



U.P. Electronics Corporation Limited

(U.P. Government Undertaking)

10 Ashok Marg, Lucknow-226001

Telephones : (0522) 2286808
0522-2286809
(0522) 4130303
Website : www.uplc.in

Fax : (0522) 2288583
E-mail : md@upclko.in
upclko@gmail.com

Request for Proposal (RFP)
FOR
SELECTION OF I.T. CONSULTANT FOR PROVIDING
CONSULTANCY SERVICES IN IMPLEMENTATION AND
MONITORING OF INFORMATION TECHNOLOGY (IT) POLICY
2012 FOR THE STATE OF UTTAR PRADESH

eBid Reference No. : UPLC/IT-CONSULTANT/12-13/06
E-Bid Portal : <http://etender.up.nic.in>

Critical Dates

SN	Particulars	Date	Time
1	Publishing Date	06 Nov 2012	06:00 PM
2	e-Bid Submission Start Date	06 Nov 2012	06:00 PM
3	e-Bid Submission End Date	17 Nov 2012	05:30 PM
4	e-Bid Opening Date and time	17 Nov 2012	06:00 PM or afterwards

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

e-Bid Processing Fee : NIL

This Document Contains – 38 pages

INDEX

SN	Contents	Page Nos
1	e-Bid Notice	3
2	Introduction	4
3	SECTION I : Letter of Invitation	5
4	SECTION II: Instructions to Bidders (ITB)	7
5	SECTION III: Terms of Reference (TOR) and Scope of Work (SOW)	14
6	SECTION IV: Bidder's Eligibility Criteria & Evaluation Process / Method of Selection	18
7	SECTION V – Standard Terms and Conditions	22
8	SECTION VI – Technical Proposal Submission Form (Annexure I-III)	27-34
9	Financial Proposal Submission Form (Annexure IV)	35
10	Undertaking alongwith Financial Proposal Submission Form (Annexure V)	36
11	Agreement (Annexure VI)	38

e-Bid Notice

For

Selection Of I.T. Consultant For Providing Consultancy Services In Implementation And Monitoring Of Information Technology (IT) Policy 2012 For The State Of Uttar Pradesh

Online e-bids are invited from the I.T. consultants, who are already empanelled with U.P. Electronics Corporation Limited as Consultants vide e-bid reference no UPLC-IT-CONSUL/11-12-01, UPLC-IT-CONSUL/11-12-02 and UPLC-IT-CONSUL/12-13-01 for providing consultancy services to the State Government Departments for implementation of e-Governance Projects/Schemes, from 06 November 2012 to 17 November 2012. The e-Bids shall be opened on the 17 November 2012 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/12-13/06

Introduction

The Government of Uttar Pradesh has released its IT Policy, IT Vision @ UP 2012. The State Government includes to encourage investments in IT/ITES Industries and skill enhancement of the youth specializing in IT/ITES and allied fields to improve their employability so that the citizens of Uttar Pradesh reap the benefits of development.

Uttar Pradesh has immense potential to emerge as one of the most economically developed states in India. Uttar Pradesh is currently focusing on developing necessary infrastructure, development of human capital, proactive engagement with investors and effective policy implementation so as to create a conducive ambience for IT industry. Uttar Pradesh government is encouraging and inviting private investments in knowledge based industries. The availability of numerous technical and manpower centers of excellence makes the state ideally suitable for setting up of IT industry.

State has large base of skilled manpower graduating from 700 professional institutions half of which imparting engineering and management courses both at graduate and postgraduate level, making it an ideal destination for knowledge-based sectors. Due to the substantially lower costs of skilled manpower, facilities and infrastructure as compared to similar resources in other developed states of India, it is poised to become a challenger to other IT hubs. Under the Central Government scheme for promotion of exports two EPIPs are developed by UPSIDC on 200 acres at Gautam Budh Nagar and at Agra on 100 acres land, where high standard infrastructure facilities have been provided including cement concrete road, integrated security system, earth station etc.

This policy is aimed to reinforce the position of Uttar Pradesh as an attractive destination for the I.T industry by providing conducive business environment and policy instruments for industry to survive and flourish in the State. The state intends to promote Tier-II cities like Lucknow and Agra as next generation IT hubs which can facilitate a holistic development of Uttar Pradesh and its people.

