Request for Proposal (RFP)

for

Engagement of CMMI Partner for CMMI Level 3 Implementation at

Madhya Pradesh Agency for Promotion of Information Technology

(Tender No MAPIT/COE/2017/1592)

Madhya Pradesh Agency for Promotion of Information Technology
(MAP_IT)

State IT Centre 47-A, Arera Hills,
Bhopal (M.P.)-462011
Ph: 0755-2518300, 0755-2518702
Fax: +91-755-2579824 Website: http://www.mapit.gov.in/

Dated: 25/10/2017
Request for Proposal (RFP) Notice

“RFP for Selection of CMMI Partner for CMMI Level 3 (Dev) implementation for CoE at Madhya Pradesh Agency for Promotion of Information Technology”

MAP_IT invites Proposals from qualified and experienced agencies for Implementation of CMMI Level 3 (Dev) for its development unit.

Interested Bidders, who qualify as per the criteria mentioned in the document, may submit their proposals through e-tendering latest by 22 Nov 2017 till 5:30 P.M. on e-Procurement portal (www.mpeproc.gov.in). Bidder has to submit the document fee of Rs. 1000/- (Rupees One Thousand only) for RFP document along with e-Procurement Processing fees through online payment at e-Procurement portal.

The detailed RFP document can be downloaded from the website www.mpeproc.gov.in and www.mapit.gov.in

(CEO)

MAP_IT
DISCLAIMER

All information contained in this Request for Proposal (RFP) provided/clarified is in the good interest and faith. Though, adequate care has been taken in the preparation of the RFP document, the interested agencies shall satisfy themselves 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.

MAP_IT reserves the right to reject any or all of the proposals submitted in response to the RFP document at any stage without assigning any reasons whatsoever. MAP_IT also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their proposals in response to the RFP. MAP_IT reserves the right to change/ modify/ amend any or all of the provisions of the RFP document without assigning any reason. Any such change would be communicated to the bidders by posting it on the website of MAP_IT (http://www.mapit.gov.in/) and/or MP eProcurement Website (https://mpeproc.gov.in).

Neither MAP_IT nor their employees and associates will have any liability to any prospective respondent of the RFP 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 raise from or be incurred or suffered in connection with anything contained in the RFP document, any matter deemed to form part of the RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of MAP_IT or their employees and RFP respondent 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 RFP process is confidential to MAP_IT and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.
## Bid Fact Sheet

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Issuer</td>
<td>Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT).</td>
</tr>
<tr>
<td>2.</td>
<td>Availability of the document</td>
<td>The Bidding Document is available and downloadable on following websites:&lt;br&gt;  -  <a href="http://www.mpeproc.gov.in">http://www.mpeproc.gov.in</a>&lt;br&gt;  -  <a href="http://www.mapit.gov.in">www.mapit.gov.in</a>&lt;br&gt;  Bidding Document Fees (non-transferable &amp; non-refundable) and Processing Fees must be paid online at e-Procurement portal (<a href="http://www.mpeproc.gov.in">http://www.mpeproc.gov.in</a>)&lt;br&gt; <strong>All Subsequent changes to the Bidding document shall be published on the above mentioned website only.</strong></td>
</tr>
<tr>
<td>3.</td>
<td>Start date for Purchase of RFP</td>
<td>25 Oct 2017</td>
</tr>
<tr>
<td>4.</td>
<td>Last date for Purchase of RFP</td>
<td>22 Nov 2017 till 5:30 PM</td>
</tr>
<tr>
<td>5.</td>
<td>Bidding Document Fee</td>
<td>INR Rs 1000/- + Processing Fees (non-transferable &amp; non-refundable) payable through online e-procurement portal.</td>
</tr>
<tr>
<td>6.</td>
<td>Last date for sharing queries/ seeking clarification by the Bidders</td>
<td>7 Nov 2017 (Bidders are requested to submit their queries if any as per format attached in Annexure 1)</td>
</tr>
<tr>
<td>7.</td>
<td>Pre-Bid Meeting</td>
<td>10 Nov 2017 3:00 PM to be held at Conference Room, Second Floor, MAP_IT 47-A, Arera Hills, Bhopal. Bhopal (M.P.)-462011 Ph : 0755-2518300, 0755-2518702.</td>
</tr>
<tr>
<td>8.</td>
<td>Earnest Money Deposit (EMD)</td>
<td>INR 10,000/- to be submitted online through <a href="http://www.mpeproc.gov.in">www.mpeproc.gov.in</a> portal.</td>
</tr>
<tr>
<td>9.</td>
<td>Last date of submission of Proposal</td>
<td>23 Nov 2017 till 5:30 PM only through e-Procurement portal <a href="http://www.mpeproc.gov.in">www.mpeproc.gov.in</a></td>
</tr>
<tr>
<td>10.</td>
<td>Date of opening of Pre-Qualification and Technical Bid</td>
<td>24 Nov 2017 at 3:00 PM</td>
</tr>
<tr>
<td>11.</td>
<td>Date of opening of Financial Bid</td>
<td>To be decided later</td>
</tr>
<tr>
<td>12.</td>
<td>Performance Security (On award of the contract)</td>
<td>Irrevocable Performance Security of value 10% of the Purchase Order (PO) value in form of DD/bg issued by Scheduled / Nationalized Bank in favour of MAP_IT payable at Bhopal. To be submitted at the correspondence address within 15 days of issuance of LoI.</td>
</tr>
<tr>
<td>13.</td>
<td>Email Address</td>
<td>The prospective Bidder requiring any clarification to the RFP shall contact MAP_IT through email by</td>
</tr>
</tbody>
</table>
| 14. Address for Communication | CEO, MAP_IT  
47-A, Arera Hills, Bhopal  
Bhopal (M.P.)-462011  
Ph :755-2518300, 0755-2518702  
E-mail: vinay.pandey@mapit.gov.in  
‘CC’ to satyarth.dubey@mapit.gov.in  
Website: www.mapit.gov.in |

sending the queries at vinay.pandey@mapit.gov.in and “CC” to satyarth.dubey@mapit.gov.in at as per the format given in Annexure 1.
## 2 Acronyms and Definitions

