Request for Empanelment

of

AGENCIES TO PROVIDE HUMAN RESOURCES

MAP_IT

Madhya Pradesh Agency for Promotion of Information Technology
State IT Centre, 47-A, Arera Hills, Bhopal

Ph: 07552518702; Fax: 07552769824;
Email: map_it@mp.nic.in; url:www.mapit.gov.in

September 2018
DISCLAIMER

All information contained in this Request for Empanelment (RFE) provided / clarified is in good interest and faith. This is not an agreement and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this RFE document, the interested firm shall satisfy itself that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested bidders are required to make their own enquiries and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the RFE document is complete in all respects and firms submitting their proposal are satisfied that the RFE document is complete in all respects.

Madhya Pradesh Agency for Promotion of Information Technology (A society under Department of Science & Technology, Government of Madhya Pradesh) reserves the right to reject any or all of the applications submitted in response to this RFE document at any stage without assigning any reasons whatsoever. Madhya Pradesh Agency for Promotion of Information Technology also reserves the right to withhold or withdraw the process at any stage with intimation to all who have submitted their proposal in response to this RFE. Madhya Pradesh Agency for Promotion of Information Technology reserves the right to change/ modify/ amend any or all of the provisions of this RFE document without assigning any reason. Any such change would be communicated to the bidders by posting it on the website of Madhya Pradesh Agency for Promotion of Information Technology (www.mapit.gov.in).

Neither Madhya Pradesh Agency for Promotion of Information Technology nor its employees and associates will have any liability to any prospective Respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFE document, any matter deemed to form part of this RFE document, the award of the Assignment, the information and any other information supplied by or on behalf of Madhya Pradesh Agency for Promotion of Information Technology or their employees and Prime applicant (PA)/ Consortums or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of RFE process is confidential to Madhya Pradesh Agency for Promotion of Information Technology and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.
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Notice for Request for Empanelment

RFE No. 01/EATR/MAP_IT/2018
Bhopal, Dated: 26/09/2018

“RFE for Empanelment of agencies to provide Human Resources”

MAP_IT invites proposals from suitable agencies for the empanelment to provide Human resources on outsourcing basis.

For detailed scope and other terms and condition, please refer the RFE document available at www.mapit.gov.in and www.mpeproc.gov.in.

Interested Agencies who qualify as per the criteria mentioned in the document may submit their proposals online through the e-Procurement Portal only latest by 23/10/2018 till 3.00 pm.

(Additional Chief Executive Officer)
MAP_IT
### Abbreviations & Definitions

<table>
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<th>Abbreviation</th>
<th>Definition</th>
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<tr>
<td>Authorised Signatory</td>
<td>The proposer’s representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective firm.</td>
</tr>
<tr>
<td>Proposal</td>
<td>A formal offer made in pursuance of an invitation by MAP_IT and includes any tender, proposal or quotation.</td>
</tr>
<tr>
<td>Proposal’s Security</td>
<td>A security provided to the MAP_IT by a proposer for securing the fulfilment of any obligation in terms of the provisions of the RFE documents.</td>
</tr>
<tr>
<td>Proposer</td>
<td>Any person/ firm/ company/ contractor/ supplier/ agency participating in the procurement/ RFE process with the procurement entity.</td>
</tr>
<tr>
<td>RFE Document</td>
<td>Documents issued by the MAP_IT, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to Proposals</td>
</tr>
<tr>
<td>CMC</td>
<td>Contract Monitoring Committee</td>
</tr>
<tr>
<td>Competent Authority</td>
<td>An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Additional CEO, MAP_IT in this RFE document.</td>
</tr>
<tr>
<td>Contract/Procurement Contract</td>
<td>A contract entered into between the MAP_IT and a successful proposer concerning the subject matter of procurement.</td>
</tr>
<tr>
<td>GoI/GoMP</td>
<td>Govt. of India/ Govt. of Madhya Pradesh</td>
</tr>
<tr>
<td>Day</td>
<td>A calendar day as per GoMP/ GoI.</td>
</tr>
<tr>
<td>HR</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>INR</td>
<td>Indian Rupee</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>NIT</td>
<td>Notice Inviting Tender</td>
</tr>
<tr>
<td>Notification</td>
<td>A notification published in the Official Gazette</td>
</tr>
<tr>
<td>PAN</td>
<td>Permanent Account Number</td>
</tr>
<tr>
<td>PC</td>
<td>Procurement/ Purchase Committee</td>
</tr>
<tr>
<td>Tender Process</td>
<td>The process of procurement extending from the issue of invitation to proposals till the award of the procurement contract or cancellation of the Tender Process, as the case may be</td>
</tr>
<tr>
<td>Project Site</td>
<td>Wherever applicable, means the designated place or places</td>
</tr>
<tr>
<td>MAP_IT</td>
<td>Madhya Pradesh Agency for Promotion of Information Technology</td>
</tr>
<tr>
<td>Services</td>
<td>Any subject matter of procurement other than goods or works and includes physical maintenance, professional, intellectual, consultancy and advisory services or any service classified or</td>
</tr>
</tbody>
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declared as such by the MAP_IT and does not include appointment of any person made by MAP_IT

<table>
<thead>
<tr>
<th><strong>State Government</strong></th>
<th>Government of Madhya Pradesh (GoMP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject Matter of Procurement</strong></td>
<td>Any item of procurement whether in the form of goods, services or works</td>
</tr>
<tr>
<td><strong>WO/ PO</strong></td>
<td>Work Order/ Purchase Order</td>
</tr>
</tbody>
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# SCHEDULE OF RFE

<table>
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<th>1</th>
<th>RFE No.</th>
<th>01/EATR/MAP_IT/2018</th>
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<td></td>
<td>2</td>
<td>Nature of Work</td>
<td>Providing Human Resources to MAP_IT and managing their HR on outsourcing basis.</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Proposals Invited by</td>
<td><strong>Addl. Chief Executive Officer,</strong> Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT) <strong>Address:</strong> State IT Centre, 47-A, Arera Hills, Bhopal. Ph: 0755-2518702</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Date of issue of RFE document</td>
<td>Wed, <strong>26th Sept 2018</strong></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Date of Pre Proposal Meeting</td>
<td>Thu, <strong>04th Oct 2018</strong> at 12 noon at MAP_IT office</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Last Date for Submission of Proposals</td>
<td>Mon, <strong>23rd Oct 2018</strong> up to 3.00 PM</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Date of Opening of Technical Proposals</td>
<td>Mon, <strong>23rd Oct 2018</strong> at 3:30 PM</td>
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<tr>
<td></td>
<td>8</td>
<td>Date of Opening of Financial Proposals</td>
<td>Will be communicated to the bidders shortlisted for commercial proposal.</td>
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<tr>
<td></td>
<td>9</td>
<td>Place of Submission &amp; Opening of Proposals</td>
<td>Online on <strong><a href="http://www.mpeproc.gov.in">www.mpeproc.gov.in</a></strong></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Address for Communication</td>
<td>2nd Floor, MAP_IT, State IT Centre, 47-A, Arera Hills, Bhopal. Email: <a href="mailto:map_it@mp.nic.in">map_it@mp.nic.in</a> <a href="mailto:hr@mapit.gov.in">hr@mapit.gov.in</a></td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Websites for downloading RFE Document, Corrigendum’s, Addendums etc.</td>
<td><a href="http://www.mapit.gov.in">www.mapit.gov.in</a> <a href="http://www.mpeproc.gov.in">www.mpeproc.gov.in</a></td>
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<tr>
<td></td>
<td>12</td>
<td>Cost of Document</td>
<td>Rs. 1000/-</td>
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<td></td>
<td>13</td>
<td>EMD</td>
<td>Rs. 200,000/-</td>
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<td></td>
<td>14</td>
<td>Performance Security</td>
<td>Rs. 10 lakhs</td>
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<tr>
<td></td>
<td>15</td>
<td>Proposal’s Validity</td>
<td>180 days from the Proposal’s submission date.</td>
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**Note:**

1) MAP_IT reserves all the rights to cancel the process and reject any or all of the proposals at any time.

2) No contractual obligation whatsoever does arise from the RFE document/process unless and until a formal contract is signed and executed between MAP_IT and the successful proposers.

3) MAP_IT disclaims any factual or other errors in the RFE document (the onus is purely on the individual proposers to verify such information) and the information provided therein are intended only to help the proposers to prepare a logical proposal.
2 PROJECT PROFILE & BACKGROUND INFORMATION

2.1. Introduction:
The Government of Madhya Pradesh has 56 departments and many Boards, Corporations and Societies are established under these departments. MAP_IT receives requirements from these departments for providing human resources. Capacity Building of these departments in terms of IT/e-governance is one of the mandate of MAP_IT as nodal agency to promote and implement Digital India scheme across User Departments of GoMP. Therefore, to meet the growing demand from line departments, MAP_IT is calling proposals for empanelment with suitable agencies to provide human resources to MAP_IT and managing those resources on outsourcing basis.

2.2. About MAP_IT:
Madhya Pradesh Agency for Promotion of Information Technology (here-in-after referred to as MAP_IT) is a government society which has been established to propel the growth of Information Technology (IT) and e-Governance in Madhya Pradesh and to provide institutional setup for implementation of National e-Governance Plan. Established in 1999, MAP_IT provides policy and institutional framework, strategic and project consulting, technical support and capacity building assistance to the government departments and facilitate Human Resource Development activities in the field of IT and e-Governance.

