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Request for Proposal (RFP)
FOR
SELECTION OF CONSULTANT FOR
Preparation of IT Vision Document for Commercial Tax Department Uttar Pradesh

Bid REFERENCE : UPLC/IT-Consultant/01/02-01-2014
E-tender Portal : <http://etender.up.nic.in>

Critical Dates

SN	Particulars	Date	Time
1	Publishing Date	02 January 2014	06:00PM
3	Bid Submission Start Date	03 January 2014	11:00 AM Onwards
4	Bid Submission End Date	21 January 2014	03:00 PM
5	Bid Opening Date	23 January 2014	03:15 PM

**Place of Opening e-Bids : UP Electronics Corporation Ltd
10-Ashok Marg,
Lucknow-226001**

e-Bid Processing Fee : NIL



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e-Bid Notice
FOR
SELECTION OF CONSULTANT FOR
Preparation of IT Vision Document for Commercial Tax Department Uttar Pradesh

On the behalf of Commissioner Commercial Tax Department, Government of Uttar Pradesh, online e-bids are invited from the I.T. consultants, who are already empanelled with U.P. Electronics Corporation Limited for providing consultancy services to the Commercial Tax Department, Government of Uttar Pradesh for Preparation of IT Vision Document and IT Roadmap for the department. On the behalf of Commercial Tax Department, Government of Uttar Pradesh, UPLC will select the Consultant for **Preparation of IT Vision Document for Commercial Tax Department Uttar Pradesh**. The Bid submission start date is **03 January 2014** and Bid end submission date is **21 January 2014**. The Bids shall be opened on the **23 January 2014** or afterwards. The details of submission of e-Bids are available in the e-Bid document uploaded on the e-tender portal <http://etender.up.nic.in> and website www.uplc.in. The Corporation reserves the right to cancel any or all the e-Bids or annul the Bidding process without assigning any reason thereof.

Managing Director
U.P. Electronics Corporation Ltd.
10 Ashok Marg
Lucknow-226001

e-Bid Ref No: **UPLC/IT-Consultant/01/02-01-2014**



**Request for Proposal
FOR
SELECTION OF CONSULTANT FOR
Preparation of IT Vision Document for Commercial Tax Department, Uttar Pradesh.**

Commercial Tax Department, Government of Uttar Pradesh would like to prepare IT Roadmap & IT vision for the department.

U.P. Electronics Corporation Ltd (UPLC) is the nodal agency appointed by the Government of Uttar Pradesh to provide IT/ITES solutions & Consultancy to the departments. One of the main objectives of the State Government's IT effort is to provide speedy, transparent, accountable and efficient conduct of Government Systems and Delivery of Services. The Government of UP shall use Information Technology as a tool to reduce poverty. The Government is the largest service provider to the rural masses who are handicapped by the lack of information. The UPLC, being the nodal agency is committed to provide the necessary inventories for the spread of IT based education, healthcare, agriculture and allied information's in the rural areas.

SERVICES BEING PROVIDED BY THE UPLC:

- (i) To Provide Consultancy to various Departments, Organisations, Institutions of State Government of Uttar Pradesh.
- (ii) To provide services as `System Integrator' to various Departments, Organisations, Institutions of State Government of Uttar Pradesh
- (iii) To Provide Hardware Solutions with Installation, Commissioning and Warranty (ICW) to meet out the requirement of various Departments, Organisations, Institutions of State Government of Uttar Pradesh.
- (iv) To Provide Software Solutions to cater to the requirement of various Departments, Organisations, Institutions of State Government of Uttar Pradesh.
- (v) To Provide IT&ITES Solution on a turnkey basis suitable for end-to-end or partial functioning of various Departments, Organisations, Institutions of State Government of Uttar Pradesh.
- (vi) To provide Computer Education and Training to the officials of various Departments, Organisations, Institutions of State Government of Uttar Pradesh.



Introduction

Commercial Tax Department (CTD) which contributes more than 60% of State's Own Tax Revenues (OTR) is the major source of revenue for the Government of Uttar Pradesh. CTD administers Nine Acts as specified below:-

1. Uttar Pradesh Value Added Tax Act, 2008;
2. Central Sales Tax Act, 1956;
3. Uttar Pradesh Tax on Entry of Goods Act, 2007;

The Commercial Taxes Department(CTD) has developed and implemented e-initiatives for all its core functionalities like, providing online registration, enabling electronic filing of returns, enabling e-payment of taxes, online issue of CST forms, downloading of import declaration and transit forms (e-Sancharan) on demand without intervention of Commercial Taxes Department officials, issue of online Transit Passes (e-Paragaman) etc. Further, in order to infuse more accountability among the officers and to have more transparency in the day to day administration, systems like Mobile feeding Module, Panji- 5 Module, SIB Module, Grievance Redressal Module, Personnel Information Module etc. have been developed and implemented. The department is also in the process of developing BI tools using IBM- Cognos and SPSS software for making more effective use of data being captured through various e-initiatives to enhance compliance of tax laws and detection of tax frauds and evasions.

The present state of computerisation is a culmination of efforts of department since 1996 to develop comprehensive computerised support to its functionalities. In 2008 with transition to VAT the department in association with NIC initiated intensive efforts towards computerisation with the establishment of front offices and phasing out of the manual receipt of documents from dealers with the implementation of receipt module. Consequently the departments effort were augmented with the central governments support under the mission mode project and the department moved to a centralised client-server architecture from the earlier distributed data base architecture.

Commercial Taxes Department now needs to enhance its IT Capabilities to ensure more efficient citizen centric services, improve tax compliance through enhanced capabilities for analysis of dealers' transactions and establish a system for correlating its tax collections with economic activities in the State and data available with other public agencies and strengthening of internal processes of tax administration like audit, recovery etc. The objective is to identify potential and actual evasion of taxes and take timely actions to counter them.

Commercial Taxes Department, Government of Uttar Pradesh would like to evaluate the existing IT processes and infrastructure of the Commercial Taxes Department and suggest an IT Vision and IT Roadmap to enhance the capabilities of department to mobilise tax revenue through reduction in compliance cost of dealers and enhancement of the probability of detection and action against potential and actual evasion of taxes. Accordingly, on the behalf of Commercial Taxes Department, Government of UP, UPLC will select the Consultant for project / scheme. The selected consultant



will be required to The overall scope includes current state study, designing data analysis reports, feasibility study for external world linkages to Commercial Taxes Department, and preparation of a roadmap document for adoption of advanced analytical tools by Commercial Taxes Department, Uttar Pradesh. The selected consultant shall be required to work closely with the Commercial Tax Department, Government of UP.



