

NIT No. CRISP/RFP/IT-SWD/2023-24/06

DATED 04.04.2023



**TENDER
FOR
HIRING IT PROFESSIONALS ON CONTRACTUAL BASIS
AT
CRISP**

Centre for Research and Industrial Staff Performance
(Established under Indo-German Technical Cooperation)
Opposite Manas Bhawan, Shyamla Hills,
Bhopal-462002

Web: <https://www.crispindia.com> , Email: procurement@crispindia.com

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NOTIFICATION

#	Particulars	Requirements
1	Application fee for submission of the Bid	: Rs.2000/- (Rupees two thousand only) (in the form of a DD in favour of CRISP Society, Bhopal, payable at Bhopal.)
2	Amount of EMD (DD in favour of “CRISP Society, Bhopal”, payable at Bhopal.	: Rs.2,00,000/- (Rupees two lac only) in the form of a DD in favour of CRISP Society, Bhopal, payable at Bhopal.
3	Date of issue of tender document	: 05th April 2023
4	Last date for receipt of completely filled documents	: 20th April, 2023 at 3:00 PM (Tender Box placed at the Reception Counter at CRISP, Bhopal).
5	Date and time of opening of the Tender (Technical Bid)	: Technical Bids shall be opened on 20th April, 2023 at 5:00 PM. Conference Hall, Old Admin Building, at CRISP Bhopal (the bidders representative shall be allowed to be present at the time of bid opening)
6	Pre-Bid Meeting	: 10th April 2023 from 3.00 PM. Conference Hall, Old Admin Building, at CRISP Bhopal (the bidders representative shall be allowed to be present in the pre bid meeting).
7	Date and time of opening of Tender (Financial Bid)	: Shall be conveyed separately through e mail, only for the Technically qualified bidders.

About CRISP;

Centre for Research and Industrial Staff Performance (CRISP); a Society was established in the year 1997 by the Department of Technical Education, Skill Development and Employment, Govt. of M.P. CRISP is CMMi Level 5 dev 2.0 and ISO 9001:2015 certified organization. CRISP has been providing technical and consultancy services to different clients of Madhya Pradesh and other States.

CRISP has been successfully implementing IT projects in the Government sector in the areas of e-commerce, e-education and e-governance verticals integrated with latest technologies and platforms. To ensure the successful delivery of these projects, CRISP intends to Service Provider Agencies or hire the services of IT experts / professionals as per requirement of the projects with a view to render high quality work to the satisfaction of the client organizations.

CRISP invites proposals for **“HIRING IT PROFESSIONALS ON CONTRACTUAL BASIS AT CRISP”** from the reputed organizations having proven expertise in providing IT resources / professional services for Onsite / Offsite Project Management, System requirement study, Architecture Design of IT Systems, Business Analysis, Software Development using programming in latest technologies(.NET , Java, PHP, Android, IOS etc.), Database Development and Administrative Services (SQL server, Oracle, MySQL, MongoDB etc.), Infrastructure Development & Management Services (Microsoft Azure, AWS Cloud, Google Cloud etc.), GIS mapping and survey technologies(Google map, open GIS, ARC GIS etc.) Technical writing & documentation Services, Application Testing / QA services (CMMi level 5 Process Implementations), System / Software Audit services, Onsite / Offsite Technical Support Services.

Scope of Work:

1. This tender is for the Service Provider Agencies having proven expertise in providing the highly skilled and experienced IT resources worked in the software development life cycle including but not limited to System Study, Design, Development, Implementation and Maintenance of IT Applications, Web Portals, Websites and Mobile Apps using latest available technologies like, Microsoft .net, SQL server, PHP, Joomla, react, angler, Node, power BI etc. and having experience working under the environment where the guidelines issued by CMMI, CERT-in and STQC for design and development of process oriented IT software product from time to time may be preferred for the purpose.

