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**The Haryana Pond and Waste Water Management Authority**  
Plot No-9, DHL Square, 3<sup>rd</sup> Floor, IT Park, Sector-22, Panchkula  
E-Mail Id: [ms.haryanapondauthority@gmail.com](mailto:ms.haryanapondauthority@gmail.com)  
Website: [www.HPA.org.in](http://www.HPA.org.in)

HPA/ADMN/0024/2022/54328

Dated:-23.11.2022

**NOTICE INVITING QUOTATION(NIQ)**

Sealed quotations are invited from the IT firms conversant with providing IT services to the departments. The last date for the submission of Bid is 30.11.2022 upto 3:00 pm as per the format of quotation.

1. Interested firms/ agencies may send their sealed quotations quoting their rates at which they would be able to provide the IT services to Haryana Pond Authority at Panchkula as per terms & conditions.
2. Submission and opening of Quotations shall be as follows:-  
**The Quotations are** invited at single stage under two covers i.e, technical and financial envelope  
**The first envelope** should contain Earnest Money /Details, undertaking as in **Annexure-I and**, quotation (technical) as in **Annexure-II** .  
**The Second Envelope** should be sealed and contain quotation ( financial) as in **Annexure-III** .  
**Both these envelopes** should be kept in a cover and it should be sealed & super – scribed, “**Quotation for Providing the IT Services**” and should be addressed to the , “Member Secretary, HPA, 3rd Floor, DHL Square IT Park, Sectotr-22, Panchkula, and put in the tender box kept in the office of HPA before or up to prescribed date and time. The quotations received after the last date & time as prescribed or received in any manner other than through tender box would not opened & would be summarily rejected .Earnest money,Undertaking and technical quotation of the bidder will be first examined based on the details submitted under first cover i.e technical w.r.t earnest money ,under taking, eligibility and qualification criteria prescribed in this document. The Financial Bid under the second cover shall be opened for only those bidders, who qualifies the Technical Bid as per the eligibility and qualifications criteria as per the document.
3. The time schedule of receipt and opening of quotation is as under

<b>Last Date &amp; Time for receipt of quotation</b>	<b>:- -----</b>	<b>30.11.2022 UP TO 03:00PM</b>
<b>Date &amp; Time Opening of technical Quotation</b>	<b>:- -----</b>	<b>30.11.2022 AT 03:30 PM</b>
<b>Date &amp; Time Opening of Financial Quotation</b>	<b>:- -----</b>	<b>02.12.2022 AT 03:00 PM</b>

4. The quotations will be opened in the presence of the participating bidders or their authorized representatives, who may like to be present at the time of opening of quotations.
5. The HPA reserves the right to reject any or all the quotations without assigning any reason thereof. The complete bidding documents can be viewed/ downloaded from the website: <http://www.hpwwma.org.in>. please note that the HPA reserves the right to accept or reject the quotation process at any stage without assigning any reason thereof.

**Member Secretary, HPA,  
Panchkula, Haryana.**

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## Summary of the BID

**Name of Work: - Providing the IT Services to the office of Haryana Pond Authority (HPA) at Panchkula.**

S/N	Particulars	Detail
1.	Estimated annual cost of works.	Rs- 20, 00,000/- approx.( Rs- Twenty Lakh only) / (Annual).
2.	Date of commencement of work.	As per award letter.
3.	Period of contract.	12 months but the performance shall be reviewed quarterly. In case services are not found satisfactory, the contract shall be terminated.
4.	Earnest money with Bid Documents.	Rs- 10,000/- ( Ten Thousand Only), in the form of Demand Draft/ Pay Order/ Payable at Panchkula in the name of Member Secretary, HPA, cheque shall not be accepted in any case.  <b>Note:</b> - Micro and small enterprises (MSEs) as defined in MSE procurement policy issued by department of Micro Small & Medium enterprises ( MSME) are exempted from EMD upon submission of valid registration certificate from MSME department.
5.	Last Date & Time for submission of Quotation.	30.11.2022 UP TO 03:00PM
6.	Date & Time Opening of Quotation (Technical).	30.11.2022 AT 03:30 PM
7.	Date & Time of Opening of Quotation ( Financial )	02.12.2022 AT 03:00 PM

### BASIC QUALIFICATIONS

The firm should have the competence, sound financial resources, experience, equipments, manpower and reputation to perform the contract to the satisfaction of the Haryana Pond Authority. Technically qualified and financially sound firms, having experience of providing IT services may apply. The firms will have to submit credentials and documents in support of their experience of working with HPA (if any). The firm shall be responsible for promoting the HPA as per the

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requirements of the Authority.

