall necessarily include traffic monitoring parameters (e.g. Traffic density, usage, viruses, worms etc.) and selection criteria for Network Auditors.

**Note:** *While the study of item nos. viii, xx and xxix should take place during the time period earmarked for Module-I, the documentation can be completed along with Module-III.*

### **2.3. MODULE-II :**

In this Module of the scope of work, a RFP for selection of Network Operator shall be floated, evaluated and finalised as per the following main steps:

- i. The consultant will have to prepare complete RFP along with Qualification Criteria, Scope of the Work, Service Level Agreement, and submit the same for approval of SITEG.
- ii. The consultant would also assist SITEG in evaluation of the bids received.
- iii. The consultant would prepare detailed contract agreement to be signed by SITEG with the successful vendor.

Moreover, the Consultant has to assist SITEG in selecting suitable Bandwidth Provider(s) to connect PoPs with minimum 2 Mbps bandwidth (as per the HIMSWAN architecture). Future roadmap for bandwidth upgradation and the modalities (including SLAs/ MoUs) with Bandwidth Provider(s) should also be worked out keeping in view the Right of Way Policy of State Government.

The above mentioned three steps for selection of Network Operator can be further elaborated as follows:

### **1. Pre-bid Meeting on Draft RFP**

- Invitation to participate through advertisement
- Issuance of Draft RFP Document (including Agreement) to the interested parties
- Promotion of concept among the prospective bidders
- Evaluation of responses in a pre-bid meeting

### **2. Presentation of RFP documents and bid evaluation**

- Refinement of RFP Document on the basis of suggestions received in Sr. No. 1 above
- Invitation for bids through Press and Internet
- Evaluation of responses to RFP based on pre-determined objective, numerical and transparent criteria
- Short listing and ranking of potential partners
- Presentation of short listed proposals

### 3. Finalisation of deal

- Negotiations with the L1 and L2 Bidder(s)
- Conclusion of transaction based on aforesaid activities
- Finalisation and signing of Agreement

In this Module, the responsibility of the Consultant shall be to assist the SITEG in complete bid process management i.e. from preparation of the bid up to selection of the vendor and signing of the contract.

### 2.4. MODULE-III :

Once the Network Operator is appointed through a transparent bid process and SLAs with the Network Operator and Bandwidth Provider are signed, the Project is required to be supervised / monitored up to the stage of implementation by the SITEG with the help of the Consultant. The scope of the Consultant's work in this Module would be as follows:-

- i. To prepare the CHECK LIST of equipment expected to be delivered by the vendor. The CHECK LIST should be exhaustive and POP wise.
- ii. To ensure delivery of the requisite equipment at various POPs as per purchase order. Random sampling / testing may also need to be got done through the Network Operator.
- iii. To prepare inventory of the components (including softwares).**
- iv. To ensure coordination between the various Agencies (Bandwidth Provider, SWAN Operator Vendor, NIC and different State departments etc.)**
- v. To coordinate with the Bandwidth Provider (Private operators and / or M/s BSNL) for getting desired bandwidth for backbone and horizontal connectivity.
- vi. To get IP addressing scheme finalised in consultation with DIT and in line with the



directives of the GoI.

- vii. To supervise and monitor configuration and installation of the equipments at the POPs ensuring connectivity of the local level offices.
- viii. To analyse, supervise and ensure compatibility of networks at the POPs & the horizontal offices and their interoperability / connectivity with SWAN.**
- ix. To supervise, monitor and ensure the implementation of security features as decided in the Project Report / Scope of work of the Network Operator.
- x. To supervise, monitor and ensure the last mile connection (horizontal level) with offices which are ready to be connected with SWAN during the period of Consultant's appointment.
- xi. To get the connectivity tests conducted between the segments.**
- xii. To provide for a mechanism to ensure assured availability of the bandwidth from Bandwidth Providers and interconnectivity / backup among them.
- xiii. To generate site (POP) commissioning reports.**
- xiv. To specify MIS to monitor functioning of the POPs and to suggest appropriate NMS for the same.
- xv. To ensure preparation of POP level (at three tiers) Manual by the Network Operator of the network in a format to be designed by the Consultant as per international standards.
- xvi. To carry out Acceptance & Testing on the equipment provided by the Network Operator before commissioning the network for actual use.**
- xvii. To ensure proper handholding and training to the Government officials by the Network Operator as decided in the contract.
- xviii. To provide support to the State in the 'Change Management' initiatives and training programmes.

The site/ POP will be said to be commissioned once the POP is made fully functional (physically and logically connected with the desired bandwidth) and integrated with the backbone including implementation of the security features. The consultant would be

required to prepare and submit POP wise implementation report before sign-off.

## **2.5. MODULE-IV (Phase-2 of the Project):**

- i. To prepare site-wise design of wireless network (or any other mode) for connectivity to all the Panchayats in Himachal Pradesh.
- ii. To make rough cost estimates for i. above.
- iii. To suggest ways for ensuring inter-operability of the proposed wireless network with HIMSWAN.

**Note:** *The bidders are expected to quote for all the 4 modules and comparison of commercial bids will be done on the basis of aggregate value for all the 4 modules. However, the SITEG may award work only for the first 3 modules.*

*SECTION – III*

**INSTRUCTIONS TO BIDDERS**



## SECTION-III

# INSTRUCTIONS TO BIDDERS

### 3. 1. ELIGIBLE BIDDERS:

In order to be eligible for Technical Bid being opened, a Bidder must fulfil the following conditions :

- (i) The Bidder should be a registered company or a firm with a valid Sales Tax registration certificate and / or Service Tax registration certificate.
- (ii) The Bidder should have a total annual turnover of Rupees 10 Crores at least **(average figure for the last 3 years)**.
- (iii) The Bidder should have provided consultancy in at least two projects of similar nature involving WANs or should have implemented two WANs (either in the Government or in the Corporate sector) having voice, data and video services. References (contact details, customer completion / satisfaction certificate etc.) for these Projects shall be provided.
- (iv) The Bidder should have the capability of implementing projects in terms of geographical spread, industry experience, reputation, and size of staff of required qualification and experience, project management skills and quality/level of work.
- (v) The Bidder should not be in any way associated with scrutiny (at the level of Government of India) of RFP or any other document to be prepared by him as a part of work awarded to him in this Tender.
- (vi) The Bidder selected to act as a Consultant for the above stated work, will be debarred from bidding for actual implementation of HIMSWAN Project, covering work including but not limited to actual implementation. Hence, a

company/ firm, which wishes to bid for the implementation of HIMSWAN, should not bid for the current assignment.