2. The details of scope of work:

Following are scope of work expected from the bidder:

2.1 The Bidder is expected to search for desired skilled candidates, screen them, take preliminary interview, line up interview with CRISP, hire them on their Payrolls and manage the HR (Remuneration, PF, leaves and other compliances) of the selected Resources.

2.3 Selected resources would be deployed largely at CRISP-Bhopal location. They may also be deployed at Client location within Bhopal and outside Bhopal as per requirement. The Scope of Work for the agencies includes but not limited to;

- a. Do comprehensive research to identify the most suitable talent/ profiles which are matching the laid down qualification and work experience criteria.
- b. The selected bidder must ensure that they understand the requirements of CRISP and it should match with the candidates' profile. Profile scrutiny to be done accordingly.
- c. It is important that the selected bidder assists CRISP in increasing the success rate of the selection process. Furthermore, it would be important for the selected bidder to assist CRISP in meeting its legal and social obligations regarding the composition of workforce.
- d. The selected bidder will conduct an assessment as and when it may be required by CRISP on the market / job scenario for a single / multiple demand scenarios.

e. End to end recourse management

f. Indicative Deliverables

S. No.	Task	Deliverable	Timeline (In Days)
1.	Job Description and No. of Vacancy	CRISP shall share the no. of vacancies with the selected bidder along with Job description.	T
2.	Resource Search and Profile sharing	<ul style="list-style-type: none"> Identifying, short listing and pre-screening of potential candidates who are meeting requirements as mention in the Job Description. Profile sharing with CRISP 	T+5
3.	Interview Scheduling and First Round Interview at Bidder office	<ul style="list-style-type: none"> Receiving the details of shortlisted candidates with marking. Communicate the interview schedule to candidates and take mail confirmation for their presence in the interview. Ensuring the candidate appears on scheduled date of interview. First round of Remuneration negotiation by Bidder. 	T+7
4.	Final Interview and Selection at CRISP	<ul style="list-style-type: none"> Online/offline test will be conduct by CRISP as per vacancy. Final Interview and selection of candidate including decision on proposed remuneration by CRISP 	T+10
5.	Other formalities	<ul style="list-style-type: none"> Issuing offer letter with two days with Bidder TOR 	T+15

6. Duration of the Contract:

Initially, the period of Contract shall be for 02 (Two) Years from the date of signing of SLA based on the performance of the Bidder. The contract may, however, be further extended, if it is felt necessary by CRISP keeping in view the needs of the Project(s).

**Official Seal, Name & Signature of authorized signatory
of the Bidder**

Date:

Annexure – 2

Eligibility Qualification and Other Requirement for Agencies:

1. Eligibility criteria:

S. No.	Eligibility criteria	Supporting Document
01.	The Bidder should be a Company registered in India under the Companies Act 1956/ 2013 with their registered office in India, for the last Five years as on 31st March 2023 and having regional office in Madhya Pradesh	Copies of relevant documents must be submitted. (Company Registration Certificate, MOA etc)
02.	The Average Annual turnover of the company shall be a minimum of Rs. 05 (Five) crores in last five years commencing from year 2018-19 from similar work related to providing IT resource to IT companies / Government Projects	Copy of Audited Balance Sheets of last five years with seal and signature and certified by the Chartered Accountant in physical form only.
03.	The Bidder should have a Positive Net Worth for at least three of the last Five Financial Years (i.e. 2022-23,2021-22, 2020-21). For FY 22-23, in case the audited financial statements are not available, the bidder may submit provisional/ unaudited figures	Relevant CA certificate shall be submitted by the Bidder.
04.	Bidder must submit a Power of Attorney in the name of the Authorized Signatory for this tender.	Enclose the power of attorney on the legal stamp paper
05.	The Bidder must have valid registrations with all regulatory authorities active since last 5 years related to manpower services like: <ul style="list-style-type: none">• PF, ESIC• GSTN, PAN	Required proof of PF (ECR, Challans and Confirmation) and ESIC Challans and Confirmation for last 3 years months, attach the copy of month of March (every year ending month) for last three years.
06.	The Bidder shall have a minimum of 05 (Five) years of experience of providing services of different levels of IT Experts defined in the Annexure-5 for IT Project(s) in Government/Semi-Government/Autonomous bodies at state or national level.	Min Resources managed IT Project Management – 05 Sr Developers – 10 Developers – 20 Technical Support - 25
07.	The Agencies must provide the proof of delivery of similar services in last 05 years and must provide the duly certified copies of work orders with minimum Total value of 50 lacs per annum from Government/Semi-Government/PSU/	Relevant work orders with their engagement value in last 5 years, also share the client details with their