SECTION I: Letter of Invitation

1. On behalf of Commercial Tax Department, Uttar Pradesh, through this Request for Proposal (RFP), it is intended to invite e-Bids for Selection of Consultant for Preparation of IT Roadmap & IT Vision Document for Commercial Tax Department, UP.
2. Bidders are advised to study the e-Bid document carefully.
3. Submission of e-Bids against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the e-Bid document with full understanding and its implications.
4. The Corporation may, at its own discretion, extend the date for submission of e-Bids. In such case all the rights and obligations of the Corporation and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
5. **Only those IT Consultant Companies who are already empanelled in U.P. Electronics Corporation Ltd as Consultant vide e-bid reference no UPLC-IT-CONSUL/11-12-01 and UPLC-IT-CONSUL/11-12-02, are eligible to participate in this Tender. The e-Bids submitted by any other bidders will be treated as non-responsive and will not be considered against this e-Bid.**
6. The e-Bid document is available on e-tender portal <http://etender.up.nic.in> and also on UPLC's website www.uplc.in. Interested Bidders may view, download the e-Bid document, seek clarification and submit their e-Bids online only on e-tender portal <http://etender.up.nic.in>, up to the date and time mentioned in the table below:-

e-Bid Reference No.	UPLC/IT-Consultant/01/02-01-2014
Purpose	Request for Proposal (RFP), it is intended to invite e-Bids for SELECTION OF CONSULTANT FOR Preparation of IT Roadmap & IT Vision Document for Commercial Tax Department, Government of Uttar Pradesh.
Date of Publication of e-Bid notice	02 January 2014 on e-tender portal http://etender.up.nic.in and website of UPLC www.uplc.in
Last date for submission of e-Bids	21 January 2014 up to 03.00 P.M.
Site for submission of e-Bid	http://etender.up.nic.in
Web site address	www.uplc.in
e-mail address	md@uplc.in, uplciko@gmail.com
e-Bid Inviting Officer	Shri G S Naveen Kumar, IAS Managing Director
Date of opening of e-Bids	23 January 2014 at 03.15 P.M. or afterwards
Venue of Opening of e-Bids	UP Electronics Corporation Ltd, 10, Ashok Marg, Lucknow-226001
Contact numbers	0522-2286808, 0522-2286809 0522- 4130303 Mob: 09235567201
Fax number	0522-2288583



7. This RFP is being published for the Commercial Tax Department, Government of UP by UP Electronics Corporation Limited. The selected consultants will work for the Commercial Tax Department, Government of Uttar Pradesh.
8. UPLC reserves the right to cancel any or all the e-Bids or annul the e-Bid process without assigning any reason thereof.
9. The Bidders must upload all the required documents electronically in the PDF format. It is suggested that the PDF Files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal <http://etender.up.nic.in>. The required electronic documents for each document label of Technical (Fee details, Annexure etc) schedules/packets can be clubbed together to make single different files for each label. The size of Single label file should not exceed 6-7 MB size.



SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

1. DEFINITIONS

In this Contract, the following terms shall be interpreted:

- a. "Purchaser" means the Purchaser with which the selected Bidder signs the Contract for the service. In this Project, the purchaser is the "UPLC" means U.P. Electronics Corporation Ltd., 10, Ashok Marg, Lucknow-226001 on behalf of end-customer Department.
- b. "The Consultant" means only those IT Consultant Companies who are empanelled in U.P. Electronics Corporation Ltd as Consultant vide e-bid reference no **UPLC-IT-CONSUL/11-12-01 and UPLC-IT-CONSUL/11-12-02.**
- c. "e-Bid" means the Technical proposal and the financial proposal.
- d. "Instructions to Bidders"
means the document which provides interested Bidders with all information needed to prepare their Bids. This document also details out the process for the selection of the Consultant for the work mentioned in this tender document.
- e. "Scope of work" (SOW) means Scope of work mentioned in **Section III: Terms of Reference** of the RFP which explains the objectives, Scope of work, activities, tasks to be performed, and expected results and deliverables of the assignment, respective responsibilities of the Purchaser and the Bidder. *
- f. "The Contract" means the agreement entered into between the UPLC on behalf of end Customer Department i.e. and the Consultant, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- g. "The Contract rates" mean the charges for the various consultancy assignment payable to the Consultant under the Contract for the full and proper performance of its contractual obligations;
- h. "Services" means the Consultancy services and other obligations of the Consultant covered under the Contract;
- i. "The Project Site", where applicable, means the sites Commercial Tax Department, Uttar Pradesh located in different cities of Uttar Pradesh.
- j. "Day" means a calendar day.
- k. The "End-Customer/Commercial Tax Department, Uttar Pradesh " means the Commercial Tax Department, Uttar Pradesh

2. THE BIDDING DOCUMENT

1. Availability of e-Tender Document

This e-tender document is available on the e-tender portal <http://etender.up.nic.in> and UPLC's website www.uplc.in to enable the Bidders to view and download the Bidding document, submit their e-Bids online up to the last date and time mentioned in e-tender document only on e-Bid portal <http://etender.up.nic.in>.

2. Contents of e-Bid Document

The nature and types of various consultancy services required, Bidding procedure, terms and conditions etc. are prescribed in the e-bid document. The e-bid document includes:

- SECTION I : Letter of Invitation



- SECTION II: INSTRUCTIONS TO BIDDERS (ITB)
- SECTION III: TERMS OF REFERENCE (TOR) AND SCOPE OF WORK
- SECTION IV: BIDDER'S ELIGIBILITY CRITERIA & METHOD OF SELECTION, EVALUATION PROCESS
- SECTION V – Standard Terms and Conditions
- SECTION VI - Technical Proposal Submission Form (Annexure I-III)
 - Covering Letter for Proposal Submission Form (Annexure IV)
 - Financial Proposal Submission Form (Annexure V)
 - Format of Agreement (Annexure VI)

The Bidders are expected to examine all the instructions, forms, terms and conditions, requirements and qualifications in the e-tender documents. Failure to furnish all the information required as per the Bidding documents or submission of an e-Bid not responsive to the e-tender document in every respect will be at the Bidder's risk and may result in the rejection of his e-Bid.

3. Clarifications of e-Tender Documents

A prospective Bidder requiring any clarification of the e-tender documents may raise his point of clarification to UPLC's e-mail md@uplc.in or uplclko@gmail.com

4. Amendment of e-Tender Document

At any time prior to the deadline for submission of e-Bids, the UPLC may, for any reason, whether at its own initiative or on the recommendation of the departmentor in response to a clarification requested by a prospective Bidder, modify the e-tender document by amendments. Such amendments shall be posted/ uploaded on the e-tender portal <http://etender.up.nic.in> through corrigendum and shall form an integral part of the e-Bid documents. The relevant clauses of the e-tender documents shall be treated as amended accordingly, in terms of corrigendum(s).

It shall be the sole responsibility of the prospective Bidders to check the e-tender portal <http://etender.up.nic.in> and www.uplc.in from time to time for any amendment in the e-Bid document. In case of failure to get the amendments, if any, the UPLC shall not be responsible for any negligence on part of the Bidder.

In order to allow prospective Bidders a reasonable time to take the amendment into account in preparing their e-Bids, UPLC at its discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be posted/up-loaded on the e-tender portal <http://etender.up.nic.in>.

3. PREPARATION & SUBMISSION OF e-Bids

1. Documents Constituting the e-Bid

The e-Bids prepared by the Bidder shall comprise the following components:
e-Bids - e-Bids will comprise of :

- a) Technical proposal submission form Annexure I, II and III
- b) Financial proposal submission form – Annexure V



4. Documents Establishing Bidder's Qualification

The Bidder shall furnish, as part of **Technical Proposal (Annexure I to III)**, documents establishing the Technical qualification to perform the Contract. The Bidder electronically in the PDF format should submit the documentary evidence in support of the information furnished. The Bidder's eligibility criteria and selection procedure are defined in **Section IV** of e-Tender document.

