



Request for Quotation

for

*Selection of Agency for Design and Development of
New e-Tribe ("Aadi Pramaan") Online Application*

RFQ Notification No.: 2458 Dt 02/09/2021

Issued By

**The Commissioner
Tribal Research & Training Institute, Pune**

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1. Request for Quotation

1.1 RFQ Notice

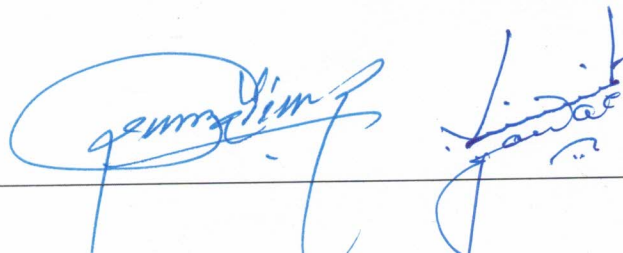
This RFQ document is being published by the Commissioner, Tribal Research & Training Institute, Pune for the "**Selection of Agency for Design and Development of New e-Tribe ("Aadi Pramaan") Online Application**"

Participating agencies are advised to study this RFQ carefully before submitting their quotations in response to the RFQ. Submission of a quotation in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

This RFQ is not transferable.

1.2 Important Dates / Information:

S.No.	Information	Details
1.	Project Name	Selection of Agency for Design and Development of New e-Tribe ("Aadi Pramaan") Online Application
2.	RFQ Ref.No. and Date	2458, 02/09/2021
3.	RFQ Validity Period	90 days from the date of opening the RFQ
4.	Date of publishing	06/10/2021
5.	Last date (deadline) for submission of RFQ at TRTI	18/10/2021 at 17.00 PM
	Place, Date and Time of opening the RFQ	20/10/2021 at 17.00 PM Tribal Research and Training Institute, 28, Queens Garden, Near Old Circuit House, PUNE - 411 001
6.	Contact Person for queries	Mr. Vinit Pawar, Accounts Officer, TRTI, Pune.
7.	Submission Type	Sealed Envelope



2.1 About Tribal Research & Training Institute

The Tribal Research & Training Institute (TRTI) was established in May 1962 to undertake research studies on various aspects of tribal and to assess the impact of developmental programs / schemes on the life of the tribal people. In order to strengthen the capacity of the TRTI to achieve the objectives, the Government of Maharashtra (G.R. No. TRT-2013/F. No. 787/D-5/Date 24/12/2013) has decided to give it a Status as an Autonomous Association / Society under the Societies Registration Act and Bombay Public Trust Act. It has a tribal museum, which creates an outreach environment from within the museum to the outside world so that curiosity and wonder is stimulated about the tribal.

2.2 About RFQ Background

Tribal Research and Training Institute, Maharashtra State, Pune is an autonomous organization of the Government of Maharashtra, which was established under the centrally sponsored scheme in 1962. Tribal research and training institutions are working in the tribal-dominated states of the country to conduct research on various aspects of tribal subjects.

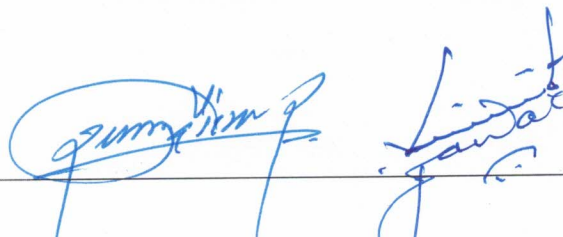
The following objectives of the organization were set up during the establishment of this institution. Organization's Objectives and Functions

1. Evaluate the impact of various schemes implemented by the Central and State Government for the financial, educational and social development of tribal communities on tribal life.
2. Do research on issues related to tribal life and development.
3. Providing pre-employment training for the officers / employees working in Tribal Development Department and for tribal students.
4. Organizing different training sessions for the tribal
5. Adivasi cultural museum to organize tribal arts and culture, organize handicraft exhibition in different urban areas, and create a short film on tribal life.
6. Administrative control over the functioning of Scheduled Tribes Certificate Verification Committees working in the State level in Maharashtra State

RFQ (Request for Quotation) is called for the Selection of Agency for Design and Development of New e-Tribe ("Aadi Pramaan") Online Application.