	Private companies with Cmmi level 3 / Autonomous bodies at state or national level, provide the work completion or work continuation certificates provided by the client duly signed by their competent authority. The same shall also be attached with the Bid Document. Preference shall be given to companies working in the Government sector	contact details for verification.
08.	Bidder shall submit an undertaking of Non-Blacklisting (during the last five years) by any bidder / department / etc. under the Central / State / PSUs as on the bid submission date.	Attach the Self Declaration of the Authorized Signatory of the company and duly certified by CA.
10.	Undertaking on Manpower: The Bidder must have atleast 35 IT resources on company pay-roll for the past three (03) financial years Project Manager – 05 Sr Developer – 10 Developers- 10 Techncial Support - 10	The bidder shall submit an undertaking / self-declaration duly signed (with company seal), by the CA of the bidding organization, indicating adherence to the above mentioned resource requirements Provide the list of manpower with PF UIN number for traceability
11.	The Bidder shall submit an Undertaking / Self-Declaration that Service Provider Bidder. Any breach of the above stated terms & conditions shall lead to immediate termination of the Contract of the concerned bidder and forfeiting of the Performance Security.	Notarized Undertaking and Self-Declaration on stamp paper of Rs. 100/-

The information required in point 7, should be submit in the following format:

The Agencies must provide the proof of delivery of similar services in last 05 years and must provide the duly certified copies of work orders with minimum cumulative value of 50 lacs per annum each from Government/Semi-Government/Private Cmmi level 3 certified companies / Autonomous bodies at state or national level, provide the work completion or work continuation certificates provided by the client duly signed by their competent authority. The same shall also be attached with the Bid Document. Preference shall be given to companies working in the Government sector, detailed provided by the following format and also enclosed supporting documents.

Year	Order Detail (Firm name and address with phone number)	Order Date	Order Value
2018-19			
2018-19			
2018-19			
Total Cumulative Value			
2019-20			
2019-20			
2019-20			

		Total Cumulative Value	
2020-21			
2020-21			
2020-21			
		Total Cumulative Value	
2021-22			
2021-22			
2021-22			
		Total Cumulative Value	
2022-23			
2022-23			
2022-23			
		Total Cumulative Value	

Date:

Official Seal, Name & Signature of authorized signatory of the Bidder

Annexure – 3

1. Guidelines for submission of the bid:

The following guidelines shall be followed while submitting the proposals:

The Technical and Financial proposals duly signed by Authorized signatory (duly sealed by adhesive tapes at all the ends and joints of the envelope) are submitted in separate envelopes.

Envelop A – “Technical Bid” with all credentials related to Pre-Qualification, DD of Rs.2000/- as Document Processing Fees, DD of Rs. 2,00,000/- as Earnest money deposit.

Envelop B – “Financial Bid” as per Annexure -6.

Envelop C – Place both the envelopes, Envelop A and Envelop B duly sealed by adhesive tapes and company seal at all the ends and joints of the envelope Titled with “**Tender for Hiring IT Professionals on Contractual Basis at CRISP**”

Envelop D – All the 3 envelopes (A, B & C) shall then be kept in this envelop and it also shall be sealed in the same manner as explained under 1 above.

