

Form -1 - Bidders Details (Technical Bid)

1.	Name of Firm	
2.	Name of Contact Person	
3.	Registered Office	
4.	Address	
5.	Year of Establishment	
6.	Type of Firm	Partnership/ Private Limited/ Public Limited / Society/ LLP/ Other
7.	Certificate of Incorporation / Memorandum & Articles of association/ Partnership Deed, etc.	
8.	Telephone Number(s)	
9.	e-Mail Address	
10.	Fax No.	
11.	Mobile Number	
12.	Website	
13.	Details of Application fees	
14.	Amount	

Note : Attach Copy of Certificate of Incorporation

Date

(Signature)

Place

<Name of the Applicant>

Form 2 : Notice to Submit Request for Proposal (Technical Bid)

Application Form for Request for Proposal (RFP)

To,

Chairman,
District e-Governance Society,
Sant Kabir Nagar

Sir/Madam,

Through this application, We, <Name of the Agency / Firm> wish to apply to become an District Service Provider for Sant Kabir Nagar District. We have read and understood all the terms & conditions including the scope of the work prescribed for a DSP. We agree to abide by all the terms & conditions mentioned in this Application Form issued by the District e-Governance Society, Sant Kabir Nagar District given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein). We agree to open the numbers of Centres prescribed by the DeGS in the urban and rural areas.

Duration	Number of Centres in the Urban areas	Number of Centres in the Rural areas
Quarter 1	As directed by the DeGS	
Quarter 2		
Quarter 3		
Quarter 4		

The information given therein is true to our best knowledge.

Date

(Signature)

Place

<Name of the Applicant>

Form 3 : Turnover during Last 3 Years (Technical Bid)

Financial Year	Total turnover	Net Profit/ Loss	Tangible Net Worth
Year 1 (2013-14)			
Year 2 (2012-13)			
Year 3 (2011-12)			

Date

(Signature)

Place

<Name of the Applicant>

Form 4 : Experience in implementing e-Governance Project
(Technical Bid)

S.No.	Name of the Project	Name of State	Client Name & Address
1			
2			
3			

Date

(Signature)

Place

<Name of the Applicant>

Form 5 Work Experience (Technical Bid)

S.No.	Evaluation Criteria	No	Score
1	Experience in implementing Common Service Centres/ Lokvani Centrese in various States <i>* Attach Contract Letters</i>	No of States	Name of State
2	Experience in having worked on more than 100 Locations in any Government Citizen Centric Project* in the Last 5 Years for Central/any State Government/ PSU(S)/ Government Institutions Directly(Work Order/Contract letter to be enclosed)(* Project involving anytime anywhere availability of service,Transparent efficient delivery of service and Improved quality of service by the use of ICT)	Name for which worked(Name of Client)	Number of Locations Client wise
3	Experience in implementing Government ICT Projects of more than 10 Lakhs(including delivery and installation of Hardware and/or development and implementation of Software)(Copy of Satisfactory implementation from the client to be enclosed)	Name of Client	No of Projects Client wise
4	Annual Turnover of the firm averaged over the last 3 Financial years.(must be a minimum of Rs.3 Crores)(Attach CA Certificate for preceeding 3 Financial years)		Averaged Turnover Amount for last three years
5	Experience in Successfully executing Citizen Centric Project in the State of Uttar Pradesh.(Attach Work completion Letter from The client)	Name of Client	Name of projects

Date

Place

(Signature)

<Name of the Applicant>

Form -6 Checklist: Mandatory Supporting Documents(Technical Bid)

S.No.	List of Documents	Whether enclosed (Yes or No)	Annexed as
1.	Cover Letter		
2.	The proposed Project Team Structure with roles and responsibilities of key resources		
3.	Approach & Methodology		
4.	Certificate of Incorporation/Memorandum & Articles of association/ Partnership Deed, etc.		
5.	Turnover during Last 3 Years: Audited Balance Sheet and Profit & Loss Account of the Bidder for the last three Financial Years clearly mentioning the revenues and net worth of the Bidder for these years.		
	Financial Year 2013-2014		
	Financial Year 2012-2013		
	Financial Year 2011-2012		
6.	Details regarding implementation of IT projects		
7.	Self-certification from authorized signatory regarding non-blacklisting blacklisted or under a declaration of ineligibility for corrupt and fraudulent practices by any Central/State government /affiliate or Public Sector undertaking.		
8.	Any other		

