



**Information Technology Department  
Government of Sikkim**

**Expression Of Interest  
and  
Request for Proposal**

For selection of “Implementing Agency” for setting up of  
overhead OFC network under EPC Mode.

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## **CONTENTS OF THE RFP DOCUMENT**

This document contains the following information that may be useful to anyone wishing to submit a proposal:

- (a) General information on the bidding process.
- (b) Procedure and Information regarding Bid Evaluation.
- (c) Templates for Bid Submission.

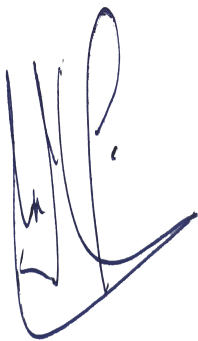
### **Abbreviations.**

EPC: Engineering, Procurement and Construction

O&M: Operations and Maintenance

COD: Commercial Operation Date

OFC: Optical Fiber Cable.



## INSTRUCTION TO BIDDERS

### 1.1 SCOPE OF BID

The Information Technology Department Government of Sikkim invites bids for overhead **OFC Network in Sikkim** the Projects shall be to develop an OFC Network in Sikkim on EPC mode.

Note:

- (a) An incomplete and/or ambiguous and/or conditional and/or late bid is liable to be ignored/ summarily rejected.
- (b) The bidder must attest with seal the original bid document as an acceptance of the BID terms and conditions and submit the same along with the response. In case of noncompliance the bid is liable to be ignored/ summarily rejected.
- (c) The submission and opening of bids will be through hard copies. Bid document can be viewed and downloaded directly from the website <https://sikkim.gov.in/>
- (d) Bidders are advised to study this BID document carefully before submitting their proposals in response to the Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

### 1.2 INSTRUCTIONS FOR BID SUBMISSION

#### 1.2.1 PREPARATION OF BID DOCUMENTS

- a) Intending Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the advertisement and the **BID** document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

#### 1.2.2 SUBMISSION OF BIDS

- a) Intending Bidder should arrive well in advance for bid submission so that he/she can submit the bid in time that is. Within the prescribed submission time.



- b) Intending Bidder should prepare the Bid Security/EMD (Earnest Money Deposit) of **Rs 1.00 Crores (One Crores)** as a Fixed Deposit Receipt (FDR), in the Name of The Secretary, Information Technology Department Government of Sikkim. The original should be given in person to the Tender Committee, latest by the last date of bid submission. The details of the FDR physically deposited, should tally with copies if any. Any other instrument (like but not limiting to) such as Bank Guarantee will not be accepted and the Bid will be rejected.

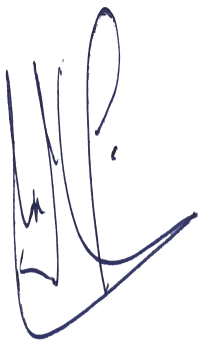
### 1.2.3 ASSISTANCE TO BIDDER

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority

Email: [secyditsikkim@gmail.com](mailto:secyditsikkim@gmail.com)

### 1.3 FRAUD AND CORRUPTION

- (a) It is the Information Technology Department's policy to require Bidders, Contractors, Suppliers and Consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Information Technology Department defines, for the purposes of this provision, the terms set forth below as follows:
- (i) "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; and
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Department, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the Department of the benefits of free and open competition;
- (b) The Information Technology Department will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract.
- (c) The Information Technology Department will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any



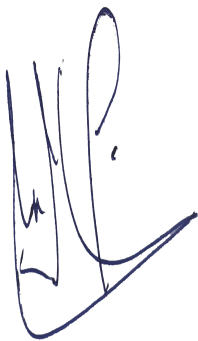
time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

- (d) By signing the Bid Form, the Bidder represents that it either is the owner of the Intellectual Property Rights in the hardware, software or materials offered, or that it has proper authorization and/or license to offer them from the owner of such rights. Willful misrepresentation of these facts shall be considered a fraudulent practice.