2. Earnest Money Deposit (EMD) & Tender Document Fee:

Bidder shall submit, along with their Bids, Bid security or Earnest Money Deposit (EMD) of INR Rs.2,00,000.00 (Rs. Two Lakh Only) and Tender document fee of Rs. 2000/-. This is payable in the form of a demand draft (DD) from a Nationalized/ Scheduled/ Centralized Bank, drawn in favour of CRISP Society, Bhopal.

- EMD shall be valid for a period of 180 days from the date of publication of the tender and should be further extendable upon mutual consent if required.
- EMD of successful bidders shall be returned after the-signing of letter of Contract with CRISP only upon submission of a Performance Security in the form of Bank Guarantee/FDR.
- The EMD/Performance Security can be forfeited if a bidder:
 - Withdraws its bid during the period of bid validity.
 - Successfully gets order, but fails to sign the contract as per the tender terms and conditions within the stipulated time.

Annexure – 4

Terms & Conditions for the award of Contract to the Bidder:

1. The selected Bidder shall not be allowed to sublet any of the services agreed to with CRISP under the scope of work as per the SLA. Any Consortium / JV at any stage of the Contract is not permissible, even if it is required during the contract period the SLA shall be amended with the due approval of MD CRISP.
2. The selected Bidder shall not be allowed to substitute any of the Experts hired for our projects in some other work contract or project without the consent of CRISP management at any time during the project agreement period.
3. Service Level Agreement (SLA) shall be signed between CRISP and the authorized signatory (Not below the level of Director of the company) of the selected Bidder and this shall be integral part of the Work Contract.
4. Final Selection of the Experts from amongst the shortlisted candidates proposed by the Bidder shall be made by the Authorized person of CRISP
5. The tentative list of proposed Roles and levels of Experts required is mentioned in the table at Annexure-5 of this tender, CRISP shall add new role / levels as on demand as per the upcoming project requirements.
6. The Selected service provider Bidder shall keep and maintain all statutory requirements under various statutes, including without limitation, the Minimum Wages Act, the Contract Labour (Abolition and Regulation) Act, ESI Act 1978, EPF Act and any Rules related to Service Act, GST, Income Tax, shall be complied with meticulously as required under relevant Acts or Rules. The bidder shall further undertake, at all times, to indemnify CRISP against all claims, damages, compensation or any liability incurred by it on account of non-adherence to any applicable laws or regulations.
7. The Bidder shall present its bills for the services provided by it on a monthly / project-to-project basis along with the service delivery record or work deliveries made by the Bidder's professionals after due verification by the concerned authority of CRISP. This shall be acknowledged in writing by such concerned authority. Merely generating a bill without work verification or dropping off a copy of a bill at CRISP premises shall, under no circumstances, be considered as proof of work completion; neither CRISP will be liable to pay any expenses made by the bidder for such billing. All the bills shall be mandatorily treated as reimbursements for the expenses incurred by the Bidder and no payment will be made to the Bidder in advance. As a result, the Bidder is mandatorily required to maintain the necessary monetary liquidity to meet its monthly operating requirements that include, but are not limited to, staff salaries, government contributions like TDS, PF, ESI, GST etc., infrastructure maintenance costs and such other operating costs.

8. The right of selection of an eligible Bidder shall rest solely with the MD, CRISP or the Committee constituted by the MD, CRISP.
9. CRISP is not bound to take the services offered by the lowest bidder (L1).

The Company's background, past experience, Quality of Service deliveries and Professionals attitude available with the company shall be the major criterion of evaluation/selection. In addition, CRISP reserves the right to appoint more than one Bidder as per the necessary terms and conditions it may specify or deem necessary for a particular project to be completed within the time limit fixed by the client of CRISP.