<table>
<thead>
<tr>
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<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>R.F.P.</td>
<td>Request for Proposal</td>
</tr>
<tr>
<td>MAP_IT</td>
<td>Madhya Pradesh Agency for Promotion of Information Technology</td>
</tr>
<tr>
<td>Ver.</td>
<td>Version</td>
</tr>
<tr>
<td>CoE</td>
<td>Centre of Excellence</td>
</tr>
<tr>
<td>C.M.M.I.</td>
<td>Capability Maturity Model Integration</td>
</tr>
<tr>
<td>M.P.</td>
<td>Madhya Pradesh</td>
</tr>
<tr>
<td>E.M.D.</td>
<td>Earnest Money Deposit</td>
</tr>
<tr>
<td>D.D.</td>
<td>Demand Draft</td>
</tr>
<tr>
<td>S.E.I.</td>
<td>Software Engineering Institute</td>
</tr>
<tr>
<td>I.T.</td>
<td>Information Technology</td>
</tr>
<tr>
<td>SCAMPI</td>
<td>Standard CMMI Appraisal Method for Process Improvement</td>
</tr>
<tr>
<td>G2G</td>
<td>Government to Government</td>
</tr>
<tr>
<td>Q.M.S.</td>
<td>Quality Management System</td>
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### Definitions
- “Proposals” means proposals submitted by bidders in response to the RFP issued by MAP_IT for “Selection of CMMI Assessment Body for CMMI version 1.3 Level 3 for MAP_IT”.
- “Competent Authority” means the CEO, MAP_IT, M.P.
- “Committee” means I.T. committee of the Science and Technology Department
- “Contract Price” means the price payable to the assessment body on the panel of MAP_IT under the Contract for the complete and proper performance of its contractual obligations.
- “CMMI Assessment Body” means any CMMI Institute Partner, private or public entity, which will ensure to get the SCAMPI “A” to MAP_IT under the contract.
- “Contract” means the Contract signed by the parties along with the entire documentation specified in the RFP
- “Day” means working day as per MP Government calendar
- “Effective date” means the date on which the contract comes into force and effect.
- “GCC” means General Conditions of Contract, specified in Section 14 of RFP
- “Government” means State Government.
- “MAP_IT” means Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT) department of Science & Technology, Government of M.P., 47-A, Arera Hills, Bhopal(M.P.)-462011
- “Personnel” means professional and support staff provided by the assessment body and assigned to perform services to execute an assignment and any part thereof
- “Services” means the work to be performed by the assessment body pursuant to the election by MAP_IT and to the contract to be signed by the parties in pursuance of any specific assignment awarded to them by MAP_IT.
- “Third Party” means any person or entity other than the Central/States/Central/UT Government, MAP_IT, and assessment body.
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RFP for Selection of CMMI Assessment Body for MAP_IT

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MAP_IT is a government society, which has been established to propel the growth of Information Technology (IT) in Madhya Pradesh and implement the State IT Policy. Accordingly the Society has the following objectives.

- To provide IT inputs to government departments/agencies and to assist them in computerisation and networking.
- To co-ordinate with investors and industry, trade organizations and financial institutions in public and private sector so as to promote growth in the IT sector;
- To facilitate Human Resource Development in the field of IT in the Government;
- To facilitate use of Hindi language in IT related projects;
- To undertake any other function(s) as may be assigned by the State Government.

Considering sensitivity, confidentiality and criticality of the information involved in Software Development process and to ensure adequate security, integrity checks and performance parameters; it is required to hire services of a CMMI Institute Partner for doing an independent Gap analysis, QMS development etc and SCAMPI “A” (CMMI for Development) for Centre of Excellence of MAP_IT, so that it can implement best practices in their development related activities

Technical and commercial bids (to be submitted separately) are invited from bidders for the aforesaid job as per the terms and conditions mentioned hereunder.

However MAP_IT does not guarantee to accept or move into agreement for any/all proposals, if the solution does not seem to satisfy the core requirement towards conduct of CMMI Level 3 Ver. 1.3 (Development) Assessment for MAP_IT CoE.

4 Objective of CoE

IT organizations of all types and dimensions are embracing the CoE model as a practical way of consistent and continuous improvement of their business operations. Industry/domain analysts also support the move to the CoE model.

In IT world, CoE acts as a central point of contact to facilitate collaboration between the lines of business, enterprise architects (EA), database administrators (DBAs) and application developers.

CoE Brings together a dedicated team of appropriate domain expertise and enables the organizations to identify core patterns of integration, share best practices, leverage skills and standard tools across the enterprise.

CoE provides a central source of standardized products & services with expertise, and best practices. It can also provide the entire organization with visibility into quality and performance parameters of the delivered application and support functions, helping them to keep everyone informed and keeping the applications and services aligned with business objectives.
5 CoE at MAP_IT

At MAP_IT Centre of Excellence (CoE) has been created. It provides IT services to other government departments at subsidized rate. There are other benefits and objectives of having CoE:

• List of Services at Subsidized rates
• Faster turnaround time (eliminating bid process life cycle)
• Best of breed market resources hired to ensure quality deliverables
• G2G services through MAP IT

And, following are advantages to State User Departments:

• State owned team established as part of MAP_IT
• All IT Services – as would have been possible by any industry System Integrator.
• G2G business model and hence fast turn-around time with zero hours being spend on hiring implementation agency.
• Can execute turnkey assignments – facilitated by MPSEDC for hardware procurement.
• Subsidized services business model (win-win for CoE and user department).