It is suggested that the PDF files should be made in grayscale using the minimum readable appropriate resolution so that the size of the files is minimized for fast uploading on the e-Bid portal.

5. Period of Validity of e-Bids

e-Bids shall remain valid for 180 days after the date of opening of e-Bids prescribed by the UPLC. An e-Bid with validity of a shorter period than specified, shall be rejected by the UPLC as non-responsive.

6. Format and Signing of e-Bids

The Bidder shall prepare one electronic copy for the e-Bids.

Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person authorized to sign the e-Bids before converting them into PDF and uploading them as bidding documents shall also sign all the pages/ documents of the e-Bid manually.

7. Submission of e-Bids

The e-Bid Submission module of e-tender portal <http://etender.up.nic.in> enables the Bidders to submit the e-Bid online against the e-tender published by the UPLC. Bid Submission can be done only from the Bid Submission start date and time till the e-Bid Submission end date and time given in the e-Bid. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The Bidders should submit their Bids considering the server time displayed in the e-tender portal. This server time is the time by which the Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the Bid submission date and time is over, the Bidders cannot submit their e-Bid. For delay in submission of e-Bids due to any reasons, the Bidders shall only be held responsible.

The Bidders have to follow the following instructions for submission of their e-Bids:

For participating in e-tender through the e-Bidding system, it is necessary for the Bidders to be the registered users of the e-tender portal <http://etender.up.nic.in>. For this, the Bidders have to register themselves by depositing a fee of `6000/- (Rupees Six thousands only) in the office of U.P. Electronics Corporation Limited, 10, Ashok Marg, Lucknow-226 001 for



getting a valid User ID and password and the required training/ assistance etc. on e-tender portal <http://etender.up.nic.in>. The Bidders may contact U.P. Electronics Corporation Limited at the contact details given in Section I of e-tender document.

In addition to the normal registration, the Bidder has to register with his/her Digital Signature Certificate (DSC) in the e-Bidding system and subsequently he/she will be allowed to carry out his/her e-Bids submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity till its validity. Before proceeding to register his/her DSC, the Bidder should first log on to the e-Bidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as enumerated in the preceding paragraph above.

For successful registration of DSC on e-Procurement portal <http://etender.up.nic.in> the Bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any one of certifying authorities approved by Controller of Certifying Authorities, State government of India. The Bidder may also apply to office of U.P. Electronics Corporation Limited, (UPLC) for getting DSC at the address given in the preceding paragraph above on a prescribed form available at UPLC's website www.uplc.in along with the payment of fee of `1500/- per person, The Bidder is also advised to register his/her DSC on e-tender portal well in advance before Bid submission end date so that he/she should not face any difficulties while submitting his/her e-Bid against this e-tender. The Bidder can perform User Login registration/creation and DSC registration exercise as described in preceding paragraphs above even before e-Bid submission date starts. The UPLC shall not be held responsible if the Bidder tries to submit his/her e-Bids at the last moment before end date of submission but could not submit due to DSC registration or any other technical problems.

The Bidder can search for active Bids through "Search Active Bids" link, select a Bid in which he/she is interested in and then move it to 'My Bids' folder using the options available in the e-Bid Submission menu. After selecting and viewing the Bid, for which the Bidder intends to e-Bid, from "My Bids" folder, the Bidder can place his/her Bid by clicking "Pay Offline" option available at the end of the view Bid details form. Before this, the Bidder should download the Bid document and study hem carefully. The Bidder should keep all the documents ready as per the requirements of e-Bid document in the PDF format.

After clicking the 'Pay Offline' option, the Bidder will be redirected to the Terms and Conditions page. The Bidder should read the Terms & Conditions before proceeding to fill in the Processing Fee offline payment details. After entering and saving the Processing fee details, the Bidder should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the required documents Technical Proposal Submission Form etc (Annexure "I" to Annexure "IV") of this e-tender document. The details of the Demand Draft or any other accepted instrument which is to be physically sent in original before Bid submission and date and time, should tally with the details available in the scanned copy and the data entered during e-Bid submission time otherwise the e-Bid submitted will not be accepted.

Before uploading, the Bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading,



the Bidder should click "Browse" button against each document label in Technical schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer. The required documents for each document label of Technical Schedules/packets can be clubbed together to make single different files for each label.

The Bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the Bid documents are digitally signed using the DSC of the Bidder and then the documents are encrypted/locked electronically with the DSC's of the Bid openers to ensure that the Bid documents are protected, stored and opened by concerned Bid openers only.

After successful submission of e-Bids, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The Bidder can take a printout of the Bid summary using the "Print" option available in the window as an acknowledgement for future reference.

8. Deadline for Submission of e-Bids

e-Bids must be submitted by the Bidders on e-tender portal <http://etender.up.nic.in>, not later than the date and time specified in this e-tender document.

The UPLC in consultation of the department may extend this deadline for submission of e-Bids by amending the e-tender document in accordance with **ITB Clause 4**, in which case all rights and obligations of the UPLC and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

UPLC shall not consider any request for date-extension for e-Bid-submission on account of late downloading of e-tender (RFP) by any prospective Bidder. E-Bids should be uploaded on e-tender portal <http://etender.up.nic.in> on or before **03.00 P.M. of 21 January 2014**.

9. Late e-Bids

The server time indicated in the Bid Management window on the e-tender portal <http://etender.up.nic.in> will be the time by which the e-Bids submission activity will be allowed till the permissible date and time scheduled in the e-tender. Once the e-Bids submission date and time is over, the Bidder cannot submit his/ her Bid. Bidder has to start the e-Bid Submission well in advance so that the submission process passes off smoothly. The Bidder only, will be held responsible if his/ her e-Bids are not submitted in time due to any reasons.

10. Withdrawal and Resubmission of e-Bids

At any point of time, a Bidder can withdraw his/ her e-Bids submitted online before the e-Bids submission end date and time. For withdrawing, the Bidder should first log in using his/ her Login Id and Password and subsequently by his/ her Digital Signature Certificate on the e-procurement portal <http://etender.up.nic.in>. The Bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the Bids submitted by the Bidder



will be displayed. Click "View" to see the details of the Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the Bidder has to click "Yes" to the message "Do you want to withdraw this Bid?" displayed in the Bid Information window for the selected Bid. The Bidder also has to enter the Bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The Bidder has to confirm again by pressing "Ok" button before finally withdrawing his/ her selected Bid. Once the Bidder has withdrawn his /her Bid he/she cannot re-submit this Bid again.

The Bidder has to request the UPLC with a letter, attaching the proof of withdrawal and submission of e-Bids Processing Fee in the office of Managing Director, UPLC, to return back the e-Bids Processing Fee as per the procedure.

The Bidder can resubmit his/ her e-Bids as and when required till the Bid submission end date and time. The new one bid will replace the e-Bids submitted earlier. The payment made by the Bidder earlier will be used for revised e-Bids and the new Bid submission summary generated after the successful submission of the revised e-Bids will be considered for evaluation purposes. For resubmission, the Bidder should first log in using his/ her Login ID and Password and subsequently by his/ her Digital Signature Certificate on the e-procurement portal <http://etender.up.nic.in>. The Bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the Bids submitted by the Bidder will be displayed. Click "View" to see the details of the Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-Bids documents by following the methodology provided in clause9 (submission of e-bids) above.