Office of MAP_IT is situated at the 2nd Floor, State IT Centre, 47-A, Arera Hills, Bhopal.

2.3. Background:
MAP_IT receives a lot of requests from various Departments in Govt. of Madhya Pradesh for developing e-Governance eco-system for delivering public services online to the common men. MAP_IT as the name itself has been promoting IT in User Departments and providing technical as well as project management support in implementing IT/e-Governance Projects. Departments usually have requirement of experienced resources that have expertise in requirement gathering, e-Governance project conceptualization, development of software application, software testing, Project management, IT Project Operations and maintenance. Presently approx. 120 resources have been deployed at MAPIT through various empanelled agencies. Looking to the current assignments the requirement of the resources is expected to increase.

In order to cater to the growing needs of the Department(s), MAP_IT intends to empanel agencies that can provide human resources who have proven expertise in System Study, Design, Development, Implementation and Maintenance of Web Portals, Web Enabled Applications, GIS Technologies & Remote Sensing, Websites and Mobile Apps using latest available technologies like Proprietary (.net etc.) Open Source (PHP, Java, CMS Drupal etc.) and allied activities.

This tender is for the empanelment of agencies for providing human resource for software development and allied activities.
### 3 PRE-QUALIFICATION/ELIGIBILITY CRITERIA

A proposer participating in the tender process shall possess the following minimum pre-qualification/eligibility criteria.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Basic Requirement</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Legal Entity</td>
<td>Should be a legal entity registered in India for minimum last 3 years, as on date of proposal submission.</td>
<td>Certificates of incorporation / Registration Certificates along with Bylaws/ MoA &amp; AoA or similar legal document.</td>
</tr>
<tr>
<td>2</td>
<td>Profile</td>
<td>Should be an entity providing Manpower outsourcing services in Software development and allied activities of IT/ITeS since last 3 years, as on date of proposal submission.</td>
<td>Entity Profile along with documentary proof for years of existence.</td>
</tr>
<tr>
<td>3</td>
<td>Financial Turnover</td>
<td>Average Annual Turnover of the proposer from outsourcing assignments during last three financial years, i.e., 2015-16, 2016-17 and 2017-18 (as per the last published audited balance sheets), should be at least Rs. 15 Crore (Fifteen Crores).</td>
<td>Audited Financial Statements along with CA Certificate with CA’s Registration Number/ Seal clearly defining the turnover In case of unavailability of audited statements for the year 2017-2018, CA certificate of provisional figures should be furnished.</td>
</tr>
<tr>
<td>4</td>
<td>Experience of Manpower outsourcing in IT/ITeS domain.</td>
<td>Should have Executed minimum 3 (three) assignments of Human Resource outsourcing in Software development and allied activities of IT/ITeS sector with minimum client billing of Rs 2.0 Crores each for different client/organization in each of last three financial years, i.e., 2015-16, 16-17 and 17-18.</td>
<td>Related work orders with completion certificates clearly defining the value / payment advice as evidence of such assignments.</td>
</tr>
<tr>
<td>5</td>
<td>Registration on Job portal</td>
<td>The agency should have taken paid subscription of Naukri.com, Monster.com, linkedin.com along with any other job portals.</td>
<td>Proof of registration to be enclosed</td>
</tr>
<tr>
<td>6</td>
<td>Statutory Registrations</td>
<td>Should have been registered with: - 1. Employees Provident Fund (EPF) 2. ESIC 3. GST</td>
<td>Registration copy of such certificates shall be enclosed as proof.</td>
</tr>
<tr>
<td>7</td>
<td>Bidder’s Team</td>
<td>Should have on board at least 20 resources, each having minimum 3 years’ experience of working in profile searching &amp; manpower outsourcing, out of which 10 resources should be proficient in hiring IT resources. These resources must be on company payroll as on the bid submission date.</td>
<td>The bidder shall submit self-certified list of resources with qualification &amp; years of experience in Human Resource Management</td>
</tr>
<tr>
<td>8</td>
<td>Mandatory Undertaking</td>
<td>Should not have been black listed by any Central or State Government department or Corporation or Board/PSU/ Semi-Govt organization as on the date of RFE.</td>
<td>An undertaking to this effect should be submitted on its letter head as per Annexure 9: Self-Declaration</td>
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4 AVAILABILITY OF TENDER DOCUMENT
The Tender document is available and downloadable on following websites:

   a) http://www.mpeproc.gov.in
   b) http://www.mapit.gov.in

Tender Fees: **Rs.1000/-** (Rupees One Thousand only) non-transferable & non-refundable must be paid online at e-procurement portal (http://www.mpeproc.gov.in).

5 EARNEST MONEY DEPOSIT (EMD)
5.1. The bidder shall submit Earnest Money Deposit (EMD) of INR 2 Lakhs (Rs. Two lakhs only), which shall be deposited online during the submission of the tender on e-Procurement portal.
5.2. Unsuccessful bidder’s EMD will be released as promptly as possible.
5.3. The successful bidder’s EMD will be returned after submission of performance security as per clause 6.
5.4. The EMD may be forfeited in the following cases:
   5.4.1. If a bidder withdraws his proposal or increases his quoted prices during the period of proposal validity or its extended period, if any; or
   5.4.2. In the case of a successful bidder, if it fails within the specified time limit to sign the agreement.
5.5. The tender fee and EMD shall be exempted for bidders having a valid certification of registration under single point registration scheme by NSIC for exemption. The valid certification in the relevant domain should be submitted along with the Bid to claim exemption in this regard.

6 PERFORMANCE SECURITY
6.1. The contract under this empanelment shall submit a Performance Guarantee of Rs 10.00 Lakhs (Rupees Ten Lakhs) in the form of Demand Draft / Performance Bank Guarantee (PBG) for the empanelment period plus 90 days. All charges with respect to the Performance Security shall be borne by the bidder.
6.2. The Performance Security shall remain with MAP_IT for the empanelment period plus 90 days.
6.3. The Performance Security shall be returned upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance security.
6.4. This security may be invoked on violation of any of the conditions given below:
   6.4.1. Bidder is not able to deliver services as per SLA.
   6.4.2. The bidder or his employee is involved in any unlawful activity during its empanelment / engagement with MAP_IT.

7 SCOPE OF WORK
The empanelled agency is expected to search required skilled candidates, screen them, take preliminary interview, line up interview with MAP_IT, hire them on their Payrolls and manage the HR (Salary, PF, leaves and other compliances) of the selected Human Resources. Selected resources would be deployed largely at MAP_IT Bhopal location and at Indore, Gwalior, Jabalpur, Ujjain or any other location as per Government department’s requirement.
The overall scope of work is largely grouped under following activities but not limited to:

7.1 Searching of required profiles/CVs and preliminary screening.
7.2 Lining up Interviews with MAP_IT.
7.3 HR Management of outsourced resources
7.4 Compliance, Documentation & Reporting to MAP_IT

7.1. Searching of required Profiles / CVs and preliminary screening:

i. MAP_IT shall share the human resource requirement with the empanelled agency(ies) along with Job description. Minimum required qualification and desired skill sets for the proposed resources shall be mentioned in the Job Descriptions provided by MAP_IT.

ii. The empanelled agency shall search suitable profiles from their sources, conduct preliminary interviews of the candidates, conduct document verification and provide at least 5 CVs of qualifying candidates for each position within seven (7) working days of receiving the requirement for the positions asked for by MAP_IT. In exceptional situation, MAPIT may ask to provide less than 5 CVs, in such case the SLA related to providing minimum 5 CVs will not be applicable.

iii. The empanelled agency may publish advertisement at their cost, if necessary. No cost shall be borne by MAP_IT in this case. In such case, agency shall provide the CVs of qualifying candidates within 15 (Fifteen) days along with a copy of the advertisement.

iv. MAP_IT shall be free to simultaneously share the same requirement to multiple empanelled agencies.

v. Objection or clarifications, if any, to the requirement raised by MAP_IT must be reported to the HR section of MAP_IT by the empaneled agency within three (3) working days counted from the date of requirement sharing; otherwise it would be assumed that the agency has accepted the shared requirement. The requirement shall be raised through emails or letter.

vi. In case the same candidate’s profile is shared by two or more empanelled agencies simultaneously, the profile shall be routed through the agency which first shares it with MAP_IT.

vii. Any candidate interviewed and not found suitable shall not be considered for the same position for a period 6 months from the date of interview through any of the empanelled agencies.

7.2. Lining up interviews with MAP_IT:

i. MAP_IT shall communicate, at least 7 days’ prior, the dates of interview to the empaneled agencies. In exceptional cases, the above duration may be decreased on mutual consent.

ii. MAPIT will conduct a shortlisting of CVs received from all the empaneled agencies and shall communicate the agencies to align the shortlisted candidate for interview at MAP_IT.

iii. The empanelled agency should verify documents of the candidates and submit the stamped & signed verified documents to MAP_IT before the interviews.

iv. The agency shall ensure presence of minimum 50% of shortlisted candidates for the scheduled interviews.

v. Interviews may be conducted face-to-face or through video-conferencing with the concerned
subject matter experts at MAP_IT Office.

vi. The decision of MAP_IT regarding the selection / rejection of the candidate shall be final.

vii. No cost of travel/logistics of candidates appearing for the interview shall be reimbursed/borne by MAP_IT in any case.

viii. Salary negotiation with selected resources will be done by the empanelled agency in consultation with MAP_IT.

ix. After confirmation from the empanelled agency regarding acceptance of the offer by the candidate, Work Order will be issued by MAP_IT to on-board the resource.