#### **1.4 ELIGIBILITY CRITERIA PART A**

The following are the conditions, which are to be necessarily fulfilled, to be eligible for technical evaluation of the proposed solution. Only those interested bidders who satisfy the following eligibility criteria should respond to this RFP:

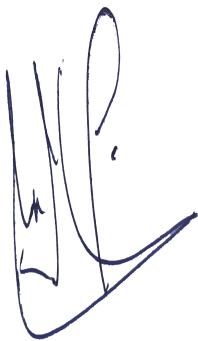
- (a) The Bidders should be Indian Individual/Company(s) registered under the Sikkim Companies Act.
- (b) Bidder should submit the documents as per Pre-Qualification Technical Bid Compliance Sheet provided in this RFP document.
- (c) A bidding entity cannot be a member of any other consortium that is also participating in this bidding process, otherwise both the bids shall be disqualified.
- (d) The bidder must have Net Worth of Rs.25.00 Crores (Rupees Twenty-Five) Crores for the financial year 2021-2022. The Net Worth of the bidder should be positive. A Chartered Accountant's certificate to this effect must be submitted along with The Bid. Certified audited copies of Balance Sheets/Profit & Loss Accounts/Annual Reports for the last three financial years must also be submitted along with The Bids. Debt Equity ratio of the Bidder shall be positive as per last audited balance sheet.
- (e) The bidder must have technically qualified professionals in operation and maintenance of OFC network
- (f) The bidder must submit a solvency certificate of not less than Rs 25.00 Crores of any nationalized bank issued not prior to 01/04/2022 or produce a Sanction Letter of minimum Rs. 25 Crores from any Scheduled Bank for executing the **subject "ICT Infrastructure projects."**



## ELIGIBILITY CRITERIA PART B

- (a) The bidder should not be declared bankrupt by any court. In this regard an affidavit must be submitted duly attested by the notary, by the bidder. and each member of the consortium.
- (b) The bidder should not have been Black-Listed by any Corporation/Board or State/Central Government in India. In this regard an affidavit must be submitted duly attested by the notary, by the bidder and each member of the consortium.
- (c) The Bidder shall give an undertaking for successful completion of the project.
- (d) The Bidder should submit an undertaking on their letterheads to the fairness of these documents in support of their claim while submitting the Bids. The Bids received without documentary evidence will be out right rejected.
- (e) The bidder should have a local support office at Gangtok.
- (f) Documentary evidence for compliance to each of the eligibility criteria must be enclosed along with the bid, together with the references as required in this RFP.
- (g) Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, shall be highlighted and all pages of the bid document should be serially numbered.
- (h) If the bid is not accompanied by all the above-mentioned documents, the same would be rejected.
- (i) Undertaking for subsequent submission of any of the above document will not be entertained under any circumstances. However, Information Technology Department reserves the right to seek fresh set of documents or seek clarifications on the already /submitted documents
- (j) Each page of this document must be signed along with seal of the organization indicating the name and designation of the authorized signatory of the organization.
- (k) The bidder must be a 1AA Contractor, Enlisted with The Power Department and The Roads and Bridges Department, Government of Sikkim.
- (l) If any document submitted by the organization is not readable, it may be treated as if the Intending Bidder has not submitted the same.

For the purpose of eligibility criteria mentioned in Clause 1.4, Bidder shall be entitled to use credentials of its Group/Affiliate/Subsidiary Companies or use his work experience as credentials.



## 1.5 NON - TRANSFERABLE RFP

This Request for Proposal (RFP) is not transferable.

## 1.6 PURPOSE AND CONDITIONS

The Government of Sikkim has decided to set up its own overhead OFC network in order to provide Broadband connectivity to far flung villages of Sikkim. The work will include, laying of OFC cables to create a network and setting up of Terminal Points and FTTH connectivity. The work also includes setting up of terminal nodes in selected blocks and GPUs. The implementing Agency will also have to offer an AMC plan.

## 1.7 PREPARATION OF BID

The Bid in sealed envelope should be deposited in the Office of Secretary Information Technology Department on 04/01/2020 by 1:00 PM. The bid should be valid for a period of 90 days from the date of submission of bids for this tender.

Envelope – 1		
Sl. No.	TYPES	CONTENT
1	EMD	The original copy of EMD as per Clause 1.2.2 b read along with clause 1.15
2	Cost of Bid Document	The original copy of the paid Demand Draft of Rs.1,00,000/- (Rupees One Lakh) only as Cost of Bid Document is to be submitted.
Envelope – 2		
Sl. No.	TYPES	CONTENT
1	Pre-Qualification Bid	The certified copies of all required documents as required for this Bid
Envelope – 3		
Sl. No.	TYPES	Content
1	Technical Bid	The certified copies of documents as required for this Bid



## **1.8 SIGNING OF BID DOCUMENT**

A representative of the bidder, who is authorized to commit the bidder to contractual obligations, must sign with the bidder's name and seal on all pages of the proposal, including the tender/RFP document. All obligations committed by such signatories must be fulfilled.