The Firm/agency must have professionally qualified and experienced IT professionals possessing degree from a Govt. recognized institutes and minimum 3 to 5 years experience in the field of IT. The firm shall be able to understand the objective of the Authority and provide services accordingly.

The persons engaged by consulting agency must possess basic qualifications as B.E/ B.Tech./M.Tech ( In any stream )/ M.Sc (Computer science /IT)/MCA/'B''C' level,

or

M.Sc (physics/math/statics) with 60% marks and PGDCA with 60% marks and minimum 3 years of relevant experience in:-

Net frame work 4.0 and above, C#,MVC Architectural, Java script. J query, API, web services, JSON, XML, Knowledge of DB store procedures Cursor, trigger, SSRS, Reporting tools and trouble shooting C#Code.

#### **SCOPE OF WORK:**

1. To generate, manage, approval from HPA and uploading contents on the HARYANA POND AUTHORITY website.
2. Daily updating / postings on all the social media platforms which includes Site Visits, News, Photographs regarding HARYANA POND AUTHORITY.
3. Interviews of Chairman, EVC, event calendar of HARYANA POND AUTHORITY and various local cluster stories to be posted on social media platforms. Story will be prepared in different digital formats every month where input will be provided by HARYANA POND AUTHORITY.
4. Linking Facebook and Twitter etc. handles to HARYANA POND AUTHORITY website.
5. To increase the footfall of the website significantly by the end of three months.
6. Live streaming of all major HARYANA POND AUTHORITY events through social media channel.
7. To prepare abstracts, reports of all the ponds along with different parameters as well as latitude and longitude on the basis of area divided as more than or equal to 0.5 acre, less than 0.5 acre and more than 24 hecters.
8. The internal planning to be monitored, updated as well as internal movements related to digital survey, working drawing, estimates and funds etc.
9. To search, check overall progress of work represented in graphical forms constitute of planning, physical stages representing various activities like Digital survey, Water test Reports, working drawings, preliminary Estimates, Administrative Approvals, Floating of Tender, award of Work etc including financial status department wise , scheme-wise, month wise along with progress and grading system.
10. To prepare data of all the ponds of 22 Districts assembly parliament constituency-wise through dash board as well as graphical representation of data along with planning , physical status, images of ponds and videos under gallery and project reports .
11. To display the images of ponds before, during and after restoration as well as provision of videos

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- uploading from the field.
12. Monitoring & updating CM window, Grievance Redresal Mechanism (GRM) and legal monitoring system
  13. Any other work as assigned from time to time by the HARYANA POND AUTHORITY.

**PREQUALIFICATION CRITERIA:-**

The bidders having following valid documents will be technically qualified and considered for opening of their Price bid.

1. Registration certificate of Firm / Company / Partnership / Proprietorship under the companies Act, 1956 and who have their offices in India.
2. The firm should be in the business of providing similar consultancy service for at least three (3) financial years as on 31/3/2022. A list of clients should also be provided in support of claim.
3. The firm should have Service tax (GST) registration and PAN.
4. Registration certificate issued by the MSME, if any to claim exemption of EMD.
5. The firm should have registration with ESI and EPF organisation if applicable as per govt. rule otherwise an undertaking on Company's letter head duly notarised giving reasons thereto.
6. The firm should not have been blacklisted by anyone. Undertaking on Company's letter head thereto is to be submitted.
7. The firm should have Income Tax return submitted during last three years (FY 2019-20, 2020-21 & 2021-22).
8. The firm should have completed one similar consultancy service of not less than Rs. 16.00 lakhs or two consultancy services of not less than Rs. 12.00 lakhs each or three Consultancy services of not less than Rs. 8.00 lakhs each during last three financial years in any reputed organization. Only such projects that have been handled directly need to be mentioned.
9. The firm should have an average annual turnover of Rs. 40 lakhs during the last 03 Financial years.
10. The firm should have qualified and experienced, at least 2-3 full time consultants on its pay roll.
11. The firm should be financially sound and have an account in any schedule bank in India/Tri-city.