In order to simplify the delivery of citizen centric services and in line with the Government of Maharashtra's "e-Governance Policy 2011", Tribal Development Department has identified the entire process of providing Tribe Validity Certificates to be made online via eTribe Validity online application. This will help not only to provide to citizen services in a speedy and transparent manner, but also improve the efficiency of the Tribe Certificate Scrutiny Committees.

The processes and working of the Scheduled Tribes Certificate Verification Committees under the Tribal Research and Training Institute, Maharashtra, Pune is currently being carried out online through "Adi Praman Pranali".



Targeted Users and Clients:

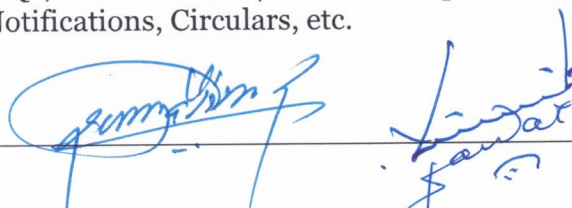
- a) Tribal Population and Citizens of Maharashtra.
- b) Tribe Certificate Scrutiny Committee of Tribal Development Department, Government of Maharashtra
- c) TRTI authorities and officials

Scope of Work:

- a) Coding and UI designing for Front-end as per the standard Workflow, as specified by TRTI
- b) Coding and UI designing for Back-end as per the standard Workflow, as specified by TRTI
- c) Dashboard Creation, with filters and wild search facility
- d) Role-based Access Control Levels (which can be controlled and managed by the Admin as required)
- e) Support Ticket System
- f) Training and hand-holding of all users concerned
- g) Detailed User Manual
- h) Admin User Manual for Committees and Department
- i) Super Administrator users for TRTI (with all rights) Email, SMS, and Digital Signature Integration
- j) Testing and Bug fixing
- k) Hosting the application on Cloud Server(s), to be provided by the selected Vendor

Functionalities desired in the Online Modules:

- 1) Home page design
- 2) Various Modules development in consultation with the Committee officials.
- 3) "Registration" Module
- 4) "Login" module (including "Forgot Username / Password" sub-modules)
- 5) Email, SMS, and Digital Signature integration in various activities
- 6) Online system for submission of applications for tribe validation.
- 7) E-mail and SMS alert notifications to applicants at every stage.
- 8) Applicants can verify the status of their applications online through the "Track Your Application" module.
- 9) Education, pre-service, service and election requests can be submitted, and related certificates will have to be generated online.
- 10) Auto-redirection to the appropriate Committees, based on the applicant's information.
- 11) Standardized formats for issuing
 - i. Acknowledgment receipts to the applicants
 - ii. Communication to sponsoring authorities and the applicants (including Show Cause Notices)
 - iii. Generating valid orders
- 12) "Verify Validity Certificate" Module
- 13) Role-based Access Control Levels (which can be controlled and managed by the Admin as required)
- 14) FAQs, Downloads / List of Important Documents / Latest GRs, Orders, Notifications, Circulars, etc.



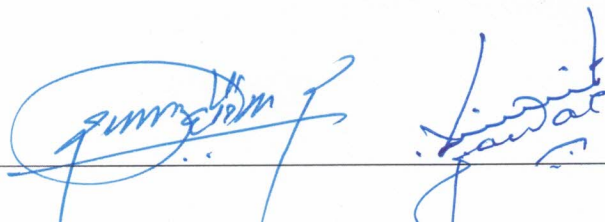
- 15) RTI information
- 16) Feedback Module
- 17) Documents upload option
- 18) Unique Application Tracking System
- 19) Back-end CMS Development
- 20) MIS Dashboard Development
- 21) Bulk import facility in various modules / tables, to be accessible only to Administrators.
- 22) Committee Login Module (as per Users of TRTI)
- 23) Location-wise Module
- 24) Digital Signature Integration
- 25) Certificate Scrutiny Module
- 26) Certificate Approval Module
- 27) Certificate Generation Module
- 28) The online software will have to be hosted on Cloud servers, to be provided by the Vendor.
- 29) Any third-party or API Integration, as and when received from TRTI