Resources under CoE are from the following key areas:

• Microsoft Technologies
• Open Source
• Security and Quality
• IT Infrastructure
• Database Administration

6 Objectives

The broad objectives of having CMMI Institute Partner for Consulting and SCAMPI “A” Assessment is:

• To have Software Process Improvement as per CMMI requirements.
• To have QMS for all process Assets, in compliance with laid down state IT policies, standards, procedures, and applicable laws and regulations.
• To improve practices that cover project management, process management, software engineering, and other supporting processes used during development and maintenance of software.
• To achieve CMMI Level 3 for its Software Development Unit.
7 Scope OF Work

- Providing Consultancy for CMMI L3 Dev for Software Development Unit
- Perform Gap analysis of existing processes
- Develop QMS as per CMMI L3 Dev, it should include policies, procedures, guidelines and standard templates etc.
- Mapping of the Appraisal Objectives with Organizational Objectives
- Trainings related to CMMI
- Spot Check and readiness review
- Assessment Team Members (ATM) Training
- Assessment and successful SCAMPI A Certification for CMMI L3 Dev.

8 Deliverable

- **Phase I:**
  - Gap analysis Report
  - QMS as per CMMI Level 3 Like policies, procedures, guidelines and standard templates etc. mapping of the Appraisal Objectives with Organizational Objectives
  - Determining Appraisal Sample, short-listing Focus Projects and identifying Interview Participants for assessment
  - Conduct Trainings related to CMMI and also provide training material
  - Share progress report on the CMMI implementation every fortnight
  - Framework and procedures for CMMI related activities under the scope. In cases of significant non-compliance, establish a mechanism to resolve audit observations.
  - Plan of the activities and share with the stakeholders
  - Templates required to be filled in by the various stakeholders involved in the CMMI Assessment.
  - Share Spot Check and readiness review reports

- **Phase II:**
  - SCAMPI A Assessment Reports
  - Conduct ATM Training and provide training material
  - SCAMPI A Certificate
Note- No Consortium and subcontracting is allowed for bidding in this RFP.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Basic Requirements</th>
<th>Description</th>
<th>Documents Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Legal Entity</td>
<td>The Bidder must be a company registered under Indian Companies Act 1956 or LLP Act 2008 in India since last three years as on the date of bid submission.</td>
<td>Incorporation certificate along with MoA (or similar legal document) should be furnished as documentary proof.</td>
</tr>
<tr>
<td>2.</td>
<td>Bidder's Turnover</td>
<td>Bidder responding to this RFP should have a minimum average annual turnover of Rs. 50 Lakh (Fifty lakhs) from CMMI Consulting and assessment during the last three financial years (FY-2014-15, 2015-16, 2016-17), In case F/Y 2016-17 Annual Reports are not prepared; a certificate of provisional financial figures duly certified by a Chartered Accountant is to be submitted.</td>
<td>Audited Financial Statements. And CA certificate</td>
</tr>
<tr>
<td>3.</td>
<td>Bidders Net worth</td>
<td>The bidder should have positive Net Worth in the last Financial Year (FY-2016-17).</td>
<td>CA Certificate for Net Worth</td>
</tr>
<tr>
<td>4.</td>
<td>Bidders authorization with SEI, USA</td>
<td>The consulting firm/ company should have a valid approval from SEI (Software Engineering Institute, USA) or equivalent for CMMI level 3 assessment services.</td>
<td>Certificate/copy of approval from SEI.</td>
</tr>
<tr>
<td>5.</td>
<td>Bidder's Experience</td>
<td>The bidder must have successfully executed during the last three years (as on the date of bid submission) :- At least 10 (Ten) CMMI L3 / L5 assessment comprising of Consulting and Assessment with related training.</td>
<td>Copies of the Work order.</td>
</tr>
<tr>
<td>6.</td>
<td>Registrations</td>
<td>The Bidder should have valid GST registration No</td>
<td>Copies of relevant Registrations</td>
</tr>
<tr>
<td>7.</td>
<td>Black listing</td>
<td>A self-certified letter by the authorized signatory of the bidder that the bidder has not been</td>
<td>As per attached annexure 4</td>
</tr>
</tbody>
</table>
10 Completion of work
The work will be considered as completed once the SCAMPI A assessment and certificate is successfully achieved by CoE.

11 SLA and Penalty Clause

<table>
<thead>
<tr>
<th>Phases</th>
<th>Activities</th>
<th>Time Lines</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase – 1</td>
<td>Consulting For CMMI Level 3 and Trainings related to CMMI</td>
<td>T+ 135 days</td>
<td>Penalty of 0.30% of contract value Per Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>From 136 to 150 days of delay</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>From 151 to 165 days of delay</td>
<td>Penalty of 0.40% of contract value Per Day</td>
</tr>
<tr>
<td>Phase – 2</td>
<td>SCAMPI A Assessment For CMMI for Development, by SEI Certified Assessors and SEI Authorised Partner</td>
<td>T+ 180 days</td>
<td>Penalty of 0.30% of contract value Per Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>From 181 to 195 days of delay</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>From 196 to 210 days of delay</td>
<td>Penalty of 0.40% of contract value Per Day</td>
</tr>
</tbody>
</table>

The total penalty mentioned in this clause would be capped at 10% of total Contract Value for each phase. The above penalty is applicable only if the delay is on behalf of the selected bidder. The decision of CEO, MAP_IT will be final in case of any dispute regarding cause of delay.