7.3. HR Management of outsourced resources

i. The empanelled agency shall ensure the joining of selected candidate within 45 days of issuance of Work Order.

ii. The empanelled agency shall issue appointment letter to the selected candidate at least one week prior to the joining of candidate.

iii. MAP_IT will share the checklist of documents required from candidate at the time of joining. The empanelled agency shall ensure that candidate carries the documents at the time of joining, as per the standard check list shared by MAP_IT.

iv. The selected candidates shall work on the payroll of the empanelled agency. The empanelled agency shall manage the HR (Salary, PF, leaves (as per MAP_IT Policy) and other compliances) of the selected resources.

v. All the HR and admin related activities including document verification, pay slip generation, experience letters, leave management etc. of the resources deployed by the agency shall be the responsibility of the respective empanelled agency only.

7.4. Compliance, Documentation & Reporting to MAP_IT:

i. The empanelled agency shall be in obligation to pay the salary on or before 7th of every month to its deployed resources.

ii. The agency will have to make the payments of Salary directly into the Bank Account of the deployed resources.

iii. Any unjustified delay in crediting the salary of the candidate or any other non-compliance of Govt. Rules/Regulations may result in termination of contract and blacklisting of the agency at the sole discretion of MAP_IT.

iv. Although MAPIT will release the payment of Agency at the earliest as per the billing cycle, but still if there is a delay, the empanelled agency shall not hold the salary of the deployed resources even if there is delay up to 3-Months from MAP_IT in processing the invoice of empanelled agency.

v. The empanelled agency shall discharge its liability in respect of Employees Provident Fund under The Employees' Provident Funds and Miscellaneous Provisions Act, 1952.

vi. The empanelled agency shall also bear other charges like leaves (other than those covered
vii. Deployed resources will be eligible for leaves as per MAP_IT policy.

viii. Each deployed resource shall be provided with ID Card and e-mail id of the Agency domain name by the empanelled agency.

ix. If selected candidate denies to join and waitlist candidate is considered, the respective empanelled agency shall ensure joining of the candidate within 15 days’ time.

x. If the candidate leaves within 6 months of being deployed in MAP_IT or is remain absent from duty without permission, penalty shall be imposed on the concerned empanelled agency as per SLA.

xi. In case of resignation by the resource, he/she shall have to serve notice period of 1 month before getting formally relieved from MAP_IT. During the notice period, the resource shall not be entitled for any leaves. If the resource still goes on leave, he/she shall have to serve the period of leave in addition to the notice period.

xii. In case of poor performance of the deployed human resource, his/her services with MAP_IT shall be terminated by the concerned empanelled agency on the recommendation of MAP_IT.

xiii. The resources deployed by the empanelled agency shall be of sound physical and mental health and should follow the code of conduct of MAP_IT. In case of violation of this code of conduct, disciplinary action shall be taken against the resource and the agency shall be penalised as per SLA.

xiv. In case it is found that any damage has occurred to the property or premises of the Govt department/MAP_IT due to negligence of Manpower in performing their duty and/or absence from the place of duty and/or any other reason, the cost of all such losses or damages as assessed by MAP_IT shall be recovered from the empanelled agency from Quarterly bill or from their security deposit or in any other manner as may deemed fit.

xv. ESIC, EPF documents to be produced at the time of joining of the resource in MAP_IT.

xvi. At the time of Contract renewal (if applicable), CTC revision, if any, shall be applicable as per MAP_IT Policy.

xvii. For every requirement raised by MAP_IT to the selected empanelled agency, the selected resources shall sign a mutually agreed Non-Disclosure Agreement (NDA) with MAP_IT at the time of joining.

xviii. The format of NDA proposed to be signed between the selected resource and the MAP_IT shall be as per the Annexure 10, at the time of joining. A copy of the signed NDA shall be provided to the selected empanelled agency by MAP_IT for record keeping / reference purpose.

xix. During the empanelment, MAP_IT may ask the agency to submit the supporting documents which may be required to ensure that the tender terms and conditions are fulfilled.

xx. The empanelled agency will mandatorily submit documents showing the proof of qualification, experience and age of the resource deployed by it, for executing the contract and get it verified from the HR Dept. of MAP_IT.

xxi. The background verification of the credentials of the resource will be the responsibility of the
empanelled agency.

xxii. The background verification report of the resource needs to be submitted to MAP_IT within one month of the joining of the resource. The background verification will include verification of candidate’s address, academic & professional certificates, experience certificates & Police verification.

xxiii. The empanelled agency will also submit to MAP_IT the medical fitness certificate of selected resource of Tests specified in Annexure-11 within one month of the joining of the candidate. The cost of such medical tests shall be borne by the Agency.

xxiv. The empanelled agency shall employ at least one competent representative whose name, address, telephone number, identity proof shall be communicated in writing to the HR Section of MAP_IT, to supervise the deployment, HR Management and performance of deployed resources. The said representative, or if more than one are employed, then one of such representatives, shall be present whenever required and should be approachable in person or on phone to MAP_IT for discussion and meetings.

xxv. The empanelled agency shall provide and be responsible for payment of salaries and other statutory privileges and facilities as applicable to deployed resources as per relevant and applicable law/rules/regulations and orders of the Central/State Government or local authorities or other authorities as are in force from time to time.

xxvi. The empanelled agency shall maintain all records/registers as required under various Acts and other statutory laws in force and as amended from time to time, and produce the same before the Statutory Authorities as well as MAP_IT as and when required.

xxvii. The empanelled agency shall, in the event of employees sustaining any injury or disablement due to an accident or any other cause arising out of and in the course of his employment, provide necessary medical treatment and pay compensation, if any, required under applicable Act and law. It shall not be the responsibility of MAP_IT to reimburse the amount to the agency.

xxviii. The empanelled agency shall comply with all the applicable laws in force and in effect.
8 DELIVERABLES, TIMELINES & RELATED PENALTIES

<table>
<thead>
<tr>
<th>S No.</th>
<th>Deliverables</th>
<th>Timelines</th>
<th>Penalty (applicable after timeline given)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>As per Clause 7.1(ii)</td>
<td>7 working days post sharing of requirement by MAP_IT.</td>
<td>Rs. 3000/- per position for each week delay.</td>
</tr>
<tr>
<td>2.</td>
<td>Agency to ensure presence of minimum 50% of shortlisted candidates for the scheduled interviews. However, if agency has provided more than mandatory 5 CVs for each position, the SLA would be applicable till the requirement of only 5 CVs.</td>
<td>On the day of interview</td>
<td>Rs. 3000/- per position</td>
</tr>
<tr>
<td>3.</td>
<td>Joining of selected candidate</td>
<td>Within 45 days of result declaration.</td>
<td>Rs. 500/- for each day delay.</td>
</tr>
<tr>
<td>4.</td>
<td>Replacement of candidate from waitlist</td>
<td>Within 15-days of communication by MAP_IT.</td>
<td>Rs. 500/- for each day delay.</td>
</tr>
<tr>
<td>5.</td>
<td>Submission of medical fitness certificate of selected candidate to MAP_IT</td>
<td>Within 1-Month of Joining of candidate</td>
<td>Rs. 500/- for each week delay.</td>
</tr>
<tr>
<td>6.</td>
<td>Background verification of selected resource</td>
<td>Within 1-Month of Joining of candidate</td>
<td>Rs. 500/- for each week delay.</td>
</tr>
<tr>
<td>7.</td>
<td>Any unjustified delay in disbursement of the salary of the deployed resource.</td>
<td>7th of every month.</td>
<td>Rs. 500/- per resource for each day delay.</td>
</tr>
<tr>
<td>8.</td>
<td>Resignation or unjustified absence of the candidate (without permission)</td>
<td>within 12 months of being deployed in MAP_IT</td>
<td>Amount equivalent to last drawn one month salary of that candidate</td>
</tr>
</tbody>
</table>

Note:

i. SLA clauses shall be calculated quarterly along with billing cycle. If the total value of penalty is more than 10% of the total value of the invoice raised within a year from date of agreement, the contract of the agency may be terminated and the Performance Bank guarantee may be forfeited.

ii. In exceptional conditions MAPIT, CEO may extend the timelines & may reduce or waive off the penalties related to any deliverables.
9 WORKING LANGUAGE

Empanelled agency shall deliver all documents in English or Hindi language only.

10 PERIOD OF CONTRACT

Contract will be signed with the successful bidder initially for a period of 3 (Three) years. Contract may be extended further on mutual terms & conditions based on performance of the empanelled agency and at the sole discretion of MAP_IT.

11 REPORTING

All correspondences by the empanelled agency shall be addressed to the Additional Chief Executive Officer of MAP_IT. However, on a regular basis, the agency shall be in contact with the HR Manager for all manpower requirements of MAP_IT.

