

**E-Tender for “Selection of Agency for Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation - Three Bid Systems (Pre-Qualification (PO), Technical & Financial Bids).**

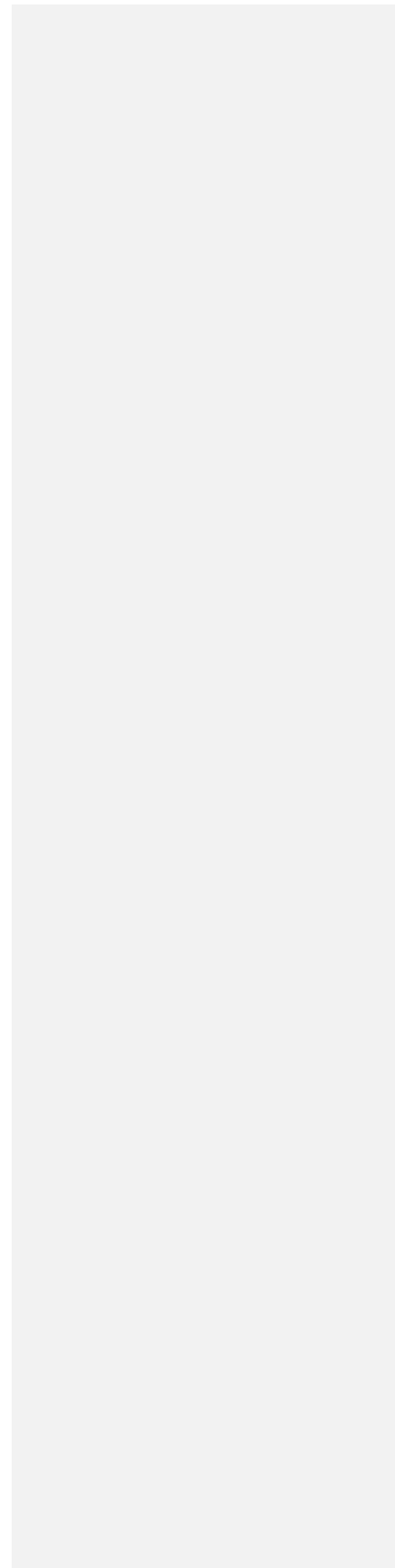
**Appendix-A**

**Revision in Terms and Conditions of Tender and Eligibility (PO/TQ) criteria**

**I Following general clauses are amended in the aforesaid RFP.**

Clauses	Changes effected
Clause <del>710</del>	<ul style="list-style-type: none"> <li>“the Arbitration and Reconciliation Act, 1996” <u>is changed</u> to “the Arbitration and Conciliation Act, 1996”;</li> <li>“Schedule IV of the Arbitration and Reconciliation (Amendment) Act, 2015” <u>is changed to</u> “Schedule IV of the Arbitration and Conciliation Act, 1996 (as amended up to date)”;</li> </ul>
Clause <del>724</del>	Stands deleted.
Clause <del>732</del>	Stands deleted.
Clause <del>743</del>	“the Purchaser” is replaced by “the Purchaser (i.e. Delhi Development Authority)”.
Annexure- <del>1924</del>	<ul style="list-style-type: none"> <li>In the “AGREEMENT” (Annexure-<del>1924</del>), the Word “AGREEMENT/CONTRACT” is replaced with the word “AGREEMENT”, throughout the Annexure-<del>1924</del>.</li> <li>The Word “Contract” in Clause 6 is replaced with “Agreement”.</li> </ul>
Clause 34	The Clause 34: “Security Deposit and Performance Bank Guarantee (PBG) shall be retained for two years or the completion of the work whichever is earlier.” <b>is replaced with Clause 22:</b> “Security Deposit and Performance Bank Guarantee shall be retained for 180 days after completion of the project or 2 years, whichever is later”.
Clause 39	The Clause 39 : “The contract will initially be for a period of 1 year, excluding O&M, after which the contract may be renewed in the form of annual O&M contracts based on satisfactory performance, at the discretion of DDA, at the same rate and same terms and condition.” <b>is modified as</b> “The contract will initially be for the project period, including O&M, after which the contract may be renewed in the form of annual O&M contracts based on satisfactory performance, at the discretion of DDA, at the same rate and same terms and condition, after the O&M phase is over, if required.”. <b>Please also see the revised Clause 45 of the RFP (Appendix-B of the Corrigendum).</b>
Annexure-1 : Scope of the Work	In “The Bidder is required to meet all the requirements of this RFP including the activities listed, timelines and deliverables mentioned in this RFP. While providing a solution, the bidder shall follow the “Key Design Principles” as mentioned in RFP Volume 1 of DDA-CMS RFP Document, and also its Scope,” <b>the Sentence</b> “The Bidder is required to meet all the requirements of this RFP including the activities listed, timelines and deliverables mentioned in this RFP.” <b>stands deleted.</b>
<del>Annexure-6</del>	<del>The Pre-Qualification Table (Annexure-2) reflects now the revised one as given Appendix-A.</del>
Annexure-7	In the Annexure-7, in Paragraph two, the Words: “Selection of Portal development and Management Agency for DDA Land Pooling Policy (DDA-LPP)” is replaced with <name of the Tender>.
<del>Annexure-14</del>	<del>Stands deleted, as the EMD is to be paid through RTGS/NFET while submitting the Bid Document.</del>

Formatted: Font: Bold



**II. In Annexure 2, clauses 2.1 and 2.2 relating to Pre-Qualification (PQ) Eligibility Criteria and Technical Qualification Criteria shall be substituted with the following revised clauses, namely-**

**2: Eligibility and Evaluation Criteria (Revised)**

**0.1. Pre-Qualification (PQ) Eligibility Criteria**

**Pre-Qualification Bid – Compliance Sheet**

Sr. No	Qualification Criteria	Documents/Information to be provided in the submitted proposal	Compliance	Reference & Page Number
1	Covering Letter for Technical Proposal and undertaking on total responsibility	As per <b>Annexure-12</b> and <b>Annexure- 13</b>	Yes/No	
2	The responding firm / agency (a) should have made a payment of Tender Annual Charge, (b) should have submitted a EMD of amount., and (c) should have signed an MOU/Agreement in case of Consortium.  (A Consortium of 2 Members is allowed)	(a) DD/Online payment for Tender Annual Charge (b) <del>The original Bank Guarantee for EMD must be furnished in the format prescribed in</del> <b>Annexure-14</b> (c) In case of Consortium of Members, the MoU/Agreement, on an appropriate Non-Judicial Stamp Paper, purchased by the Lead Partner/Member, between the Lead Partner/Member and his Consortium Member/Partner(s), as per the Table, given clearly depicting the roles and Responsibilities of each member <b>(to be attached as Annexure – 15)</b> .	Yes/No	
3	<b>Legal Entity:</b>  The Tenderer (Sole bidder/Lead Member of the Consortium) (a) should be registered legal entity in India, under the Indian Companies Act, 1956 / The Partnership Act 1932 / Limited Liability Partnership Act, 2008. (b) should have been in existence for <b>at least five years</b> as on 31 March 2018. (c) should be registered with the relevant Tax Authorities.  Each Member of the Consortium shall be a legal entity w.r.t (a) above.	a) Certificate of Incorporation b) Registration Certificate c) Goods and Service Tax (GST) and other Taxes, if any, Registration d) Valid PAN, EPF and ESI Registration	Yes/No	
4	The Tenderer ( <b>Sole Bidder/Lead Member</b> ) should be in the business of <b>ICT System Integration or Application Development DSS</b>	<b>Annexure-16</b> - Details of Responding Firm & Memorandum & Articles of Association should be attached, and Work orders	Yes/No	

Formatted: Strikethrough

	<b>(Decision Support System) with Operations &amp; maintenance</b> Projects in India and should have executed / operationalized relevant projects in last 5 Years, as on date of Bid Submission." .	confirming year and Area of activity		
5	The Tenderer(Sole Bidder/Members of the Consortium) shall not be banned/ debarred/blacklisted by any State or Central Government/any other Government institution/Local Bodies in India, as on the last date of submission of the Bid.	Individual self-certified letter by the designated official of the bidder per <b>Annexure-17</b>	Yes/No	
6	Net worth of Bidder Company( <u>Sole bidder / Lead member</u> ) must be <b>Positive</b> in last three years (Fy. 2017-18, 2016-17 and Fy. 2015-16) as per the audited Balance Sheet. <b>For the purposes of this RFP, "Net Worth" mean the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited standalone balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.</b>	Chartered Accountant Certificate by each member as per <b>Annexure-18</b>	Yes/No	
7	The Tenderer ( <u>Sole Bidder/All Members of the Consortium</u> ) must possess valid ISO 9001:2015 or latest as on last date of bid submission.	Copy of Certification to be attached	Yes/No	
8	The Tenderer (Sole Bidder/ Lead Member) shall furnish documentary proof of their technical capability to undertake job of application software development and digitization etc., in Client-Server, Web based environment, and Mobile Apps.	Copy of Certification/Proof to be attached.	Yes/No	
9	Average Annual Turnover of the Tenderer (Sole Bidder / All Members of Consortium (Combined))- from ICT Services ( <b>Average Annual turnover</b> from IT Business /ITES [ICT System Integration projects, ICT Systems Development projects and their Implementation Work] in	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from Statutory Auditor or Chartered Accountant; OR Copies of Work Orders with <b>Annexure-19</b> OR In case the bidder submits an audited financial result, a copy of the "Limited Review report" of	Yes/No	