Once the maximum level of penalty is reached for any of the phase, the contract may be terminated and the Performance Guarantee may be forfeited.
12 Pre-bid Queries

This RFP is open for all the suggestions that are focused toward MAP_IT objectives mentioned above. Agencies interested to participate in this RFP, may seek clarifications or submit their suggestion in writing on email at vinay.pandey@mapit.gov.in and “CC” to satyarth.dubey@mapit.gov.in using prescribed format available at Annexure 1 on or before 1 Nov 2017. MAP_IT will upload response/any corrigendum issued with reference to RFP on website http://www.mapit.gov.in/ and www.mpeproc.gov.in

13 Instruction to Bidders

13.1 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and the MAP_IT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

13.2 Methodology and Criteria for evaluation of Proposals (Commercial / Financial Bid Evaluation)

The Commercial bids (as per the formats provided in Section 17) of bidders will be evaluated by ranking from lowest bid to highest bid.

13.3 Bid Security (Earnest Money Deposit)

(Its compliance would be verified at the time of actual opening of the Bid)

13.3.1 The bidder shall furnish the bid processing fee of Rs. 1,000/- and Bid security (Earnest Money Deposit) of Rs. 10,000/-online through MP eProcurement Portal. The bid security and bid processing fee must be submitted online.

13.3.2 Proposals not accompanied by bid processing fee and EMD shall be treated as non-Responsive and summarily rejected by MAP_IT.

13.3.3 Earnest Money Deposit (EMD) shall be refunded to all the unsuccessful bidders within one month after award of the work to the successful / suitable bidder on a written request.

13.3.4 The successful bidder’s EMD will be discharged from MAP_IT after the signing of the contract and submission of performance security to MAP_IT.

13.3.5 The bid security shall be forfeited:

If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form;

Or in case of a successful Bidder, if the Bidder fails:

To sign the Contract; or

To furnish the performance security
13.4 Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, MAP_IT may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents.

In order to allow prospective bidders reasonable time to consider the amendments while preparing their bids, MAP_IT at its discretion, may extend the deadline for the Submission of bids.

13.5 Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and MAP_IT shall be in English language.

13.6 Amendment of Bidding Documents

Bids shall be valid for 180 days after the date of financial bid opening prescribed in RFP. A Bid valid for a shorter period may be rejected by MAP_IT as non-responsive. MAP_IT may solicit the bidders’ consent to an extension of Proposal validity (but without the modification in Proposals).

13.7 Right to Accept Proposal

MAP_IT reserves the right to accept or reject any proposal, and to cancel the proposal process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

13.8 Disqualification

MAP_IT may at its sole discretion and at any time during the evaluation of Proposal, disqualify any bidder, if the bidder has:

13.8.1 Submitted the Proposal documents after the response deadline and The Bid is not submitted as per RFP document
13.8.2 Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
13.8.3 Exhibited a record of poor performance such as doing as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
13.8.4 Submitted a proposal that is not accompanied by required documentation or is nonresponsive.
13.8.5 Failed to provide clarifications related thereto, when sought.
13.8.6 Declared ineligible by the Government of India for corrupt and fraudulent practices or blacklisted
13.8.7 submitted a proposal with price adjustment / variation provision.
13.8.8 During validity of the Bid, or its extended period, if any, the Bidder increases his quoted price
13.8.9 The Bid is not accompanied with all the requisite documents
13.8.10 Information submitted in the Technical Bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the
13.8.11 In case any one party submits multiple Bids or if common interests are found in two or more Bidders, the Bidders are likely to be disqualified, unless additional Bids / Bidders are withdrawn upon notice immediately; and

13.8.12 The successful Bidder fails to deposit the Bank Guarantee or fails to enter into a Contract within 30 days from the date of issuance of LoI.

13.9 Preparation of Proposal

13.9.1 The Proposal and all associated correspondence shall be written in English and shall confirm to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal.

13.9.2 The Proposal shall be typed and shall be initialled on all pages by authorized representative of the bidder to bind the bidder to the contract. The authorization shall be indicated by Board Resolution/ Power of Attorney and shall accompany the proposal.

13.9.4 The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and 'uncalled for' correspondence shall not be entertained.

13.9.5 Alteration / Rewording / Deletion / Correction of any part in the Tender Document are not permitted. If found in any bid proposal bid may be liable to be rejected without prior intimation to the bidders.

13.9.6 The Bidder is required to submit the complete proposal along with required forms etc. The proposal shall be exactly according to the presented formats given in the Tender documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Any additional information should be enclosed separately and referred to in the relevant column in the proposal formats. Modifications / rewording of formats shall not be acceptable. No column should be marked as “NIL” or “Zero”, “0” etc. Where no price is proposed to be charged for any item or its parts required to be supplied, it should be clearly mentioned in words.

13.9.7 Committee may ask bidder(s) for detailed presentations. All such shall be at the cost of bidder.

13.9.8 The bidder is expected to examine carefully all instructions, forms, terms and specifications in the Tender document. Failure to furnish all information required in the Tender Document or submission of a proposal not substantially responsive to the Tender Document in every respect will be at the bidders risk and shall result in rejection of the proposal.

13.10 Submission, Receipt and Opening of Proposals

13.11.1 All bids must be submitted on eProcurement Website (www.mpeproc.gov.in) as asked in this document. Telex, cable, e‐mailed or facsimile, physical copy of bids will be rejected.