The Bidders can submit their revised Bids as many times as possible by uploading their e-Bids documents within the scheduled date & time for submission of e-Bids.

No e-Bids can be resubmitted subsequently after the deadline for submission of e-Bids.

11. Receipt and Opening of e-Bids by the Purchaser

Bidders are advised to submit their e-bids in 'Two-Bid' system with Technical and Financial bids separately on e-tender portal.

Please note that prices should not be quoted in the Technical Bid. The Prices should be quoted in the Financial Bid only. On receipt on e-tender portal, the technical proposals will be opened first by Consultant' Evaluation Committee (CEC) members in the office of U.P. Electronics Corporation Ltd, Lucknow.

CEC will open all e-Bids, in the presence of bidder's authorized representatives who choose to attend at **03.15 PM on 23 January 2014** at UP Electronics Corporation Ltd, 10 Ashok Marg, Lucknow-226010. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for the Purchaser, the e-Bids shall be opened at the appointed time and place on the next working day.



The bidder's names and the presence and other details as the Purchaser at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the qualification requirement shall be notified subsequently.

After evaluation of technical e-Bids, UPLC shall notify those bidders whose e-Bids were considered non-responsive to the Conditions of the Contract and not meeting the Qualification Requirements indicating that they did not technically qualify for selection as Consultant. UPLC will simultaneously notify the bidders, whose technical e-Bids were considered acceptable and have been shortlisted for opening of their financial e-bids.

12. Cost of preparation of e-Bids to be borne by the Bidders

Cost of preparation of the Bids shall be borne by the Consultant/ Consultancy concern regardless of the outcome of the bids.



SECTION III: TERMS OF REFERENCE (TOR) AND SCOPE OF WORK

The scope of work shall inter alia include but not limited to the following:-

This RFP is being published for the Commercial Tax Department, Government of UP by UP Electronics Corporation Limited. The selected consultants will work for the Commercial Tax Department, Government of Uttar Pradesh.

1. Preparation of IT Roadmap and IT vision Document

1. The selected consultant will evaluate the existing IT processes and IT infrastructure to identify the areas for improvement of citizen centric, tax compliance and organisation processes, to identify supplementary analysis that can be performed using the existing data and data sets, to identify and analyse the potential integration in terms of the external world linkages and reports that can be imported to the existing system for further analysis. The overall objective is to prepare a roadmap for the Commercial Tax Department, GoUP for strengthening and efficient usage of the existing IT infrastructure and adoption of advanced IT tools as BI / DW, define their objectives, benefits, and outcomes. The Broad requirement for this project are as follows:
 - (i) To review the existing processes to identify gaps in their inter-dependence and to analyse electronic data collected through various sources by Commercial Taxes Department for understanding and identifying the key insights for Commercial Taxes Department (such as policy making, reporting etc)
 - (ii) To identify the data driven reporting and alert requirements for Commercial Taxes Department and other relevant user groups.
 - (iii) To facilitate design of an integrated data repository to allow collection of clean, consistent, current and historical data of dealer transactions.
 - (iv) To provide inputs for mining of Commercial Taxes Department data and analyzing for addition of inputs from external sources of data like industry trends and other reports to understand its impact on department's tax collection.
 - (v) In order to augment the analytics capability at Commercial Taxes Department. Consultant shall hand-hold and train a select set of officers of Commercial Taxes Department on the extended data analysis using the data already available and sample data from potential external sources as part of the project.
 - (vi) To design a methodology for data collection in a manner convenient to dealers that overcomes loopholes and data gaps that are encountered in existing methodology.
 - (vii) To help identify the needs of an advanced analytical capability system and prepare a roadmap for its adoption. A system that:
 - a. Generates a risk management system and helps generate reports for trend analysis, predictive modeling, forecasting, "what if analysis" etc.
 - b. Builds and maintains a decision support system that provides inputs in a concise manner which can be used for decision making in the department.
 - c. Enables secure and web based access to users of Enterprise Data warehouse and Business Intelligence tools.
 - d. Builds and maintains an extensive metadata repository which includes technical, business and source system metadata.



2. The role of the consultant shall include, but not limited to the following activities:
 - (i) To review the existing processes to identify gaps in their inter-dependence and to analyse electronic data collected through various sources by Commercial Tax Department for understanding and identifying the key insights for Commercial Tax Department (such as policy making, reporting etc)
 - (ii) Study the existing IT processes and IT infrastructure and evaluate their usage in the delivery of citizen centric services (e-registration, e-return, e-paragaman, e-sancharanetc), tax compliance services (e-scrutiny of returns, system based dealer ledger, e-selection for audit and economic and business intelligence) and efficient discharge of organisational processes (audit, assessment, appeals, enforcement and recovery)
 - (iii) Study of data analytics requirements of Commercial Tax Department functional divisions and existing reporting and analytical capabilities;
 - (iv) Identify the immediate additional insights that can be generated with existing datasets by way of reports and analysis using newer analysis techniques and desktop tools on an immediate basis;
 - (v) Identify the gaps in data requirements for deeper analysis;
 - (vi) Identify external world linkages (eg. Sector reports, Annual reports, MCA 21 Database) and evaluate its feasibility for CTD adoption: and
 - (vii) Prepare an IT roadmap and IT Vision for future changes in IT processes, Business Processes, and IT Infrastructure to enhance the capacity of the department to mobilise revenues with least compliance cost for dealers and minimal economic distortion and smooth transition to a GST regime.
 - (viii) Handholding & project monitoring during implementation of IT Roadmap
 - (ix) Review & assist in data security & software security. The same shall be included in IT roadmap.
 - (x) In addition to domain expert, the consultant shall be required to make available the Legal expert which will help in Data Integration with other departments, processes and legal agreements, Study and suggest Legal Changes, if required in ACT, Notifications and Circulars etc, and Process reengineering.
3. The Project Shall be carried out in two phases: AS-IS study and IT roadmap
4. First Phase: **Duration 6 Weeks: Deliverable: As-Is Study Document**
 - (i) The consultant shall be required to carry out the As-Is study under the first phase. This includes the following:
 - Study of existing data & data sets such as set of dealer data collection points / fields, transactions and study of modules such as Assessment, Enforcement, Appeal, Revenue collection, Registration and Audit.
 - Study & analysis of current MIS reports
 - Gap analysis
 - Identification of Key parameters analyzed for detection of evasion, frauds, gaps
 - Study of the current state of data analytics processes and procedures of the Department



- Analysis of the data captured, generated and maintained across various application modules like online modules as e-Registration, e>Returns, e- and those of Audit and Enforcement divisions
- Study the existing IT infrastructure of the department, which shall include the configurations, hardware & network capabilities, quantitative & qualitative study and assess their adequacy and efficiency in meeting department needs.
- Study of other related application & interaction with related stakeholders in order to develop an understanding of the underlying integrated systems & processes.
- Study IT initiatives, IT processes and IT infrastructure in other State Commercial Tax Department and Identify best practices adopted nationally, of similar systems that have been incorporated in India