12 INSTRUCTION TO BIDDERS

12.1. Pre-Proposal Meeting/ Clarifications

Any prospective proposer may, in writing, seek clarifications from MAP_IT in respect of the RFE document.

i. A pre-proposal meeting shall also be scheduled by MAP_IT as per the details mentioned in the RFE and to clarify doubts of potential proposers in respect of the RFE.

ii. The prospective bidder requiring any clarification on the tender shall contact MAP_IT through email by sending their queries at hr@mapit.gov.in in the format as per Annexure-1. MAP_IT will provide clarifications to only those queries which would be received as specified in “Schedule of RFE”. All future correspondence/corrigendum shall be published on www.mpeproc.gov.in and MAP_IT website http://mapit.gov.in

12.2. Changes in RFE Document:

At any time prior to the deadline for submission of proposal, MAP_IT may amend the RFE document by issuing suitable corrigendum. Any corrigendum issued in this regard shall be uploaded on www.mpeproc.gov.in and www.mapit.gov.in. To give reasonable time to the vendors, so that they can take corrigendum into account in preparing their proposals, MAP_IT shall (if necessary) extend, the deadline for submission of proposals.

12.3. Period of Validity of Proposals

The proposals submitted by bidders shall be valid for a period of “180 days” from the date of submission of the proposal. On completion of the validity period, in case required, MAP_IT would solicit the bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing by post or email.
12.4. Cost & Language of RFE
i. The proposer shall bear all costs associated with the preparation and submission of their proposal and MAP_IT shall not be responsible or liable for those costs regardless of the conduct or outcome of the bid process.

ii. The proposal, correspondence and all documents related to the proposal exchanged by the bidder and MAP_IT should be in English/Hindi.

12.5. Currency of the Proposal and Payment
The currency of the proposal offers and the payments made (commercial transactions) shall be in Indian Rupees (INR).

12.6. Alternative/ Multiple Proposals
Alternative/ Multiple Proposals shall not be considered at all.

12.7. Withdrawal, Substitution, and Modification of Proposal
i. The bidder may modify, substitute or withdraw proposal after its submission, prior to the last date prescribed for submission of proposals.

ii. No proposal will be modified or substituted subsequent to the last date for submission of proposal.

iii. No proposal may be withdrawn in the interval between the last date for submission of proposals and the expiration of the period of proposal validity.

iv. Bidder needs to follow the e-procurement portal processes during withdrawal, substitution, and modification of proposal.

13 SUBMISSION OF PROPOSAL
The proposal should be submitted as per the schedule given in the “Schedule of RFE”. The Technical Proposal and Financial Proposals shall be submitted online through e-procurement portal separately as follows:

Part 1: Technical Proposal

Part 2: Financial Proposal

13.1. Technical Proposal
The Technical Proposal should contain the following information:

i. Cover letter as per Annexure-2

ii. Qualification of Bidder as detailed in Annexure-3

iii. Technical Proposal including Technical Marking Criteria Compliance as per Annexure-4

iv. Project details as per Annexure-5

v. Firm/ Company Information as per Annexure-6

vi. Contact Details of officials for correspondence during proposal process as per Annexure-7.

vii. Any additional information that the bidder may think fit but not included elsewhere in the proposal, which will help MAP_IT to assess the capabilities of the Agency.
Note: The Technical Proposal shall not include any financial proposal information. If mentioned, the proposal shall be rejected.

13.2. Financial Proposal
   i. After verifying the eligibility criteria and technical evaluation including the technical presentations, MAP_IT shall notify the shortlisted bidders indicating the date, time and place for financial proposal opening. The Financial Proposal of technically qualified Bidders shall be opened in the presence of Bidders /authorized representatives who choose to attend.
   
   ii. The Financial proposal should be submitted strictly in the format given by MAP_IT as Annexure-8 of this document and should not have any deviations, restrictive statements, etc. therein. Otherwise, such proposal is liable to be rejected at the sole discretion of MAP_IT.
   
   iii. If any difference in the figures or words is found, then the value in words shall prevail.

14 OPENING OF PROPOSALS
   a) Initially the technical proposal containing “Part 1: Technical Proposal” shall be opened at MAP_IT as mentioned in the Section “Schedule of RFE”. It is suggested the representatives of bidders be also present at the time of proposal opening.
   
   b) Financial proposal of only those bidders whose proposals are shortlisted after technical evaluation will be opened through e-procurement portal at MAP_IT in the presence of the bidder’s representative subsequently for further evaluation as per “Schedule of RFE”.
   
   c) One authorized representative of each of the bidder’s would be permitted to be present at the time of aforementioned opening of the proposal.

15 PROPOSAL EVALUATION
   No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of proposal, till final decision is conveyed to the successful bidder(s).

15.1 Pre-Qualification Evaluation
   a) The bidders are requested to furnish documents to establish their eligibility (indicating the reference page number in the proposal against the proof submitted) for each of the items given in “Eligibility Criteria”. Relevant portions in the documents should be highlighted. If a proposal is not accompanied with all necessary documents, it may be summarily rejected.
   
   b) Undertaking for subsequent submission of any of the eligibility documents will not be entertained.
   
   c) Upon verification, evaluation/assessment, if in case, any information furnished by the bidder is found to be false / incorrect, their proposal will be summarily rejected and no correspondence on the same shall be entertained.
   
   d) Submission of false/forged documents will lead to forfeiture of EMD and blacklisting of agency for a minimum period of 3 years from participating in MAP_IT tenders.
   
   e) 15.1.4. A Proposal that does not fulfil all the stipulated eligibility conditions/criteria shall not be considered. The Proposal conforming to the eligibility criteria only will be considered for further evaluation.
15.2 Evaluation & Tabulation of Technical Proposals

a) The Proposal evaluation committee constituted by MAP_IT shall conduct a preliminary scrutiny of the opened Proposals to assess the prima-facie responsiveness and ensure that the:
   I. Proposal is signed, as per the requirements listed in the RFE document.
   II. Proposal is valid for the period, specified in the RFE document.

b) Technical proposal evaluation will be done only for those bidders who have been found to be in compliance with the eligibility criteria.

c) The Technical Evaluation Committee based on technical evaluation framework mentioned shall evaluate each proposal and allot technical score as per the Technical criteria mentioned below:

### Technical Evaluation Criteria:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Parameter</th>
<th>Criteria</th>
<th>Max. Marks (100)</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Providing Manpower outsourcing services in Software development and allied activities of IT/ITeS. (PQ clause-2) (Max. Marks -15)</td>
<td>Since last 8+ years</td>
<td>15</td>
<td>Work orders/ client certificate with citation of period of assignment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Since last 6-8 years</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Since last 3-5 years</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Minimum Average Annual Financial Turnover (PQ Clause 3) (Max. Marks – 15)</td>
<td>More than 30 Crores.</td>
<td>15</td>
<td>CA Certificate with CA’s Registration Number/ Seal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>From 20 to 30 Crores.</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>From 15 to 20 Crores.</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bidder’s Experience in Manpower outsourcing in Software development and allied activities of IT/ITES domain. (PQ Clause 4) (Max. Marks – 20)</td>
<td>Should have Executed more than 8 (eight) assignments with minimum client billing of Rs 2.0 Crores each for different client/organization in each of last three financial years, i.e., 2015-16, 16-17 and 17-18.</td>
<td>20</td>
<td>Completion certificate/payment advice as evidence of such assignments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Should have Executed at least 5 (five) assignments with minimum client billing of Rs 2.0 Crores each for different client/organization in each of last three financial years, i.e., 2015-16, 16-17 and 17-18.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Should have Executed at least 3 (three) assignments with minimum client billing of Rs 2.0 Crores each for different client/organization in each of</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
4. Completeness of proposal with all respect i.e., provided checklist, provided relevant documents, numbered pages and proper references. (Max. Marks – 10)

| Table of Content | 2 |
| Checklist | 2 |
| Relevant Documents | 2 |
| Serial Numbers at every page | 2 |
| Provided correct page reference | 2 |

5. Paid subscription of Naukri.com, Monster.com, linkedin.com along with any other job portals.

| Upto 5 Portals | 5 |
| More than 5 Portals | 10 |

| Understanding of the scope of work | 30 |
| Past experience | 30 |
| Why the firm is best fit to empanel | 30 |
| Proposed team composition | 30 |
| Approach & Methodology | 30 |

6. Presentation (Max. Marks – 30)

Note: Technical evaluation shall include the evaluation of all the documents mentioned in the Technical Proposal. A proposer should obtain minimum 60% score to technically qualify. The financial proposal of only technically qualified proposers would be opened. Proposer need to submit the soft copy and hard copy of the technical presentation at the time of technical presentation. Schedule for technical presentation will be communicated to bidders who fulfil Pre-Qualification criteria. It is mandatory for bidders who qualify Pre-Qualification criteria to appear for Technical Presentation else the bid would not be considered for further evaluation.

15.3 Tabulation of Technical Proposal

Technical proposal shall be tabulated by the proposal evaluation committee in the form of a comparative statement to evaluate the qualification of the proposers against the technical qualification criteria.