13.11.2 MAP_IT will open all bids in the presence of Bidder or his representative who Choose to attend.

13.11.3 The Bidder’s representative who is present shall sign an attendance register evidencing their attendance. In the event of the specified date of Bid opening being declared holiday for the MAP_IT, the Bid shall be opened at the appointed time and location on the next working day.

13.11.4 The Bidder’s names, bid modifications or withdrawals, bid prices, discounts and The presence or the absence of requisite bid security and such other details as
13.11 Preliminary Examination

13.11.1 MAP_IT will examine the bids to determine whether they are complete, whether any computational errors have been made, whether sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

13.11.2 Prior to the detailed evaluation, MAP_IT will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which confirms to all the terms and conditions of the bidding documents without material deviation. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security, Warranty, Applicable law and Taxes and duties will deemed to be material deviations.

MAP_IT determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

13.11.3 If a Bid is not substantially responsive, it will be rejected by MAP_IT and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

13.11.4 Conditional bids are liable to be rejected.

13.12 Contacting MAP_IT

13.12.1 No Bidder shall contact MAP_IT on any matter relating to its bid, from the time of the bid opening to the time of contract is awarded. If he wishes to bring additional information to the notice of MAP_IT, he should do so in writing. MAP_IT reserves its right as to whether such additional information should be considered or otherwise.

13.12.2 Any effort by a Bidder to influence MAP_IT in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder’s bid and also forfeiture of his bid security amount.

13.13 Award of Contract

On acceptance of Proposal for awarding the contract, the MAP_IT will notify the successful bidder in writing that their proposal has been accepted and Agreement will be signed.
13.14 Bank Guarantee

13.14.1 The successful Bidder has to furnish a security deposit so as guarantee his/her (Bidder) performance of the contract.

13.14.2 The Assessment body whose tender is accepted shall deposit 10% of the amount of Contract value as Performance Security valid for at least 6 months after the termination of contract.

13.14.3 The proceeds of the performance security shall be payable to MAP_IT as compensation for any loss resulting from the Service Provider’s failure to complete its obligations under the Contract.

13.14.4 The Performance Security shall be denominated in Indian Rupees and shall be in the form of a Demand Draft/ bank guarantee issued by a nationalized / scheduled bank.

13.14.5 Within 15 days of the receipt of notification of award from MAP_IT, the successful bidder shall furnish the performance security in accordance with the Conditions of The Contract, in the performance security Form provided in the bidding documents in the Performa prescribed in the Tender.

13.14.6 The Performance Security will be discharged by MAP_IT and returned to the Bidder on completion of the bidder’s performance obligations under the contract.

13.14.7 In the event of any contract amendment, the service provider shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for further period.

13.14.8 Failure of the successful Bidder to comply with the requirement of the contract and MAP_IT can constitute sufficient grounds for the annulment of the award and forfeiture of the bid security in which event MAP_IT may make the award to the next lowest evaluated bidder or call for new bids.

13.15 Fraud and Corruption

MAP_IT requires that assessment body selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, MAP_IT:

13.15.1 Defines, for the purposes of this provision, the terms set forth as follows:

- “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of MAP_IT or any personnel of assessment body (s) in contract executions.
- "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to MAP_IT, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive MAP_IT of the benefits of free and open competition.
- “Unfair trade practices” means supply of services different from what is ordered on, or change in the Scope of Work which was given by the MAP_IT in Section 7.
- “Coercive Practices” means harming or threatening to harm, directly or indirectly,
RFP for Selection of CMMI Assessment Body for MAP_IT

persons or their property to influence their participation in the execution of contract.

13.17.2 Will reject a proposal for award if it determines that the Bidder recommended for Award has been engaged in corrupt or fraudulent practices and same shall be conveyed to Dept of Science & Technology / MAP_IT or black listed by any of the Department of Government of M.P in competing for the contract in question.

13.17.3 Will declare the Assessment body ineligible, and black listed either indefinitely or for a stated period of time, for awarding the contract, if it any time determines that the Assessment body has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the contract. The same shall be conveyed to Dept of Science & Technology/ MAP_IT.

13.16 Confidentiality

Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidders or any other persons not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its proposal. Except with the prior written consent of the other party, no party, shall, at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

14: General Conditions of Contract (GCC)

14.1 Applicable Law

“Applicable Law” means the laws and any other instruments having force of law in India as they may be issued force and in force from time to time.

14.2 Application

These general conditions shall apply to the extent that provisions in other parts Contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation of the MAP_IT shall be final and binding on the assessment body.

14.3 Standards of Performance

The assessment body shall give the services and carry out their obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted professional standards and practices. The assessment body shall always act in respect of any matter relating to this contract as faithful advisor to MAP_IT. The assessment body shall abide by all the provisions/Acts/Rules etc of information Technology prevalent in the country. The assessment body shall conform to the standards laid down in RFP in totality.

14.4 Delivery and Documents

14.4.1 As per the time schedule agreed between parties for specific projects given to the assessment body from time to time, the assessment body shall submit all the deliverables on due date as per the delivery schedule. No party shall, without the other party’s prior written consent, disclose contract, drawings, specifications, plan, pattern, samples or other documents to any person other than an entity employed by the affected party for the performance of the contract. In case of the termination of the contact, all the documents prepared by the assessment body under this contract shall
become joint property of MAP_IT & the assessment body. The assessment body may retain a copy of such documents, but shall not use anywhere, without taking permission, in writing, from MAP_IT and MAP_IT reserves right to grant or deny any such request. The successful bidder will sign Non Disclosure Agreement (NDA) with MAP_IT.