10. If any dispute arises during the continuation of the Bidder's engagement with CRISP or thereafter, the Bidder will be required to settle such dispute with CRISP amicably through mutual dialogue. In the case of failure to resolve the dispute in the manner set out above within 15 days from the date when the dispute arose, the dispute shall be referred to a sole Arbitrator appointed by the MD, CRISP, in consultation with the Bidder, and in the absence of mutual agreement, by a competent Court. The determination of the Arbitrator in such proceedings shall be final and binding on both Parties. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996, as amended to date, and shall be conducted in English. All arbitration proceedings and any subsequent legal proceedings shall be held exclusively at Bhopal, Madhya Pradesh, India and the courts at Bhopal shall have exclusive jurisdiction over any such dispute.
11. If an Expert deployed by the Bidder causes any damage to CRISP or its client bidder's infrastructure, data, intellectual property etc., the expert and the Bidder shall be jointly and severally responsible to compensate for the loss caused to CRISP / its clients / project donors. The amount of compensation shall be decided by the MD, CRISP and it shall be final and binding on the Bidder. The Bidder shall agree to indemnify and hold CRISP indemnified against all of such present and future damages or losses that may arise as a result of negligence of any personnel that the Bidder provides to CRISP under the SLA. In such a scenario, the SLA shall be terminated without notice.
12. Bidder shall permanently depute its own HR supervisor onsite at CRISP in case the number of Experts provided by the Bidder increases to more than 25 in number with a view to ensure proper control, monitoring and coordination of the professionals by the Bidder. It is expected from the Bidder to report weekly leave and other issues related to the services of the Experts, a proper communication with the Experts is desired to avoid any miscommunication or gap between the Bidder and the Experts, an official email id shall be created to trace and track the communication with CRISP resources.
13. The Bidder shall provide a copy of the induction kit (to be made in consultation with CRISP) to the experts during the time of screening to make them understand the engagement of the services and the terms of the Contract of delivery as per the defined job description. The acknowledged copy of induction kit duly signed by the selected expert shall be provided to CRISP at the time of joining the project.
14. The Bidder must ensure that the expert deployed at CRISP shall be fit in his / her physical and mental status at the time of joining. Medical fitness certificates have to be provided by the medical practitioner authorized by CRISP. Expenses related to such activities shall be borne by the Bidder. The Bidder must ensure due medical insurance of each expert for

- the period of contract with CRISP, as in the case of any damage due to bacterial infection, major physical or mental illness, physical disability due to accident or natural disaster during the contract period. The Bidder will have to arrange for its financial support and CRISP shall not pay any charges or bear expenses in this regard. The bidder must take the Medical Insurance Policy for each resource provided to CRISP, during its tenure.
15. The Bidder shall maintain all the records of daily attendance including the number and names of the resource personnel provided at each Project site. It shall be submitted to CRISP on the 26th day of the month with signature and seal of the authorized person of the Bidder for verification by CRISP. A copy of the Attendance verification sheet must be annexed with the remuneration bill.
 16. The MD, CRISP reserves the right to cancel the Work Contract the Agreement or to withhold payment in the event of any delay or lacuna in the delivery of service adversely affecting the commencement / continuation of the work or satisfactory execution of the SLA, as per the Penalty calculation below:
 - i. Delay in hiring resource – Rs 1500 per vacant position per week delay after the schedule time.
 - ii. Delay in Payment of remuneration to resources – Rs 500 per day per person after the delay in scheduled pay time.
 - iii. Delay in providing the replacement of resources delay after 15 days of resignation of existing resource– Rs 1500 per week delay after the schedule time.
 17. The successful Bidder shall also have to deposit an amount equal to Rs.10,00,000/- (Ten Lakhs) as Performance Security in the form of a “Bank Gaurantee/FDR” of any nationalized bank in favor of CRISP Society, Bhopal payable at BHOPAL. It shall be valid for 365 days from the date of signing the SLA.
 18. The Bidder should not have been blacklisted at any point of time by any organization/ Government Department. If it is discovered at any point of time that the Bidder has misrepresented or concealed any facts related to this criteria, CRISP exclusively reserves the right to terminate the Bidder’s Service Level Agreement (SLA) with immediate effect.
 19. The Bidder must ensure the agreement on exit clause with the experts to serve minimum 03 months’ notice period for level 1 and Level 2 professionals and minimum 01 month notice period for level 3, level 4 and level 5 professionals without any leave during the notice period. If the resource still goes on leave, he or she shall have to serve the period of leave in addition to the notice period, before being formally relieved from CRISP. In the event of discontinuity of any IT expert without serving the desired notice period, CRISP shall not pay the remuneration of such experts to the Bidder and shall deduct a minimum amount equal to their remuneration of notice period from the next bill of the Bidder. This amount shall be returned to the Bidder after getting payment of such expert to CRISP equal to their remuneration of the notice period, while the Project is going on. The Bidder shall have to provide a substitute of that expert within 10 days and organize proper handover of task from the expert to be relieved. Bidder shall inform such cases in the weekly report.