SERVICES PROVIDED BY THE UPLC:

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

Section I: Letter of Invitation

1. Through this Request For Proposal (RFP), it is intended to invite e-Bids for **Selection Of I.T. Consultant For Providing Consultancy Services In Implementation And Monitoring Of Information Technology (IT) Policy 2012 For The State Of Uttar Pradesh**. The Details of IT Policy 2012 are available on Corporation's website: www.uplc.in
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 empanelled in U.P. Electronics Corporation Ltd as Consultants vide e-bid reference no UPLC-IT-CONSUL/11-12-01, UPLC-IT-CONSUL/11-12-02 and UPLC-IT-CONSUL/12-13-01 are eligible to participate in this Tender. e-Bids submitted by any non-empanelled, 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 these 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/12-13/06
Purpose	Request For Proposal (RFP) for Selection Of I.T. Consultant For Providing Consultancy Services In Implementation And Monitoring Of Information Technology (IT) Policy 2012 For The State Of Uttar Pradesh.
Date of Publication of e-Bid notice	06 November 2012 on e-tender portal http://etender.up.nic.in and website of UPLC www.uplc.in
Last date for submission of e-Bids	17 November 2012 up to 05.30 P.M.
Site for submission of e-Bid	http://etender.up.nic.in
Web site address	www.uplc.in
e-mail address	md@uplclko.in, uplclko@gmail.com
e-Bid Inviting Officer	Shri Prabhat Mittal, Managing Director
Date of opening of e-Bids	17 November 2012 at 06:00 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. UPLC reserves the right to cancel any or all the e-Bids or annul the e-Bid process without assigning any reason thereof.
8. All the required documents must be uploaded by the Bidders 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)

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-226 001.
- b. "The Consultant" means only those IT Consultant Companies who are empanelled in U.P. Electronics Corporation Ltd as Consultants vide e-bid reference no UPLC-IT-CONSUL/11-12-01, UPLC-IT-CONSUL/11-12-02 and UPLC-IT-CONSUL/12-13-01.
- c. "e-Bid" means the Technical proposal and the financial proposal.
- d. "Instructions to Bidders" (Section II of RFP) 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.
- 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 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 Departments/Institutions of State government located in different cities of India, taking the Consultancy Services against the Job orders of UPLC.
- j. "Day" means a calendar day.
- k. "End User" or "End Customer" means Department of IT & Electronics, UP Govt.

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 upto 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-tender document. The e-tender document includes:

- (a) Section I : Letter of Invitation
- (b) Section II : Instructions to Bidders (ITB)
- (c) Section III : Terms of Reference (TOR)
- (d) Section IV : Bidder's Eligibility and Qualification Criteria
And Selection Procedure
- (e) Section V : Terms and Conditions
- (f) Section VI : Technical Proposals 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@uplclko.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 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 eBid documents. The relevant clauses of the e-tender documents shall be treated as amended accordingly.

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>.

PREPARATION & SUBMISSION OF e-Bids

5 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) **Bidder's General Information** – includes filled-in signed statements as per Annexure I, II, III, IV & V (in the PDF format)
- b) **Qualification Details** – includes copies of required documents as per ITB Clause 6 in PDF format justifying that the Bidder is qualified and meets the criteria for the appointment.

6 Documents Establishing Bidder's Qualification

The Bidder shall furnish, as part of Technical Proposal (Annexure I to V), documents establishing the Bidder's qualification to perform the Contract. The documentary evidence in support of the information furnished should be submitted by the Bidder electronically in the PDF format. The Bidder's eligibility criteria and empanelment procedure is 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.

7 Period of Validity of e-Bids

e-Bids shall remain valid for 120 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.

8 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. All the pages/ documents of the e-Bid shall also be signed manually by the person authorized to sign the e-Bids before converting them into PDF and uploading them as bidding documents.

9 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 Rs 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 one time 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, 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 Rs 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 them 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 "V") 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.

Next the Bidder should upload the eBid documents for Fee details (Processing Fee) and EMD details. Qualification details as per "ITB Clause 7" of e-tender document. 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.

10 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 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 05:30 P.M. of 17 Nov 2012.

11 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.

12 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 e-Bids submitted earlier will be replaced by the new one. 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 clauses 10 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.

13 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.