15.3 Evaluation & Tabulation of Financial Proposal

a) The Financial Proposal of only those bidders shortlisted from the Technical Evaluation will be opened on a specified date and time to be intimated to the respective bidders by MAP_IT, and the same will be evaluated by a duly constituted Committee.

b) Taxes indicated in the Financial Proposal (including the taxes (if any) introduced later) will be paid as per actual on the basis of the prevailing tax rates.
16 PROCESS OF EMPANELMENT
The lowest quoting bidder (L1) will be determined as mentioned below:

a) The bidder shortlisted after technical evaluation, quoting the lowest rates in the Financial Proposal shall be selected as L1 and empanelled by MAP_IT.

b) Once L1 rates are finalized, other bidders shortlisted after technical evaluation shall be given the option to match L1 rates and on acceptance of L1 rates by these bidders, they shall be considered for empanelment with MAP_IT.

c) MAPIT will empanel maximum upto 5 bidders who considers to empanel at L1 rates. The option to match L1 rates will be given in sequence to bidders as L2, L3, L4.. so on till 5 successful bidders get empanelled at L1 rates.

d) All empanelled bidders will sign an agreement with MAPIT and shall work in accordance with the Scope of work mentioned in the RFE.

e) The bidder who fails to match the L1 rates shall have the EMD refunded.

17 EXCLUSION OF PROPOSAL/ DISQUALIFICATION
MAP_IT may exclude or disqualify a proposal if:

a) The information submitted, concerning the qualifications of the proposer, was false or constituted a misrepresentation; or

b) The information submitted, concerning the qualifications of the proposer, was materially in accurate or incomplete; and

c) The proposer is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;

d) The proposal materially departs from the requirements specified in the proposal or it contains false information;

e) The proposer submitting the proposal, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the MAP_IT or other governmental authority a gratification in any form or any other thing of value so as to unduly influence the Tender Process;

f) A proposer, in the opinion of the MAP_IT, has a conflict of interest materially affecting fair competition.

g) A proposal shall be excluded/ disqualified as soon as the cause for its exclusion/disqualification is discovered.

18 INFORMATION AND PUBLICATION OF AWARD
Information of award of contract shall be communicated to all participating proposers and published on MAP_IT website.
19 MAP_IT’S RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS
MAP_IT reserves the right to accept or reject any proposals, and to annul (cancel) the RFE process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the proposers.

20 SELECTION OF AGENCY
MAP_IT will sign the empanelment agreement with the successful bidder(s) for the period stated in the RFE document.

21 CONFIDENTIALITY
Any attempt by a bidder to influence MAP_IT in the evaluation of the proposal or contract award decisions may result in the rejection of its proposal.

22 LATE PROPOSAL
Proposal submitted after due date and time shall not be accepted.

23 CANCELLATION OF TENDER PROCESS
a) If any bidding process has been cancelled, it shall not be reopened but it shall not prevent MAP_IT from initiating a new proposal process for the same subject matter of procurement, if required.

b) MAP_IT may, for reasons to be recorded in writing, cancel the process of procurement initiated by it at any time prior to the acceptance of the successful proposals; or after the successful proposal is accepted in accordance with below.

c) The decision of MAP_IT to cancel the procurement and reasons for such decision shall be immediately communicated to all proposers that participated in the tender process. If a proposer is convicted of any offence under the prevailing law, MAP_IT may:

i. Cancel the relevant Tender Process if the proposal of the convicted proposer has been declared as successful but no procurement contract has been entered into;

ii. Rescind the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between MAP_IT and the convicted proposer.

24 INTERFERENCE WITH TENDER PROCESS
For a proposer who withdraws from the tender process after opening of financial proposal / withdraws from the tender process after being declared the successful proposer / fails to enter into contract after being declared the successful proposer / fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the successful proposer, without valid grounds, shall, in addition to the recourse available in the bidding document or the contract, EMD submitted will be forfeited.
25 DEBARMENT FROM BIDDING

If MAP_IT finds that a proposer has breached the code of integrity prescribed above, it may debar the proposer for a period of three years.

Where the entire proposal security or the entire performance security or any substitute thereof, as the case may be, of a proposer has been forfeited by MAP_IT in respect of any tender process or procurement contract, the proposer may be debarred from participating in any tender process undertaken by MAP_IT for a period of three years.

MAP_IT, as the case may be, shall not debar a proposer under this section unless such proposer has been given a reasonable opportunity of being heard.

26 MONITORING OF CONTRACT

If delay in delivery of service is observed, a performance notice would be given to the selected proposer to speed up the delivery. Any change in the constitution of the firm etc. shall be notified forthwith by the contractor in writing to MAP_IT and such change shall not relieve the firm, from any liability under the contract.

The selected proposer shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of MAP_IT.

27 CORRUPT/FRAUDULENT PRACTICES

a) MAP_IT requires that the bidders under this tender should observe the highest standards of ethics during the execution of such contracts. In pursuance of this policy, MAP_IT defines the terms set forth as follows:

1) “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the award of the contract, in contract execution;

2) “Fraudulent practice” means a misrepresentation of facts in order to influence award of contract or an execution of a contract to the detriment of MAP_IT, and includes collusive practice among bidders (prior to or after proposal submission) to deprive MAP_IT of the benefits of the free and open competition.

b) In the event of corrupt practice and fraudulence, in addition to penal action as per the terms and conditions of the contract, legal action shall also be initiated against the concerned.

c) MAP_IT will suspend the award of contract if prima-facie it is established that the bidder had engaged in corrupt or fraudulent practices in competing for the contract in question.

d) MAP_IT will declare a bidder ineligible after giving opportunity of being heard, either indefinitely or for a stated period of time, to be awarded a contract, if at any time it is found that the bidder has engaged in corrupt and fraudulent practices in competing for, or in executing, this contract.

28 SUB-CONTRACTING

The proposer shall not assign or sub-let his contract or any substantial part thereof to any other agency without the permission of MAP_IT.
29 GENERAL TERMS AND CONDITIONS OF PROPOSAL AND CONTRACT

Proposers should read these conditions carefully and comply strictly while sending their proposal.

Note: The proposer shall be deemed to have carefully examined the conditions of the services to be rendered. If the proposer has any doubts as to the meaning of any portion of these conditions, he shall, before submitting the proposal and signing the contract, refer the same to MAP_IT and get clarifications.

29.1. Signing of Contract

The successful bidder(s) shall execute an agreement within one month from the date of order (LoI) with MAP_IT. In exceptional circumstances, on request of the successful bidder in writing for extension, MAP_IT reserves the right to grant an extension for appropriate period after getting satisfied with the reasons given. In addition to terms and conditions being mentioned hereunder, all terms and conditions of the tender and corrigendum issued shall also be applicable for the contract.

29.2. Execution of agreement

During the term of contract, the empanelled agency will work closely with MAP_IT and will perform the activities as per the scope of work. In case of poor performance, or unjustified & repeated delays in sharing of relevant profiles of eligible candidates, MAP_IT shall terminate the agreement. In this case, the performance security shall be forfeited.

29.3. Failure to agree with the “Terms and Conditions” of the Tender

Failure of the successful bidder to agree with the Terms & Conditions of the contract shall constitute sufficient grounds for the annulment of the proposal or the award. In such circumstances, MAP_IT would reject the proposal and forfeit the EMD as specified in the document.

29.4. Contract Documents

Subject to the order of precedence set forth in the agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

29.5 Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful / selected proposer and the Procuring Authority, shall be written in English or Hindi language only.

30 GOVERNING LAW

The Contract shall be governed by and interpreted in accordance with the laws of the State of Madhya Pradesh prevalent during & at the time of signing of contract.
31 Selected Proposer’s Responsibilities

The empaneled agency shall deliver services included in the scope of work in accordance with the provisions of the bidding document and/or contract.

32 Recoveries from Empanelled Agency

32.1. Recovery of penalties shall be made ordinarily from bills.

32.2. MAP_IT shall withhold amount to the extent of shortcomings of the delivery of services unless these are completed as per the SLA. In case of failure to withhold the amount, it shall be recovered from dues of the agency and performance security deposit available with MAP_IT. The balance, if any, shall be demanded from the empanelled agency and when recovery is not possible, MAP_IT shall take recourse to law in force.

33 Taxes & Duties

a) GST, if applicable, should not be included in the proposal price and shall be paid by MAP_IT separately on prevailing rates. All other taxes, duties, license fee and levies shall be including in the proposal price.

b) TDS, if applicable for any tax, shall be done as per law in force at the time of execution of the contract.

c) If any tax exemptions, reductions, allowances or privileges may be available to the successful/selected proposer in India, the purchaser shall use its best efforts to enable the successful/selected proposer to benefit from any such tax savings to the maximum allowable extent.

34 Copyright

The copyright in all materials containing data and information furnished to the Purchaser by the empanelled agency herein shall remain vested in MAP_IT, or, if they are furnished to MAP_IT directly or through the empanelled agency by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

35 Confidential Information

The RFE contains information proprietary to MAP_IT. MAP_IT requires the recipients of this RFE to maintain its contents in the same confidence as their own confidential information and refrain from reproducing it in whole or in part without the written permission of MAP_IT.

MAP_IT will not return the proposal/responses to the RFE received. The information provided by the bidder(s) will be held in confidence and will be used for the sole purpose of evaluation of proposal.