Implementation Schedule

The service provider will complete the implementation processes for “e-Tribe / Aadi Pramaan” online software within stipulated time-period after receipt of Work Order.

Following are the major milestones during the period:

- (a) Software Requirement Specifications
- (b) System Design Document
- (c) Test plan finalization and approval by TRTI.
- (d) Information Security Document
- (e) System Audit
- (f) Test Results acceptance.
- (g) Test Specifications, Plan and Test Results
- (h) User Acceptance of User Interface design of the application.
- (i) End User and Administrator’s Manuals.



3. Eligibility Criteria for Selection of Agency for documentation of tangible tribal art, culture and heritage of Maharashtra. (Document to be enclosed in Envelop A)

S.No.	Eligibility Criteria	Document Proofs Required
1	The Bidder must be a company in India Registered under The Company's Act 1956 or 2013/Partnership Act, and must be in existence in the said business for a minimum of 3 (Three) years.	Certificate of Incorporation / Registration Certificate issued by the competent authority, Memorandum of association and article of association/Partnership deed/Shop Act
2	The Bidder must have an annual average turnover of more than Rs.50 lakhs. in last 3 Financial Years (2018-19, 2019-20, 2020-21)	Certificate from Statutory Auditor highlighting total turn-over for last 3 Financial Years (2018-19, 2019-20, 2020-21)
3	The Bidder must submit valid proof an authorized signatory in the form of power of attorney.	Attach the power of attorney or a board resolution on the letter head of the firm or on the letter head
3	The agency should have executed similar type of work for a State or Central Government / Semi-Government / autonomous organization of Government / private company / PSU etc. and must have previous experience of building similar high-end web-based applications. The Vendor is to provide contact details of organizations for which these projects have been executed.	Copies of Work Orders, signed and stamped by Competent Authority
4	Bidder should have valid IT, GST returns for the last three Financial Years (FY 2018-19, 2019-20,2020-21) with no loss and the Bidder should have PAN Card and GST certificate	Provide documentary proof of Income Tax Returns and GSTR for the last three financial years. Provide copy of PAN card and GST certificate and GST paid challan till 31st March 2021
5	The firm should not have been blacklisted by Central Government or any State or Central Government/Semi-Government/autonomous organization/ PSU etc.	Declaration letter by bidder as per format given in this EOI document
6	Key personnel involved in the team must have appropriate qualifications to develop / build such Computer Applications	Attach Resume / CVs of the key personnel working in the Team.
7	The Vendor shall have necessary facilities within Maharashtra, enabling TRTI authorities to supervise/monitor the work at regular intervals.	Attach a declaration.

4. Technical and Commercial Evaluation

Technical and Commercial Evaluation of the bids would be carried out on the parameters as given below:

- A. Bidders Competence and Technical Score – Marks shall be converted to score. Refer 4.1 below. Those securing score of 80 or above will qualify for Commercial Evaluation
- B. Commercial Evaluation - Conversion of financial amount to financial score will be done using the formula (Lowest Financial Bid (LFB)/ Financial bid amount(F) * 100

See illustration 4.1 of this document below

The evaluation categories would be divided into various sub-categories, as broadly mentioned below:

No.	Parameter	Marks	Max.Score	Supporting Document Type (Name to be given to the PDF file)
A	Bidder's Competence and Technical Score		100	
A1	Annual turnover of the company in the past 3 financial years ending March 2021. (INR.)	50 Lakhs to 80 Lakhs : 15 marks 81 Lakhs to 1 Cr : 20 marks 1 Cr and above : 25 marks	25	As per assessment of 3
A2	Number of similar high-end projects executed and completed for State or Central Government/Semi Government/autonomous organization/PSU, etc.	1 = 10 marks 2 to 3 = 15 marks >3 = 25 marks	25	As per assessment of 3
A3	Technical Presentation must cover the following aspect: a) Concept and overall approach to the solution. b) Prototype of a similar project to be created and presented to the TRTI Evaluation Committee Note:- The capacity to complete the job within the given time-frame and with desired quality will also be considered.	Bidders need to demonstrate either instances of the work done earlier, or a prototype of the desired and proposed online application.	50	As per assessment of 3



A	Total Technical Evaluation marks (Weightage of 80%)	100	These are the technical marks which shall be converted into technical score using QCBS grading system table (4.1)
Only those bidders who get a technical score of 80 and above will qualify for commercial evaluation			
B	Commercial Evaluation (weightage of 20%)	100	
B 1	Commercial evaluation shall be done as per submitted quote value, excluding taxes.	100	As per assessment of 3
	Conversion of financial amount to financial score will be done using the formula (Lowest Financial Bid (LFB)/ Financial bid amount(F) * 100)		
B	Financial Score (LFB/F*100) upto 2 decimal places	100	
C	Consolidated Technical Score and Financial Score	Technical Score (TS) + Financial Score (FS)	

Sumit Singh *Sanjay*

Instructions for Pre-Qualification Bid

Pre-Qualification Cover Letter

(To be provided on the letter head of Bidder)

Date: dd/mm/yy

To
The Commissioner
Tribal Research & Training Institute,
28, Queen's Garden
Pune

**Sub: " Selection of Agency for Design and Development of New e-Tribe
("Aadi Pramaan") Online Application"**

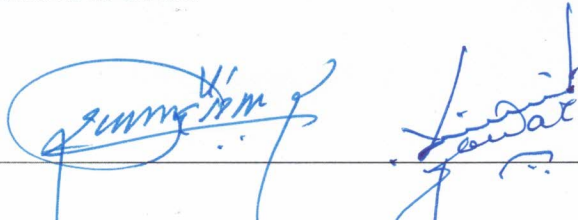
Ref : RFQ No:<No> Dated <DD/MM/YYYY>

Dear Sir,

Having examined the RFQ, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the draft RFQ document for the Appointment of **Agency for Design and Development of New e-Tribe ("Aadi Pramaan") Online Application.**

We attach hereto our responses to pre-qualification requirements and technical proposals as required by the draft tender document. We confirm that the information contained in these responses or any part thereof, including the samples, and other documents and instruments delivered or to be delivered to TRTI, is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the selection process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.



We agree for unconditional acceptance of all the terms and conditions set out in the RFQ document and also agree to abide by this tender response for a period of 90 days from the date fixed for bid opening. We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed the RFQ.

We agree that you are not bound to accept any tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the tender response.

It is hereby confirmed that I/We are entitled to act on behalf of our company empowered to sign this document as well as such other documents, which may be required in this connection.

Signature of Authorized Signatory (with official seal)

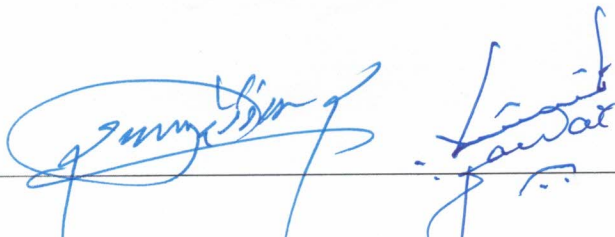
Name :

Designation :

Address :

Telephone & Fax :

E-mail address :

The image shows two handwritten signatures in blue ink at the bottom of the page. The signature on the left is a cursive name, possibly 'G. M. Singh'. The signature on the right is also cursive and appears to be 'S. K. Jaiswal'. There are some additional scribbles and marks below the second signature.

**FORMAT PQ2: Bidder's Average Annual Turnover in last 3 years
FY2018-19, 2019-20, 2020-21**

(To be provided on the letter head of Bidder)

Date: dd/mm/yyyy

To,
The Commissioner
Tribal Research & Training Institute,
28, Queen's Garden
Pune

Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the RFQ Document for the **Selection of Agency for Design and Development of New e-Tribe ("Aadi Pramaan") Online Application.**

I hereby declare that below are the details regarding Average ANNUAL Turnover, of our company.

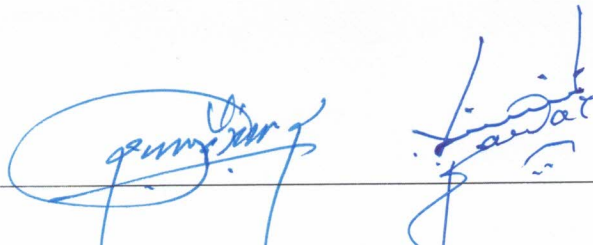
S.No.	Details	FY 2018-19 (in lakhs)	FY 2019-20 (in lakhs)	FY 2020-21 (in lakhs)
1	Average Annual Turnover			

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Phone& Email		

I further certify that I am competent officer in my company to make this declaration.

Yours Sincerely,



FORMAT PQ5: Self Declaration - No Blacklisting

(To be provided on the letter head of Bidder)

Date: dd/mm/yyyy

To,
The Commissioner
Tribal Research & Training Institute,
28, Queen's Garden
Pune

Sir/Madam,

In response to the Tender Ref.No. _____ dated _____ for **Selection of Agency for Design and Development of New e-Tribe ("Aadi Pramaan") Online Application**", as an owner/ Director of __, I/ We hereby declare that presently our Company is having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State or Central Government /Semi Government/ Autonomous Organization / Private Company/PSU, etc

We further declare that presently our Company is not blacklisted and not declared ineligible for reasons other than corrupt and fraudulent practices by any State or Central Government/Semi Government/ Autonomous Organization / Private Company/ PSU, etc.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

FORMAT PQ6: Commercial Proposal Format & Instructions (Envelop 2)

The Bidder has to quote the rate in the below format. Details to be filled up for price bid are as follows:

S.No.	Description	Specifications	Quantity	Price (Excluding GST)
1	Design & Development of Web Portal	1. Coding and UI designing for Front-end as per the standard Workflow, as specified by TRTI 2. Testing and Bug fixing	Job	
2	CMS and Back-end Development	1. Coding and UI designing for Back-end as per the standard Workflow, as specified by TRTI 2. Support Ticket System 3. Admin User Manual for Committees and Department 4. Dashboard Creation, with filters and wild search facility 5. Role-based Access Control Levels (which can be controlled and managed by the Admin as required) 6. Super Administrator users for TRTI (with all rights) Email, SMS, and Digital Signature Integration	Job	
3	Hosting	Hosting the application on Cloud Server(s), to be provided by the selected Vendor	Annual Package	
4	Training and Hand-holding	1. Training and hand-holding of all users concerned 2. Detailed User Manual 3. Detailed Admin Manual	Job	
Total				(Price + GST)

Name of the firm:

Seal and Stamp of Authorized Signatory:

Bidders are instructed to take the printout of this document and attach the manually filled sheet along with signature and seal of authorized person(s). All costs and/or charges shall be exclusive of GST as applicable under the relevant Laws of India. Should there be a change in applicable taxes, the actual taxes on the date of billing would prevail.



Notes:

1. The bidders may visit TRTI's offices and obtain additional information at their own cost and responsibility. All the prices are to be entered in Indian Rupees ONLY.
2. During the payment stage, TRTI reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
3. The Contract Price shall be firm and not subject to any alteration.
4. The Selected Agency shall be deemed to have satisfied itself as to the correctness and sufficiency of the contract price, which shall, except as otherwise provided for in the contract, cover all its obligations under the contract.