Date

(Signature)

Place

<Name of the Applicant>

Form 7- Exhibit 1: Table of Service Level Metrics (Technical Bid)

S.No	Parameter	Liquidated damages for breach	Material Breach	Stipulated period for mitigating material breach conditions	Remedial performance required for non termination during stipulated period
1.	The DSP will be required to establish and operationalize Centres as per the target set by DeGS in 3 months time from signing of MSA. (Centre will be deemed to be operational only after being certified by DeGS or its nominated agencies).	A Liquidated Damages of Rs.5 per day per Centre for each of the Centres whose rollout has been delayed.	Rollout being delayed by 2 weeks as per the rollout schedule	1 month	Roll out of Centres in the stipulated period for mitigating material breach as per the roll out schedule
2.	Inoperability of Centres in offering Government Services: A Centre needs to offer available Government Services throughout the year except on the Holidays. A Centre will be deemed inoperable if it is not offering available Government Services for a continuous period of 7 days, or more than a cumulative period of ten days in a month except in cases of force majeure.	Rs.100 per Centre per week.	If a Centre is inoperable for more than 30 days		Centre needs to be operational and certified by DeGS or its designated agencies

Date

(Signature)

Place

<Name of the Applicant>

Form -8 Exhibit 2: Liquidated damages (Technical Bid)

Month	Roll Out	Penalty
Quarter 1	No. of Centres to be operationalized: 25%	For every delayed Centre penalty to be imposed Rs 200 per month per centre
Quarter 2	No of Centres to be operationalized: 25%	For every delayed Centre penalty to be imposed Rs 200 per month per centre
Quarter 3	No of Centres to be operationalized: 25%	For every delayed Centre penalty to be imposed Rs 200 per month per centre
Quarter 4	No of Centres to be operationalized: 25%	For every delayed Centre penalty to be imposed Rs 200 per month per centre

Date

(Signature)

Place

<Name of the Applicant>

Form 9 List of services being provided at present (Technical Bid)

26 Services of 8 Departments may be delivered across the Districts of Uttar Pradesh under SSDG scheme

S.No.	Name of Department	Name of Service
1.	Food & Civil Supplies Department Not working	Application for New Ration Card
2.		Application for Renew Ration Card
3.		Application for Amendments in Ration Card
4.		Surrender of Ration Card
5.	Department of Training & Employment Not working	Application for Registration
6.		Application for renewal of Employee Registration
7.	Department of Urban Development Not working	Application for Birth/ Death Certificate (urban)
8.		
8.	Handicap Welfare Department Not working	Application for loan to Handicap Person
9.		Application for Marriage Grants
10.		Application for Aids & Appliances
11.	Panchayati Raj Department Not working	Application for copy of Kutumb Register
12.		Application for Birth/ Death Certificate (Rural)
13.	Social Welfare Not working	Application for Old Age Pension
14.		Application for Family Benefit Scheme
15.		Application for Scholarship (Gen & SC/ ST)
16.		Application for Marriage & Illness Grant
17.		Application for atrocities
18.	Women Welfare & Child Development Department Not working	Application for pension for widows
19.		Application for financial assistance to women of dowry scheme
20.		Application for legal assistance to dowry sufferers women scheme
21.		Application for grant for marriage of daughter of widow destitute scheme
22.		Application for Dampati Puraskar scheme to promote widow marriage under 35 years

23.	Revenue Department	Application for Domicile Certificate
24.	Working All Four Services	Application for Caste Certificate
25.		Application for Income Certificate
26.		Application for Khatauni

Date

(Signature)

Place

<Name of the Applicant>

Financial Proposal

SN	Category of Service	Rates per Transaction (in INR)	DSP's/ Centre Owner Share (in INR)	Amount that will be transferred to DeGS from DSP's/ Centre Owner Owner Share per transaction (in INR)
1	G2C Services (as provided in Annexure (A)).	20/30	10	

Date

(Signature)

Place

<Name of the Applicant>