14.4.2 MAP_IT will be the final authority to accept / reject the deliverables.

14.4.3 In the event MAP_IT issues to assessment body a Deliverable Review Statement requesting corrections, Service Provider shall have a commercially reasonable period of time, not less than fifteen (15) days, to make the required corrections to the Deliverables, after which time Service Provider will resubmit the Deliverables and the review cycle will recommence.

14.5 Payment Terms

14.5.1 The payment for all the services, activities and deliverables for the work shall be made based on the deliverables submitted in two copies at MAP_IT. The assessment body should have to submit softcopy of deliverables in the editable form. i.e. in Microsoft Word format or Excel format.

14.5.2 The payment to the assessment body will be made by MAP_IT after approving and accepting the deliverables.

14.5.3 Payment shall be made in Indian Rupees.

14.5.4 The payment schedule is as follows:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Activity</th>
<th>Payment (% of contract value)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completion of Phase I</td>
<td>35%</td>
</tr>
<tr>
<td>2</td>
<td>Completion of Phase II</td>
<td>35%</td>
</tr>
<tr>
<td>5</td>
<td>On Receipt of Certificate</td>
<td>30%</td>
</tr>
</tbody>
</table>

14.6 Prices
Prices payable to the service provider as stated in the Contract shall remain firm and fixed during the performance of the Contract.

14.7 Assessment body Personnel
The assessment body shall employ and provide such qualified and experienced personnel as may be required to perform the services under the specified project as assigned by MAP_IT. This is a specialized domain of CMMI and it is desirable from the assessment body to deploy the personnel, who have adequate knowledge and experience in the domain related with this project. It is desirable that the assessment body shall hire the services of domain Specialists, if required, to work on the Project effectively.

14.8 Applicable Law
Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time. The contracts shall be interpreted in accordance with the laws of the Union of India.

14.9 Governing Language
The Contract shall be written in English Language. English version of the Contract shall Govern its interpretation. All correspondence and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English
14.10 Sub Contracts
No Sub Contracting shall be allowed for this project.

14.11 Assignments
The assessment body shall not assign the project to any other agency, in whole or in part, To perform its obligation under the Contract, without the MAP_IT prior written consent.

14.12 Notice
Any notice, request or consent required or permitted to be given or made pursuant to this contract shall be in writing. Any such notice request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent to such party at the address mentioned in the project specific Contract Agreement.

14.13 Performance Assessment
This RFP is for selection of the assessment body for execution of the assignments. The performance of the bidder would be considered as below expectation if MAPIT Committee finds:-
14.13.1 Quality of deliverable is not up to the mark (till the quality is improved to the required extent)
14.13.2 Delays in deliverables
14.13.3 Not assigning adequate resources in time
14.13.4 Not engaging resources on a dedicated basis, even when required.
14.13.5 Assigning resources that do not meet the clients requirements
14.13.6 Inadequate interaction with the client department
14.13.7 The work is either not complete or not completed satisfactorily as per the approved time schedule or the quality of deliverable.

14.14 Suspension
MAP_IT may, by written notice to assessment body, suspend all payments to the assessment body hereunder if the assessment body fails to perform any of its obligations under this contract including the carrying out of the services, provided that such notice of suspension. 14.14.1 Shall specify the nature of failure
14.14.2 Shall request the assessment body to remedy such failure within a period not exceeding thirty (30) days after receipt by the assessment body of such notice of failure.

14.15 Termination
14.15.1 Termination for Default
The MAP_IT may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, terminate the Contract in whole or part:
a) if the service provider fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the MAP_IT pursuant to GCC Clause 14.13 & 14.14; or
b) if the service provider fails to perform any other obligation(s) under the Contract. c) If the service provider, in the judgment of the MAP_IT has engaged in corrupt
or fraudulent practices in competing for or in executing the Contract.
For the purpose of this Clause:
“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”
d) If the Service Provider fails to conform to the quality requirement laid down/third party inspection/consultants opinion.

14.15.2 In the event the MAP_IT terminates the Contract in whole or in part, pursuant to GCC Clause 14.15.1, the MAP_IT may procure, upon such terms and in such manner as it deems appropriate, delivered items similar to those undelivered, and the service provider shall be liable to the MAP_IT for any excess costs for such similar Services. However, the service provider shall continue the performance of the Contract to the extent not terminated.

14.15.3 Terminations for Insolvency
The MAP_IT may at any time terminate the Contract by giving written notice to the service provider, if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the MAP_IT.

14.15.4 Termination for Convenience
14.15.4.1 The MAP_IT by written notice sent to the service provider 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 the MAP_IT convenience, the extent to which performance of the service provider under the Contract is terminated, and the date upon which such termination becomes effective.
14.15.4.2 The services that is complete and ready for rendering within 30 days after the service provider’s receipt of notice of termination shall be accepted by the MAP_IT at the Contract terms and prices. For the remaining services, the MAP_IT may elect:
a) To have any portion completed and delivered at the Contract terms and prices; and/or
b) To cancel the remainder and pay to the service provider an agreed amount for partially completed services and for services previously delivered by the service provider.

14.16 Force Majeure
14.16.1 Notwithstanding anything contained in the RFP, the assessment body shall not be liable for liquidated damages or termination for default, if and to the extent that, it’s delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.
14.16.2 For purposes of this clause “Force Majeure” means an event beyond the control of the assessment body and not involving the assessment body’s fault or negligence and which
RFP for Selection of CMMI Assessment Body for MAP_IT

was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargos. The decision of the MAP_IT regarding Force Majeure shall be final and binding on the assessment body.

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

14.17 Resolution of Disputes

If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.

14.17.1 Amicable Settlement

In the case dispute arising between the MAP_IT and the assessment body, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996. Such disputes shall be referred to Arbitral Tribunal as prescribed by Ministry of Law, Government of India. The Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings.