36 Payments

a) Payment will be made in Indian Rupees only.
b) Invoices will have to be raised to MAP_IT on quarterly basis with the relevant document proofs at the start of every quarter (of the financial year), after payment of salary to all resources in the previous quarter.

c) Payments shall be subject to deductions of any amount for which the agency is liable as per the penalty clause of this tender document. Further, all payments shall be made subject to deduction of TDS (Tax Deduction at Source) as per the applicable Acts & Laws.

d) No interest/charges shall be paid on delayed payments.

e) The empanelled agency shall not be paid any extra charges (or any out-of-pocket expense) against such items which are required for performing proper and efficient working.

37 FORCE MAJEURE

Notwithstanding the provisions of conditions of contract, the successful bidder shall not be liable for forfeiture of its performance security or termination for default, if and to the extent that its’ delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purpose of this clause, Force Majeure means an event beyond the control of the successful bidder and not involving the successful bidder’s fault or negligence and not foreseeable. Such events may include, but are not limited to acts of MAP_IT either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the successful bidder shall promptly notify MAP_IT in writing of such conditions and the cause thereof. Unless otherwise directed by MAP_IT in writing, the successful bidder shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

38 TERMINATION

38.1. Termination for Default

a) MAP_IT may, without prejudice to any other remedy for breach of contract, by written 30 days’ notice of default sent to the empanelled agency, terminate the contract in whole or part if the empanelled agency fails to deliver any or all of the systems within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to conditions of contract clause or if the successful bidder fails to perform any other obligation(s) under the Contract.

b) In the event that MAP_IT terminates the Contract in whole or in part, pursuant to the conditions of contract clause, it may procure, upon such terms and in such manner, as it deems appropriate, systems or services similar to those undelivered and the empanelled agency shall be liable to pay MAP_IT for any excess costs for such similar systems or services. However, empanelled agency shall continue the performance of the Contract to the extent not terminated.
38.2. Termination for Insolvency

MAP_IT may at any time terminate the Contract by giving a written notice of at least 30 days to the selected proposer, if the selected proposer becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected proposer, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to MAP_IT.

38.3. Termination for Convenience

MAP_IT, by 30 days’ written notice sent to the empanelled agency, may terminate the contract, in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for MAP_IT’s convenience, the extent to which performance of the empanelled agency under the contract is terminated and the date upon which such termination becomes effective. However, any undisputed payment to the invoices of the task accomplished by empanelled agency would be paid by MAP_IT.

39 SETTLEMENT OF DISPUTES

If any dispute of any kind whatsoever arise between MAP_IT and the successful bidder in connection with or arising out of the contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation, then the Principal Secretary, Government of Madhya Pradesh, Department of Science & Technology, will be appointed as sole arbitrator. The dispute would be resolved as per the Arbitration & Conciliation Act and the award made thereunder shall be final and binding upon the parties hereto, subject to the legal remedies available under the law. The place of arbitration shall be Bhopal and all legal disputes are subject to the jurisdiction of Courts of district Bhopal only.

40 OTHER CONDITIONS

a) The empanelled agency shall bear the expenses regarding delivery of services.

b) The empanelled agency shall not, under any circumstances, revise the rates already approved for services. Any request for an increase in the rates will not be entertained under any circumstances during the contract period.

c) The empanelled agency shall execute the whole work in strict accordance with guidelines of MAP_IT.

d) MAP_IT shall reserve the right to make any alterations in or additions to the original scope of work on mutually agreed terms. Any additional work which the bidder may be directed to do in the manner specified above as part of the work shall be carried out by the bidder on the same conditions in all respects on which he agreed to do the main work and at the same rates as specified by MAP_IT.

e) Any publicity by the bidder in which the name of MAP_IT is to be used should be done only with the explicit written permission of MAP_IT.
41 ANNEXURES

ANNEXURE-1: PRE-PROPOSALS QUERIES FORMAT

{To be filled by the bidder}

Name of the Company/Firm:

Name of Person(s) Representing the Company/ Firm:

<table>
<thead>
<tr>
<th>Name of Person</th>
<th>Designation</th>
<th>Email-ID(s)</th>
<th>Tel. Nos. &amp; Fax Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Company/Firm Contacts:

<table>
<thead>
<tr>
<th>Contact Person(s)</th>
<th>Address for Correspondence</th>
<th>Email-ID(s)</th>
<th>Tel. Nos. &amp; Fax Nos.</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Query / Clarification Sought:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>RFE Page No.</th>
<th>RFE Clause No.</th>
<th>Clause Details</th>
<th>Query/ Suggestion/ Clarification</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/.XLSX/.PDF). Queries not submitted in the prescribed format will not be considered/ responded at all by MAP_IT.

Pre-Proposals queries should be sent at the e-mail address mentioned in the RFE.
ANNEXURE-2: Covering Letter

(To be submitted on the letter head of the bidder)

To,
Addl. Chief Executive Officer,
Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT)
State IT Centre, 47-A, Arera Hills, Bhopal 462011

Dear Sir,

We, the undersigned, offer Proposal for Empanelment of Agencies to provide Human Resources for MAP_IT in accordance with your RFE dated ...............and our proposal. We are hereby submitting our proposal as per the requirements mentioned in the RFE.

We hereby declare that:

i. All the information and statements made in this proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the Client and/or may be sanctioned by the Bank.

ii. We meet the eligibility requirements as stated in this RFE and we confirm our understanding of our obligation to abide by the policy in regard to corrupt and fraudulent practices.

iii. Our proposal is binding upon us and subject to any modifications/ amendments MAP_IT made before the date of submission.

iv. Our Firm/Company do not face any sanction or any pending disciplinary action from any authority against our Firm/Company.

v. We understand that the Client is not bound to accept any proposal that the Client receives.

Thanking you,

Authorized Signature (In full and initials with Seal):
Name and Title of Signatory:
Name of Bidder (Firm/Company’s name):
In the capacity of:
Address:
Contact information (phone and e-mail):
Date & Time:_____________________
Place:_____________________

Page 29 of 45
## ANNEXURE-3: Checklist for Eligibility / Qualification Criteria Compliance

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Basic Requirement</th>
<th>Specific Requirements</th>
<th>Documents Required</th>
<th>Compliance (Yes/No)</th>
<th>Ref. Pg No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Legal Entity</td>
<td>Should be a legal entity registered in India for minimum last 3 years, as on date of proposal submission.</td>
<td>Certificates of incorporation / Registration Certificates along with Bylaws/ MoA &amp; AoA or similar legal document.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Profile</td>
<td>Should be an entity providing Manpower outsourcing services in Software development and allied activities of IT/ITeS since last 3 years, as on date of proposal submission.</td>
<td>Entity Profile along with documentary proof for years of existence.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Financial Turnover</td>
<td>Average Annual Turnover of the proposer from outsourcing assignments during last three financial years, i.e., 2015-16, 2016-17 and 2017-18 (as per the last published audited balance sheets), should be at least Rs. 15.00 Crore (Fifteen Crores).</td>
<td>1. Audited Financial Statements along with CA Certificate with CA’s Registration Number/ Seal clearly defining the turnover (Annexure 3) 2. In case of unavailability of audited statements for the year 2017-2018, appropriate CA certificate should be furnished.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Experience of Manpower outsourcing in IT/ITeS domain.</td>
<td>Should have Executed minimum 3 (three) assignments of Human Resource outsourcing in IT/ITeS sector with minimum client billing of Rs 2.0 Crores each for different client/organization in each of last three financial years, i.e., 2015-16, 16-17 and 17-18.</td>
<td>Related work orders with completion certificates clearly defining the value / payment advice as evidence of such assignments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Registration on Job portal</td>
<td>The agency should have taken paid subscription of Naukri.com,</td>
<td>Proof of registration to be enclosed</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **6** | **Statutory Registrations** | Should have been registered with:-  
4. Employees Provident Fund (EPF)  
5. ESIC  
6. GST  
Registration copy of such certificates shall be enclosed as proof. |
| **7** | **Bidder’s Team** | Should have on board at least 20 resources, each having minimum 3 years’ experience of working in profile searching & manpower outsourcing, out of which 10 resources should be proficient in hiring IT resources. These resources must be on company pay-roll as on the bid submission date.  
The bidder shall submit self-certified list of resources with qualification & years of experience in Human Resource Management |
| **8** | **Mandatory Undertaking** | Should not have been black listed by any Central or State Government department or Corporation or Board/PSU/ Semi-Government organization as on the date of RFE. There should not be any incidence in past of initiation of bankruptcy or winding proceedings or any legal action for violation of any government rules/regulations against the proposer.  
An undertaking to this effect should be submitted on its letter head as per Annexure 9: Self-Declaration |
### ANNEXURE-4: Checklist for Technical marking Criteria Compliance