## **1.9 ACKNOWLEDGEMENT OF UNDERSTANDING OF TERMS**

By submitting a proposal, each bidder shall be deemed to have acknowledged that he/she has carefully read all parts of this RFP, including all forms, schedules and annexure hereto, and has fully agreed to it.

## **1.10 MODIFICATION OR WITHDRAWAL OF OFFERS**

Responses to this RFP may be modified or withdrawn any time before the due date. Proposals shall not be withdrawn after the proposal due date and time has passed.

Modification to or withdrawal of a proposal received by the Information Technology Department after the exact hour and date specified for receipt of proposals will not be considered as an acceptable proposal. If it becomes necessary to revise any part of this RFP or if additional data is necessary for an exact interpretation of provisions of this RFP prior to the due date for proposals, a supplement will be issued. If such addenda issuance is necessary, Information Technology Department reserves the right to extend the due date and time of proposals to accommodate such interpretations or additional requirements.

## **1.11 PROPOSAL LIFE**

All proposals made in response to this RFP must remain open and in effect for a period of not less than 90 days after the date for proposals. Any proposal accepted by Information Technology Department for the purpose of contract negotiations shall remain valid until superseded by a contract or until rejected by Information Technology Department.

## **1.12 SUBMISSION AND OPENING OF BID**

- (a) A hard copy addressed to the Secretary, Information Technology Department, Gangtok-737101 should be submitted to the said Officer in his Office during





regular office hours on all working days, latest by the date and time mentioned in this RFP document as per the procedure mentioned in clause 1.7 "PREPARATION OF BID". Information Technology Department does not own any liability if the response is submitted somewhere else and not reached to the addressee within due date and time.

- (b) The bids shall be opened at the Office of Secretary, Information Technology Department, Gangtok 737101 on 04/01/2023 at 2.00 PM, in the presence of bidders who choose to be present.
- (c) Information Technology Department reserves the right to accept or reject any or all bids at its sole discretion without assigning any reason whatsoever.
- (d) The bidder shall bear all costs associated with the preparation and submission of its bid, and Information Technology Department will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the Tender process.

### 1.13 IMPORTANT INFORMATION REGARDING BID SUBMISSION

1	Issuer	Information Technology Department Gangtok, Sikkim.
2	Place of Execution	Gangtok, Sikkim
3	Cost of RFP Document	Rs. 1,00,000/- (Rupees One Lakh only)
4	Place of Pre-Bid Conference	Office of Secretary, Information Technology Department, Gangtok
5	Place of opening of Pre- Qualification Bid	Office of Secretary, Information Technology Department, Gangtok
6	Place of Opening of Technical Bid	Office of Secretary, Information Technology Department, Gangtok
7	EMD in the form of FDR	Rs. 1,00,00,000/- (Rupees One Crore only)
8	Bid Validity Period	90 Days

#### 1.14 Schedule

Commencement of RFP sale:	14/12/2022 at 11:00 AM.
End of RFP sale:	03/01/2023 at 2:00 PM.
Date and Time of Pre-Bid Meeting compulsory for all read with clause:	31/12/2022 at 11:00 AM
Date and Time of submission of Bid	
Bid End Date and Time:	04/01/2023 at 1:00 PM.
Date and Time of Bid Opening:	04/01/2023 at 2:00 PM

#### 1.15 Bid Security /EMD (Earnest Money Deposit)

Intending Bidder should prepare the Bid Security/EMD (Earnest Money Deposit) of **Rs 1.00 Crores (One Crores)** as a Fixed Deposit Receipt FRD, in the Name of The Secretary, Information Technology Department, Government of Sikkim. The Address of the firm submitting the RFP has to be furnished on reverse of the EMD. Failure to submit the RFP form along with the EMD shall result in disqualification of the RFP. Unsuccessful Bidder's EMD will be returned as promptly as possible after the award of the contract to the successful bidder. Successful Bidder's EMD will be returned only after signing on Final contract after fulfillment of all security deposit formalities

The EMD deposit shall be retained by Information Technology Department

No interest will be payable by the Information Technology Department on the amount of the EMD.

The EMD shall be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity or its extended period, if any; or
- (b) In the case of a successful bidder, if the bidder fails to sign the contract within the stipulated time period.