20. The billing cycle shall run as per calendar. The Bidder must make payment of remuneration to its resources deployed at CRISP or at the client of CRISP on or before 5th day of each calendar month and, after disbursement of the payment, shall submit the bills to reimburse not later than 10th day of the month. The receiving and clearance of the bills by CRISP shall be solely done after the disbursement of remuneration in experts account's, and the Bidder must expressly acknowledge that it will only be reimbursed for such payments and not be paid any amount in advance. For any delay in schedule of making the payment to the staff or experts deployed at CRISP a penalty of as per the penalty clause shall be imposed and deducted from the next payment to the bidder.
21. Stamp value of the Agreement shall be borne by the Bidder.
22. Verification of the antecedents of the expert shall be the responsibility of bidder. The bidder must provide the verification report within 01 month of joining of the expert which will include the verification of candidate's personal, academic and professional credentials along with the police verification for any existing criminal or legal incidences reported or pending prior to the joining of the expert. A self-disclaimer shall be provided by the candidate at the time of joining.
23. CRISP shall have the right to continue to keep or discontinue the services of experts or Bidder, if the performance standards do not match the minimum requirements of the clients and as defined in the SLA of CRISP.
24. For delay in the payment cycle only bank holidays will be considered.
25. Each deployed resource shall be provided with Photo ID card (Design to be final by CRISP) and e-mail ID of the Bidder domain name by the selected bidder. All expenses on this head will be borne by the bidder.
26. During the notice period, the resource shall not be entitled for any leaves. If the resource still goes on leave, he/she shall have to serve the period of leave in addition to the notice period. If candidates will not serve the said notice period, the Bidder will be hold their reliving letter, experiences certificate and other documents.
27. In any case, if performance of the deployed candidate is not found satisfactory, his/her services with CRISP shall be terminated by the selected bidder on the recommendation of CRISP.
28. The selected bidder must be registered with at least three (03) job portal companies like Naukri, LinkedIn, Monster, Shine etc. Agencies published the required vacancy in said portal and provide the list of candidates applied through job portal.
29. The selected bidder shall search suitable profiles from their sources and job portal web sites, conduct preliminary interviews of the candidates, and provide three times of CVs of qualifying candidates for each position within Seven (07) days of receiving the requirement for the positions asked for by CRISP.
30. Objection or clarifications, if any, to the requirement raised by CRISP must be reported to the HR section of CRISP by the selected bidder within three working days counted from the date of requirement sharing. The requirement shall be shared through official emails or letter.
31. Any candidate interviewed and found not suitable/not matching the criteria shall not be considered for the same position for a period next 03 months from the date of interview.