<table>
<thead>
<tr>
<th>S/N</th>
<th>Parameter</th>
<th>Documents Required</th>
<th>Reference Page Number</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Providing Manpower outsourcing services in Software development and allied activities of IT/ITeS. (PQ clause-2)</td>
<td>Work orders/ client certificate with citation of period of assignment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Minimum Average Annual Financial Turnover (PQ Clause 3)</td>
<td>CA Certificate with CA’s Registration Number/ Seal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bidder’s Experience in Manpower outsourcing in Software development and allied activities of IT/ITES domain. (PQ Clause 4)</td>
<td>Completion certificate/ payment advice as evidence of such assignments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Completeness of proposal with all respect i.e. provided checklist, provided relevant documents, numbered pages and proper references.</td>
<td>Proposal Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Paid subscription of Naukri.com, Monster.com, linkedin.com along with any other job portals.</td>
<td>Proof of registration to be enclosed with the proposal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Presentation</td>
<td>Presentation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Bidder can include brief profile of the firm/company here. (Not more than three pages).
ANNEXURE-5: Project Details Template

**Project Details (To be filled for each Project)**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the project/ Client</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Work Order / Contract No.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Contract Value (In Lakhs)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Client Details</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Name, Title &amp; Address of the Client who can be contacted</td>
<td></td>
</tr>
</tbody>
</table>
**ANNEXURE-6: Firm/ Company Information**

Following are the particulars of our organization:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Details (To be filled by the bidder)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the bidder</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Regional official address (in Madhya Pradesh, if any)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Phone No. and Fax No.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Registered Headquarters Address</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Phone No. and Fax No.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Web Site Address</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Details of Firm’s Registration (Please enclose copy of the registration document)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Name of Registration Authority</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Registration Number and Year of Registration</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>EFP/ESI registration Number</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Goods and Service Tax Registration No.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Permanent Account Number (PAN)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Separate sheets and additional details may be attached wherever necessary
ANNEXURE-7: Contact Details of officials for correspondence during proposal process:

<table>
<thead>
<tr>
<th>Details</th>
<th>Authorised Signatory</th>
<th>Secondary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE-8: FINANCIAL PROPOSAL FORMAT

{To be submitted by the proposer on his letter head}

To,

The Additional Chief Executive Officer,

MAP_IT,

State IT Center,

47 A, Arera Hills,

Bhopal 462011

Date:

Sub: Financial Proposal for Empanelment of Agencies to provide Human resources .

Ref: NIT No.: _______________________________ Dated: __________

Dear Sir,

I/We, the undersigned proposer, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged. I/ we, the undersigned, offer to work as mentioned in the Scope of the work, Service Level Standards & in conformity with the said bidding document for the same.

We submit herewith the Financial Proposal (fees) for the assignment proposed by MAP_IT:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Proposed Service Charges (in %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Charges in terms of % (percentage) of Monthly Salary being paid to the deployed resources (inclusive of all taxes, duties etc. except GST)</td>
<td></td>
</tr>
</tbody>
</table>

Terms & Conditions:
1. The above quoted fee includes all duties, levies, taxes except for GST, which shall be payable extra as per prevailing rates.
2. The rates quoted would remain fixed for the entire contract period.
3. NIL Value quoted against any value above shall lead to rejection of proposal.
4. The Payment for the aforesaid quoted value shall be paid in accordance with Payment Terms.

I/We understand that you are not bound to accept the lowest or any proposal you may receive. I/We agree to all the terms & conditions as mentioned above & in the bidding document and submit that we have not submitted any deviations in this regard.

Authorized Signature {In full and initials with Seal}:

Name and Title of Signatory:

Name of Bidder (Firm/ Company’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

Date & Time:_____________________

Place:_____________________

ANNEXURE-9: SELF-DECLARATION

{To be submitted on the letter head of the bidder}

To, Date:
Addl Chief Executive Officer
Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT)
State IT Centre, 47-A, Arera Hills, Bhopal 462011

In response to the RFE Ref. No. _____________________________ dated ___________ for empanelment of agency Empanelment of Agencies to provide Human resources to MAP_IT, as an Owner/ Partner/ Director/ Auth. Sign. of______________________________, I/ We hereby declare that presently our Company/ firm ____________________, at the time of bidding,

(a) Possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the MAP_IT;
(b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
(c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
(d) does not have any previous transgressions with any entity in India or any other country during the last three years
(e) does not have any debarment or blacklisting by any other govt. department/organization/ society.
(f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
(g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the Tender Process, or not have been otherwise disqualified pursuant to debarment proceedings;
(h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
(i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoMP, my/ our security may be forfeited in full and our proposal, to the extent accepted, may be cancelled.

Thanking you,

Authorized Signature {In full and initials with Seal}:
Name and Title of Signatory:
Name of Bidder (Firm/ Company’s name):
In the capacity of:
Address:
Contact information (phone and e-mail):
Date & Time & Place:____________________
ANNEXURE-10: NDA with the deployed resource.

NON-DISCLOSURE AGREEMENT

For good consideration, and in consideration of being engaged by Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT), the undersigned person hereby agrees and acknowledges:

1. That during the course of my engagement, there may be disclosed to me certain confidential information of MAP_IT or any Department / PSU / Subsidiary unit/ undertaking unit of State or Central Government; said confidential information consisting but not necessarily limited to:
   a. Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.
   b. Government information: stakeholders list, citizens’ personal data, sources of data, financial data, production, or merchandising systems or plans.

2. I agree that I shall not, during or at any time after the termination of my engagement with MAP_IT, use for myself or others, or disclose or divulge to others including future employees/ employers, any confidential information or any other proprietary data of MAP_IT in violation of this agreement.

3. I agree that I shall not copy or transfer any computer program, design, documents, any correspondence and all other material relating to the project to others through personal e-mails or any other medium during my engagement with MAP_IT.

4. I agree that any official email id assigned to me by MAP_IT shall be only and strictly used for all official correspondences between MAP_IT and / or its clients. It shall in no way be used by me for personal use.

5. That upon the termination of my engagement from MAP_IT:
   a. I shall return all documents and property of MAP_IT, including but not necessarily limited to laptops, pen drive, data cards, drawings, blueprints, reports, manuals, correspondence, computer programs, and all other materials and all copies thereof relating in any way to MAP_IT business or in any way obtained or produced by me during the course of engagement. Further, I shall not retain copies, notes or abstracts of the foregoing.
   b. MAP_IT may notify any future or prospective employer or third party of the existence of this agreement and shall be entitled to full injunctive relief for any breach.

6. This agreement shall be binding upon me and my personal representatives and successors in interest, and shall inure to the benefit of MAP_IT, its successors and assigns.

Signed this ______day of______________, 20____.

EMPLOYEE: 

Employee Signature: 

Printed Name: 

MAP_IT:

Signature: 

Printed Name & Title:
ANNEXURE-11: Medical Check-up Checklist

List of medical tests to be conducted for each resource:

1. General Physical Examination, including Eyes and hearing examination.
2. Routine urine examination
3. C.B.C. and Blood examination
4. E.C.G.
5. Blood group.
ANNEXURE-12 Indicative list of Qualification & Experience of required Human Resources

This is the indicative list of positions. MAP_IT may ask for providing resources for other than the below list.

Resources for System study, design, development, implementation and maintenance for website, web portal, application (mobile & web based)