#### 1.16 BID CURRENCY

Indian Rupees.



### **1.17 NON-CONFORMING PROPOSALS**

Any proposal may be construed as a non-conforming proposal and ineligible for consideration if it does not comply with the requirements of this RFP. The failure to comply with the technical requirements, and non-acknowledgment of receipt of amendments, are common causes for holding proposals as nonconforming.

### **1.18 LANGUAGE OF PROPOSALS**

The proposal and all correspondence and documents shall be written in English. All proposals and accompanying documentation will become the property of the Information Technology Department and will not be returned. The hardcopy version will be considered as the official proposal.

### **1.19 COST OF BID**

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Information Technology Department shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **1.20 CORRECTION OF ERRORS**

The Bidder is advised to take adequate care in quoting the rates. No excuse for corrections in the quoted rate will be entertained afterwards. The corrections or overwriting in RFP should be initialed by person signing the proposal form.

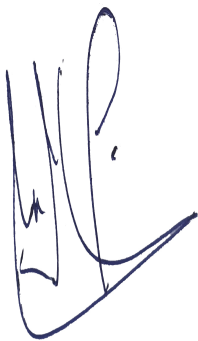
### **1.21 CORRECTIONS OF ARITHMETIC ERRORS**

In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding.

### **1.22 DISQUALIFICATION**

The proposal from the bidders is liable to be disqualified in the following cases:

- (a) Proposal not submitted in accordance with the RFP.



- (b) The bidder submits the bid with his own conditions.
- (c) Proposal is received in incomplete form.
- (d) Proposal is received after due date and time.
- (e) Proposal is not accompanied by all requisite supporting documents
- (f) Information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- (g) Bidder has given the letter of acceptance of the contract with his conditions.
- (h) Not fulfilling of any conditions / terms of RFP by bidder.

### **1.23 CONTRACT OBLIGATIONS**

Information Technology Department anticipates that any Bidder submitting a proposal will provide all the required portions of the services as requested. The Bidder is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any other entity; the Bidder shall obtain any/all clearances required for fulfilling the contract, such as (but not limiting to) clearances from DOT, Ministry of Forest and Environment, Pollution control board etc.

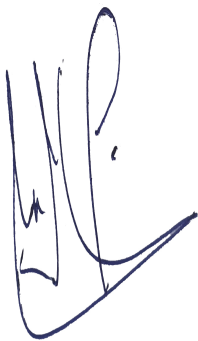
#### **1.23.1 CONFIDENTIAL INFORMATION**

Bidders are advised that materials contained in proposals are subject to the RTI Act of 2005 after the contract award and may be viewed and copied by any member of the public, including news, media and competitors. Bidders claiming a statutory exception to this Act must state "Confidential" and must indicate in the transmittal letter while submitting bid. Information Technology Department reserves the right to make determinations of confidentiality. Information Technology Department will not consider prices to be confidential information.

### **1.24 IMPORTANT CONDITIONS**

The following terms are applicable to this RFP and the bidder's proposal:

- (a) This RFP does not commit Information Technology Department to enter into an agreement or similar undertaking with the bidder or any other organization

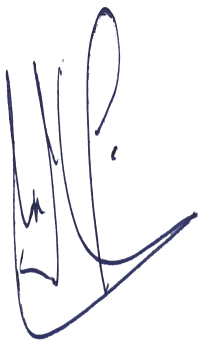


and Information Technology Department shall have the right to reject or accept any proposal or offer, or any part thereof (e.g., any component of any proposed solution) without assigning any reason whatsoever.

- (b) Each bidder shall make the following representations and warranty in its proposal cover letter, the falsity of which shall result in rejection of its proposal;

“The information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to Information Technology Department, are true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the Information Technology Department as to any material fact.”

- (c) The Information Technology Department is not restricted in its rights to use or disclose any or all of the information contained in the proposal, and can do so without compensation to the bidder. Information Technology Department shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.
- (d) Any work whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the Information Technology Department unless stated otherwise in the contract agreement.
- (e) Timing and sequence of events resulting from this RFP shall be determined by Information Technology Department.
- (f) No oral conversations or agreements with any official, agent, or employee of Information Technology Department shall affect or modify any terms of this RFP, and any alleged oral agreement or arrangement made by a bidder with any department, Intending Bidder, official or employee of the Information Technology Department shall be superseded by the Contract Agreement that results from this RFP process. Oral communications by Information Technology Department to bidders shall not be considered binding on Information Technology Department, nor shall any written materials have provided by any person other than Project In-Charge of Information Technology Department or any other officer so authorized.
- (g) Proposals are subject to rejection if they limit or modify any of the terms and conditions or specifications of this RFP.