UPLC will open all e-Bids, in the presence of bidder's authorized representatives who choose to attend at 06:00 PM on 17-11-2012 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 purchasers as 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 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.

14 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) & Scope of Work (SOW)

Background

India's success in the export of Information Technology (IT) Software and Related Services over the past decade has been acknowledged globally. India now accounts for 65 percent of the global market in IT off shoring and 46 percent of the ITES market. The growth of the sector has led to tremendous pay-offs in terms of wealth creation and generation of high quality employment. IT/ITeS industry has been one of the key driving forces fuelling India's economic growth. As a proportion of national GDP, IT/ITeS sector's contributions have risen from 1.2% in 1997-98 to an estimated 7.5% in 2011-12. As per NASSCOM estimates, IT/ITeS sector (excluding hardware) revenues are estimated at US\$ 87.6 billion in FY 2011-12. The IT/ITeS industry is expected to grow by 19% during FY 2012-13. According to a recent study, the domestic IT Services and IT-enabled Services markets are expected to grow at a CAGR of 21.1% to touch Rs 98,188 Crores by 2014. IT Services alone is growing at 16.7% CAGR over 2010-2014, while domestic ITeS spending will grow at a CAGR of 30.2% over the same period.

The State Government intends to encourage investment in IT/ITeS industries and skill enhancement of the youth specializing in IT/ITeS and allied fields to improve their employability so that the citizens of Uttar Pradesh reap the benefits of development. Lucknow is ranked among the TOP 10 cities among all the cities in India for fastest job-creation. It has also emerged as a "Science City", and numerous national level laboratories, premier medical colleges, universities along with engineering and management institutes. Agra also has emerged as preferred investment location by leading industrial houses recently. It has stood apart as premier tourist destination with its world class infrastructure and proximity to IT hubs e.g. Noida and Gurgaon. Uttar Pradesh has immense potential to emerge as one of the most economically developed states in India. Uttar Pradesh is currently focusing on developing necessary infrastructure, development of human capital, proactive engagement with investors and effective policy implementation so as to create a conducive ambience for IT industry. Uttar Pradesh government is encouraging and inviting private investments in knowledge based industries. The availability of numerous technical and manpower centers of excellence makes the state ideally suitable for setting up of IT industry.

State has large base of skilled manpower graduating from 700 professional institutions half of which imparting engineering and management courses both at graduate and postgraduate level, making it an ideal destination for knowledge-based sectors. Due to the substantially lower costs of skilled manpower, facilities and infrastructure as compared to similar resources in other developed states of India, it is poised to become a challenger to other IT hubs. Under the Central Government scheme for promotion of exports two EIPs are developed by UPSIDC on 200 acres at Gautam Budh Nagar and at Agra on 100 acres land, where high standard infrastructure facilities have been provided including cement concrete road, integrated security system, earth station etc.

Government of Uttar Pradesh has formed an IT policy "IT Vision @ UP 2012" which is aimed to reinforce the position of Uttar Pradesh as an attractive destination for the I.T industry by providing conducive business environment and policy instruments for industry

to survive and flourish in the State. The state intends to promote Tier-II cities like Lucknow and Agra as next generation IT hubs which can facilitate a holistic development of Uttar Pradesh and its people.

Policy Implementation Unit (PIU)

For the successful implementation and implementation of “IT Vision @ UP 2012” has decided to form a Policy Implementation Unit (PIU) in the state. In the State, a PIU which will be established by the UPLC and comprise of Consultants appointed on a outsourcing basis to support, monitor and provide feedback to the Empowered Committee on the Implementation of IT Policy for a period of 5 years. UPLC shall provide Administrative and Manpower support to the PIU. For the formulation of the PIU, the Government of UP intends to identify a consulting firm to be a part of it for a period of 3 years.

Key Activities of PIU shall be:

- a) Monthly reports review of the PIU progress needs to be prepared and presented to the Empowered committee that will be held under the Chairmanship of the Chief Secretary
- b) Escort services to potential industry investors
- c) Consultation in IT Projects.
- d) Single point of Contact for all IT investments/proposals and project proponents
- e) Marketing of IT Policy
- f) Liaison with Government functionaries
- g) Implementation of Single Window Clearances
- h) Policy Implementation Plan
- i) Engagement with Industries and Industry Associations
- j) Develop dashboard reporting for the Empowered Committee
- k) Decisions on outsourcing/deputation of functions as and when required

Scope of work (SOW) of the Consultant

The consultant shall assist the government of Uttar Pradesh and the PIU in achieving the objectives laid down in the IT Policy – “IT Vision @ UP 2012”.