- (vii) The Bidder should have paid the cost of the Tender Document (Rs. 5,000/-).
- (viii) A consortium of companies duly backed up by an Agreement is also eligible to participate subject to the following two conditions and satisfaction of the Tender Evaluation Committee:
  - The lead partner of this consortium shall be liable for adherence to all provisions of this Agreement.
  - The consortium will draw upon human, technical and other resources of all the members during implementation of the consultancy assignment. The Technical Bid shall include exact details in this regard, so that a consortium is not artificially created only to improve the score in the Technical Bid.

### **3.2. COST OF BIDDING:**

3.2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and SITEG (hereinafter referred to as the 'Purchaser') will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.

3.2.2 Non-transferable Tender:

The Tender Document is not transferable. Only the party who has purchased this tender form shall be entitled to quote.

### **3.3. TIME SCHEDULE:**

The HIMSWAN is required to be setup in the State as a mission critical project. The consultant will have to synchronize various activities and adhere to the following time schedule:-

3.3.1. Module-I

7 weeks from the start of

	assignment
3.3.2. Module-II	12 weeks from the start of assignment
3.3.3. Module-III	30 weeks from the appointment of Network Operator
3.3.4. Module-IV	8 weeks from the start of assignment of this module

**3.3.5. In order to achieve mentioned time limits to complete various modules, the following intermediate milestones will have to be achieved. The activities listed in the following abridged list of activities ought to be read as an indicative sub-set of the detailed points given in the Scope of Work.**

**a) Module-I :**

- i. Study phase should be completed within **3 weeks** from the date of award of this consultancy assignment.
- ii. Designing HIMSWAN architecture including specifications and tentative costs of various components must be done within **5 weeks** from the date of award of this consultancy assignment. Submission of the proposal to the SITEG for onward submission to the GoI for getting additional funds for HIMSWAN (if required) should also be done within this period.
- iii. Preparation of draft RFP, SLAs etc. (including approval of DIT, Government of India) within **7 weeks** from the date of award of this consultancy assignment.

**b) Module-II :**

- i. Advertisement of the bid process, pre-bid meeting, refinement of RFP, evaluation of the bids received and identification successful Bidder with in **5 weeks of completion of Module-I** (including award of work to a Network Vendor and signing of all SLAs).

**c) Module-III :**

- i. Commissioning of State and District level POPs (and Tehsil / Sub-tehsil / Block headquarters likely to become snowbound after November) within **18 weeks** from the date of completion of Module-II.
- ii. Commissioning all remaining POPs and all remaining work of Module-III within **30 weeks** from the date of completion of Module-II.

**d) Module-IV :**

- i. Completion of survey and study phase with in 6 weeks from the date of assigning this module.
- ii. Submission of the report within 2 weeks thereafter

*Note: SITEG reserves the right to re-schedule the phasing out of the project at any stage. The additional time required by the consultant on account of such re-scheduling will be done on mutually agreed upon terms.*

**3.4. PAYMENT TERMS**

3.4.1. Module-I	20% of contract value
3.4.2. Module-II	25% of contract value

### 3.4.3. Module-III

55% in instalments as below

- 5% on commissioning of SHQ
- 20% on commissioning of DHQ POPs and selected POPs at Tehsil / Sub-tehsil and Block HQ (including horizontal connectivity)
- 20% on commissioning of remaining POPs (including horizontal connectivity)
- 10% on submission of all remaining documents and project completion report.

**Note 1:** *The amount pertaining to Module-III can also be paid in monthly instalments on a pro rata basis per POP.*

**Note 2:** *If due to any administrative reason or otherwise, SITEG is compelled to reschedule implementation phases of the Project leading to an overall increase in the duration of Consultancy assignment (for reasons attributable to the SITEG), extra payment shall be determined on pro rata basis or on the basis of man-month rates to be provided by the Bidder in his commercial bid. The exact details in this regard shall be incorporated in the award letter / agreement.*

## **3.5. DOCUMENTS COMPRISING OF BID:**

The Bidder will prepare his bid in three parts:

### **3.5.1. Eligibility Claim:**

In support of his eligibility, a Bidder must submit the following documents:



- (i) Detailed profile of the Company/ Firm.
- (ii) Audited Statement regarding turn over of the Bidder.
- (iii) Receipt of Rs. 5,000/- towards the cost of the tender document.
- (iv) Declaration in **Form 'A'** by an authorised signatory to the effect that all conditions contained in the Tender Document are acceptable to the Bidder. Such an authorisation may be seen during scrutiny of bids.
- (v) Declaration in **Form 'B'** that the Bidder has not been debarred/ blacklisted by any reputed Government/ Semi-Government organisation for quality of services/product and that there is no major complaint against the Bidder by any organisation mentioned in this clause.
- (vi) List of WAN projects in which consultancy has been offered or set up by the Bidder.

### **3.5.2. Technical Bid:**

This part of the Bid must comprise of the following documents:

- (i) Financial data of the last three years in the format given in **Form 'C'**. Audited Balance Sheets, Profit & Loss Accounts and Income Tax Clearance Certificate also need to be enclosed.
- (ii) Details of the jobs undertaken during the last three years in the format given in

**Form 'D'.**

- (iii) Certificates regarding satisfactory work report from some prominent customers described in **Form 'E'**.
- (iv) Documentary proof for establishing the capability of the Bidder to undertake this consultancy by showing satisfactory/ timely completion reports or similar activities undertaken earlier.
- (v) Competitive advantages in terms of work proposed.
- (vi) **List and profile of experts in the organisation along with profile of the experts proposed to be stationed in Shimla. The staff to be deployed for this Project should comprise of employees of the Bidder. Employees to be out-sourced especially for this Project may not be given weightage during technical evaluation.**
- (vii) **Statements in support of each of the technical assessment criteria in the formats given in Form T-1 to T-10. Wherever a format has not been prescribed, a Bidder is free to devise his own format.**
- (viii) **Copy of the presentation in a CD / Pen Drive**
- (ix) **Certified copies of documents in support of various criteria based on which Technical Bids are to be evaluated as per para 3.7 below.**
- (x) **Bid Security amounting to not less than 2% of the total Bid Value by way of demand draft in the name of Society for Promotion of IT and e-Governance (SITEG) in a separate envelope inside Technical Bid.**

**Bid Security may be forfeited:**

1. If a Bidder withdraws its bid during the period of bid validity specified in the Tender Document or in the Award of Work.
2. During the tendering process, if a Bidder indulges in any such activity as would jeopardize the tender process. The decision of the Purchaser regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.
3. In the case of a successful or L-1/L-2 bidder Bidder, if the Bidder fails,
  - (i) accept award of work,
  - (ii) fails to furnish Performance Security.
  - (iii) violates any of the such important conditions of this tender document or indulges in any such activity as would jeopardize the interest of SITEG in timely finalization of this tender. The decision of the SITEG regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

**3.5.3. Commercial Bid:**

The Commercial Bid shall be given in **Schedule-I** and consist of cost of implementing each of the four modules (including break up for each step) separately. However, comparison shall be done only for the aggregate amount of all the modules put together. Man-month rates may also be quoted separately. **Schedule-II** shall indicate break-up of the total bid value as given in Schedule-I. This will enable the SITEG to pay additional amount per man month, if the consultancy work extends beyond the prescribed period due to reasons attributable to it.