5. Second Phase: Duration 8 Weeks: Deliverable: Detailed IT roadmap for future IT strategy for CTD

- (ii) **Design of Data analysis and Report templates:** The consultant shall be required to submit the document under the second phase. This includes the following:
- Interact with officials of the enforcement, audit, and e-Governance divisions to understand data gaps, report gaps and actionable required
 - Identify the additional data insights that can be obtained with the existing data.
 - Further, based on the understanding of data processed through various application modules adopted by CTD, Consultant shall explore the possibilities of data analysis across the operational and application silos and identify clear cases for:
 - Identifying alerts that could be proactively triggered with an actionable feedback for end users across the functions and divisions
 - Identifying larger trends emerging from issue-based or transactional alerts to help CTD plan initiative to take corrective actions (for example: identifying frequent/repeat non-filers to proactively engage and put in pre-emptive measures)
 - Identify the 8-10 key report types that can be prepared additionally for Commercial Tax Department with the existing data. Finalise the list of such reports with Commercial Tax Department, post discussion along with their content and structure.
 - Define the actionable that can be generated for Commercial Tax Department using the existing data.
 - Define the readers, data inputs, data outputs, modules for automation etc.
 - To prepare a sample set of reports from the above finalized reports with related templates and data, to be used by CTD. Prepare 5-6 sample reports with requisite dealer data analysis (10-15 dealers to be analyzed).
 - Detail the changes or additional developments that shall be required in the current application for generation of these reports on regular basis, if feasible. Study of existing data & data sets such as set of dealer data collection points / fields, transactions
 - Any other similar points to be included in the report as may be directed by commissioner, CTD



- (iii) **Gap Analysis Report from analysis of live dealer:** The consultant shall be required to submit the document under the second phase. This includes the following:
- Prepare a gap analysis report using the dealer data dump shared by CTD with the consultant team.
 - Gaps to be identified for a defined set of parameters in the data dump and confirm the existence of such gaps with the Commercial Tax Department Software Developer.
 - Business Process Re-Engineering - All processes should also be study which are not covered in Information Technology
 - Study and suggest Legal Changes, if required in ACT, Notifications and Circulars etc
- (iv) **Study and recommendation of External World linkages along with To-Be Process maps (redesign process):** The consultant shall be required to submit the document under the second phase. This includes the following:
- Study of external world data such as inputs obtainable from MCA 21, CMIE Prowess and other databases, Central Excise and Customs department, Income Tax, DGFT, GOK departments and organizations (such as BBMP, Agricultural Produce Marketing, Mines & Geology, Stamps & Registration, Motor Vehicles Dept. etc.), TINXSYS, other State Commercial Tax Departments, industry trend reports released by the industry associations, CSO and other trusted resources
 - Develop use cases where such data can be used and identify their benefits to Commercial Tax Department
 - Identify similar use in other **State** Commercial Tax Departments as on date and study their integration methodology
 - Finalize the data sources in consultation with Commercial Tax Department
 - Evaluate feasibility of sourcing such data in the required formats with necessary data fields in electronic formats
 - Identify key pre-requisites from technology standpoint for handshake to obtain inputs.
 - Identify data sources / databases that are readily available for integration
 - Carry out analysis with sample data obtained from few key external sources. Demonstrate 8-10 sample cases of the data sourcing and its use.
 - Analyze the reports and key parameters that take inputs once the data is sourced and demonstrate impact.
 - Prepare a document detailing the data sources, formats and mechanisms for obtaining relevant data elements, their specific linkages for Commercial Tax Department usage, expected benefits, and integration requirements.
 - Data integration with other departments after analyzing all process & procedures underlying the same.
 - Detail on integration data, reduction of data redundancy, data security and data gap analysis
- (v) **Preparation of detailed Roadmap for future IT strategy for the Commercial Tax Department:** The consultant shall be required to submit the document under the second phase. This includes the following:



- Identify the key changes in IT processes and IT infrastructure for adoption and corresponding benefits
- Define key project Stakeholders and benefits keeping in mind that Commercial Tax Department officers and Dealers are end users
- Internal Governance Structure required for Commercial Tax Department for the above adoption
- Detail-out complete scope, phasing strategy, timelines and high level implementation plan
- Prepare Integration strategy with the existing application
- Prepare high level financial implications
- Prepare the Change management and capacity building required for the same

6. **Handholding & Project Monitoring:** A permanent IT Consultant with qualifications & experience mentioned in below table to be stationed in Lucknow for **1 year** for handholding & project monitoring. The Consultant in the first month shall be required to work with IT implementation vendors & submit the handholding & implementation plan to the satisfaction of Commissioner, Commercial Tax Department.

7. Timelines for carrying out activities are indicated as above. However, this will be finalized in consultation with Commercial Tax Department, Government of Uttar Pradesh.

3. Resource Deployment (Number of Experts, kind of expertise & qualification required)

Bidders shall be required to deploy an appropriate team consisting of Consultants as per below mentioned requirements. The Bidder shall deploy requisite number of personnel's depending on the allotted work, however Bidder need to provide following resources mentioned in table below for the assigned consultancy work and these resources plus additional resources (if required) shall have to be deployed by the Bidder on engagement for identified task as indicated. The expectations on the resources that would be proposed for the project are as follows:

- a) The team together should have a mix of experts as per the requirement of the project.
- b) The team should consist of resources with prior experience in IT/ITES/e-Governance projects/procurement/Technical competence along with domain expertise in the field of taxation.
- c) Each member of the team must be a full time employee of the Bidder and shall be working with the Bidder.
- d) In case of replacement of resource(s) or deployment of additional manpower, if any, the decision of Department shall be final and binding.

S.N.	Type of Resource/ Expertise	Number (Minimum)	Project Experience
1.	Project Manager, BE / B.Tech and MBA, Minimum 10 years Experience	01 (Part Time)	<ul style="list-style-type: none">• Experience in Govt. consulting of more than 5 years• Experience of working in more than 5 IT Advisory projects for Government sector• Experience of working with atleast one CTD



S.N.	Type of Resource/ Expertise	Number (Minimum)	Project Experience
2.	Domain Expert – commercial tax, BE / B.Tech and MBA or CA, Minimum 5 years Experience	01 (Full Time)	<ul style="list-style-type: none"> • Experience in Government consulting of more than 3 years • Experience of working on atleast 2 CTDs projects
3.	Data Analytics Expert, BE / B.Tech or MCA, Minimum 5 years Experience	01 (On Need Basis)	<ul style="list-style-type: none"> • Experience in Technology sector for more than 5 years • Experience of working on atleast 3 business intelligence /data warehouse projects
4.	Technical Consultant, BE / B.Tech or MCA, Minimum 3 years Experience	01 (Full Time)	<ul style="list-style-type: none"> • Experience in Technology sector for more than 3 years • Experience of working on atleast 1 commercial tax project
5.	Legal Expert, LLB, Minimum 5 years experience	01 (On Need Basis)	<ul style="list-style-type: none"> • Experience of working in more than 2 IT Advisory projects for Government sector • Experience of working with CTD

Other than the above, if any other professionals / consultants are required as per project's requirement, then it shall be the bidders responsibility to provide the same during the above project Phases.