The scope of work of the consultant shall include:

1. Monitoring of Implementation of the IT Policy of the state against timelines and objectives as defined in the IT Policy for a period of 03 years.
2. Preparing strategies and its implementation monitoring for
 - a) promoting UP as an attractive investment destination for IT/ITeS companies by providing congenial, industry friendly and proactive climate.
 - b) promoting prominent cities/towns in the State as emerging Tier-II and Tier III IT destinations and providing assistance in setting up state of the art infrastructure like IT city, IT Parks etc in the state.

- c) developing investment nodes in UP as Intelligent and Smart Cities and creating a portfolio of IT enabled services (public and private) which will make the investment region an intelligent and smart region.
 - d) creating world class ICT infrastructure as a platform to provide seamless connectivity for businesses and users, easy to use public and private services in a vibrant ecosystem consisting of ICT operators, Service Providers, Government, Regulators and end users.
 - e) enhancing the quality of talent pool and creation of additional employment opportunities, development of skilled IT manpower in the state for all sections of the society, across all regions, and to leverage IT as a tool for the socio-economic development of the State.
3. The Consultant shall be required to monitor applicability and provide periodic recommendations to the Government of UP on:
 - a) Fiscal Incentives like Interest Subsidy, Stamp Duty, VAT (Commercial Tax)
 - b) Other Incentives like Provision for Land, Single Window Clearance and Facilitation, Industrial Promotion Subsidy, Uninterrupted Power Supply, Plant and machinery for captive power generation, Employment generation, Incentives on Case to Case Basis, 24x7 Operations.
 4. Marketing and Branding of the State as a IT Hub would be one of the key responsibilities of the PIU. The consultant shall assist PIU in:
 - a) creating a Brand Promotion Strategy to create a Brand Image for the State IT Department and its Policies and initiatives.
 - b) Organizing Conferences, Summits, Road Shows and events at different states in association with agencies/institutions like NASSCOM, CII, FICCI etc to highlight the major features of the policy to the Investors, Business houses, Institutions & organizations
 - c) coordinating with the Tourism Department for promotion activities and its participation in various Road Shows
 - d) Assisting GOUP/UPLC for print, television & social media to create awareness about the policy & positioning of U.P as compared to other states
 - e) Assisting GOUP/UPLC for hiring services of a professional Advertising Agency or Public Relation Agency for promotion and brand building of Uttar Pradesh& the IT and ITES Policy of UP.
 - f) Assisting GOUP/UPLC for Holding Panel Discussions by partnering with IT companies as Gold/Silver partners.
 5. The consultant shall assist PIU in reporting to the Empowered Committee for timely review and action.
 6. Assist PIU in preparation of GO and Notifications for Policy implementation.
 7. Assistance in formulation of institutional mechanism for monitoring of the policy.
 8. Assistance in Formulation of grievance redressal mechanism for the investors.
 9. Assistance in Formulation of forums for effective public private dialogue.

Team Composition

The Selected Consultant is expected to propose a core team of at least three (3) specialists for the project. The consultant should have one resource among the proposed team permanently based in Lucknow for assisting the PIU for day to activity. As and when required, the Project Manager's presence shall be deemed necessary at onsite location. Any operational expenses related to events and road shows etc shall be taken care by government of Uttar Pradesh. The core team of the project consists of the following to undertake the day to day tasks:

- a) Project Manager
- b) Team member - investment promotion specialist
- c) Team member - data analysis, communications and events coordinator

SECTION IV: Bidder's Eligibility Criteria & Evaluation Process/ Method of Selection

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 and UPLC-IT-CONCUL/12-13-01. Bids submitted by any other bidder will 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 and technical department of UPLC and one technical expert from NIC, Lucknow and one Technical expert nominated by MD, UPDESCO. The representative nominated by Principal Secretary IT & Electronics UP Govt. shall be one of the members 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 Evaluated 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.

Short Listing of Bidders

The Consultant Evaluation Committee (CEC) shall evaluate the e-Bids for short listing, inter alia based on their past experience of handing similar type of projects, strength of their manpower and financial strength as detailed here under:

Evaluation Criteria

<u>Sr No</u>	<u>Evaluation Criteria</u>	<u>Marking Scheme</u>	<u>Maximum Marks</u>	<u>Document Required</u>
1	Project Experience			
1.1	Consultancy project involving Sector promotion (Total 20 Marks – 2 Projects 10 Marks each)	2x10 If Project involves: 1) Policy Formulation: 3 marks 2) Policy Implementation Monitoring: 3 Marks 3) Policy formulation or implementation is for IT/ ITES sector: 4 marks	20	Copy of Work Order / Client certificate
1.2	Consultancy project in the state of Uttar Pradesh with a Government Department/ PSU with atleast one project involving IT Roadmap. (3 Projects, 5 Marks each)	3X5	15	Copy of Work Order / Client certificate
1.3	Experience of supporting state/central government in India, with policy design and implementation support for skill development or IT/ITES projects in the last 5 years. (4 Projects, 5 Marks each)	4X5	20	Copy of Work Order / Client certificate
2	Proposed Manpower			
2.1	Project Manager	Exp - >8 years - 5 Marks >=6 years - 3 Marks >=4 years - 2 Mark < 4 Years - 0 Marks Qualification: - Post-Graduate - 2 Marks Graduate - 1 Mark Others - 0 Marks	10	Resume of the proposed staff
2.2	Team member - investment promotion specialist	Exp - >6 years - 5 Marks >=4 years - 3 Marks >=2 years – 2 Mark <2 Years - 0 Marks Qualification: - Post-Graduate - 2 Marks Graduate - 1 Marks Others - 0 Marks	10	Resume of the proposed staff

2.3	Team member - data analysis, communications and events coordinator	Exp - >6 years - 3 Marks >=4 years - 2 Marks >=2 years - 1 Mark <2 Years - 0 Marks Qualification: - Post-Graduate - 2 Marks Graduate - 1 Mark Others - 0 Marks	5	Resume of the proposed staff
3	Approach and Methodology			
3.1	Project Road Map	20 Marks	20	
		Total	100	

Technical Score of the Bidder =	Technical Marks Received		

The minimum Qualifying requirement shall be 80% of Technical 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, the quality scores, and the proposed prices shall be read and recorded when the financial proposals are opened.
- 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 calculated after the Technical Score is found to be minimum 80 and then all the qualified bidders will be evaluated on the L-1 basis. The Lowest total cost received in the tender after negotiations (if required), will be submitted to the UP Govt. for approval of consultant. After acceptance of the said proposal by the Govt. the consultancy work shall be awarded to the successful consultant, whose bid will be the Lowest-One (L-1) cost.

5. Payment terms

Sr No	Payment Milestone	Amount
1	Mobilization Advance	4% of the consultancy fees against Bank Guarantee
2	End of quarter 1	8% of the consultancy fees
3	End of quarter 2	8% of the consultancy fees
4	End of quarter 3	8% of the consultancy fees
5	End of quarter 4	8% of the consultancy fees
6	End of quarter 5	8% of the consultancy fees
7	End of quarter 6	8% of the consultancy fees
8	End of quarter 7	8% of the consultancy fees
9	End of quarter 8	8% of the consultancy fees
10	End of quarter 9	8% of the consultancy fees
11	End of quarter 10	8% of the consultancy fees
12	End of quarter 11	8% of the consultancy fees
13	End of quarter 12	8% of the consultancy fees
	Total	100%

6. Confidentiality

- The selected consultant will treat as confidential all data and information about the purchaser/end-customer, 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 purchaser/end-customer.

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.

Application

These general conditions shall apply to the extent that provisions in other parts of contract do not supersede them. For interpretation of any clause in the RFP or contract agreement, the interpretation of the UPLC shall be final and binding.

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

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 e-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 e-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. The consultant shall always support and safeguard the legitimate interests of the UPLC, 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 consultant 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, 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 UPLC.
- 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 the UPLC 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 Competent Authority.
- 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 be indemnify the UPLC 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 ULC 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.

Payment Terms

All payments from the client department i.e. U.P. government shall be received through Cheque/Draft in favoring U P Electronics Corporation Limited, payable at Lucknow. After receipt of the payment from the client department 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 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 UPLC 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.

Termination for Insolvency, Dissolution etc.

The UPLC 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.

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.

Technical Proposal Submission Form

(A) Consultant's General Information

SN	Particulars	Description/Details	Reference Documents	Page No.
A.	Name of Bidding Company			
B.	Contact Details			
	a) Address			
	b) Telephone			
	c) Fax			
	d) email			
	e) Website			
	f) Name of Managing Director/ CEO			
C	Incorporation Details		Certified(by Company Secretary)copies of Incorporation Certificate and Articles & Memorandum of Association	
	a) Incorporation number			
	b) Date of Incorporation			
	c) Registering Authority			
D	Service Tax Regn. Details		Certified copy of Valid Service Tax Registration in India	
	a) Service Tax No.			
	b) Date			
	c) Regn for (Name of Services)			
	d) Regn. Authority			
E	PAN No		PAN Certificate/Card	
F	TAN No		Registration certificate	
G	VAT No.		Registration certificate	

H	IT Consultancy Projects involving Sector Promotion:-		At least two work orders along with completion certificates from the organization for whom the Bidder has completed IT consulting projects involving sector promotion and Project must involves: 1) Policy Formulation: 2) Policy Implementation Monitoring: 3) Policy formulation or implementation is for IT/ ITES sector:	
H-1	Project No. 1			
	a) Name of Client			
	b) Address			
	c) Contact Person Name & Mobile/Telephone			
	d) Project name and brief Scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			
H-2	Project No. 2			
	a) Name of client			
	b) Address			
	c) Contact person Name & Mobile/ Telephone			
	d) Project Name and brief scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			

I	IT Consultancy Projects in the State of Uttar Pradesh with a Government Department/ PSU with atleast one project involving IT Roadmap		At least three work orders along with completion certificates from the organization for whom the Bidder has completed IT consulting projects in the State of Uttar Pradesh with a Government Department /PSU with atleast one project involving IT Roadmap	
I-1	Project No. 1			
	a) Name of Client			
	b) Address			
	c) Contact Person Name & Mobile/Telephone			
	d) Project name and brief Scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			
I-2	Project No. 2			
	a) Name of client			
	b) Address			
	c) Contact person Name & Mobile/ Telephone			
	d) Project Name and brief scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			
I-3	Project No. 3			
	a) Name of client			
	b) Address			
	c) Contact person Name & Mobile/ Telephone			
	d) Project Name and brief scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			

J	IT Consultancy Projects in Experience of supporting state/ central government in India, with policy design and implementation support for development or IT/ITES Projects in the last 5 years.		At least four work orders along with completion certificates from the organization for whom the Bidder has completed IT consulting projects in Experience of supporting state/ central government in India, with policy design and implementation support for development or IT/ITES Projects in the last 5 years.	
J-1	Project No. 1			
	a) Name of Client			
	b) Address			
	c) Contact Person Name & Mobile/Telephone			
	d) Project name and brief Scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			
J-2	Project No. 2			

	a) Name of client			
	b) Address			
	c) Contact person Name & Mobile/ Telephone			
	d) Project Name and brief scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			
J-3	Project No. 3			
	a) Name of client			
	b) Address			
	c) Contact person Name & Mobile / Telephone			
	d) Project Name and brief scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			
J-4	Project No.4			
	a) Name of client			
	b) Address			
	c) Contact person Name & Mobile/ Telephone			
	d) Project Name and brief scope			
	e) Start Date			
	f) End Date			
	g) Duration			
	h) Order Value			

Annexure II

Past Relevant Experience

Assignment name:		Country:
Location within the Country:		Professional Staff Provided by the Firm / entity (profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff Months:
Start date (Month / Year):	Completion date (Month / Year):	Approx. Value of Services (INR)
Name of Associated Consultants, if any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative description of project:		
Description of actual services provided by our staff:		

NOTE: Bidder must enclose copy of the LOI/LOA/WO/Agreement placed by the Procurer /Dept/sponsoring authority on the Bidder towards award of Consultancy assignments.

Signature.....
 In the capacity of.....
 Duly authorized to sign proposal for
 and on behalf of.....
 Date.....
 Place.....

Team Composition and Task Assignments

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

Name	:	
Proposed Position	:	
Date of Birth	:	
Profession/ Designation	Present :	
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 me, my qualifications, and my experience.

Date:

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

Day / Month / Year

Full name of staff member:

Full name of authorized representative:

Annexure IV

Financial Proposal Submission Form

Tender Inviting Authority: Managing Director, UP Electronics Corporation Ltd., Lucknow
Name of Work: REQUEST FOR PROPOSAL FOR SELECTION OF I.T. CONSULTANT FOR PROVIDING CONSULTANCY SERVICES IN IMPLEMENTATION AND MONITORING OF INFORMATION TECHNOLOGY (IT) POLICY 2012 FOR THE STATE OF UTTAR PRADESH
Tender Reference No :UPLC/IT-CONSULTANT/12-13/06

Bidder Name

PRICE SCHEDULE Financial Proposal Submission Form

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Rates Values only)

Sl. No.	Name of Spirit	Quantity	Units	RATE In Rs.	Service Tax @12.36% In Rs.	Any Other Taxes	Total Amount (Without Taxes) In Rs.	Total Amount (Inclusive of Taxes) In Rs.	
1	2	4	5	7	8	9	13	16	
1	Monitoring the Implementation of Information Technology (IT) Policy 2012 for the State of Uttar Pradesh	1			0.00		0.00	0.00	
***Total in Figures								0.00	0.00
***Total in Words		Rupees only							

Undertaking alongwith Financial Proposal Submission Form

To:

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

Dear Sir,

Ref: Submission of eBid against your e-Bid Reference No UPLC/IT-CONSULTANT/12-13/06

- a. Having examined the e-tender/RFP document, we, the undersigned, herewith submit our response to your e-tender/RFP reference No. UPLC/IT-CONSULTANT/12-13/06 for selection of IT Consultant, in full conformity with the said RFP document and our technical proposal (e-Bid).
- b. Our proposal shall be binding upon us subject to the modifications resulting from contract negotiations, upto expiration of the validity period of the proposal.
- c. We would like to declare that we the Bidder (of this RFP) 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 e-Bids will not be considered.
- d. We would like to declare that we the Bidder (of this RFP) 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 RFP. We know that such e-Bids will not be considered.
- e. We would like to declare that we are not involved in litigation with any Central/State/UT Government in India and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
- f. We hereby declare that we have not been blacklisted by any State / Central / UT Government Dept/ Organization/ Institution.
- g. We declare that we have not been charged with any fraudulent activities by any Central/State/UT Government Dept/ Organization/ Institution

- h. 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.
- i. 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."
- j. We understand that UPLC is not bound to accept any or all e-Bids received in response to this RFP.
- k. In case we are awarded the consultancy work by the UPLC as Consultant, we shall provide full assistance/cooperation required by UPLC, officials for performing their auditing and inspection functions. We understand that our non-cooperation for the same shall be ground for termination of service.
- l. We agree to abide by all the terms and conditions of the RFP and also all the terms and conditions of the Contract that will be issued by UPLC in case we are awarded the consultancy work by the UPLC as Consultant.

We remain,
Yours sincerely,

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

ANNEXURE –VI

Format of Agreement

(To be executed on an **On Non Judicial Stamp Paper of Rs 100/-** by the successful Bidder)

This agreement is made this.....day of.....2012 at Lucknow between M/s U.P. Electronics Corporation Limited, 10, Ashok Marg, Lucknow (in short UPLC) as “First Party”,(name of the “Consultant” for Selection Of I.T. Consultant For Providing Consultancy Services In Implementation And Monitoring Of Information Technology (IT) Policy 2012 For The State Of Uttar Pradesh, under department of IT and Electronics which is referred to as the “Second Party”, which expression shall include his heirs, executors and administrators/ their successors.

That WHEREAS the First Party will Provide Consultancy Services in Implementation And Monitoring Of Information Technology (IT) Policy 2012 For The State Of Uttar Pradesh, in accordance with all the terms and conditions contained in the Tender Document No. UPLC/IT-CONSULTANT/12-13/06 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 OF.....TWO THOUSAND AND TWELVE.

Authorized Signatory of
“First Party”

Signature:
Name and Address:

Authorized Signatory of
“Second Party”

Signature:
Name & Address:

Witness for “First Party”
Signature:
Name & Address

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