**3.6. MINIMUM MANPOWER REQUIREMENT:**

The Bidder will have to deploy at least the following manpower in Shimla for carrying out various modules of consultancy. The team stationed at Shimla will keep taking inputs from the experts in the headquarters or other offices of the Consultant:

### 3.6.1. MODULE-I and II:

1. Project Manager
2. Network Expert
3. Security and Solutions Expert
4. Management Expert with specialisation in drafting and evaluating RFPs

### 3.6.2. MODULE-III:

1. Project Manager
2. Network Expert-1
3. Network Expert-2
4. Security and Solutions Expert

The Bidders are, however, free to deploy more resources in order to meet the time schedules laid down in this Tender Document.

### 3.7. EVALUATION AND SELECTION CRITERIA:

Quality-cum-Cost based method of selection shall be followed in the ratio of 60 : 40. Quality shall be assessed on the basis of the following criteria:

#### Format for evaluation of Technical Bids

Sr.	Item	Total Marks	Criteria	Marks
1.	<b>Overall Experience of Firm</b>			<b>45</b>
	- Networking <ul style="list-style-type: none"><li>• No of years</li></ul>	4	More than 5 yrs 3 to 5 yrs 2 to 3 yrs Less than 2	4 3 2 0
	<ul style="list-style-type: none"><li>• Networking Projects in WAN (at least 10 POPs) either in Government or Corporate Sector</li></ul>	12	7 and Above 5-6 Nos. 3-4 Nos. 2 Nos. Less than 2	12 10 8 6 0

	(actual implementation)			
	• Networking Projects in WAN either in Government or Corporate Sector (consultancy)	5	7 and Above 5-6 Nos. 3-4 Nos. 2 Nos. Less than 2	5 4 3 2 0
	- Implementation of E Governance Projects of total value more than Rs. 25 lacs	5	Above 15 Above 10 Above 5 2 to 5 Less than 2	5 4 3 2 0
	- Turnover of the company/ firm (pertaining to consultancy in infrastructure projects in India)	15	More than Rs. 50 crores Upto 50 crores Upto 25 crores Upto 10 crores Upto 5 crores Up to 2 crores Upto Rs. 1 crore	15 12 10 8 5 3 2
	- PPP projects in which private partnership has been invited by the consultant	4	Above 10 Above 5 2 to 5 Less than 2	4 2 1 0
<b>2.</b>	<b>Bid Approach and Methodology</b>			<b>30</b>
	Work Plan, Approach and Activity chart	8	Clear work plan with various activities defined separately. Please make a special mention of extent of support required from the Government and different departments. The Bidder should propose the main activities of the assignment, their content and duration,	

			<p>phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule Deliverables should be clearly defined.</p>	
	<p>Presentation on work plan, approach, activity chart, relative strengths and entire Technical Bid including vendor management(15 minutes)</p>	5		
	<p>Detailed Timelines</p>	3	Whether in	

			presentable format Activity-wise time frame	
	Technical and Management Resources employed (full time in Shimla)	14	Above 7 Persons 6-7 Persons 5-6 Persons 4 Persons	14 12 9 6
<b>3.</b>	<b>CVs of Key Staff (Proposed resources)</b>			<b>25</b>
I.	<i>- Network Design and Architecture</i>	<i>12 (4 + 1 + 1 + 2 + 4)</i>	<i>Experienced persons (certified network engineers) worked in various areas like WAN design, Corporate network design</i>	
	<b>Indicators</b>	<b>Criteria</b>		<b>Marks</b>
a)	Qualification (4 marks)	Post graduate in Networks Management or Engineering+ Bachelors Degree with +trg./certification +membership of an organisation related to networking / communication		4.0
		Bachelors Degree with +trg./certification +membership		3.0
		Bachelors Degree +trg./certification		2.0
		Bachelors Degree +membership		2.0
b)	Experience in Public Sector, MNCs and ISO certified Organisations (2 marks)	> 5 years >3 years but <5 years < 3 years		1.0 0.5 0.0
c)	Expertise ( Different levels of experience can be clubbed but total marks should not exceed 2)	Sr. Management ( Planning, Policy Management and Implementation including the points listed for Middle Management below)		1.0
		Middle Management ( Security Experience, Technical Expertise, and Management Experience)		0.5

		Jr. Management (Technical Expertise, and Monitoring Experience)	0.0
d)	Rating of Educational Institute (2 marks)	IIT & IIMs  NITs and other top rated management / engineering colleges  Other Universities and institutes	2.0  1.0  0.5
e)	Network Security Solution Implementation	Give details of the security solutions implemented so far in various networks of similar nature (marks out of 4 will be given on the basis of write up accompanied by supporting documents)	4.0
II.	<b><i>-RFP preparation</i></b>	<b><i>4 (2 + 2)</i></b>	<b><i>Resources employed RFP experience</i></b>
	<b>Indicators</b>	<b>Criteria</b>	<b>Marks</b>
a)	RFP Experience (no. of RFPs of similar size prepared)	More than 5 3 to 5 2 to 3 Less than 2	2.0 1.5 1.0 0.0
b)	Nature, quality and efficacy of RFPs	Give soft copies of some of the RFPs and also mention how many resulted in successful implementation (marks out of a maximum of 2.0)	2.0
III.	<b><i>- Bid process Management</i></b>	<b><i>3</i></b>	<b><i>Whether any experience in Bid Mgmt, Govt. sector experience, Pvt. sector exp. in BID mgmt, No. of projects handled</i></b>
	<b>Indicators</b>	<b>Criteria</b>	<b>Marks</b>
a)	Govt. and private sector experience, Bid management, No. of projects handled	More than 5 3 to 5 2 to 3 Less than 2	3.0 2.0 1.0 0
IV.	<b><i>- Monitoring of Vendors</i></b>	<b><i>3</i></b>	<b><i>No. and quality of interaction</i></b>
V.	<b><i>- PPP in Government</i></b>	<b><i>3</i></b>	<b><i>Work in this area especially with</i></b>



			<b>Govt. (GoI/ State)</b>	
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***Note:** Marks for each of the sub-items shall be computed after working out average figures for the persons to be stationed in Shimla for the project period and the Project Coordinator(s) (in company's headquarters / regional office) actively associated with the Project. For this purpose, only a person with higher level of technical / managerial skills (than that of Project Manager), who interacts with the SITEG / DIT on a weekly/ daily basis on telephone / email and by personal meetings at least once in a month, shall be deemed to be a Project Coordinator.*

**The minimum qualifying marks in the Technical Bid shall be 50%. Commercial Bids of only technically qualified bidders shall be opened.**

*SECTION IV*

**GENERAL CONDITIONS OF  
TENDER**



## SECTION - IV

# GENERAL CONDITIONS OF THE TENDER

### 4.1 Contents of Tender Document:

**4.1.1** This Tender Document comprises of the following Parts/ Sections.

Section-1 : Invitation for Bids

Section-2 : Instructions to Bidders

Section-3 : Conditions of Tender & Contract

Section-4 : Schedules, Forms and Annexures.