32. The selected bidder shall issue appointment letter to the selected candidate within three days after received the conformation from CRISP.
33. All the HR and admin related activities including document verification, pay slip generation, experience letters, leave management etc. of the resources deployed by the bidder shall be the responsibility of the selected bidder only.
34. It must be noted that all the resources deployed at CRISP or its client(s) shall exclusively be on the roll of the bidder for all purpose e.g. PF, contribution of ESI scheme, as per Contract Labour Act and all other applicable laws and regulations with respect to the services under the SLA, in spite of the fact that they remain at CRISP as deputed by the Bidder. In this regard, the Bidder shall comply with the provisions noted hereunder:
 - I. The Bidder shall be fully responsible for any charges deductible from the remuneration or remuneration of the IT Experts. With a view to ensure that deductions are being regularly and timely made and deposited with the concerned government regulatory authorities, it shall be essential for the Bidder to supply to CRISP authentic proof of such payment on monthly basis e.g. certified copies of the challans and receipts. CRISP shall not take responsibility of any delays occurring in such payments or of any penalties imposed by the regulatory authorities.
 - II. The reimbursements for staff payments shall be made by CRISP only after 15 days of receiving the bill along with the verified attendance sheet and work verification report for each month or specific task given and relevant PF payment challans for staff salaries for the immediately preceding month have been presented as proof along with the relevant bills claimed by the Bidder. Although CRISP will release the payment of the bidder at the earliest, but if still there is a delay, the bidder shall not hold the remuneration of deployed resources even if there is a delay up to 03 (three) months from CRISP in processing the invoice of the bidder.
 - III. The Bidder shall bear all the charges like additional leave, additional remuneration, overtime, ESIC, Group medical insurance, life insurance, maternity leave, paternity leave etc. which shall not be reimbursed by CRISP.
 - IV. The deployed experts shall be eligible for paid leave for 12 days, 1 day per month only, in a calendar year from January to December to be provided on pro-rata basis from the next month of joining till end of the calendar month. Any extra leaves will be treated as unpaid leaves (leave without pay) and payment will be deducted accordingly.
 - V. In case if any experts leave before the contract period or remain absent from duty without information for more than 3 days CRISP will have rights to roll back that candidate(s) to Bidder or strong penalty shall be imposed as per SLA.

Date:

**Official Seal, Name & Signature of
authorized signatory of the Bidder**

Annexure – 5

Levels of Experts / Professionals required by CRISP:

The desired levels of qualified IT Experts and professionals with their qualifications and experience are given below:

TDetails of qualification and Experience of desired IT Experts

S.N. (A)	Level (B)	Designation (C)	Academic Qualification (D)	Experience (E)
1	Level 1	Project Manager	BE/B.Tech/ ME/M.Tech./ MBA(IT), PMP/PRINCE 2 Certification	15+ years or more out of which minimum 5 years in IT Project Management leadership position with 10 years experience in software development using latest Proprietary/ open source Technologies as per CMMi level 5 or above, GIGW Compliance, CERT-IN security norms. Must have worked in VSS/SVN/ TFS based environment.
2	Level 2	Senior Level Experts .NET / JAVA / PHP / Android /Database Administrator GIS Expert	BE/B.Tech/M.Sc (CS), /ME/M.Tech. Professional Certification in Proprietary / /Open Source Technologies	10+ years or more experience out of which a minimum of 3 years experience in leading position with 7 years experience in software development using the IT – Project in latest Proprietary / open source Technologies as per CMMi level 5 or above, GIGW Compliance, CERT-IN security norms. Must have worked in VSS/SVN/ TFS based environment

3	Level 3	Mid Level Expert .NET / JAVA / PHP / Android/IOS /Database / UI UX /GIS Developer	BE/MCA/M.Sc(CS)	5+ years or more experience in core activities of SDLC life cycle software development environment using latest Proprietary / open source Technologies as per CMMi level 5 or above, GIGW Compliance, CERT-IN security norms.
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It will be the Bidder's responsibility to fulfil the requirements above referred with reference to qualifications and experience of the Experts while the screening process starts and before calling them for interview. CRISP shall bear no responsibility for screening and interviewing the candidates unless the Bidder has first conducted a thorough screening to assess whether the Expert is eligible for CRISP's requirements. CRISP reserves the right to reject an Expert provided by the Bidder even after the Bidder has conducted its screening if such Expert does not satisfy the standards or requirements of the relevant project for which they are being picked up.