Penalty for delay:

If progress of the assignment is not as per the agreed milestones, the consultant shall be liable to pay 2% of the quoted fee as penalty up to two weeks beyond the milestones fixed and in the case of delay of four weeks beyond the milestone fixed the penalty will be 10% of the quoted fee. In case of dispute, the matter will be referred to the end customer i.e. Commissioner, Commercial Tax Department, Government of Uttar Pradesh, whose decision will be final and binding on both the parties.

Payment:

Payment will be released to selected consultant subject to the payment received from Commercial Tax Department, Uttar Pradesh i.e. Commercial Tax Department, Government of Uttar Pradesh as per following payment terms & conditions:

1.	Preparation & submission of As-Is Document	10% of Consultancy fee
2.	Submission of Design report	10% of Consultancy fee
3.	Submission of gap analysis report	10% of Consultancy fee
4.	Submission of feasibility of report on external linkages to the current system	10% of Consultancy fee
5.	Preparation & submission of detailed IT Roadmap & IT vision for CTD, GoUP	30% of Consultancy fee
6.	Handholding & Monitoring of IT roadmap implementation (7.5% every Quarter)	30% of Consultancy fee
Total		100% Consultancy fee



SECTION IV: BIDDER'S ELIGIBILITY CRITERIA & METHOD OF SELECTION, EVALUATION PROCESS

Only those consultants shall be eligible for bidding in this tender who are empanelled in UPLC vide e-bid reference no **UPLC-IT-CONCUL/11-12-01 and UPLC-IT-CONCUL/11-12-02**. Bids submitted by any other bidder would be treated as non-responsive.

- a) Bid should comprise of following sections:
 - i) Technical Bid
 - ii) Financial Bid
- b) Both the bids must be submitted separately on e-tender portal <http://etender.up.nic.in>. Prices should not be quoted in the Technical Bid. The prices should be quoted in the Financial Bid only.

1. Evaluation of Technical Bids: -

- Constitution of Consultant Evaluation Committee (CEC)
 - The evaluation of the e-bids shall be carried out by Consultant Evaluation Committee (CEC), which shall be constituted by UP Electronics Corporation Limited consisting of members from finance, legal and other concern department of UPLC and technical expert(s) from Government/Institutions. The representative of Commercial Tax Department, UP, representative of Department of Information Technology & Electronics, Uttar Pradesh, shall be a member of Consultant Evaluation Committee (CEC). The CEC will evaluate the tenders in two stages i.e. Technical & Financial.
- Technical bids should be analyzed and evaluated by a Consultancy Evaluation Committee (CEC). Technical bids in the following conditions will be summarily rejected as being non responsive
 - Technical Bids of those bidders, who are not empanelled with UPLC as Consultants.
 - Technical bids unsigned and incomplete, not responding to the TOR fully and properly and those with lesser validity than that prescribed in the RFP.
- **Technical Qualification**

S. No.	Particular	Condition	Maximum Marks
1	Organization	Average Annual Turnover for last three financial years should be over Rs 50 crs.	5
2		Staff Strength > 500	5
3	Approach & Methodology	Approach & Methodology	10
4		Innovation with respect to Quality, Methodology	



		&Delivery	
5	Project Credential	Bidder should have consulting experience in the field of	
6		a. Atleast 1 completed project in commercial tax IT Vision and IT Roadmap or related Consultancy services in the last 3 years.	20
7		b. Atleast 1 completed IT advisory project of value of more than 4 crore with central & state govt.	10
8		c. Atleast 5 projects (completed/ongoing) of value more than 1 crore each. 2 marks for each project.	10
9	Proposed Team	Project Manager, BE / B.Tech and MBA, Minimum 10 years Experience	14
10		Domain Expert – commercial tax, BE / B.Tech and MBA or CA, Minimum 5 years Experience	12
11		Data Analytics Expert, BE / B.Tech or MCA, Minimum 5 years Experience	8
12		Technical Consultant, BE / B.Tech or MCA, Minimum 3 years Experience	6
TOTAL MARKS			100

Minimum qualifying score: 80 marks

2. Evaluation of Financial e-Bids

- The financial e-Bids shall be opened by CEC in presence of representative of the technically qualified Bidders who chooses to attend. The name of the Bidders and the proposed prices shall be read and recorded when the financial proposals are opened.
- The Bidder scoring 80 marks or higher shall be eligible for financial bid opening. Such bidders shall be termed as technically qualified Bidders.
- If there are conditions attached to any financial e-bids, which shall have bearing on the total cost, the Consultant Evaluation Committee, will reject any such e-bids as non-responsive financial proposal. However, if the CEC feels it necessary to seek clarifications on any financial proposals regarding Taxes, duties or any such matter, the CEC may do so by inviting responses in writing.
- The total cost will include all Taxes and duties for which the purchaser made payments to the bidder and other reimbursable expenses, such as Travel, Translation, report printing or expenses etc.



3. Negotiations

- Negotiations are not an essential part of the selection process. However, many times, with the objective of optimal cost reduction in the interest of the State, it is felt necessary to conduct negotiations with the selected Consultant. Negotiations shall include discussions of the TOR, the methodology, the staffing, Government Department inputs and special conditions of the contract. These discussions shall not substantially alter the original TOR or the terms of the contract, test the quality of the final products, its cost and the relevance of the initial evaluation be affected. The final TOR and the agreed methodology shall be incorporated in “Description of Services” which shall form part of the contract.

4. Award of Contract

- UPLC proposal based on the proposal of the winner bidder, which will be Lowest One (L-I) prices and after negotiation (if required), will be submitted to the Commissioner Commercial Tax Department, Uttar Pradesh. After acceptance of the said proposal by the Commercial Tax Department, Uttar Pradesh, the consultancy work will be awarded to the successful bidder, whose bid will be the Lowest One (L-I) price for total cost of assignment (Annexure-V).

5. Confidentiality

- The selected consultant will treat as confidential all data and information about the purchaser/Commercial Tax Department, Uttar Pradesh, obtained during the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without prior written approval of the Commercial Tax Department, Uttar Pradesh.



SECTION V – Standard Terms and Conditions

Without limitation on the generality of this rule, consultant shall not be permitted to perform themselves directly or indirectly in totality or in part, by any of its associated company/Firm/society or any entity with business interest, any of the subsequent IT implementation job concerned with the Project, for which the Consultancy has been awarded to the Consultant.

Placement of Work Order

Work order shall be released to the selected consultant only after receipt of the work order from the Commercial Tax Department, Uttar Pradesh. In case the corporation does not receive work order within the validity period of the proposal, the work order shall not be released to the consultant.

Application

The proposal offer should contain all the work envisaged under the scope of work, Key points mentioned under and those proposals giving only part of the work would be rejected. Detailed scope of work is mentioned in Section III.