## **2 BID EVALUATION**

### **2.1 INQUIRIES ABOUT THE RFP**

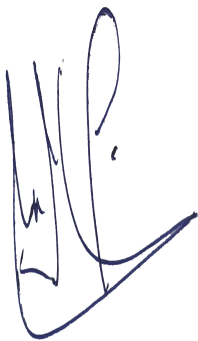
All inquiries and requests for information affecting this RFP must be submitted in writing to: E-mail: [secyditsikkim@gmail.com](mailto:secyditsikkim@gmail.com). Inquiries should be submitted no later than 2:00 pm on 30/12/2022. Information Technology Department reserves the right to decide whether any questions are appropriate to answer. Responses, if any, shall be provided, in writing, by Information Technology Department. Copies of the written responses will be made available to all prospective Bidders. No negotiations, decisions or actions shall be initiated by any Bidder as a result of any verbal discussion with any representative of Information Technology Department or employee. Inquiries are not to be directed to any consultant or staff member of Information Technology Department. Such action may disqualify Bidder from further consideration for a contract as a result of this RFP

### **PRE-BID CONFERENCE AND INSPECTION of Sites**

- (a) A Pre-Bid Conference will be held on date, place and time mentioned above at Information Technology Department. All queries/clarifications received up to one day prior to the pre-bid conference will be deliberated upon during the pre-bid conference. Bidders should bring original draft of Rs 1,00,000/- for entry to conference room.
- (b) Relevant queries/clarifications up to Pre-Bid Conference will be deliberated by Information Technology Department, at its discretion.
- (c) Any clarifications/ Corrigendum/ Addendums etc. subsequent to pre-bid conference will be available in hard copies.
- (d) The clarifications/ Corrigendum/ Addendums etc. thus communicated will form an integral part of the RFP and succeed the relevant clauses for future reference.
- (e) Any irrelevant/ ambiguous/ mischievous clarification as determined by Information Technology Department at its sole discretion will not be entertained and may not be clarified and/or deliberated.
- (f) Inspection, will be allowed only to bidders who qualify to be Implementing Agency, Sufficient Time will be given to selected Bidders for Inspection of project Sites before Financial bid.

### **2.2 BID OPENING**

- a) Bids (complete in all respect) received along with EMD (received physically) will be opened on the scheduled Date and Time as mentioned in "Clause 1.14



Schedule”, in presence of Bidder’s representative if available. Bid received Without EMD will be rejected straight way.

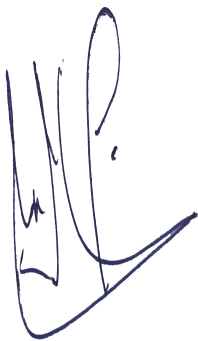
- b) Pre-Qualification Bids of only those Bidders, whose EMD Instruments are found to be in order; will be opened afterwards in the same bid opening session, in the presence of the Bidder’s representative.

## **2.3 PRE-QUALIFICATION BID EVALUATION**

- (a) Information Technology Department will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- (b) Bids without proper authorization shall be treated as nonresponsive. A bid determined as non-responsive will be rejected by Information Technology Department and may not subsequently be made responsive by the bidder by correction of the non-conformity.
- (c) Reference checks would be conducted by Information Technology Department either by itself or through any third party at the sole discretion of the department. The decision of Information Technology Department in this regard shall be final.
- (d) Information Technology Department may waive any minor informality, nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. The decision of Information Technology Department shall be final and binding.
- (e) The Bids received without required Earnest Money Deposit (EMD) shall be rejected.