Note: The number of positions available at present and a tentative requirement in future will be conveyed to the selected bidder at the time of signing SLA.

Financial Bid Format for

(To be submitted on company's official letter head)

To

**Director
CRISP
Opposite Manas Bhawan
Shyamla Hills, Bhopal**

1.	Name of the Company	:	
2.	Address	:	
			Pin Code:
3.	Phone, Mobile Number	:	
4.	Email	:	

We quote% (in words.....%) as Bidder Charges on the gross amount of Expert Fees paid, excluding any government tax or levies, for providing the required services to CRISP. This rate is inclusive of the cost of all the supporting tools and equipment required by this Bidder to make the total delivery of services possible as indicated at Page 2 of the statement of requirement made in separate part of the NIT document.

- Note1: No Bidder will be shortlisted for the Tender if they seek to operate on a zero percent (0%) margin on the projects they are being engaged for. The Bidder will be mandatorily required to quote the service charges more than 0% margin to ensure proper functioning of the projects.
- Note 2: Remuneration of experts shall be finally decided and conveyed by CRISP, keeping in view the provisions of the project guidelines.
- Note 3: There would be no increase in rates of service charge during the contract period.
- Note 4: After evaluation, the work shall be awarded normally to the Bidder fulfilling all the conditions and who has quoted the lowest rate. In case two or more agencies are found to have quoted the same rates which is termed as the lowest rate after complying with the all the Acts / provisions stated / referred to for adherence in the tender, CRISP Bhopal reserve the right to decide the bidder amongst them on the basis of Past Experience, highest value and professional attitude and Highest work experience in IT Resource management Services.

Bidders Company Name:

Name of authorized signatory:

Mobile No.

Email ID:

Date:/...../2023

Official Seal of the Bidder/Bidder

Annexure-7 (i)

UNDERTAKING FOR COMPLIANCE OF ALL TERMS & CONDITIONS MENTIONED IN THIS TENDER DOCUMENT

(To be print on Company letter head duly self attested)

**To,
Director
CRISP BHOPAL**

Sir,

I/we hereby declare that I / we before signing this tender have read and fully understood all the terms & conditions contained herein and undertake myself / ourselves to abide by them.

I/we further declare that the information / documents furnished above are true and correct and I /we undertake that any discrepancy (ies) found on later occasion, will liable me /us for any action as deemed fit by the CRISP, Bhopal.

We agree to keep the Bid valid for a period of 180 days from the date of opening of Bid and it shall remain binding on us and may be accepted at any time before the expiry of that period.

We understand that you are not bound to accept the lowest or any bid received. We also understand that the CRISP, Bhopal in the interest of the institute reserves the right to award the job on approved L-1 rate to more than one tenderer and L-1 tenderer will have no claim or right in this regard.

Firm Name:

Name of authorized signatory:

Mobile No.

Email ID:

Date:/...../2023

Official Seal of the Bidder/Bidder

Annexure- 7(ii)

CRIMINAL LIABILITY UNDERTAKING

(To be print on Company letter head duly self attested)

I.....S/o..... Resident

of:

Do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of

M/s.....

2. That my firm has not been declared defaulter by any Govt./Semi Govt./PSU's Sector and that NO case of any nature i.e. CBI/FEMA/Criminal/Income Tax/GST/ Blacklisting is pending against my firm.

Firm Name:

Name of authorized signatory:

Mobile No.

Email ID:

Date:/...../2023

Official Seal of the Bidder/Bidder