**EVALUATION CRITERIA/FINAL SELECTION:**

The bids received will be opened in this office in the presence of the tender opening committee of HPA. The financial bids of only those bidders who fulfil in Technical bids criteria will be considered.

The Lowest bidder (L-1) shall be considered for award of work yet the decision of HPA in this regard will be final and binding.

The bidders who have an unsuccessful record or blacklisted by any organization shall not be considered for award of work.

**EARNEST MONEY DEPOSIT**

The bidder is required to deposit Rs. 10,000/- ( Ten Thousand only) as EMD along with the bid to be paid in form of Demand Draft/ Pay order in favour of Member Secretary, Haryana Pond Authority payable at Panchkula. Bid without EMD will be summarily rejected. EMD of unsuccessful bidder shall be refunded without any interest after finalization of award. EMD of successful bidder shall be

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adjusted against performance guarantee.

The Earnest Money Deposit (EMD) shall be forfeited by the HPA in case:-

- i. The firm withdraws their offer during the period of bid validity, without prior notice.
- ii. After selection, the firm fails to honor the contract or refuses to comply with any or all terms and conditions of the bid.
- iii. Information / documents submitted are found to be false/tampered.

### **PERFORMANCE SECURITY**

The successful bidder shall submit performance security through FDR / Bank Guarantee equivalent to **10%** of the total contract value issued by any nationalized bank in favour of Haryana Pond Authority. The FDR / Bank Guarantee should be valid for a minimum period of 12 months and till the expiry of the contract. In case the FDR / Bank Guarantee is not received within 7 days of issue of award letter, the adequate performance security deposit shall be deducted from the bills of successful bidder. The performance security can be forfeited to recover any amount which is payable by the contractor on account of any clause arising out of the contract.

The performance security shall be refunded after satisfactory completion of the contract. The Performance Security shall be forfeited by the HPA in case of:-

- i) Non-performance or mid-way unilateral withdrawal from the assignment by the firm.
- ii) Changes in the approved matter/data/information.
- iii) Submitted Information / documents are found to be false / tampered at a later stage.

### **BID/BID VALIDITY**

The prices quoted shall remain valid for **120 days** from the date of opening of technical quotation and in respect of accepted quotation the prices quoted shall remain valid for **180 days**. The bidders may attend or send their authorized representatives the meeting on the date and time of opening of the quotations.

### **DEFAULT OF AGENCY**

If the services of the firm are not found satisfactory or if the firm fails to meet / fulfill any terms/ conditions/ Obligations laid down in the bid document, the agency shall be served a notice to take a corrective action within 7 days. If the agency fails to rectify or conform, the HARYANA POND AUTHORITY shall be at liberty to terminate the contract and forfeit the performance security amount without any further communication in this regard.

### **ANNULMENT OF AWARD**

Failure of the firm to comply with the requirement of bid shall constitute sufficient ground for the annulment of the award and forfeiture of performance security in which event bid shall be cancelled and Council may call for new bids.

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## **RIGHTS OF HPA**

HPA reserves the right to accept / reject the bids received or call for any additional information/clarification or modify / cancel the bidding process, if so required without assigning any reasons whatsoever.

HPA if considered necessary reserves the right to cancel / terminate the agreement any time without assigning any reason.

The period of contract shall be for 12 months but continuance of the contract shall depend upon the performance of the firm. The services of the firm shall be reviewed quarterly and in case the same were not found satisfactory, a one month's notice shall be served to the firm and the consultancy services shall be terminated without any further communication in this regard. After successful completion of the 12 months, the contract may be extended further for a period of one year or as decided by the competent authority.

Confidentiality of any data/information/matter provided by HARYANA POND AUTHORITY should be maintained.

## **DISCLAIMER:**

This bid is being issued by the HPA for inviting bids for **hiring of IT services** having awareness /understanding/ cognizance of the HPA. The word 'Bid' is used to refer this document. The purpose of this document is to provide the Bidder with information to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. HARYANA POND AUTHORITY reserves the right not to proceed with the work, to alter the matter reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting a quotations.