14.17.2 Arbitration

Arbitration proceedings will be held in India at Bhopal, Madhya Pradesh and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrators shall be shared equally by the MAP_IT and the assessment body. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

14.18 Taxes and Duties

The assessment body shall fully familiarize themselves about the applicable Taxes. On amount payable by MAP_IT under the contract. The assessment body, sub-assessment body and personnel shall pay such domestic tax, duties, fees and other impositions (Wherever applicable) levied under the applicable law.

14.19 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in M.P only.

15: Terms of Reference

15.1 Background

Please refer the Scope of Work Section of this RFP.
15.2 Resources to be deployed:
The resources to be deployed for this assignment must be on payroll of assessment body and should have good experience in the field of CMMI implementation and consulting.

The assessment body is expected to provide the above services within 1 month of issuing of work order.

15.3 Validity of Contract
The validity contract would be for period of 210 days and it may be extended by 4 months based on the requirement. The timeline may be adjusted as per MAP_IT schedule of activities/priorities.

15.4 Location and Facilities
The assessment body shall be available full duration of the contract to MAP_IT whenever required at Bhopal, M.P. All the necessary arrangement should be done by assessment body. No travelling and living facilities shall be provided by MAP_IT.
16: Proposal Forms
The following are the response formats to be used by bidders for Proposals related to selection of assessment body for e-Government projects:

<table>
<thead>
<tr>
<th>S.no</th>
<th>Form</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Form 1</td>
<td>Covering Letter</td>
</tr>
<tr>
<td>2.</td>
<td>Form 2</td>
<td>General Information</td>
</tr>
<tr>
<td>3.</td>
<td>Form 3</td>
<td>Profile of personnel proposed by assessment body</td>
</tr>
</tbody>
</table>
16.1 Form 1 – Covering Letter

(To be submitted on the assessment body letter head)

Date:

To,
CEO, MAPIT
Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT)
47-A, Arera Hills, Bhopal.
Bhopal (M.P.)-462011

Ref: RFP Notification no ___________________ dated ______________

Subject: Submission of proposal in response to the RFP for “Selection of CMMI Assessment Body for “CMMI version 1.3 Level 3 Assessment Services for MAP_IT, CoE (Software Division)”.

Dear Sir/Madam,
1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP Notification no ___________________ dated ______________ for “Selection of CMMI Assessment Body for “CMMI version 1.3 Level 3 Assessment Services for MAP_IT, CoE (Software Division)”, in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We agree to abide by this Proposal, consisting of this letter, the Qualification Criteria forms and the Technical Proposal form, the duly notarized Board Resolution/ Power of Attorney, and all attachments, for a period of 180 days from the date of financial opening, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
4. If we are entrusted assessment assignment, we undertake to provide a Bank Guarantee in the form and amount prescribed.
5. We hereby declare that all the information and statements in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
6. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
7. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
8. We understand you are not bound to accept any proposal you receive.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Dated this (date / month / year)

Authorized Signature [in full and initials]:

Name of Authorized Signatory:

Designation of Authorized Signatory:

Name of assessment body:
Address:
## 16.2 Form 2 – General Information

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Details to be furnished</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Details of responding Assessment body</td>
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</tr>
<tr>
<td></td>
<td>Name</td>
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<td>Address</td>
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<td>Website</td>
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<td>2</td>
<td>Details of Contact Person</td>
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<td></td>
<td>Name</td>
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<td>Designation</td>
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<td>E‐mail</td>
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<td>3</td>
<td>Details of Authorized Signatory (please attach proof)</td>
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<td>Name</td>
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<td>Designation</td>
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<td>Address</td>
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<td>E‐mail</td>
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<td>4</td>
<td>Information about responding Assessment body</td>
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<tr>
<td></td>
<td>a) Status of Assessment body (Public Ltd. / Pvt. Ltd etc)</td>
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<td></td>
<td>b) No. of years of operation in India</td>
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<td></td>
<td>c) Details of Registration (Ref e.g. ROC Ref #)</td>
<td>Date Ref #</td>
</tr>
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<td></td>
<td>d) Income Tax Registration number.(PAN)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e) Service Tax Registration No.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>g) No. of resources/ staff in India</td>
<td></td>
</tr>
<tr>
<td></td>
<td>h) Locations and addresses of offices (in India and overseas)</td>
<td></td>
</tr>
</tbody>
</table>
16.3 Form 3 – Profile of personnel proposed by assessment body
[For each position of key professionals, separate form should be submitted]

1 Proposed Position:
2 Name of Assessment body:
3 Date of birth:
4 Nationality:
5 Education: [Indicate college/university and other specialized education of staff member in the following format]

<table>
<thead>
<tr>
<th>S. No</th>
<th>Degree</th>
<th>Name Of Institute</th>
<th>Percentage / Grade Obtained</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

6 Other Training/ Certification:

7 Employment Record:
[Starting with present position, list in reverse order every employment held by staff Member Since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name Of Employer</th>
<th>Position Held</th>
<th>From (mm/dd/yyyy)</th>
<th>To (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
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<td>2</td>
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</table>

8 Understanding of work involved for this position:
[Provide details of your understanding of work entailed in the position based on your experience]

9 Relevant experience of CMMI:
[Provide details of such experience relevant to CMMI Projects]

10 Domain specific experience in category:
(Provide details of working / experience in government related domain such as: Hardware and Network Infrastructure, Database management, Cyber security, secure authentication mechanism)

The above list is indicative in nature. You may also provide details of experience related to other government domain.
11 Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative]

[Full name of staff member or authorized representative]