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Role</th>
<th>Min Required Qualification &amp; Experience</th>
<th>CTC Ranges per annum (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Solution Architect</td>
<td>• B.E / B.Tech (IT / CSE)/ MCA/ MSc (CS/IT) / equivalent&lt;br&gt;• 8+ years of relevant work experience with at least 2 years of working as a Solution Architect&lt;br&gt;• A minimum of two years in a professional senior technical role such as technical lead, team lead, architect, or other hands on leadership role ideally for a major consultancy or system integrator</td>
<td>Upto Rs. 10 lakhs per annum</td>
</tr>
<tr>
<td>2</td>
<td>UI Designer</td>
<td>• <strong>Educational Qualifications:</strong> Any Graduate&lt;br&gt;• <strong>Experience:</strong> Minimum 3 years of experience in Website Designing (graphic design, logos, banners, template design)&lt;br&gt;• Exposure to Government Web designing preferred</td>
<td>Upto Rs. 6 lakhs per annum</td>
</tr>
<tr>
<td>3</td>
<td>Developer (Dot NET, PHP, Java)</td>
<td>• B.E/B.Tech(Electronics/computer science/Information Technology) / MCA / MSc(IT/CS) or equivalent&lt;br&gt;• Minimum <strong>4 years relevant experience</strong>&lt;br&gt;• 3-5 years’ experience: Minimum 3 years’ experience in IT/ software development / IT System projects / Website Development / Mobile Application Development with Minimum of 2 years’ experience in Website and Mobile Application development for IT Projects</td>
<td>Upto Rs. 6 lakhs per annum</td>
</tr>
<tr>
<td>4</td>
<td>Sr. Developer (Dot NET, PHP, Java)</td>
<td>• B.E/B.Tech (Electronics/computer science/Information Technology) / MCA / MSc (IT/CS) or equivalent&lt;br&gt;• Minimum 6 years’ relevant experience&lt;br&gt;• Work experience must span over 4 turnkey IT assignments</td>
<td>Upto Rs. 8 lakhs per annum</td>
</tr>
<tr>
<td>5</td>
<td>Documentation Expert</td>
<td><strong>For CONTENT WRITER:</strong>&lt;br&gt;• Minimum Graduation / Post Graduation in English / Hindi, PG Diploma in Mass Communications from Government recognized universities/ institutes.&lt;br&gt;• Minimum of 3 years’ experience in content writing for Websites &amp; or Web Portals.&lt;br&gt;&lt;br&gt;<strong>For TECHNICAL WRITER:</strong>&lt;br&gt;• Min B.E./B.Tech (IT/Computer Science) with excellent technical writing Skills</td>
<td>Upto Rs. 6 lakhs per annum</td>
</tr>
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</tr>
<tr>
<td>6</td>
<td>Mobile Application Developer</td>
<td>• Minimum 3 years’ experience in same role (i.e. Technical Writer).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Upto Rs. 6 lakhs per annum</td>
<td></td>
</tr>
</tbody>
</table>
| 7 | Database Administrator | • B.E./ B. Tech / MCA / MSc (CS/IT) /equivalent Experience:  
• Minimum 3 years of relevant experience.  
• Work experience must span over minimum two turnkey IT assignments. |
|   |   | Upto Rs. 10 lakhs per annum |
| 8 | Database Developer | • B.E./ B.Tech in any stream/ MCA/ M.Sc (CS/ IT) or equivalent  
• Minimum 4 years’ experience in development of T-SQL/ PL-SQL programming  
OR  
• Graduate in any stream with overall 6 years’ experience in development of T-SQL/ PL-SQL programming |
|   |   | Upto Rs. 8 lakhs per annum |
| 9 | Project Manager | • B.E./ B.Tech (CS / IT) / MCA/ M.Sc (CS/ IT)  
• Minimum 10 year of experience.  
• Minimum 5 year of experience as managerial capacity.  
• Work experience must span over 2 turn-key Software development/ERP projects at State or Country level. |
|   |   | Upto Rs. 15 lakhs per annum |
| 10 | Project Executive | • B.E./B.Tech (Computer Science /IT) / MCA.  
• Minimum 2 years of experience preferred IT Experience.  
• Computer Skills required, should be familiar with working in an IT environment, basic SQL knowledge, Testing Web Application. |
|   |   | Upto Rs. 4 lakhs per annum |
| 11 | System Administrator | • B.E./ B.Tech (Electronics / CS / IT) or equivalent / MCA / MSc (CS/IT)  
• Minimum of 3 years’ experience as System Administrator on Windows Server 2008. |
<p>|   |   | Upto Rs. 6 lakhs per annum |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Position</th>
<th>Qualification</th>
<th>Experience/Other Requirements</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Cyber Security Expert</td>
<td>• Graduate with Law Degree from Tier 1 institute&lt;br&gt;• Minimum 10 years’ relevant experience&lt;br&gt;• Necessary cyber certifications&lt;br&gt;• Should have experience of drafting cyber laws&lt;br&gt;• Should have practicing experience of cyber law courts&lt;br&gt;• Should be able to add value to existing cyber security coverage through state IT ACT and ESD (electronic service delivery rules)&lt;br&gt;• Should be competent to conduct cyber audits&lt;br&gt;• Should have flair for conducting workshops – state user departments&lt;br&gt;• Should be able to generate “white papers” on cyber security – continuous mentoring.</td>
<td>Upto Rs. 18 lakhs per annum</td>
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<tr>
<td>13</td>
<td>Senior Engineer Tester</td>
<td>• B.E/B. Tech (Electronics/ Computer Science / Information Technology) / MCA / MSc (CS/IT) or equivalent&lt;br&gt;• Minimum 6 years relevant experience&lt;br&gt;• Minimum 4 years’ experience exclusively in testing assignments</td>
<td>Upto Rs. 8 lakhs per annum</td>
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<tr>
<td>14</td>
<td>Engineer Tester</td>
<td>• B.E/B. Tech (Electronics/ Computer Science / Information Technology) /MCA / MSc (CS/IT) or equivalent&lt;br&gt;• Minimum 4 years’ relevant experience&lt;br&gt;• Minimum 3 years’ experience exclusively on testing assignments</td>
<td>Upto Rs. 6 lakhs per annum</td>
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<tr>
<td>15</td>
<td>Business Analyst</td>
<td>• B.E / B.Tech (CS/IT) / MCA / M.Sc (CS/IT) or Post Graduation in CS/IT&lt;br&gt;• Minimum 5 years of relevant experience&lt;br&gt;• Must be experienced with the entire System Development Life Cycle&lt;br&gt;• Extensive experience with screen mock-ups, wireframes, user experience, Use Cases, work-flow, SRS &amp; FRS documentation, User Manuals</td>
<td>Upto Rs. 8.5 lakhs per annum</td>
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<td>16</td>
<td>Principal Consultant – Program Management</td>
<td>• Graduate in any discipline with MBA / MCA or equivalent&lt;br&gt;• Minimum 10 years of relevant experience post MBA / MCA with at least 4 years of experience in managing life cycle of large IT / e-Governance projects&lt;br&gt;• Work experience must span over 3 to 4 turnkey IT / e-Governance assignments</td>
<td>Upto Rs. 18 lakhs per annum</td>
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<tr>
<td>17</td>
<td>Senior Consultant –</td>
<td>• B.E / B.Tech / MCA</td>
<td>Upto Rs. 15 lakhs per annum</td>
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<tr>
<td>Position</td>
<td>Qualifications</td>
<td>Salary</td>
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</tbody>
</table>
| Technology Management                    | • Minimum 8 years of experience in IT projects, infrastructure deployment / software development, hardware, networking, security management in IT projects  
• Minimum 3 years’ experience of managing complete life cycle of large scale IT / e-Governance                                                                 |                                             |
| Consultant – Technology Management 18   | • B.E / B.Tech / MCA  
• Minimum 4 years of experience in IT projects, software development, hardware, networking in IT projects  
• Minimum 3 years’ experience of managing complete life cycle of IT / e-Governance projects                                                                 | Upto Rs. 8.4 lakhs per annum                |
| GIS Data Specialist 19                   | • Any Graduate  
• Minimum 2 years of hands-on experience in creating & handling GIS data / software                                                                                                                                 | Upto Rs. 4 lakhs per annum                  |
| GIS Web Developer 20                     | • B.E./B.Tech (CS/IT) or MCA or equivalent  
• Overall 3 years’ experience in Software Development out of which 1 year experience in GIS based software tool                                                                                       | Upto Rs. 4 lakhs per annum                  |
| GIS Mobile Developer 21                  | • B.E./ B.Tech (CS/IT) / MCA / M.Sc (CS/IT)  
• Minimum 3 years of hands-on experience                                                                                                                                                                  | Upto Rs. 4 lakhs per annum                  |
| GIS Executive 22                        | • Any Graduate / Post Graduate degree in GIS or related subject  
OR  
Any Graduate / Post Graduate with 1 year of hands-on experience in GIS Data creation (on screen digitization)                                                                                      | Upto Rs. 1.8 lakhs per annum                |
| GIS Operator 23                         | • Any Graduate  
• Minimum 2 years’ hands-on experience in creating / handling GIS data / software                                                                                                                        | Upto Rs. 2.4 lakhs per annum                |
| Tech Lead 24                            | • B.E./ B.Tech (CS/IT) /MCA /M.Sc (CS/IT) or Post Graduation in CS / IT  
• Minimum 8 years of relevant experience  
• Must have 4+ years’ experience of leading a team  
• Work experience must span over 2 IT assignments as Project Lead                                                                                                                                  | Upto Rs. 12 lakhs per annum                |
| HR Assistant 25                         | • Any Graduate with full time MBA (HR) from a reputed institute  
• Experience must span from 1 to 3 years  
• Excellent interpersonal & presentation skills  
• Excellent verbal & written communication skills  
• Good knowledge of MS Office                                                                                                           | Upto Rs. 1.8 lakhs per annum                |
<p>| HR Executive 26                         | • Any graduate with full time MBA (HR) from a reputed Institute / University                                                                                                                                 | Upto Rs. 3 lakhs per annum                  |</p>
<table>
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<tr>
<th>Position</th>
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</table>
| 27 Accountant         | • Minimum 2 years’ experience in record keeping, attendance & leave management, joining & onboarding of resources  
                       | • Excellent interpersonal & presentation skills  
                       | • Excellent verbal & written communication skills  
                       | • Sound knowledge of job portal & HRMIS | Upto Rs. 3 lakhs per annum |
| 28 Legal Advisor      | • At least graduate in commerce stream with knowledge of working on Tally software.  
                       | • Minimum 2-years’ relevant experience post qualification.  
                       | • Graduate in Law from a recognized Institute / University  
                       | • Minimum 5 years’ experience in managing law & legislative affairs.  
                       | • Good knowledge of relevant Acts & Laws pertaining to the organization  
                       | • Knowledge of MS Office | Upto Rs. 8.4 lakhs per annum |
| 29 Computer Operator  | • Graduate in any stream  
                       | • Proficient in English & Hindi typing  
                       | • Must be CPCT Certified | As per Collector Guidelines |
| 30 Highly Skilled worker | • Computer Proficiency and Certification Test (CPCT) Pass. | As per Collector Guidelines |
| 31 Skilled worker     | • 12th Standard Pass . | As per Collector Guidelines |
| 32 Unskilled worker   | • 8th Standard Pass | As per Collector Guidelines |

** Please note that:  
• This is only an indicative list of positions. Positions may be added / deleted based on the need of MAP_IT  
• The qualification & other essential criteria / CTC of positions may be revised from time to time