## **TERMS OF PAYMENT:**

Payment shall be made through cheque /electronic payment issued in favour of the firm/agency/company upon submission of bill on monthly basis and satisfactory performance. All bills must be submitted in original to HARYANA POND AUTHORITY, sector 22, Panchkula, Haryana. In case of delay in payment no interest shall be payable.

TDS shall be deducted from the bill as per government rules.

There shall be no escalation in the price during entire period of contract except government taxes.

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**FORCE MAJEURE:**

The failure to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default in so far as such inability arises from an event of Force Majeure. For the purpose of this RFP” Force Majeure” means an event /circumstances which are beyond the reasonable control of the HARYANA POND AUTHORITY and is not foreseeable.

**ARBITRATION:**

In case of any dispute related to this contract, the same shall be referred to the sole arbitration of the Vice Chairperson, HARYANA POND AUTHORITY or any other person authorized by him. The decision of the arbitrator shall be final and binding on all. All disputes / interpretation and other matters if any, concerning this agreement in any manner whatsoever shall be subject to final decision of the sole arbitrator of HARYANA POND AUTHORITY. The place of jurisdiction shall be at HARYANA POND AUTHORITY, Head Office, Panchkula, Haryana.



Member Secretary  
Haryana Ponds Authority



# The Haryana Pond and Waste Water Management Authority

Plot No-9, DHL Square, 3<sup>rd</sup> Floor, IT Park, Sector-22, Panchkula

E-Mail Id: [ms.haryanapondauthority@gmail.com](mailto:ms.haryanapondauthority@gmail.com)

**Annexure - I**

## **UNDERTAKING**

The Member Secretary,  
Haryana Pond Authority,  
Plot No-9, DHL Square, 3rd Floor,  
IT Park, Sector-22, Panchkula, Haryana.

**Subject: providing IT services to the Department.**

Sir,

Having examined the Scope of work, pre-qualification criteria, evaluation and tasks prepared by your office and satisfying ourselves as to the location and terms and conditions, I / we hereby offer to execute the above works i.e. providing IT services to the Department at the respective fees which I/we have quoted in the Financial Bid. I/We the undersigned, certify that:

1. I/We have quoted the most economical and best charges/fees in financial bid.
2. I / We herewith deposit **Rs. 10,000/- (Rupees ten thousand only)** in the form of Demand Draft/ Pay Order/ Payable at Panchkula in the name of Member Secretary, HPA, payable at Panchkula, as Earnest Money Deposit. The EMD shall be refunded after finalization of the contract without any interest.
3. The contract may be terminated and fresh bid may be issued in case HARYANA POND AUTHORITY is not satisfied with the services provided by us. I/We also undertake that I/we have no objection and will not claim any losses / damages on any account from the HARYANA POND AUTHORITY.
4. I / we understand that you are not bound to accept the lowest bid or bound to assign any reasons for rejecting our bid or withdrawing the Bid.
5. I / We hereby confirm that our firm has not been black-listed by any organisation in India or abroad.
6. I / we agree to keep our bid open for 120 days from date of opening of Technical Bid.
7. I / we enclose complete bid documents( Annexure-I, II & III) duly signed in.

Date: \_\_\_\_\_



(Signature of Bider with Seal)

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

Address (Fim) \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email ID: \_\_\_\_\_



## TECHNICAL BID

**Annexure – I**

No.	Particulars	Self-attested Documents					
1.	<p><b>Earnest Money deposit (EMD)</b> Bidder will submit Earnest Money Deposit amounting to <b>Rs. 10,000/- (Rupees Ten Thousand only)</b> to be paid in the form of Demand Draft/ Pay Order/ Payable at Panchkula in the name of Member Secretary, HPA, payable at Panchkula, as per bank's details given below:</p> <p>In no case, cheques and /or cash will be accepted. Quotation without Earnest money deposit shall be summarily rejected.</p>	<table border="1" style="width: 100%;"> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">Bank details for refund of Earnest Money Deposit (EMD), in case of unsuccessful bidder</td> <td>Name of Bank: _____</td> </tr> <tr> <td>Branch: _____</td> </tr> <tr> <td>Account No. : _____</td> </tr> <tr> <td>IFSC Code: _____</td> </tr> </table> <p>Note: Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from EMD upon submission of valid Registration Certificate from MSME Department.</p>	Bank details for refund of Earnest Money Deposit (EMD), in case of unsuccessful bidder	Name of Bank: _____	Branch: _____	Account No. : _____	IFSC Code: _____
Bank details for refund of Earnest Money Deposit (EMD), in case of unsuccessful bidder	Name of Bank: _____						
	Branch: _____						
	Account No. : _____						
	IFSC Code: _____						
2	Certificate of incorporation of firm / Co. / Partnership / Proprietorship registered under the Companies Act 1956 having registered office in India.	Yes / No					
3.	Average annual turnover certificate for the last Three (3) financial years (FY 2019-20, 20-21 & 2021-22).	Yes/No					
4.	<p>Copy of contract/work orders providing similar consultancy services to Central./State Govt. / PSUs / Govt. bodies /Reputed organisation in India</p> <p>(i). <del>Three</del> completed services costing not less than <b>Rs. 16.00 Lakh</b> each or</p> <p>(ii). Two completed services costing not less than <b>Rs.12.00 Lakh</b> each or</p> <p>(iii). <del>One</del> completed services costing not less than <b>Rs. 8.00 Lakhs</b>.</p>	Yes / No					

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5.	Details of 2-3 full time consultants on its pay rolls.	Yes / No
6.	Undertaking signed by authorized signatory that the firm is not blacklisted by any.	Yes / No
7.	Copy of Self-attested PAN Card and Service Tax registration (GST).	Yes / No
8.	Registration certificate issued by ESI & EPF department, if applicable. <b>Otherwise an Undertaking on Rs. 50/- stamp paper duly notarized is to be submitted with reason thereto.</b>	Yes / No
	Registration certificate issued by MSME, if any.	Yes / No
	Copy of Income Tax return of firm for the last Three (03) financial years (2019-20, 20-21 & 2021-22)	Yes / No

The following information should also be provided:

1. Brief Profile of your agency.
2. Detailed approach and methodology to be followed.
3. Consultants deployment indicating their qualifications, experience in the field of IT Services Consultancy giving complete details of work performed by each.
4. Details of present /past clients with type of services offered.

### CERTIFICATE

It is certified that:

1. The information given above is TRUE to the best of my knowledge and belief. The bidder shall stand liable for any information given above which is later on found to be FALSE. The contract shall be liable to be terminated immediately and Performance Security shall stand to be forfeited.
2. We are interested to undertake the above work as per terms and conditions set out in the bid.
3. I am competent and authorized to sign the Bid / Certificate on behalf of the Firm / Agency / Company.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

(Signature of Bidder with seal)

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address of firm: \_\_\_\_\_  
Email ID \_\_\_\_\_  
Contact Number \_\_\_\_\_



**FINANCIAL BID**

The financial proposal should quote the **Total Professional fee & Expenses (One month)** in Indian Rupees. Tax should be shown separately.

Sl.	Description of work	Total Amount (INR)*
1.	Consultancy fees for providing IT Services	
2.	Tax as applicable	
	<b>Grand Total</b>	

**\*Rupees (in words)** \_\_\_\_\_

Note: In case of mis-match in figures and in words, the lower amount shall be considered as the final financial quote. No representation shall be entertained in this regard. The decision of the HARYANA POND AUTHORITY shall be final and binding.

- Price bid of only those bidders shall be opened who fulfill the minimum eligibility criteria and are found technically qualified as well as whose presentation is found satisfactory and selected by the HARYANA POND AUTHORITY. The decision of the tender opening committee in this regard will be final and binding.
- Technically qualified bidders selected by tender opening committee after evaluation of presentation shall only be considered for their financial bid. The quoted price should be genuine, competitive and not inflated.
- The Lowest bidder (L-1) shall be considered for award of work yet the decision of HARYANA POND AUTHORITY in this regard will be final and binding.
- HARYANA POND AUTHORITY has the right to reject any or all the bids without assigning any reason thereof.

Date: \_\_\_\_\_

(Signature of Bidder with office Seal)

Name & Designation: \_\_\_\_\_

Agency Address :

Contact No.-

Email id:-