[Seal and Signature of HR Head]
Section 17: Financial/Commercial Proposal Form

17.1 Financial/Commercials Format

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
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<tbody>
<tr>
<td>Total charges for completion of the work as per scope of work (A)</td>
<td></td>
</tr>
<tr>
<td>Taxes as applicable (B)</td>
<td></td>
</tr>
<tr>
<td>Grand Total (A) + (B) (In figures)</td>
<td></td>
</tr>
<tr>
<td>Grand Total (In words)</td>
<td></td>
</tr>
</tbody>
</table>

*No extra charge will be paid to the selected bidder apart from the prices quoted above.*
### RFP No. –………./CMMI Level 3

#### Pre-Bid Queries

<table>
<thead>
<tr>
<th>S. No</th>
<th>Bidder</th>
<th>RFP Page No.</th>
<th>Clause No.</th>
<th>Current Clause /Requirement Description</th>
<th>Query/ Suggestion for Change</th>
</tr>
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<tbody>
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</table>
Annexure 2

Technical Proposal Format

To,
CEO, MAP_IT
Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT)
47-A, Arera Hills, Bhopal.

Bhopal(M.P.)-462011
Sub: Submission of Technical Proposal
Ref: Tender for Selection of CMMI Assessment Body for MAP_IT (Tender No: _______ Dated: ___/__/___)

Dear Sir,

Having examined the TENDER, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install and maintain the devices, as required and outlined in the TENDER. We attach hereto our responses to Technical requirements.

We confirm that the information contained in these responses or any part thereof, including the exhibits, and other documents and instruments delivered or to be delivered to MAP_IT is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

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

We agree for unconditional acceptance of all the terms and conditions set out in the TENDER document.

We hereby confirm that:

1. We have deposited Earnest Money of (Rs………………………….) online.
2. In case we are chosen as a Successful Bidder, we shall submit the PBG in the form prescribed in the TENDER.
3. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
4. We have sufficient qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.
5. The quoted rates shall be valid till the completion of the order but not less than 180 days.
6. We further confirm that all chapters of the tender documents have been read, understood and signed and there is no deviation/discrepancy.
7. We agree to accept the extension order up to 100% quantity within Six months of the issue of the order.
8. We agree that you are not bound to accept any Tender response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/services specified in the Tender response.
9. We hereby declare that our Company / Firm is having unblemished past record and is not declared blacklisted or ineligible to participate for bidding by any State/Central Govt., Semi-government or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt / fraudulent or any other unethical business practices.

Following are the particulars of our organization:
<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Details (To be filled by the bidder)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the company</td>
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<td>2.</td>
<td>Official address</td>
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<td>3.</td>
<td>Phone No. and Fax No.</td>
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<td>4.</td>
<td>Corporate Headquarters Address</td>
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<td>5.</td>
<td>Phone No. and Fax No.</td>
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<td>6.</td>
<td>Web Site Address</td>
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<td>7.</td>
<td>Details of Company's Registration (Please enclose copy of the company registration document)</td>
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<td>8.</td>
<td>Name of Registration Authority</td>
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<td>9.</td>
<td>Registration Number and Year of Registration</td>
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<td>10.</td>
<td>GST registration No.</td>
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<td>11.</td>
<td>Permanent Account Number (PAN)</td>
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<td>12.</td>
<td>Yearly Turnover of the Last 3 years</td>
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<td></td>
<td>2014-2015</td>
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<td>2015-2016</td>
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<td></td>
<td>2016-2017</td>
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<td>13.</td>
<td>Name &amp; address of the Banker</td>
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<tr>
<td>14.</td>
<td>List of Major Clients and the size of orders</td>
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</table>

Note: Separate sheets may be attached wherever necessary
Contact Details of officials for future correspondence regarding the bid process:

<table>
<thead>
<tr>
<th>Details</th>
<th>Authorised Signatory</th>
<th>Secondary Contact</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Title</td>
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<td>Company Address</td>
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<td>E-mail</td>
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It is hereby confirmed that I/We are entitled to act on behalf of our company and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours Faithfully
[Authorized Signatory]
[Designation]
[Place]
[Date and Time]
[Seal & Sign]
[Business Address]
ANNEXURE 3: BID COVERING LETTER

(On the Letterhead of the Bidder)

Date: [insert: date of bid]

To:
CEO
Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT)
47-A, Arera Hills, Bhopal.
Bhopal(M.P.-)462011

Subject: Submission of Bid Proposal for CMMI Partner for CMMI Level 3 Implementation

Dear Sir,

1. Having examined the RFP Documents, the receipt of which is hereby acknowledged, we, the undersigned, submit deliverables in full conformity with the said Bidding Documents.
2. We undertake, if our bid is accepted, to commence work as per the schedule and to achieve the Acceptance within the respective times stated in the RFP Documents.
3. We have read the terms and conditions of RFP and confirm that these are acceptable to us.
4. We further declare that bid is unconditional.
5. If our bid is accepted, we undertake to provide a Performance Security in the form and Amount, and within the times specified in the Bidding Documents.
6. We undertake that, in competing for (and, if the award is made to us, in executing) the above assignment, we will strictly observe the laws against fraud and corruption in force in India.
7. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

Dated this [insert: number] day of [insert: month], [insert: year]

Signed:

In the capacity of [insert: title of position]

Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]
To,
CEO, MAP_IT
Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT)
47-A, Arera Hills, Bhopal.
Bhopal(M.P.)-462011
Sub.: Self declaration regarding blacklisting

Dear Sir/Madam,

We hereby confirm that we have not been banned/blacklisted, delisted or debarred from participating in Tenders by any Central or any State Government or Public Sector Undertakings as on date.

Thanking you,

Authorized Signatory

<Name>

Seal