## **2.4 TECHNICAL BID EVALUATION**

- (a) Only the bids of those firms who fulfill all the conditions for Pre-Qualification as mentioned in **Clause 1.4 “ELIGIBILITY CRITERIA Parts A and B”** will be considered for Technical Evaluation.
- (b) Each qualified bidder (If required) will be given an opportunity to make a presentation of their proposal on the day of the Bid Opening.
- (c) Technical evaluation team of Information Technology Department will scrutinize the Bidders’ responses including evaluation criteria and technical responses to Request for Proposal.
- (d) The evaluation criteria for the technical evaluation of the bids are as follows:



- (i) Experience in terms of Clause 1.4 (both in items of number of Projects and the Project values) and in handling the contracts covering work similar to the scope of work mentioned in this RFP.
- (ii) Adequacy of the proposal: Coverage of the functionalities and processes, Project plan and methodology, overall work plan including but not limited to timelines, methodology, appropriateness, compliance/ deviations, quality assurance and project management, tasks and milestones, roles and responsibilities), Change Management, Training strategy and Action Plan etc.
- (iii) Technical presentation before the Evaluation Committee.
- (iv) Qualifications and competence of the Key Professionals who have been proposed by the Bidder to be a part of the implementation team. Please attach a detailed technical proposal as per the formats specified.

The points to be given under each evaluation criteria are as follows:

Sl. No	Item	Points
1	Specific experience of the Bidder for implementation of high value projects	25
2	OFC network experience	15
3	Electric network experience	15
4	Adequacy of the proposal including the technical presentation before the evaluation committee	25
5	Team Structure & Competency of implementation specific to this Assignment	20
	Total	100

The final technical score would be calculated as follows: The Technical Scores of other Technical Bids will be computed relative to the highest evaluated Technical Bid. The Technical Score for a proposal will be computed as follows:

$$\text{Technical Score T} = (\text{Bidders's Score} / \text{Highest Score}) * 100$$

## 2.5 Financial Bid

After recommendation of the Tender Committee and approval of The Government of Sikkim, Three Best, **Technical Score T**, Bidders will be empaneled as "Implementing Agency" by the Information Technology Department Government of Sikkim. Financial Bids will be called, only from these Implementing Agencies.



## 2.6 PRE-QUALIFICATION BID

### PRE-QUALIFICATION BID COMPLIANCE SHEET

Bidder Should Mark Page No. on Enclosures Submitted in Evidence of Eligibility Criteria

SI No	Criteria / Documents to be Submitted	Mention Enclosure Page No	Fill Compliance (Y/N)	
			Bidder	
1	Bid Authorization Letter if any (The letter of authorization shall be written by the attorney accompanying the bid).			
2	Original DD payable at Gangtok of Rs. 1,00,000/- (Rs. One Lakh Only) towards price of RFP document.			
3	The Bidder's Bid Security of Rs.1,00,00,000/- (Rupees One Crores Only) as FDR.			
4	Bidder shall provide an attested copy of –			
	Pan Card			
	Registration Certificate			
	GST Tax Returns			
	Income Tax Return			
	Certified Audited Copies of Balance Sheets/Profit & Loss Accounts/ Annual Reports.			
	Documentary proof regarding that the bidder be a Class 1AA electrical and civil contractor			
	Documentary proofs of Net Worth for the financial year 2021 – 2022			
5	<del>Turnover for the financial year 2018-19</del>			

SI No	Criteria / Documents to be Submitted	Mention Enclosure Page No	Fill Compliance (Y/N)	
			Bidder	
6	Documentary proof from the bidder for having technically qualified employees and List of construction machinery			
7	Documentary Proof of Solvency certificate of Rs. 25 Crores or Sanction Letter of Rs. 25 Crores from Bank for executing ICT infrastructure projects			
	An affidavit duly attested by the notary that the bidder has not been declared bankrupt by any court in India.			
	An affidavit duly attested by the notary that the bidder has not been Black listed by any Corporation/Board or State/Central Government in India			
	An undertaking from the Bidder on letterhead to the fairness of these documents in support of their claim while submitting the Bids			
8	An undertaking from Bidder that he would be fully responsible for successful completion of the project.			
	The Bidder should submit an affidavit stating that they or their employees should not ask for employment in Government of Sikkim.			

## 2. 6.1 COVERING LETTER FOR PRE-QUALIFICATION BID

Secretary  
Information Technology Department,  
Gangtok – 737101, Sikkim.

Sir,

Having examined the RFP Document the receipt of which is hereby duly acknowledged, I/we, the undersigned, do hereby make this bid offer for .....Information Technology Department as required and outlined in the RFP.

I/We agree to abide by this bid for a period of 90 days after the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive. We agree to the terms & conditions mentioned in the RFP document.