	last 3 Financial Years (Turnover in Rs. Crores). (FY 17-18, FY 16-17 and FY 15-16) as per the last published balance sheets - shall be greater than or equal to INR <b>2.5 Crore</b> (Rupees Two point Five Crore only).	financial results, prepared by the statutory auditor of the firm shall also be submitted.		
10	<p>"The Tenderer (<b>Sole Bidder/Lead Member</b>) shall have experience of ICT System Integration or Application Development Projects for DSS (Decision Support System) with Operations &amp; Maintenance and should have executed / operationalized relevant projects in last 5 Years, as on Date of Bid Submission, Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India :-</p> <p>(a) One Project of Value &gt;= INR 6.5 Crore</p> <p>OR</p> <p>(b) Two Projects of Value each &gt;= INR 4.0 Crore</p> <p>OR</p> <p>Three Projects of value each &gt;= INR 3.2 Crore. "</p>	Completed <b>Annexure 16</b> supported with Work Order and Proof of Go-live/ Successful Implementation	Yes/No	
11	Power of Attorney/ Letter of Authority executed by the Bidder in favour of the Principal Officer or the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this RFP.	Power of Attorney (Annexure-20)	Yes/No	
12	Local Presence – The Tenderer (Sole Bidder/ Lead Member) should have its own Service Support Centres in Delhi / NCR <u>or</u> to give an undertaking of opening a local service support Centre after Award of the Work/Contract.	Relevant Documents or Undertaking signed by the Authorized Signatory with List of office (s) and support Centres in Delhi /NCR	Yes/No	

13	<p>"The Tenderer (Sole Bidder/ Lead Member (in case of Consortium)) must have minimum 50 Technically Qualified (in IT related field) Human Resources, and the Tenderer (Sole Bidder/ Consortium) must have at least 25 technically qualified Human Resources in Open Source <a href="#">Software tools and Technology</a>, as on Bid Submission Date, available with the firm. ", as on the date of Bid Submission.</p> <p>Appropriate Certifications are necessary <b>for the top Ten Resources</b> handling different Areas of Projects.</p> <p>Apart from Educational &amp; Experience Certification, Professional Industry Certifications such as DBA Certification, Network Certification, etc. relevant to project works to be undertaken under this tender.</p>	Relevant Documents or Undertaking signed by the Authorized Signatory	Yes/No	
----	--	--	--------	--

## 0.2. Technical Qualification and Evaluation Criteria

- i. Only those Tenderers who qualify Pre-Qualification Stage (Clause 3.1) will be considered for opening of their Technical Bids. Any bid not meeting the above criteria (Clause 3.1) will be summarily rejected.
- ii. **Method of selection of Preferred Bidder:** Technical Qualification and Shortlisting of applicants followed by selection on the basis of Least Cost (L1 Method).
- iii. Technical evaluation of bids will be based on the criteria given in Clause 3.2.iv below. The bid proposal should strictly be in line with the formats provided in Annexure-5. **The applicant must respond to all the technical evaluation criteria, and obtain a minimum of 70 marks (or above) to qualify for financial bid opening.**
- iv. **Criteria for Technical Evaluation**

### Technical Evaluation Parameters

(Bidder has to score 60% or above in each Categories A., B., and C., and final score (Categories A., B., C., and D.) shall be  $\geq 70$  Marks out of 100 to qualify for Financial bid opening. Even if one Resource Person's Profile (provided) does not meet the specified Profile Requirements, the Bidder will not be considered for Financial Bid Opening.)

Sl.No	Criteria	Basis for Valuation	Max Marks	Supporting Documents (Forms to be used)	Ref.No.
<b>A. Bidder's Profile (20)</b>					
1.	<b>Average Annual turnover of Tenderer (Sole Bidder/Consortium) from IT</b>	1. Greater than or equal to Rs. 10 Crores: <b>10 marks</b> 2. Between Rs.10 Crores and	<b>10</b>	Annexure -5 : Form 5 B	

	Business /ITES [ICT System Integration projects, ICT Systems Development projects and their Implementation Work] in last 3 Financial Years (Turnover in Rs. Crores).  (Rs. 2.5 Crore – Eligibility Criteria)	greater than or equal to Rs. 8 Crores: <b>8 marks</b> 3. Between Rs. 8 Crores and greater than or equal to Rs. 6 Crores: <b>6 marks</b> 4. Between Rs. 6 Crores and Rs. 2.5 Crores: <b>4 marks</b> 5. Equal to Rs. 2.5 Crores: <b>2 Marks</b>		(Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor)	
2.	<b>Certification and Credentials Sole Bidder / Lead member of the Consortium</b> (valid on the date of submission of bid) ISO 9001: 2015 or latest; and SEI-CMMiL3 Certification or above	ISO 9001:2015 & SEI-CMMiL5: <b>5 Marks</b>  ISO 9001:2015 & SEI-CMMiL3 : <b>3 Marks</b>	5	Annexure -23  (supported by documentary evidence.)	
3.	<b>Government Experience</b>  "Sole bidder / Lead member having undertaken / executing project in any one state/ central government agencies Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India, for IT Business /ITES [ICT System Integration projects, ICT Systems Development projects and their Implementation works (valid as on date of Bid submission."	<b>Meeting the Criteria - 5 Marks (Maximum)</b>  1. Software Services / Website Services – 5 Marks 2. Rollout Services – 3 Marks 3. Network Services – 2 Marks 4. Manpower Services – 1 Mark	5	Annexure -24 (Work order to be submitted)	
<b>B. Relevant Strengths (30)</b>					
4.	"Prior experience of The Bidder ( <b>Sole Bidder/Lead Member</b> ) on ICT System Integration or Application Development Projects for DSS (Decision Support System) with Operations & Maintenance and should have executed / operationalized relevant projects <b>in last 5 Years, as on Date of Bid Submission</b> , for Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India.	<b>Maximum Marks - 10</b>  (a) One Project of Value >= INR 6.5 Crore - <b>10 Marks</b> (b) Two Projects of Value each >= INR 4.0 Crore- <b>8 Marks</b> (c) Three Projects of value each >= INR 3.2 Crore- <b>5 Marks</b>	10	Annexure 16 & Annexure- 5: Form 5C  (supported by documentary evidence.)	
5.	Prior experience of the Bidder ( <b>Sole Bidder/ Consortium</b> ) integration of 3rd Party governance Services to Citizen / Business interface with Portal or Online System, with Operations & Maintenance, and should have executed / operationalized relevant projects <b>in last 5 Years, as on Date of Bid Submission</b> ,	<b>"Maximum Five Projects (Maximum Marks 10):</b>  1. Projects undertaken in India, with project value >= Rs. 2.5 Crore ( <b>each project will carry 5 Marks</b> ) 2. Projects undertaken in India, with project value >= Rs. 1 Crore but < 2.5 Crore ( <b>each project will carry 4 Marks</b> ) 3. Projects undertaken in India,	10	Annexure 16 & Annexure- 5 : Form 5  (supported by documentary evidence.)	

	for Government (or its Autonomous/ PSU/Subordinate Organisation/ Local Bodies etc.) or Large Corporations in India.	with project value >= 50 Lakhs but < Rs. 1 Crore ( <b>each project will carry 3 Mark</b> ) 4. Projects undertaken in India, with project value >= 25 Lakhs but < Rs. 50 Lakhs (each project will carry <b>2 Mark</b> ). 5. Projects undertaken in India, with project value >= 10 Lakhs but < Rs. 25 Lakhs (each project will carry <b>1 Mark</b> ).			
6.	Past Experience of the Bidder (Sole Bidder/ Consortium) in implementation of Workflow based Applications using Work Flow Engine (Forms Automation) with User Authentication, completed and operational, during the last 5 years, as on Bid Submission date, for Government (or its Autonomous / PSU/Subordinate Organisation/ Local Bodies), <b>Large Corporates</b> etc., in India, as on Bid Submission Date".	<b>"Maximum Five Projects (Maximum marks 10):</b> 1. Projects undertaken in India, with project value >= Rs. 2.5 Crore ( <b>each project will carry 5 Marks</b> ) 2. Projects undertaken in India, with project value >= Rs. 1 Crore but < 2.5 Crore ( <b>each project will carry 4 Marks</b> ) 3. Projects undertaken in India, with project value >= 50 Lakhs but < Rs. 1 Crore ( <b>each project will carry 3 Mark</b> ). 4. Projects undertaken in India, with project value >= 25 Lakhs but < Rs. 50 Lakhs (each project will carry <b>2 Mark</b> ). 5. Projects undertaken in India, with project value >= 10 Lakhs but < Rs. 25 Lakhs (each project will carry <b>1 Mark</b> ).	<b>10</b>	Annexure 16 & Annexure- 5 : Form 5C  (supported by documentary evidence.)	
<b>C. Solution Proposed, Approach and Methodology (25)</b>					
1.	Solution Proposed : Demonstration of understanding of the Department's requirements	Qualitative assessment based on Demonstration of understanding of the Department's requirements through providing: 1. Solution proposed and its components (3) 2. Technologies used (1) 3. Scale of implementation (1) 4. Learning on Issues (1) 5. Challenges (1) 6. Challenges likely to be encountered (1) 7. Mitigation proposed (1) 8. Client references (1)	<b>10</b>	A Note to be attached	
2.	Workflow Engine for forms Digitalisation (to be deployed under this project) developed by the Bidder (COTS/Bespoke Model/Open Technology Standards based/ Dot(.)NET technology platform based) (if any).	Demonstration of Workflow Engine with "Use Case" for form Digitalisation with localization features (both in English and Hindi) showing capabilities for an end-to-end solution of the chosen Use-Case (Presentation duration - 30 Minutes of time)	<b>5</b>	A Note (printed Brochure) on features of this product to be attached	



3.	Approach and Methodology to perform the work in this assignment	Qualitative assessment based on <ul style="list-style-type: none"> <li>Understanding of the objectives of the assignment: The extent to which the Systems Implementer's approach and work plan respond to the objectives indicated in the Statement/Scope of Work (3)</li> <li>Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Terms of Reference (2)</li> </ul>	5	A Note to be attached	
4.	Project work break down structure	Qualitative assessment based on timelines, resource assignment, dependencies and milestones	5	A Note to be attached	
<b>D. Resource Profile (25)</b>					
5.	<p><b>Resume of all key technical resources proposed for the assignment</b></p> <p>Project Manager – Min.1 No.  Solution Architect – Min. 1 No.  <del>Domain Expert Lead – Min. 1 No.</del>  Business Analyst Lead – Min. 1 No.  Application Developers – Min.5 Nos.  <del>Tech Lead – Min. 1 No.</del>  <del>Security Lead – Min. 1 No</del></p> <p><b>Project Manager and Application Developers - preferably be directly on bidder's payroll</b></p> <p>Note: Manpower proposed is only minimum resources required. Bidder to propose additional manpower as per requirement.</p> <p>Project Manager and Lead Resources cannot be changed without written permission.</p> <p>Expected Educational and Experience Requirements of Resource personnel at Table-D below.</p>	<p>Evaluation Methodology of CV, if meets criteria:</p> <p><b>Project Manager (1) CV: 5 Marks</b></p> <p>a. Qualification: 20%  b. Adequacy for Assignment: 50%  c. Relevant Experience: 30%</p> <p><b>Solution Architect (1) CV: 5 Marks</b></p> <p>a. Qualification: 25%  b. Adequacy for Assignment: 50%  c. Relevant Experience: 25%</p> <p><b>Business Analyst: CV: 5 Marks</b></p> <p>a. Qualification: 25%  b. Adequacy for Assignment: 50%  c. Relevant Experience: 25%</p> <p><b>Application Developers(5)</b></p> <p>2 mark will be awarded in respect of each developer Resource <b>who is on the payroll of the bidder and</b> meets the required educational &amp; experience criteria specified in Table D below.</p>	<p><b>Project manager (5)</b></p> <p><b>Solution architect (5)</b></p> <p><b>Business Analyst Lead (5)</b></p> <p><b>Application Developers (10)</b></p>	Resume of Key Technical Resources proposed for the assignment - CVs (Form-D.1 and Form-D.2 given below).	

Total Marks (A+B+C+D)	<b>100</b>	
-----------------------	------------	--

1. For all the above, the Completion Certificate of the projects completed in the last 5 years (as on Date of Bid Submission) need to be provided which are issued to the responding firm by the respective customers.
2. The value of the projects considered in the above criterion would be based on the Purchase Order or the LOI issued to the responding firm. In absence of the supporting documents, the projects would not be considered for evaluation.
3. Resource Person – Required Educational and Experience Requirements (Table-D)

**TABLE D**

S.No.	Role	Education	Skills & Experience
1.	Project Manager	B.E/B. Tech./M. Sc/ M.Tech/ M.E./M.S./MCA	Minimum 8 years' Experience in Project Management and PMP Certified.
2.	Solution Architect	B. E/B. Tech./M. Sc/ M. Tech/ M.E./M.S. in Computer Science / IT / ECE, or MCA	Minimum 5 years' Experience in <ul style="list-style-type: none"> <li>• Web based solution design architecture</li> <li>• Cloud development</li> <li>• Product management</li> <li>• DevOps</li> </ul>
4.	Business Analyst	B. E/B. Tech./M. Sc/ M.Tech/ M.E./M.S. in Computer Science / IT / ECE, or MCA	Member with M.B.A or M.S. is preferred. Minimum 3 years' Experience in <ul style="list-style-type: none"> <li>• Requirement analysis with client and process owners.</li> <li>• Mapping business processes and proposing work solution</li> </ul>
5.	Application Developers	B. E/B. Tech./M. Sc/ M. Tech/ M.E. /M.S. in Computer Science / IT / ECE, or MCA	Minimum 3 years' Experience in <ul style="list-style-type: none"> <li>• Java/C/C++/PHP/.Net etc.,</li> </ul>

4. **Form –D.1: - Curriculum Vitae (CV) of Key Personnel**

- a. **Proposed Position** [*only one candidate shall be nominated for each position Expert*]:
- b. **Name of Firm** [*Insert name of firm proposing the staff*]:
- c. **Name of Resource Person** [*Insert full name*]:
- d. **Date of Birth: Nationality:**
- e. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:
- f. **Total No. of years of experience:**
- g. **Total No. of years with the firm:**
- h. **Areas of expertise and no. of years of experience in this area (as required for the Profile - mandatory):**
- i. **Certifications and Trainings attended:**
- j. **Details of Involvement in Projects** (*only if involved in the same*):
- k. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:
- l. **Membership of Professional Associations:**
- m. **Employment Record** [*Starting with present position and last 2 firms, list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From (Year)	To (Year)	Date of Employment	Purchaser	Position held
-------------	-----------	--------------------	-----------	---------------

- n. **Detailed Tasks Assigned** [*List all tasks to be performed under this assignment*]
- o. **Relevant Work Undertaken that Best Illustrates the experience as required for the Role (provide maximum of 6 citations of 10 lines each)**

(Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 14 and as required for the role as listed in 'List of the key professional positions whose CV and experience would be evaluated')

Name of assignment or project:

Year:  
 Location:  
 Purchaser:  
 Main project features:  
 Positions held:  
 Value of Project (approximate value or range value):  
 Activities performed:

**p. Certification:**

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

Date:

*(Signature of staff member or authorized representative of the staff) Day/Month/Year*  
 Full name of Authorized Representative:

**5. Form-D.2: Team Composition and their Availability**

(Any information withheld/ misrepresented, the <Nodal Agency> would establish the veracity and if found true, may lead to rejection of the bid OR cancellation of the contract.)

**Form-D.2.1: Team Composition and Key Tasks**

Name of Resource Person with Qualification and Experience	Area of Expertise	Position assigned	Task assigned	Time committed to the other Assignment

**Form-D.2.2: Information on Team involved in other engagements**

Name of Resource Person with Qualification and Experience	Current Assignment where the Resource CV had been presented in the proposal	End Date of the Assignment (as estimated on the date of submission of this bid)	% Time Commitment
Name of the Resource			

v. [The qualifying technical bids shall be ranked highest to lowest as per total technical score \(St\) obtained. The qualifying Bids shall be shortlisted as per Clause 3.2\(iii\) for financial evaluation in the second stage. All the qualifying Tenderers in the Technical Bid evaluation, will be invited for the financial evaluation in the second stage.](#)

**APPENDIX B**

**Revision in Financial Terms and Payment Terms. Revision in Financial Bid Performa.**

**I. In the RFP, under the “General Instructions and Terms & Conditions” Clause 45 (page 6) under the heading Payment Terms shall be substituted by the following clause –**

45. The payment to the Bidder shall be made for 57 heads i.e. License Fee, Development Fees Security Audit Fee, O&M Fee and Additional work Fee:

- i. License Fee (Workflow Engine):** is for perpetual license of the Workflow engine proposed to be deployed for this application. The Payment of License Fee will be done in Instalments upon achievement of Milestones as per Table 1A below.
- ii. License Fee (DBMS):** If the vendor proposes to deploy the open source DBMS which has a license Fee to be paid, the one time License Fee for the said DBMS will be paid on deployment of the said DBMS software.
- iii. Development Fee:** will be paid on the basis milestone achieved, and will be paid in ~~instalments~~ instalments on achieving each of the milestones as per Table 1B below.
- iv. Security Audit Fee:** will be paid upon submission of security audit certification, which needs to be submitted before the module is given Go-Live acceptance. In case Security Audit is to be repeated on account of amendment / modification during Development Phase, the additional cost will be borne by the vendor. If it is to be repeated on account of any changes / modifications made after the Development Phase Exit, the security audit cost will be borne by DDA.
- v. Warranty Support:** Warranty support shall be for a period of six months of achieving ‘Go-Live’ milestone. During the Warranty period, the vendor shall, if required, make all necessary changes in the application software, free of charge, for smooth operation and implementation, and for achieving user-friendliness. During this period, the vendor shall also complete the knowledge transfer for all versions of the module. This phase is a part of Development Phase and completion of this phase will be treated as ‘Development Phase Exit’ for each completed module/ Application separately.
- vi. Annual O&M Fee:** will be payable for every 12-month period from the Development Phase Exit (for each completed module/ Application). It shall be calculated on the basis of O&M Fee quoted (M) of the Applications/ modules that are live / operational. Schedule of Payment of O&M fee will be as given in Table-1C. O&M Fee shall be payable, subject to satisfaction of DDA of proper O&M support, and up to a period of 3year.
- vii. Recurring Annual Support Fee (DBMS):** If the vendor proposes to deploy the open source DBMS which has a Recurring Annual support Fee is to be paid, the said recurring/ support fee shall be paid on annual basis, at the start of support period.
- viii. Additional Work Fee:** Additional Work may arise in following circumstances –
  1. Some New Form (and workflow process behind it) is sought to be developed which is not specified in Annexure 1 of this RFP.
  2. A Form / Module (and workflow process) where the ‘Development Phase Exit’ milestone has been achieved, is sought to be modified because of change in functionality / business process.
  3. A Form / Module (and workflow process) where (a) the Application / module has been launched after “Go-Live Acceptance” (but not reached Development phase Exit) and (b) any change in the Form / module / workflow process is sought because of added functionality or change in business process and (c) where such change results in developing new Function points and (d) such new function points developed are in excess of 10% of FP of the Application / Module

Note : Anything done or developed for the purpose of fixing bugs in the application / module shall not be counted as Additional Work.

The vendor, in case of such additional work shall be paid on the basis of Function Points of actual additional development made.

**ix.** No Payment shall be made before signing of Agreement..

**Table 1A : Payment Milestones for License Fee (L)**

Payment Milestone: License Fee installment	Payments due to the developer	Tentative timelines
--	-------------------------------	---------------------

L1: SRS*, SDD and FRS Sign off and Plan Review Sign off	20% of License Fee (L)	ED+5 Weeks
L2 : Forms Digitalisation for WorkFlow Applications : Portal Development, Application Design and Development, and UAT Approval by DDA*	20% of License Fee (L)	ED + 15 weeks
L3 : Go-Live Acceptance: Launch of Forms Workflow Applications Portal after Technical and User testing*	40% of License Fee (L)	ED+ 20 weeks
L4 : The Application becoming Functional/ operational in live environment to the satisfaction of DDA*	20% of License Fee (L)	ED+26 weeks

\* Note : If a milestone is achieved in respect of 50% of the Forms/Modules (expected to be developed in this project), for the purpose of payment of License Fee, the respective Milestone would be assumed to be achieved.

**Table-1B: Payment Milestone for Development Fee**

Payment Milestones : Development Fee installments	Payments due to the developer	Tentative timelines
SRS, SDD and FRS Sign off and Plan Review Sign off	10% of Development Fees in respect of the Modules for which this milestone is achieved.	ED + 5 weeks
Forms Digitalisation for WorkFlow Applications : Portal Development, Application Design and Development, and UAT Approval by DDA	25% of Development Fees in respect of each module for which this milestone is achieved.	ED + 15 Weeks
Go-Live Acceptance: Launch of Forms Workflow Applications Portal after Technical and User testing	35% of Development Fees in respect of each module launched in live environment	ED + 20 weeks
The Application becoming Functional/ operational in live environment to the satisfaction of DDA for at least 6 weeks from its launch.	20% of Development Fees in respect of each module for which this milestone is achieved.	ED + 26 weeks
Development Phase Exit (after warranty support)	10% of Development Fees in respect of each module for which this milestone is achieved	ED + 53 weeks

Table 1C : Payment Schedule for O& M Fee

O&M FEES Installments		
1. Payment of O&M fees will be made after every 3-month period after Development Phase Exit (i.e. ED+ 52 Weeks).	25% of Annual O&M fees in respect of Modules for which O&M services are being provided after development phase exit.	(after review of Monthly MIS Reports and QPR)

- ~~viii-x.~~ All applicable statutory deductions such as GST, Income Tax, Cess etc shall be made from the bill. Rates are inclusive of all taxes/duties and any other charges. However, GST tax amount included, should be mentioned in the bill.
- ~~ix-xi.~~ No extra payment shall be made on any account including for visits to various offices of DDA, or any other local travel.
- ~~x-xii.~~ Travelling, if any, outside Delhi with prior approval of competent authority in DDA, will be reimbursed as per actual and as per DDA policy on entitlements.
- ~~xi-xiii.~~ **Security Audit** : The Security Audit payment will be processed after third party security audit clearance certificate
- ~~xiv.~~

**II. In Annexure – 1, under ‘Timeline and deliverable’, clause 2 (page 28) shall be substituted by following clause -**

**Project Financials and Payment Milestones**

2. The Bidder shall indicate the cost of undertaking the project under Five separate heads in Financial Bid:

- **License Fee (L):** for Workflow Engine (perpetual license)
- **License Fee (DBMS) (D) :** [for open source DBMS, if any.](#)
- **Development Fee (C):** For the Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation of 35 Forms specified in Annexure – 1 of the RFP (including the workflow processes and outputs to be generated)
- **Security Audit Fee (S):** For the Application to be developed herein
- **Annual O&M Fee (M) :** For the Application developed herein
- **Recurring Annual Support Fee (DBMS) (F):** [for open source DBMS, if any.](#)
- **Additional Work Fee (W) per Function Point:** Fee per function point for any additional application/ Form/ workflow sought to be developed by DDA, which is not part of scope of work of this tender. It should be inclusive of Security Audit Fee.

**III. In Annexure 2, (Eligibility and Evaluation criteria), clause 2.3 (page 38) shall be substituted by following clause-**

**2.3 Financial Bid Evaluation**

- i. The financial proposals of the firms which are not pre-qualified and shortlisted, shall not be opened.
- ii. Applicants shall submit their financial quotes for the project as per the provisions of Clause 2.7 and in the format provided in Chapter 5 – Form 5F. Applicants shall submit their quotes on 5 financial bid parameters:

Component	Head	Financial bid (INR)
P1	<b>License Fee (Workflow Engine) (L) :</b> for perpetual License of the Workflow Engine proposed to be used in this project	
<del>P2</del>	<del><b>License Fee (DBMS) (D) :</b> <a href="#">for open source DBMS, if any.</a></del>	
<del>P3</del>	<del><b>Development Fee (C):</b> for the Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation of 35 Forms specified in Annexure – 1 of the RFP (including the workflow processes and outputs to be generated)</del>	
<del>P4</del>	<del><b>Security Audit Fee (S):</b> For the Complete Application software for Forms digitalisation.</del>	
<del>P5</del>	<del><b>Annual O&amp;M Fee (M) :</b> For complete Application Software</del>	
<del>P6</del>	<del><b>Recurring Annual Support Fee (DBMS) (F):</b> <a href="#">for open source DBMS, if any.</a></del>	
<del>P7</del>	<del><b>Additional Work Fee (W) per Function Point:</b> Fee per function point for any additional application/ Form/ workflow sought to be developed by DDA, which is not part of scope of work of this tender. It should be inclusive of Security Audit Fee.</del>	

*\* All quotes shall be inclusive of all taxes*

- iii. **The combined value of these bid parameters will be considered for financial bid evaluation. Thus, financial bid (BF) of an applicant will be given as:**

$$(BF = L + D + C + S + 3 * M + 3 * F + 100 * W)$$

IV. Form 5F (Financial Proposal format) Shall be substituted by following Form.

**Form 5F**  
**Financial Proposal Format**  
(Bidders's official letterhead)

1. Our professional fee for providing procurement services to DDA under this assignment shall be as follows:

Component	Head	Financial bid (INR)
P1	License Fee ( <u>Workflow Engine</u> ) (L) : for perpetual License of the Workflow Engine proposed to be used in this project	
P2	License Fee (DBMS) (D) : for open source DBMS, if any.	
P3	Development Fee (C): for the Development of Application Software for Forms Digitalisation using Workflow Engine: Design, Development and implementation of 35 Forms specified in Annexure – 1 of the RFP(including the workflow processes and outputs to be generated)  [Form-wise breakup to be provided in Table 1 below]	
P4	Security Audit Fee (S): For the Complete Application software for Forms digitalisation. [Form-wise breakup to be provided in Table 1 below]	
P5	Annual O&M Fee (M) : For complete Application Software. [Form-wise breakup to be provided in Table 1 below]	
P6	Recurring Annual Support Fee (DBMS) (F): for open source DBMS, if any.	
P7	Additional Work Fee (W) per Function Point: Fee per function point for any additional application/ Form/ workflow sought to be developed by DDA, which is not part of scope of work of this tender. It should be inclusive of Security Audit Fee.	
	Financial Parameter $BF = L + D + C + S + 3 * M + 3 * F + 100 * W$	

The detailed break up of costs of **Development (Table-1)** as given below.

Note:

- a. *\* All quotes shall be inclusive of all statutory taxes viz., GST and all taxes and duties applicable. In case of any statutory taxes/duties are levied after the award of work and during the period of contract, then it shall be payable by DDA. However all applicable deductions on account of taxes and duties etc shall be made by DDA.*
- b. Bidders are requested to quote in BoQ1. Also man-months rates for technical persons are to be given in BoQ2.
- c. *Any additional personnel required for managing the operations (as directed by DDA with due notice of 2 months) shall be provided at the same cost as indicated in this financial quote.*

**Project Resources Deployment Plan (Table 1)**

**Work Flow Forms Digitalisation**

Sr. No.	Form #	Man Months (Development)	Security Audit	Annual O&M Fee
---------	--------	--------------------------	----------------	----------------

		Phase)		Fee	
1.	Form1				
2.	Form 2				
3.	Form 3				
4.	Form 4				
5.	Form 5				
6.	Form 6				
7.	Form7				
8.	Form 8				
9.	Form 9				
10.	Form 10				
11.	Form 11				
12.	Form 12				
13.	Form 13				
14.	Form 14				
15.	Form 15				
16.	Form 16				
17.	Form 17				
18.	Form 18				
19.	Form 19				
20.	Form 20				
21.	Form 21				
22.	Form 22				
23.	Form 23				
24.	Form 24				
25.	Form 25				
26.	Form 26				
27.	Form 27				
28.	Form 28				
29.	Form 29				
30.	Form 30				
31.	Form 31				
32.	Form 32				
33.	Form 33				
34.	Form 34				
35.	Form 35				
36.	Other (Specify)				
Total					
Taxes					
Grand Total					

Formatted: Right, None, Indent: Left: 0.3", Space Before: 0 pt, Don't keep with next, Don't keep lines together

**O&M Support (Complete Application)**

Sr. No.	Manpower to be deployed	Period for which to be deployed	Man-months	Cost per Man-	O&M Cost



				month	

2. Our offer shall be valid up to 180 days from Date of Opening of Tender ([Pre-Qualification Bid](#) ~~Technical Proposal~~).
3. We understand that our fee will be paid in accordance the following milestones specified in Clause 45 of the tender document.:

(Name and Designation of the Person signing)

(Signature with Seal)

Date.