**4.1.2** The Bidder is expected to examine the Tender Document carefully. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.

### 4.2 Clarification regarding Tender Document:

4.2.1 A prospective Bidder requiring any clarification about the Tender Document may request the SITEG in writing by Fax/ E-Mail/ Speed post at the SITEG's address indicated in the Invitation for Bids. An envelop containing request for clarification or any other correspondence regarding this Tender sent by post must be super scribed clearly by the words "Immediate: Tender for HIMSWAN Consultant". **The SITEG will respond in writing, only to such requests for clarification, which it receives by 28-02-2006. Written copies of the SITEG's response to**

**the query (without identifying its source) will be sent to all the prospective Bidders who have purchased the Tender Document on the date when clarification is issued.** Such clarifications will be binding on all the Bidders. However, the SITEG will not be responsible for non-receipt of a clarification, due to transmission loss/ delay or any other reason.

### **4.3 Amendment of Bids:**

4.3.1 Bids once submitted cannot be amended. However, in case of some administrative exigencies, the SITEG may decide to take fresh bids from all the Bidders before actually opening of the Technical and Commercial Bids.

4.3.2 In order to afford prospective Bidders reasonable time to make amendment in their bids, the SITEG may, at his discretion, extend the deadline for the submission of bids. However, no such request in this regard shall be binding on the SITEG.

#### **4.4 Language of Bid & Correspondence:**

The Bid will be prepared by the Bidder in English language only. All the documents relating to the Bid (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & SITEG will be in English language only. The correspondence by Fax / E-mail must be subsequently confirmed by a duly signed copy (unless already signed digitally).

**4.5 Bid Currencies:** Prices shall be quoted in Indian Rupees.

#### **4.6 Period of validity of Bids:**

4.6.1 For the purpose of placing the order, the Bids shall remain valid for at least 90 days after the date of bid opening. A bid valid for a shorter period may be rejected by the SITEG as being non-responsive. During the period of validity of Bids, the rates quoted shall not change.

4.6.2 In exceptional circumstances, the SITEG may ask for extension of the period of validity and such a request shall be binding on the Bidder. The SITEG's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

## **4.7 Format and Signing of Bid:**

4.7.1 The Bidder shall prepare 4 copies of the Bid, clearly marking "Original Bid" on one copy and "Copy of Bid" on the remaining 3 copies. In the event of any discrepancy among various copies, the Original Bid shall prevail. Bids shall be packed and sealed as per procedure given in para 4.8 below.

4.7.2 The original and all copies of the Bid shall be neatly typed and shall be signed, by an authorised signatory (ies) on behalf of the Bidder. The authorization shall be provided by written Power of Attorney accompanying the Bid. All pages of the Bid, except for un-amended printed literature, shall be initialled by the person or persons signing the Bid.

**4.7.3 The Bid shall contain no interlineations, erasures or overwriting, in order to correct error made by the Bidder. All corrections shall be done & initialled by the authorised signatory after striking out the original words/ figures completely.**

## **4.8 Sealing and Marking of Bids:**

4.8.1 The Bidder shall seal & mark various parts of the Bid as follows:

- (a) Eligibility Claim as per para 3.5.1 in four copies (one original + 3 copies) in four different envelopes. All four envelopes shall be sealed in a covering envelop super scribed with words "Eligibility Claim for Tender

for HIMSWAN Consultant" "**DO NOT OPEN BEFORE 08-03-2006**".

- (b) Technical Bid as per para 3.5.2 in four copies (one original + 3 copies) in four different envelopes. All four envelopes shall be sealed in a covering envelope super scribed with words "Technical Bid for Tender for HIMSWAN Consultant" "**DO NOT OPEN BEFORE 08-03-2006**". **This envelope will also contain Bid Security in another small sealed envelope.**
  
- (c) Commercial Bid as per para 3.5.3 in four copies (one original + 3 copies) in four different envelopes. All four envelopes shall be sealed in a covering envelope super scribed with words "Commercial Bid for Tender for HIMSWAN Consultant" "**DO NOT OPEN BEFORE 08.03.2006**".

4.8.2 Every envelop and forwarding letter of various parts of the Bid shall be addressed as follows:

**Member Secretary (EC), SITEG –cum –  
Director, Department of Information Technology,  
Himachal Pradesh  
Block No.24, 2<sup>nd</sup> Floor, STPI Building,  
SDA Complex, Shimla – 171009**

**Alternatively, the bids can be delivered in Room No. 612, Armsdale Building, H.P. Secretariat**

4.8.3 If the envelopes are not sealed as per para 4.8.5 below and marked as required above the SITEG will assume no responsibility for the Bid's misplacement or premature opening.

4.8.4 Bids sent through Telex /Telegrams/ Fax/ Email shall not be acceptable.

4.8.5 **The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.**

4.8.6 A Bidder who packs his Bid in a manner other than what has been described in para 4.8.1 above may face rejection of the Bid.

#### **4.9. Deadline for Submission of Bids:**

4.9.1 Bids will be received by the SITEG at the specified address not later than **12:30 hours on 08.03.2005.**

4.9.2 The SITEG may, at its discretion, extend this deadline as per para 4.3.2  
The SITEG may also extend this deadline for any other administrative reason.



#### **4.10 Late Bids:**

4.10.1 Any bid received by the SITEG after the deadline for submission of bids prescribed by the SITEG, as per clause 4.9.1 or 4.9.2 will be rejected.

#### **4.11 Modification and Withdrawal of Bids:**

4.11.1 Modifications of Bids may be allowed by the SITEG under circumstances mentioned in para 4.3.1. This option will be available to every Bidder who has submitted his Bid.

4.11.2 Bids cannot be withdrawn in the interval after its submission of bids and before the expiry of Bid's validity specified by the SITEG.

## **BID OPENING AND EVALUATION**

### **4.12 Opening of Bids by SITEG:**

- 4.12.1 The Bids shall be opened at **14:30 hours on 08-03-2006** or on any other later day and time fixed as per para 4.3.2 or other enabling provisions in this behalf, in the Committee Room, Armsdale Building, H.P. Secretariat in the presence of representatives of the Bidders who may choose to attend the proceedings. The representatives of Bidders will sign a register in evidence of their presence.
- 4.12.2 In order to assist in the examination, evaluation and comparison of Bids, the SITEG may at its discretion ask the Bidder for a clarification regarding its Bid. **The clarification shall be given in writing, but no change in the price or substance of the Bid shall be sought, offered or permitted.**
- 4.12.3 In the first instance, envelopes super scribed with the words 'Eligibility Claim' only will be opened, and eligibility of each Bidder will be ascertained. **Technical Bids of only those Bidders shall be opened who are found to be eligible as per the criteria laid down in para 3.5.1. In doubtful cases (where further documents or clarification are required to establish eligibility), the SITEG in its discretion, may decide to open Technical Bid.** However, such Bids can be rejected subsequently, if it is found that the Bidder has claimed eligibility on false grounds.

4.12.4 The envelopes containing Technical Bids of only the Eligible Bidders will be opened and the contents will be announced in the presence of all Bidders or their representatives. A Bidder may also be allowed to inspect the Technical Bids and supporting documents given by other Bidders. **An open discussion regarding various elements contained in the Technical Bids may also take place, if required. Marks for quality shall be assigned in accordance with the criteria spelt out in**

4.12.5. **Opening of Commercial Bids:** The Commercial Bids of only those Bidders will be opened who get at least 50 % marks in the Technical Bid and who also have deposited Bid Security as required under. **The envelop containing Bid security shall be opened (just before opening the Commercial Bids on [March 9, 2006](#)) only after a Bidder is otherwise found to be technically qualified.** The SITEG's determination of technical qualification shall be based on objective evaluation of the contents of the Bid itself and not on any extrinsic evidence (except the one that is given by way of a written technical clarification in response to a query by the Tender Committee). However, while determining the technical qualification of various Bidders the SITEG may waive off any minor infirmity, which does not constitute a material deviation. The decision of the SITEG in this regard shall be final.

#### **4.13. Evaluation and Comparison of Commercial Bids:**

4.13.1 The comparison of Commercial Bids shall be done as follows:

The Bidders are required to complete their Commercial Bid in

**Schedule-I.** Initial evaluation/ comparison for various categories of items given in the Tender Document will be done on the basis of Gross Bid Value for both the Modules put together.

Note 1 : *The Bidder shall not quote prices subject to certain conditions. Bids containing any conditional prices may be rejected or the SITEG may take a final decision in its discretion about such conditionalities.*

#### **4.14. RANKING OF BIDDERS:**

**Quality-cum-Cost based method of selection shall be followed in the ratio of 60:40. Percentile method shall be used for computing marks in Commercial Bid. Thus, the Bidder with lowest bid will be given full marks (i.e. 40) and the marks obtained by others shall be proportionately lower based on the ratio of their bid with respect to the lowest bid.**

**The formula determining the financial scores is the following:**

$$Sf=100 \times L1/F$$

**where Sf is the financial score,**

**L1 is the lowest price, and**

**F the price of the Bid under consideration**

**The marks obtained by various bidders (out of 100) in Technical Bid (St) shall be scaled down to level of 60 marks.** The Bidders will be ranked in order of the points secured by them in both Technical and Commercial bids after following 60 + 40 criteria.

#### **4.15. NEGOTIATIONS:**

4.15.1 The SITEG may finalise the Tender & award the Work without any negotiations, if it is satisfied with reasonableness & workability of the best offer. **Therefore, the Bidders are advised to make best possible quotations in the first instance only.**

4.15.2 If the SITEG does not find the best offer acceptable, it may go in for negotiations, which can be done with the bidders ranked R1 and R2 (i.e. two bidders having highest points).

4.15.3 During the negotiations a revised Technical / Commercial Bid will be taken from the representative of the Bidder by way of sealed bids. This revised offer will replace/supersede the earlier Technical & Commercial Bids, provided that the original offer (i.e. Technical/ Commercial) will not be allowed to be changed to the detriment of the SITEG, as far as rates of every individual item & terms/ conditions are concerned. **Therefore, the Bidders are advised to send sufficiently senior representatives (who can take spot decisions) for negotiations.**

4.15.4 After this final ranking is done based on negotiated prices, award of work will be made to the Bidder with highest points.

### **AWARD OF WORK**

#### **4.16 SITEG's Right to Accept any Bid and to Reject any or all Bids:**

4.16.1 Notwithstanding anything else contained to contrary in this Tender

Document, The SITEG reserves the right to accept or reject any Bid or to annul the bidding process fully or partially or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

#### **4. 17 Notification of Award:**

4.17.1 Prior to the expiry of the period of Bid validity, the SITEG will notify the successful Bidder in writing by speed post or Fax or email that his Bid has been accepted.

4.17.2 The liability of the Consultant(s) to perform the services will commence from the date of notification of Award. The Completion Period shall be counted from the date of 'Notification of Award of Work'.

#### **4.18. Corrupt or fraudulent Practices**

The DIT requires that the Tenderers under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser (i.e. SITEG) defines the terms set forth as follows:-

“corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels

and to deprive the Purchaser of the benefits of the free and open competition;  
The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

The Purchaser will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

#### **4.19. Application:**

These General Conditions shall apply to the extent that these are not superseded specific by provisions in other parts of this tender document. A detailed order regarding consultancy work shall be issued after the bid is allowed. Detailed provisions of such an order shall have an over-riding effect vis-à-vis this Tender Document.

#### **4.20. Delay in the Consultant's Performance:**

4.20.1. Delivery of services shall be made by the Consultant in accordance with the time schedule specified by the SITEG in para 3.3.

4.20.2. The Consultant will strictly adhere to the time-schedule for the performance of Work. However, the SITEG can relax this time limit in *force majeure* conditions.

4.20.3. **In case of delay in performance for reasons attributable to the Consultant, such liquidated damages shall be imposed as are**

**stipulated in the order placed or agreement signed while awarding the consultancy work.**

#### **4.21. Performance Security:**

Within 7 days of Notification of “Award of the Work” the company shall furnish Performance Security to the Society @ 15% of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee in favour of the SITEG for a period to be specified in the award of work. This Bank Guarantee should be of a sufficient duration to cover the risk of the Society. The proceeds of the Performance Security shall be payable to the Society as compensation for any loss resulting from the Company’s failure to compete its obligations under the terms and conditions of the work.