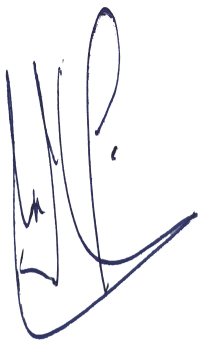
**We are enclosing herewith all the necessary documents duly signed with seal.**

Dated this            day of

Signature (in the capacity of)

Duly authorized to sign Bid for and on behalf of

Seal



### 2.6.2 BIDDER'S PROFILE

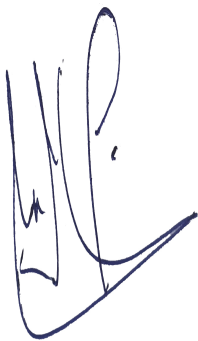
1.	Name & Address of The Bidder	
2.	Location of Corporate Head Quarters	
3.	Date & Country of Incorporation	
4.	Details of Contact person (Name, designation, address etc.) Telephone Number, Fax Number, e-mail	
5.	Is the firm a registered company? If yes, submit documentary proof. Year and Place of the establishment of the Company.	
6.	Is the firm registered with tax department? If Yes, submit valid tax registration certificate.	
7.	Number of offices in Sikkim and in India	

Authorized Signatory

<Name>

Seal

*Please Note that providing inadequate or incorrect information could lead to disqualification of the bid.*



## 2.7 COVERING LETTER FOR TECHNICAL BID

To,  
Secretary  
Information Technology Department,  
Gangtok – 737101, Sikkim.

Dear Sir,

Having examined the RFP Document the receipt of which is hereby duly acknowledged, I/we, the undersigned, offer to and Express our Interest.

**(Please detail your offer here)**

We undertake, if our proposal is accepted, to adhere to the implementation plan or Project schedule for providing Services in System Study, Documentation, Design, Development, Procurement, Installation, Implementation and Maintenance of project put forward in this RFP or such adjusted plan as may subsequently be mutually agreed between us and Information Technology Department.

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

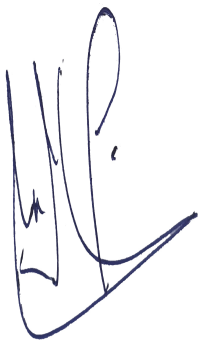
Dated this                      Day of

(Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

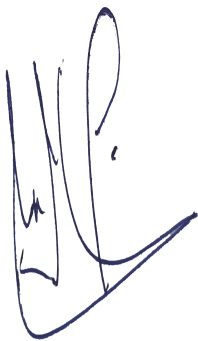
(Name and Address of Company) Seal/Stamp of bidder

2.5.1



### 3.0 TECHNICAL SOLUTION

SI No	Technical Detail	Presentation Requirement
1	Bidders understanding of the Project Scope	Describe your understanding of the project scope.
2	Description of the Project Details	Describe your methodology in details of the technology, architecture, modules and solutions that would be used.
3	Project Plan	Share a detailed project plan including but not limited to Timelines, Important milestones, Resource plan, etc.
4	Roles & Responsibilities Matrix	List out the Roles and responsibilities of the project team members
5	Effort Estimation	Please share the details on the effort estimation divided by Modules.
6	Resources & Responsibilities expected from Information Technology Department	Please include the resources and responsibilities as expected from Information Technology Department.
7	Documentation Coverage	Describe all the relevant system documentation that you will provide supported by sample documentation/ manual.
8	commissioning plan	Please include the details of the go-live plan
9	Testing Plan	Please include details of all the testing that are to be done for the successful implementation of the project
10	Support Plan	Please include the details of the support during the post go- live onsite handholding and support phase and AMC separately including but not limited to the time spent, kind of resources deputed etc.



SI No	Technical Detail	Presentation Requirement
11	Change Management Plan	Describe your plan to cover any change management issues being faced during the implementation of the project including workshops to be conducted for the same
12	Quality Plan	Proposed quality plan setting out for controlling quality at different stages of the project and a proposed inspection schedule should be described
15	Problem resolution and escalation mechanism	Describe the problem escalation mechanism with the name, designation and contact details.
16	Change Request Management Plan	Include the plan to handle any change requests that may be needed during the course of the project including but not limited to details of the process to approve and handle such request
17	Project Team Details	Include the details of the proposed project team. Please include the resumes of the relevant team members. The identified consultants will have to be a part of the project throughout the duration of the project unless and otherwise specific permission is taken from Information Technology Department to replace the identified resources.

**END of Document**