Conflict of Interest

The consultant shall not receive any remuneration in connection with the assignment except as provided in the contract. The consultant and its affiliates shall not engage in consulting activities that conflict with the interest of the client under the contract and shall be excluded from downstream supply of goods or construction of works or purchase of any asset or provision of any other service related to the assignment other than a continuation of the Services” under the ongoing contract. The consultants should provide professional, objective and impartial advice and at all times hold the client’s interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Employer. Without limitation on the generality of the foregoing, consultants shall not be hired, under the circumstances set forth below:

- a. Conflict between consulting activities and procurement of goods, works or services: A Consultant/Consultancy concern that has been engaged to provide goods, works, or services for a project, and each of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Consultant/Consultancy concern hired to provide consulting services for the preparation or implementation of a project, and each of its affiliates, shall be disqualified from subsequently providing goods, works or services for such preparation or implementation.
- b. Conflict among consulting assignments: Neither consultants (including their personnel and sub-consultants) nor any of their affiliates shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization on public assets shall neither purchase nor advise purchasers of, such



assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

- c. Relationship with Employer's staff: Consultants (including their personnel and sub-consultants) that have a business or family relationship with such member(s) of the Employees (UPLC) staff or with the staff of the project implementing agency, who are directly or indirectly involved in any part of;
- (i) The preparation of the TOR of the contract,
 - (ii) The selection process for such contract, or
 - (iii) Supervision of such contract; may not be awarded a contract unless it is established to the complete satisfaction of the employing authority, for the reason to be recorded in writing, that such relationship would not affect the aspects of fairness and transparency in the selection process and monitoring of consultant's work.

Unfair Competitive Advantage

Fairness and transparency in the selection process require that consultants or their affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the request for proposals and all information would be made available to all short listed consultants together.

Disclaimer clause

The Employer or any of its officers, employees, contractors, agents or advisers, subject to any law to the contrary, shall not be liable for any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of Employer or any of its officers, employees, contractors, agents or advisers.

Disclosure of Interests and Links

The Bidders should disclose whether the Bidder (of this RFP) Company or its any of its associated company/firm/society or any entity with business interest, are already empanelled with or have applied for their empanelment with UPLC under any of the business activities such as Software or Hardware or Computer Education and Training, etc. or with business interest, any of the subsequent IT implementation job concerned with the Project. The bids of such bidders will not be considered.

The Bidders should also disclose whether the Bidder Company or any of its associated company/firm/society or any entity with business interest have any association or link in any manner with the Consultant Evaluation Committee members or its family members of his/hers, associated this RFP. The bids of such bidders will not be considered.

Standards of Performance.

The consultant shall perform the services and carry out its obligations under the contract with due diligence efficiency and economy in accordance with generally accepted professional standards and practices. The consultant shall always act in respect of any matter relating to this contract as faithful advisor to the UPLC and Commercial Tax Department, Uttar Pradesh .The consultant shall always



support and safeguard the legitimate interests of the UPLC and Commercial Tax Department, Uttar Pradesh in any dealings with the third party. The consultant shall abide by all the provisions/Acts/Rules etc. of Information Technology prevalent in the country. The consultant shall conform to the standards laid down in the RFP in totality.

Consultant Personnel

- a) The Consultant shall deploy and provide such qualified and experienced personnel as may be required to perform the services under the requirement of project. There are specialized domains of e-Governance and it is desirable from the consultants to deploy the domain/subject specialists, from time to time, who have adequate experience in the domain related with the project. The deployed resources should be dedicated in nature.
- b) Without the consent of UPLC and approval of Commercial Tax Department, Uttar Pradesh, No changes shall be made in the resources deployed on the project. If, for any reason beyond the reasonable control of the Consultant, as such retirement, resignation, death, medical incapacity, among others, it becomes necessary to replace any of the Key Personnel, the Consultant shall provide as a replacement a person of equivalent or better qualifications, with approval from the Commercial Tax Department, Uttar Pradesh.
- c) Maximum number of replacements to be made in the team of resources deployed on the required project shall not exceed beyond 2 for one year of the contract signed between UPLC and Consultant.
- d) Consultant shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
- e) If UPLC, on the recommendation of Commercial Tax Department, Uttar Pradesh requests to replace resource(s), then Consultant shall be required to replace the resource(s) within 2 weeks from the date of request raised.

Applicable Law

Applicable Law means the laws and any other instrument having the force of law in India as may be issued and in force from time to time. The Contract shall be interpreted in accordance with the laws of the Union of India and the State of Uttar Pradesh.

Assignment and Subcontracting

- a) Consultant shall not assign or transfer this contract or part thereof to any other party without written consent of the UPLC and approval of Commercial Tax Department, Uttar Pradesh.
- b) For the purpose of the liabilities under this Bid, the Bidder will be considered as a solely liable for delivery of all the components of the Bid and scope of work.

Intellectual Property Rights

No services covered under the Contract shall be sold or disposed by the Consultant in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing, of any patent right, trademark or similar right, or any charge mortgage or lien. The Consultant shall indemnify the UPLC and Commercial Tax Department, Uttar Pradesh from all actions, costs, claims, demands, expenses and liabilities, whatsoever, resulting from any actual or alleged infringement as aforesaid and at the expenses of the Consultant, the UPLC/Commercial Tax Department, Uttar Pradesh shall be defended in the defense of such proceedings.



Governing Language

The Contract shall be written in English Language. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English/Hindi.

Project Monitoring Committee

Commissioner, Commercial Taxes will constitute the Project Monitoring Committee for the monitoring of Project Deliverables.. The Committee will comprise of members of Commercial Tax Department along with one representative each from NIC, UPLC and Selected Consultant. Project Monitoring Committee will certify the deliverables of the project, however the decision of Commissioner Commercial Taxes will be final with reference to the Project.

Payment Terms

All payments from the Commercial Tax Department, Uttar Pradesh shall be received through Cheque/Draft in favouring U P Electronics Corporation Limited, payable at Lucknow. After receipt of the payment from the Commercial Tax Department, Uttar Pradesh and running payment may be released to the concerned IT Consultant as per the terms and conditions of the contract awarded to the IT Consultant by UPLC/Commercial Tax Department, Uttar Pradesh and review of the progress in project.

Taxes

The Bidder may be subject to all applicable taxes (such as and Service Tax) on amounts payable by the Purchaser under the contract and applicable deductions such as TDS etc if any will be deducted from the amount payable to the consultant.

Termination of Contract

The Consultant's association with the Commercial Tax Department, Uttar Pradesh will terminate in case of following conditions:

- a) The term of Contract expires.
- b) Performance is below expected level
- c) Non-adherence to the timelines of the project.
- d) Quality of work is not satisfactory and not acceptable to the end user.

The decision of Commissioner Commercial Taxes will be final in all respect.

Termination for Insolvency, Dissolution etc.

The UPLC on the recommendation of Commercial Tax Department, Uttar Pradesh may at any time terminate the Contract by giving written notice to the Consultant, if the Consultant becomes bankrupt or otherwise insolvent or in case of dissolution of company or winding up of company. In this event termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the UPLC.