The Performance Security regarding commencement of job/task will be discharged by the Society and returned to the company not later than 30 days following the date of completion of the company’s performance related obligations under the terms & conditions of the work.

#### **4.22. Termination for Default:**

The SITEG may without prejudice to any other remedy for breach up terms and conditions ( including forfeiture of Performance Security by written notice of default sent to the company, terminate the work/ task in whole or in part after sending a notice to the Company in this regard.

- a) If the Company fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the Tender Document.
- b) If the Company fails to perform any other obligations under the terms and conditions.

#### **4.23. Confidentiality:**



Any information pertaining to the Govt. of Himachal Pradesh or any other agency involved in the project. Matter concerning GoHP or with the agency that comes to the knowledge of the vendor in connection with this contract will be deemed to be confidential and the contractor will be fully responsible for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. The vender shall ensure due secrecy of information and data not intended for public distribution. The affidavit to that effect should be submitted along with security deposit.

#### **4.24. Arbitration:**

All disputes, differences, claims and demands arising under the contract shall be referred to arbitration of a sole arbitrator to be appointed by the mutual consent. All arbitrations will be held in Shimla.

#### **4.25. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of Shimla courts only.

#### **4.26. Completeness of Tender Offer :**

The Bidder is expected to examine all instructions, forms, terms, conditions and deliverables in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Bidder 's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Performa in the tender are not fully furnished.

\*\*\*\*\*

# PROFORMAS AND SCHEDULES



**FORM — A**

**DECLARATION REGARDING ACCEPTANCE OF TERMS & CONDITIONS  
CONTAINED IN THE TENDER DOCUMENT**

**To,**

**Member Secretary (EC), SITEG –cum –  
Director, Department of Information Technology,  
Himachal Pradesh  
Block No.24, 2<sup>nd</sup> Floor, STPI Building,  
SDA Complex, Shimla – 171009**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No. DIT(SWAN-SITEG)21/2005] regarding appointment of consultant for HIMSWAN Project in Himachal Pradesh.

I declare that all the provisions of this Tender Document are acceptable to my Company. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Name: \_\_\_\_\_

**Designation:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**FORM - B**

**DECLARATION REGARDING CLEAN TRACK RECORD**

**To,**

**Member Secretary (EC), SITEG –cum –  
Director, Department of Information Technology,  
Himachal Pradesh  
Block No.24, 2<sup>nd</sup> Floor,STPI Building,  
SDA Complex, Shimla – 171009**

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document [No. DIT(SWAN-SITEG)21/2005] regarding appointment of consultant for HIMSWAN project in Himachal Pradesh. I hereby declare that my company has not been debarred/black listed by any Government / Semi Government organizations. I further certify that I am, competent authority in my company has authorised me to make this declaration.

**Yours very truly,**

Name: \_\_\_\_\_

**Designation:** \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**FORM - C**  
**DECLARATION OF FINANCIAL AND ADMINISTRATIVE DETAILS**

**I. Financial Parameters**

1. Net worth as on 31-03 -04 and 31-03-05
2. (PBT) Profit before taxes for the last three years.
3. (PAT) Profit after taxes for the last three years.
4. Income Tax clearance Certificate.
5. Equity Base
6. Premier contributors to equity including Promoters contribution.
7. Turn-over during the last 3 financial years.

**II. Growth Profile**

- (i) Percentage increase in t/o from 2001-02 to 2002-03
- (ii) Percentage increase in t/o from 2002-03 to 2003-04
- (iii) Percentage increase in t/o from 2003-04 to 2004-05

**III. Project related members in the Bidder's organisation and their qualification**

<b>A. TOTAL STRENGTH OF PROFESIONAL*</b>			
<b>Sr. No.</b>	<b>Members (nos.) *</b>	<b>Qualification</b>	<b>Experience</b>

	Professionals employed by the company ( Designation, Number, Specialisation, length of service under the company )		
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Employees of the Company, whose expertise lies in managing ICT and other Infrastructure Projects.

**Date:**

**Place:**

**Signature :**

**Name :**

**Designation :**

**Seal :**

**FORM - D**  
**DETAILS OF PAST WORK EXPERIENCE**

<b>S. No.</b>	<b>Organisation (s)</b>	<b>Number of other similar Projects Handled</b>	<b>Value (in Rs.)</b>	<b>Date of Award</b>	<b>Current Status</b>
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					
<b>5.</b>					

\* Give telephone/ fax No. and address of the contact persons.

Attach copy of orders.

**Date:**

**Place:**

**Signature :**

**Name :**

**Designation :**

**Seal :**



# FORM – E

## CERTIFICATES FOR SATISFACTORY WORK FROM REPUTED CLIENTS

( to be submitted in the letterhead of client )

This is to certify that M/s  
..... has undertaken satisfactory work  
related to consultancy for development of Industrial Infrastructure  
related to ..... valued at Rs.  
..... located at .....on our  
behalf.

It is further certified that M/s .....  
has completed the consultancy job within the stipulated time of  
.....

<b>Date:</b>	<b>Signature</b> :
<b>Place:</b>	<b>Name</b> :
	<b>Designation</b> :
	<b>Seal</b> :

## SCHEDULE - I

Sr. No. of the Item	Brief Description of the Item	<i>Bid Value in Rs.*</i>
1.	Module - I	
2.	Module - II	
3.	Module - III	
4.	Module - IV	
	<b>TOTAL</b>	

**\*Including all Taxes and Statutory Levies (such as Service Tax)**

**Date:**

**Signature :**

**Place:**

**Name :**

**Designation :**

**Seal :**

## SCHEDULE - II

<b>PRICE BREAK UP OF TOTAL BID VALUE GIVEN IN SCHEDULE-I</b>					
Sr. No.	Item	Unit Cost (in lakhs)	No. of Units	Total Amount (in lakhs)	
				In Figures	In Words
1.	Project Incharge/ Leader				
2.	Project Manager				
3.	Network Expert				
4.	Security and Solutions Expert				
5.	Management Expert with specialisation in drafting and evaluating RFPs				
6.	Others Please specify a) b) c) .				
7.	Travel and related expenses				
8.	Miscellaneous expenses (Give brief account of heads of expenses)				
<b>9.</b>	<b>Total Bid Value for HIMSWAN Consultancy</b>				

**Date:**

**Signature :**

**Place:**

**Name :**

**Designation :**

**Seal :**

**FORM T-1**

**Overall Experience in Networking = .... No. of years**

Sr. No.	Name of the Networking Project	Project Implementation Period From To	Customer Name, Address and Phone No.	Role of The Consultant in the Project*	Type of the Networking project (LAN/ WAN/ MAN etc)	No. of nodes/ POPs in case of LAN/ WAN or MAN	Cost of the Consultancy Work (if any) and Project Cost
1.							
2.							
3.							
.							
.							

\* Network Design, Implementation, Audit etc. Please specify in detail

Date :

Signature:

Name:

Designation:

Company:

**Note: Please repeat one proforma for each project. Attach additional sheet if required.**

## FORM T-2

**Nos. of WAN Projects Implemented = ..... Nos.**

1.	Name of the Networking project:	
2.	Date of initiation of Project:	
3.	Date of Completion of the Project:	
4.	Project Completion Time (in years):	
5.	Customer Name, Address and Phone No. :	
6.	Role/responsibility of Consultancy company in the Project: (Network design, Implementation, Audit etc.) pl. specify in detail :	
7.	No. of POPs	
8.	Technology / Architecture of the Network proposed:	
9.	Topology of the Network proposed :	
10.	Cost of the consultancy Work(if applicable):	
11.	Cost of the project implemented (without the cost of consultancy ):	

Date :

Signature:

Name:

Designation:

Company:

**Note: Please repeat one proforma for each project. Attach additional sheet if required.**

### FORM T-3

#### Nos. of WAN Consultancy Projects only = ... Nos.

1.	Name of the Networking project:	
2.	Date of initiation of Project:	
3.	Date of Completion of the Project:	
4.	Project Completion Time (in years):	
5.	Customer Name, Address and Phone No. :	
6.	Role of Consultancy company in the Project(for Network design, Implementation, Audit etc.) pl. specify in detail :	
7.	No. of POPs in the WAN for which consultancy has been given	
8.	Cost of the consultancy Work:	
9.	Cost of the Project for which consultancy has been given:	

Date :

Signature:

Name:

Designation:

Company:

**Note: Please repeat one proforma for each project. Attach additional sheet if required.**

## FORM T-4

**Nos. of e-Gov. Projects Implemented = .... Nos.**

1.	Name of the e-Gov. project:	
2.	Date of initiation of Project:	
3.	Date of Completion of the Project:	
4.	Project Completion Time (in years):	
5.	User department Name, Address and Phone No. :	
6.	Role of Consultancy company in the Project (ie. SRS design, Software design, Implementation, Audit etc. Pl. specify in detail :	
7.	Is it on turn-key basis (Y/N)	
8.	Cost of your work in the project	
9.	Total Cost of the project.	

Date :

Signature:

Name:

Designation:

Company:

**Note: Please repeat one proforma for each project. Attach additional sheet if required.**

## FORM T-5

### Turn over details of the company/ firm

1.	Name of the consultancy Company/firm:	
2.	Net Worth As on 31.03.2004: As on 31.03.2005:	
3.	Profit before taxes for the last three years:	
4.	PAT Profit after taxes for the last three years:	
5.	Equity Profile:	
6.	Total Turn over of the company/firm (Pertaining to consultancy in infrastructure Projects)	Rs.
7.	Total Turnover of the Company/firm	Rs.

Date :

Signature:

Name:

Designation:

Company:



## FORM T-6

**Nos. of Projects implemented on PPP model = .... Nos.**

1.	Name of the project:	
2.	Date of initiation of Project:	
3.	Date of Completion of the Project:	
4.	Project Completion Time (in years):	
5.	Customer department Name, Address and Phone No. :	
6.	Role of Consultancy company in the Project (ie. Feasibility study, design, bid process, Implementation, Audit etc.) pl. specify in detail :	
7.	Private /Public Partner details:	
8.	Is it BOO/BOOT/SOM	
9.	Is there any SLA ?	
10.	Details of PPP model :	
11.	Total Cost of the Project:	

Date :

Signature:

Name:

Designation:

Company:

**Note: Please repeat one proforma for each project. Attach additional sheet if required.**



**FORM T-8**

**Technical and Management Human Resource to be deployed in this Project**

<b>Sr. No.</b>	<b>Members</b>	<b>Name</b>	<b>Full Time/ Part Time</b>
<b>Module-I &amp; II</b>			
1.	Project Leader		
2.	Project Manager		
3.	Network Expert		
4.	Security and Solutions Expert		
5.	Management Expert with specialisation in drafting and evaluating RFPs		
6.			
7.			
.			
<b>Module-III</b>			
1.	Project Leader		
2.	Project Manager		
3.	Network Expert -I		
4.	Network Expert-II		
5.	Security and Solutions Expert		

6.			
7.			
.			
.			

Date :

Signature:

Name:

Designation:

Company:

## FORM T-9

### Curriculum Vitae of Staff

[Use the format given below for each individual to be deployed for this project and the middle / senior level managers, who would guide this team]

<b>Sr. No.</b>	<b>Item</b>	<b>Details</b>	<b>Attachment Reference for additional information</b>
1.	Name		
2.	Age		
3.	Specify role to be played by him/her		
4.	Current job title		
5.	Experience in years		
6.	Number of years with the organization		
7.	Current job responsibilities		
8.	Summary of Professional / Domain experience		
9.	Skill sets		
10.	Highlights of assignments handled and significant accomplishments		
11.	Educational Background*		
12.	Training/Certifications		
13.	Membership of Professional Associations		
14.	Employment Record**		

\* Indicate college/ university and specialised education of the staff member

\*\* Starting with present position, list in reverse order every employment held by the staff

*member since graduation*

15.	Detailed tasks Proposed to be assigned	Work already undertaken that best illustrates capability to handle the tasks assigned***
	Network Design & Architecture	
	RFP Preparation	
	Bid Process Management	
	Monitoring of Vendor	
	PPP in Government	
	.....	
	.....	

*\*\*\*Among the assignments in which the staff has been involved, indicate brief details of the project in which this responsibility was assigned (including nature and duration of duty).*

Date :

Signature:

Name:

Designation:

Company:

**FORM T-10**  
**DETAILS OF BIDDER**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

<b>S. No.</b>	<b>Item</b>	<b>Details</b>
1.	Name of the Company	
2.	Mailing Address	
3.	Telephone and Fax numbers	
4.	Constitution of the Company	
5.	Name of the Managing Director	
6.	Brief Description of facilities related to the scope of work mentioned in this tender document.	

Date :

Signature:

Name:

Designation:

Company:

**Annexure - A**  
**(List of PoPs)**

**State Headquarter: STPI Building, SDA Complex, Kasumpti, Shimla**

<b>DISTRICT HQ.</b>	<b>SR.</b>	<b>Location</b>	<b>Type</b>
KINNAUR	1	HANG RANG	Tehsil
	2	POOH	Tehsil
	3	MOORANG	Tehsil
	4	KALPA	Tehsil
	5	SANGLA	Tehsil
	6	NICHAR	Tehsil
SHIMLA	<b>7</b>	<b>REKONGPEO</b>	<b>District Headquarter,</b>
	1	NANKHARI	Sub Division, Block Tehsil
	2	RAMPUR	Tehsil, Sub Division, Block
	3	KUMARSAIN	Tehsil
	4	TIKKAR	Tehsil
	5	ROHRU	Tehsil, Sub Division, Block
	6	CHIRGAON	Tehsil, Block
	7	JUBBAL	Tehsil
	8	DODRA KWAR	Tehsil, Sub Division Tehsil, Sub Division,
	9	CHOPAL	Block
	10	NERWA	Tehsil
	11	KUPVI	Tehsil
	12	THEOG	Tehsil, Sub Division, Block
	13	KOTKHAI	Tehsil
	<b>14</b>	<b>SHIMLA (URBAN &amp; RURAL)</b>	<b>District Headquarter,</b> Tehsil, Sub Division
	15	SUNNI	Tehsil
	16	JUNGA	Tehsil
	17	NARKANDA	Block
	18	MASHOBRA	Block
19	BASANTPUR	Block	
SOLAN	1	ARKI	Tehsil (100m), Sub Division
	2	RAMSHEHAR	Tehsil
	3	NALAGARH	Tehsil , Sub Division, Block (300m)



	4 KRISHANGARH(KUTHAR)	Tehsil
	5 KASAULI	Tehsil
	<b>6 SOLAN</b>	<b>District Headquarter,</b> Sub Division, Tehsil (1 KM), Block (1.5 KM)
	7 KANDAGHAT	Tehsil (400m) , Sub Division, Block (1KM)
	8 KUNIHAR	Block
	9 DHARAMPUR	Block
SIRMOUR	1 RAJGARH	Tehsil, Block, Sub Division
	2 PACHHAD	Tehsil, Block
	3 NOHRA	Tehsil
	4 RAINKA(SANGRAH )	Tehsil, Block
	5 DADAHU	Tehsil
	<b>6 NAHAN</b>	<b>District Headquarter,</b> Tehsil, Block, Sub Division
	7 SHILLAI	Tehsil, Block
	8 KAMRAU	Tehsil
	9 PAONTA	Tehsil, Block, Sub Division
	10 ROHNAT	Tehsil
	11 PAJHOTA	<b>Tehsil</b>
BILASPUR	<b>1 SADAR BILASPUR</b>	<b>District Headquarter,</b> Tehsil
	2 SHRI NAINA DEVI JI	Tehsil
	3 GHUMARWIN	Tehsil
	4 JHANDUTTA	Tehsil
HAMIRPUR	1 NADAUN	Tehsil
	<b>2 HAMIRPUR</b>	<b>District Headquarter,</b> Tehsil
	3 SUJANPUR	Tehsil
	4 BHORANJ	Tehsil
	5 BARSAR	Tehsil
	6 DHATWAL	Tehsil
	7 BAMSAN	Block
UNA	1 AMB	Tehsil, Block
	2 BHARWAIN	Tehsil
	<b>3 UNA</b>	<b>District Headquarter,</b> Tehsil
	4 BANGANA	Tehsil, Block
	5 HAROLI	Tehsil, Block

KANGRA AT DHARAMSHALA	6	GAGRET	Block
	1	NURPUR	Tehsil
	2	INDORA	Tehsil
	3	FATEPUR	Tehsil
	4	JAWALI	Tehsil
	5	JASWAN	Tehsil
	6	DEHRA	Tehsil
	7	KHUNDIAN	Tehsil
	8	BAROH	Tehsil
	9	KANGRA	Tehsil
10	SHAHPUR	Tehsil	
		<b>District Headquarter,</b>	
	11	<b>DHARMSHALA</b>	Tehsil
	12	PALAMPUR	Tehsil
	13	BAIJNATH	Tehsil
	14	JAISINGHPUR	Tehsil
	15	RAKKER	Tehsil
	16	HARCHAKIYAN	Tehsil
	17	THURAL	Tehsil
	18	MULTHAN	Tehsil
	19	DHEERA	Tehsil
	20	NAGROTA SURIAN	Block
	21	NAGROTA BAGWAN	Block
	22	RAIT	Block
	23	BHAWARNA	Block
	24	PANCHRUKHI SULAH AT BHEDU	Block
	25	MAHADEV	Block
	26	LAMBOGAON	Block
	27	PRAGPUR	Block
CHAMBA	1	SIHUNTA	Tehsil
	2	BHATTIYAT	Tehsil
	3	DALHOUSIE	Tehsil
	4	BHALEI	Tehsil
	5	SALOONI	Tehsil
	6	CHURAH	Tehsil
		<b>District Headquarter,</b>	
	7	<b>CHAMBA</b>	Tehsil
	8	BHARMOUR	Tehsil
	9	HOLI	Tehsil
	10	PANGI	Tehsil
	11	MEHLA	Block
LAHAUL & SPITI	1	UDAIPUR	Block, Tehsil, Sub

AT KEYLONG

KULLU

MANDI

2 LAHAUL AT KEYLONG

3 SPITI AT KAZA

1 MANALI

2 KULLU

3 SAINJ

4 BANJAR

5 ANNI

6 NIRMAND

7 NAGGAR AT KATRAIN

1 JOGINDER NAGAR

2 LAD-BHAROL

3 SANDHOL

4 SARKAGHAT

5 KOTLI

6 PADHAR

7 SADAR MANDI

8 BALDWARA

9 SUNDER NAGAR

10 NIHRI

11 CHACHIOT (Gohar)

12 AUT

13 BALI CHOWKI

14 THUNAG

15 KARSOG

16 DHARAMPUR

17 CHAUNTRA

18 JAJEHLI

Division

**District Headquarter,**

Sub Division, Tehsil,

Block

Block, Tehsil, Sub

Division

Tehsil, Sub Division

(distance 300-350

mtrs)

**District Headquarter,**

Tehsil (250 mtrs) and

Block (900 mtrs)

Tehsil

Tehsil, Sub Division

(distance 100 mtrs)

Tehsil, Sub Division

(distance 300 mtrs)

Tehsil

Block

Sub Division, Tehsil

Tehsil

Tehsil

Sub Division, Block,

Tehsil

Tehsil

Tehsil, Block

**District Headquarter,**

Sub Division, Tehsil,

Block

Tehsil

Sub Division, Block,

Tehsil

Tehsil

Sub Division, Block,

Tehsil

Tehsil

Tehsil

Tehsil

Sub Division, Block,

Tehsil

Tehsil, Block

Block

Block