2. Fraud and Corruption

Under the policy of “U.P. ELECTRONICS CORPORATION” policy the Bidder, if selected shall have to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the UPLC

- ❖ Defines, for the purposes of this provision, the terms set forth below as follows:
 - “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - “Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the “UPLC” and includes collusive practices amongst consultant (prior to or after submission of proposals) with Service Provider empanelled with UPLC, designed to establish prices at artificial, noncompetitive levels and to deprive the “UPLC” of the benefits of free and open competition.
- ❖ Will reject a proposal for award if it determines that the consultant recommended for award is/was engaged in corrupt / fraudulent / coercive activities in getting the contract in question;
- ❖ Will cancel the consultant’s contract if it at any time determines that its representatives are engaged in corrupt or fraudulent practices.
- ❖ Will declare a consultant ineligible, either indefinitely or for a stated period of time, to be awarded a “UPLC” contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in getting or executing the “UPLC” contract;
- ❖ Will have the right to have them audited by auditors appointed by the “UPLC”
- ❖ Will cancel the contract if at any stage it comes to know that the selected Consultant or Consulting Company has any relation with any of the members of Consultancy Evaluation Committee (CEC) or the decision making authorities.



SECTION VI - Technical Proposal Submission Form

Consultant's General Information – Annexure -I

SN	Particulars	Description/Details	Reference Documents	Page No.
A.	Name of Bidding Company			
B.	Contact Details			
	a) Address			
	b) Telephone with STD Code	Mob –		
	c) Fax			
	d) Email			
	e) Website			
	f) Name of Managing Director/ CEO			



Team Composition and Task Assignments – Annexure II

Technical / Managerial Staff

Sl. No.	Name	Qualification	Position	Task
1.				
2.				
3.				
4.				
..				
..				

Signature.....

In the capacity of.....

Duly authorized to sign proposal for

And on behalf of.....

Date.....

Place.....



Format of Curriculum Vitae (CV) for key professional staff – Annexure III

Name	:	
Proposed Position	:	
Date of Birth	:	
Profession/ Present Designation	:	
Brief Description on Experience	:	
Experience:		
Description of Project (Include projects relevant to this Bid. Max citations 5)	Client	Role
1.		
2.		
3.		

Education:

Degree	Date/s	Institute	Location

Employment Record:

Organization	Period	Designation	Job Profile
1.			
(Add rows if required)			

Languages:

Language	Read	Write	Speak
(Add rows if required)			

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date:

[Signature of staff member and authorized representative of the Consultant]

Day / Month / Year

Full name of staff member:

Full name of authorized representative:



Project Experience Details – Annexure IV

Project Experience

Sl. No.	Project Name	Project Value (In Lacs)	Project Domain Area	Client Details	Year	Document attached (Work order & Completion certificate)
1.						
2.						
3.						
4.						
..						
..						

***Completion certificates are to be attached with all the projects mentioned above**

Signature.....

In the capacity of.....

Duly authorized to sign proposal for

And on behalf of.....

Date.....

Place.....



PROPOSAL SUBMISSION FORM -Annexure V

To:
The Managing Director,
U.P. Electronics Corporation Limited,
10, Ashok Marg,
Lucknow-226001

Ref: Submission of Proposal against your Tender Reference No UPLC/IT-Consultant/01/02-01-2014

Dear Sir,

Having examined the RFP document, we, the undersigned, herewith submit our response to your RFP reference No. **UPLC/IT-Consultant/01/02-01-2014** for SELECTION OF CONSULTANT FOR Preparation of IT Vision Document for Commercial Tax Department Uttar Pradesh, in full conformity with the said Tender document and our technical proposal (bid).

1. Our proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal.
2. We would like to declare that we the Bidder (of this Tender) Company or its any of its associated company/Firm/society or any entity with business interest, are neither already empanelled with nor have applied for their empanelment with UPLC under any of the business activities such as Software or Hardware or Computer Education and Training, etc. or with business interest, any of the subsequent IT implementation job concerned with the Project. We know that such bids will not be considered.
3. We would like to declare that we the Bidder (of this Tender) Company or any of its associated company/Firm/society or any entity do not have any with business interest association or link in any manner with the Consultant Evaluation Committee members or its family members of his/hers associated this Tender. We know that such bids will not be considered.
4. We would like to declare that we are not involved in litigation with, and we are not under a declaration of ineligibility by, any Central / State / UT Government in India for corrupt or fraudulent practices.
5. We hereby declare that we have not been blacklisted by any State / Central / UT Government Deptt/ Organization/ Institution.
6. We declare that we have not been charged with any fraudulent activities by any Central / State / UT Government Deptt / Organization / Institution.
7. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will indulge in bribery or any prohibited acts and behavior and we shall be responsible for any such acts.
8. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988."
9. We understand that UPLC is not bound to accept any or all bids received in response to this



Tender.

10. We agree to abide by all the terms and conditions mentioned in the Request for Proposal **UPLC/IT-Consultant/01/02-01-2014** for selection of Consultant against this tender.
11. We agree to abide by all the terms and conditions of the Tender and also all the terms and conditions of the Contract that will be issued by UPLC in case we are selected as Consultant against this tender by the UPLC.

We remain, yours sincerely,

Authorized Signature:
Name and Title of Signatory: Seal of Bidder Company



Financial Proposal Submission Form - Annexure VI

Ref: Submission of Proposal against your RFP Reference No. **UPLC/IT-Consultant/01/02-01-2014**

We, the undersigned, offer to provide Consultancy services to UPLC for SELECTION OF CONSULTANT FOR Providing Consultancy Services for Preparation of IT Vision Document for Commercial Tax Department Uttar Pradesh.

Our details financial proposal is as follows:

SN	Particulars	Basic Price (inRs)	Service Tax @12.36%	Total cost for assignment (in Rs)
1.	Providing Consultancy Services for Preparation of IT Vision Document for Commercial Tax Department Uttar Pradesh as per Scope of Work mentioned the RFP			
2.	Handholding & Project Monitoring for 1 year			
Total Cost				
Total Cost - in words				

Signature & Stamp



Format of Agreement - Annexure VII

(To be executed on a **On Non Judicial Stamp Paper Of `100/-** by the successful Bidder)

This agreement is made thisday of.....2012 at Lucknow between M/s.....
.....(name of the “Consultant” for SELECTION OF CONSULTANT FOR Providing Consultancy Services for Preparation of IT Vision Document for Commercial Tax Department Uttar Pradesh, referred to as the “First Party”, which expression shall include his heirs, executors and administrators/ their successors and M/s U P Electronics Corporation Limited, 10, Ashok Marg, Lucknow (in short UPLC), referred to as the “Second Party”, through Managing Director, U P Electronics Corporation Limited, Lucknow, hereinafter include his successors and assignees.

That WHEREAS the First Party will do the SELECTION OF CONSULTANT FOR Providing Consultancy Services for Preparation of IT Vision Document for Commercial Tax Department Uttar Pradesh, in accordance with all the terms and conditions contained in the Tender Document No. **UPLC/IT-Consultant/01/02-01-2014** and also the terms and conditions contained in the subsequent Work Orders to be issued by the Second Party to First Party and the same shall be binding on the First Party and shall be the integral part of this agreement.

IN WITNESS THEREOF THE ABOVE MENTIONED PARTIES HAVE PUT THEIR SIGNATURES ON THIS.....DAY OFTWO THOUSAND AND TWELVE.

Authorized Signatory of
“First Party”

Authorized Signatory of
“Second Party”

Signature:
Name and Address:

Signature:
Name & Address:

Witness for “First Party”
Signature:
Name & Address

Witness for “Second Party”
Signature:
Name & Address: