

Request for Proposal

For Selection Agency to Set-Up

Program Management Unit (PMU)

For implementation of BharatNet Phase II and associated works



Tender Enquiry No. OCAC-NEGP-INFRA-0021-2018/ENQ/18047

Dated 26.10.2018

Odisha Computer Application Centre
(Technical Directorate of I.T. OCAC, Govt. of Odisha)
N-1/7-D, Acharya Vihar
P.O. - RRL, Bhubaneswar - 751013

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Abbreviations

| Abbreviations | Expanded |
|----------------------|---|
| DWDM | Dense Wavelength Division Multiplexing |
| EMD | Earnest Money Deposit |
| GoI | Government of India |
| GPON | Gigabit Passive Optical Networks. |
| INR | Indian Rupee |
| MoU | Memorandum of Understanding |
| MPLS | Multiprotocol Label Switching |
| NIA | NOC Implementation Agency |
| NOC | Network Operating Center |
| OCAC | Odisha Computer Application Centre |
| OPTCL | Odisha Power Transmission Corporation Limited |
| OTN | Optical Transport Network |
| PBG | Performance Bank Guarantee |
| PIA | Project Implementation Agency |
| PMU | Programme Management Unit |
| PoA | Power of Attorney |
| RFP | Request for Proposal |
| SIA | State Implementing Agency |
| TPA | Third party agency |

A.BID Overview

A1: Letter of Invitation

Advertisement Reference No: OCAC-NEGP-INFRA-0021-2018/ENQ/18047

Project Name: Request for proposal for setting up of PMU at OCAC, Bhubaneswar

The “Request for Proposal” applies to all eligible Firms/Companies having a proven track record in the field of consultancy and support with required knowledge, expertise, capabilities and sufficient resources in the field of telecom Network infrastructure involving OFC, GPON, MPLS and DWDM,OTN and NOC etc. to provide expert manpower to form a PMU forBharatnet (Phase II) project. The PMU shall function at OCAC, Bhubaneswar for a period of 2 years, expandable by one year.**The man power offered should be from the regular payrolls of the company and not hired on contractual basis.**

Detailed information regarding the services required and other term and condition is given in the enclosed Request for Proposal (RFP).

Your company is being requested to submit a detail proposal as per the contact details mentioned in the data sheet of RFP not later than Date/Month/Year.

Yours sincerely,
General Manager, Admin
Odisha Computer Application Centre

A2: Fact sheet

| Tender Reference | Information |
|--|--|
| Title | RFP for selection of Consulting Agency to setup PMU for BharatNet Phase II |
| Issuing OCAC /Agency | Odisha Computer Application Centre, Technical directorate of Dept of IT, Government of Odisha |
| Address of website where RFP and all associated information would be published | www.ocac.in/www.odisha.gov.in |
| Language of Bid Document | English |
| Mode of Selection | Open Tender |
| Bid floating date | 26.10.2018 |
| Last date for pre-bid submission | 02.11.2018, 5:00 PM |
| Pre-bid meeting | 03.11.2018, 11:30 AM |
| Corrigendum | 12.11.2018 |
| Last date of Submission of bid document | 27.11.2018, 2:00 PM |
| Opening of General Bid | 27.11.2018, 4:00 PM |
| Opening of Technical Bid | To be intimated later. |
| Technical presentations by bidders | To be intimated later. |
| Opening of Financial Bids of technically qualified bidders | To be intimated later. |
| Earnest Money Deposit | 10,00,000- (INR Ten Lakh Only in the form of DD/Bank Guarantee from any Scheduled bank drawn in favour of Odisha Computer Application Centre and payable at Bhubaneswar) |
| Bid Document Fees | Rs 5,000 (INR Five Thousand Only in the form of DD from any Scheduled bank drawn in favour of Odisha Computer Application Centre and |

| | |
|--|--|
| | payable at Bhubaneswar) |
| Validity | Proposals must remain valid for 120 days after the submission date |
| Email address for Clarification | gm_ocac@ocac.in bijoy.mishra@ocac.in |
| Contact Person for Queries | General Manager, Admin Odisha Computer Application Centre (Technical Directorate of I.T. Deptt, Govt. of Orissa) N-1/7-D, Acharya Vihar P.O.- RRL, Bhubaneswar - 751013 Phone Number : 0674-2567280/2567064/2567295/2588283 |
| Submission of RFP (Drop your bid document in the drop box at reception of OCAC) | General Manager (Admin) Odisha Computer Application Centre (Technical Directorate of I.T. Dep't, Govt. of Orissa) N-1/7-D, Acharya Vihar P.O.- RRL, Bhubaneswar - 751013 |
| Place of Opening of Proposal | Odisha Computer Application Centre (Technical Directorate of I.T. Dep't, Govt. of Orissa) N-1/7-D, Acharya Vihar P.O.- RRL, Bhubaneswar - 751013 |

A3: Background

Department of Telecom (DOT), Government of India has conceptualised National Optical Fibre Network(NOFN) Project presently known as Bharatnet project with an objective to provide high speed Broadband facility upto 100 Mbps at all GPs by way of laying OFC (Optical Fibre Cable).

BharatNet phase I project shall cover 3817 GPs in 18 districts, which is being implemented under CPSU model through underground OFC laying in Odisha.

BharatNet Phase II, covering 2945 GPs would be executed under State Level Model on Aerial OFC to be laid along the 33 KV, 11 KV and LT electrical lines from Block to GP by M/s Odisha Power Transmission Corporation Limited (OPTCL).

M/s Odisha Power Transmission Corporation Limited (OPTCL) is the State Implementation Agency (SIA) for implementation of BharatNet Phase II in the State of Odisha. The SIA shall be responsible for network design, building, operating, maintaining, managing, utilization, monetization and any other related activities pertaining to the created network.

Setting and operation of State Network Operating Centre (S-NOC), its integration with the Central BBNL NOC is also a part of this project.

The Bharatnet Phase II Project is targeted to be completed by 31st March, 2019

A 4. Objective of this RFP

The objective of this RFP is to hire experts from a recognized management consultancy firm for establishing a Programme Management Unit (PMU) at OCAC to provide support to the Department of E&IT, Govt. of Odisha for implementing the Bharatnet Phase 2 project including the S-NOC. The PMU shall co-ordinate with OPTCL, the State Implementing Agency (SIA) as well as other stakeholders namely Project Implementing Agency (PIA), NOC implementing agency (NIA) and the third party agency (TPA). The PMU shall have the responsibility for completion of this project by March, 2019.

The PMU shall also validate the ring topology network proposed in the Bharatnet phase IIA, formulate the RFP for the same and help in bid evaluation. The PMU shall also help in the formation of the proposed SPV.

B.Instructions to the bidders

B1.Eligibility Criteria

The bidders must meet the following eligibility criteria:

| S. No. | Criterion | Specific Requirements | Supporting Documents |
|---------------|--|--|---|
| 1 | Legal Entity | The Bidder should be an Consultancy Company registered under the Indian Companies Act, 1956 or 2013. | Certificates of incorporation, PAN & GSTN |
| 2 | Bidder Turnover | The bidder should have a minimum average Annual turnover of Rs.100 Crore from Indian operations over the last three Financial years (FY 14-15, FY15-16 and FY16-17) | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor |
| 3 | Bidder Turnover from Consulting Services | Out of the total annual turnover of the company a minimum of Rs.50 Crore should be from consulting services in India (other than sale and implementation of h/w, s/w and networking equipment) out of which Rs. 20 Crore should be from Government consulting services in each of the mentioned years (FY 14-15, FY15-16 and FY16-17). | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor |
| 4 | Bidder Positive Net Worth | The bidder should have positive Net Worth in each of the last three Financial Years (as on year ending on 31st March 2015, 2016& 2017). | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor. |
| 5 | Bidder Experience | Bidder should have experience in at least 3 projects each of similar nature involving consultancy for implementation of Communication/ Telecom Network. Out of the above 3 projects at least one completed consultancy project should involve setting up optical fiber network, in a large enterprise/ Government in India worth | Bidder should submit of the following: i. Project Completion Certification from the client in case of completed projects ii. PO / Work Order issued by client |

| | | | |
|---|----------------------------|---|---|
| | | more than RS 1cr. | |
| 6 | Bidder Consulting Capacity | The company should have at least 100 full time Consulting professionals (at least an MBA or equivalent OR B.E./ B. Tech) on the rolls of the company, as on 31st March 2017. | Summary Sheet including Name, Qualification, Experience and Certification in management and should attested by appropriate authority |
| 7 | Black Listing | The bidder should not have been black listed or conflict of activities by any State Government, Central Government or any other Public Sector undertaking or a corporation or any other Autonomous Organization of Central or State Government for breach of Contractual Conditions as on bid calling date. | Self-Declaration Certificate that the bidder is not blacklisted. (Certificate to be enclosed in the bid duly signed by the authorized signatory on its letter head) |
| 8 | Authorized Signatory | A power of attorney / Board resolution in the name of the person signing the bid | Original Power of attorney/Board resolution copy. |

B2: Bid Processing

B2-1: General Instruction to Bidders

B2-1.1 Completeness of Response

The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal and forfeiture of the document fees.

B2-1.2 Right to accept or reject any bids

OCAC reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligations for such acceptance, rejection and annulment, and without assigning any reasons thereof.

B2-1.3 Availability of Bid Documents

The Bid document can be downloaded from the official website of the OCAC www.ocac.in/www.odisha.gov.in

B2-1.4 Authentication of Bids

The original and all copies of the bid shall be typed or written in indelible ink and signed by the Bidder or a person duly authorized to bind the Bidder to the contract. The authorization shall be form of a written authorisation from the board members /Head of the organisation accompanying the proposal or in any other form demonstrating that the Representative has been duly authorized to sign. All pages of the bid, except for un amended printed Literature shall be initialled and stamped by the person or persons signing the bid.

B2-1.5 Interlineations in Bids

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled and stamped by the person or Persons signing the bid.

B2-1.6 Pre-bid conference

A Pre-Bid Conference shall be scheduled by the OCAC as per the time and venue given in the fact sheet at A2, page no. 5.

In case of any change in date, time and venue of the conference, the same will be intimated to all bidders through e-mail/fax or notification on OCAC website. The representatives of the interested organizations, who have purchased the bid documents can only attend the pre-bid conference at their own cost. The purpose of the conference is to provide bidders with information regarding the RFP and the proposed solution requirements in reference to this RFP. Pre-Bid Conference will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the project.

Request for clarifications shall be sent by the bidders through email as per the format given below:

Name of Tenderer:

| S.No | RFP Clause No | Page No | Current Requirement | Clarification Requested |
|------|---------------|---------|---------------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

The queries shall be sent to:

1. General Manager, Admin, mail: gm_ocac@ocac.in and the Network consultant,
Mail: bijoy.mishra@ocac.in

All responses given by the OCAC will be distributed to all the bidders. No request for clarification from any bidder shall be entertained after date and time as mentioned in the data sheet.

A corrigendum may be issued, in case any changes to terms and conditions of the RFP are required to be altered. The same shall be done based on time mentioned under Fact sheet at A2, page no.5.

B2-1.7 Bid Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process and all such activities related to the bid process.

B2-1.8 Right to terminate the Process

OCAC may terminate the RFP process at any time and without assigning any reason thereof.

B2-1.9 Venue and deadline of the submission

The venue and the deadline of the submission shall be as per the Fact sheet at A2, page no.5.

The OCAC may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum or by intimating all bidders who have purchased the RFP document, in writing or through e-mail.

B2-1.10 late bids

Bids received after the due date and the specified time for any reason whatsoever, shall be rejected.

B2-1.11 Earnest Money Deposit

i. A Bid security of INR 10,00,000 (INR Ten Lakh Only) must be submitted with the Bid in the form of a bank draft/bank guarantee issued by any Nationalised / Scheduled Bank and shall be valid for 120 days beyond the validity of the Bid.

ii. The bid security of all unsuccessful bidders would be refunded by the OCAC within 30 days of the bidder being notified by OCAC as being unsuccessful. The bid security, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Guarantee.

iii. No interest will be payable to the Bidder on the amount of the EMD. Bids submitted without bid security, mentioned above, will be liable for rejection without providing any opportunity to the bidder concerned.

The EMD may be forfeited:

i. If a Bidder withdraws the bid or increases the quoted prices during the period of bid validity or its extended period, if any; or

ii. In the case of a successful bidder, if the Bidder fails to sign the Contract or to furnish Performance Bank Guarantee within specified time in accordance with the format given in the RFP.

iii. During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the OCAC regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

iv. During the bid process, if any information found wrong / manipulated / hidden in the bid.

The decision of the OCAC regarding forfeiture of the Bid Security and rejection of bid shall be final & shall not be called upon question under any circumstances.

B2.1.12 Bid document fees - Rs 5,000 in the form of DD will be paid along with bid document.

B2.1.13 Consortium

No consortium is allowed for this tender. The Selected Service Provider shall not subcontract the assignment to any third party and later on finding the fact of subcontract, OCAC shall terminate the contract on immediate effect and may impose penalty or black list the company.

B 2.2. Bid Submission instructions

Bids must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. The OCAC will evaluate the bid based on its clarity and the correctness of its response to the requirements of the project as outlined in this RFP.

B2.2.1 Format of Submission

Submission for this RFP is going to be a three cover system;

- i. The Pre-Qualification Bid, Technical Bid and Commercial Bid of the RFP should be placed in a separate sealed covers with the wordings “Pre-qualification Bid”, “Technical Bid” and “Commercial Bid” respectively super-scribed on them.
- ii. Please note that prices must not be indicated in the Pre-Qualification Bid and Technical Bid and must only be indicated in the Commercial/Finance Bid.
- iii. The covers containing the Pre-Qualification Bid, Technical Bid and the Commercial/Finance Bid must be put in another envelope (bid cover) along with the following documents in separate envelop;
 - a) RFP document fees
 - b) Bid security / EMD
- iv. The Bid Cover should be super-scribed with Project name, RFP Number, Due Date and the wordings “Do not open before 4:00 PM on <<date of submission>>” as given in Fact sheet.
- v. The cover thus prepared should also indicate clearly the name, address and telephone number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- vi. The Pre-Qualification Bid, Technical Bid and Commercial Bid should be complete documents and should be bound as a volume separately. The documents should be page numbered and appropriately flagged and contain the list of contents with page numbers. Bidders are required to submit all details as per the formats given in the RFP document only. Any deficiency in documentation may result in the rejection of the Bid.

B2-2.2 Documents comprising the bid

Bid submitted by the bidder shall comprise the following:

- i. Prequalification Bid in the format as specified in E-1 of this document.
- ii. Technical Bid in the format as specified below and in E-2 of this Document
- iii. Financial Bid in the format as specified in E-6/E6,1 of this document.
- iv. Earnest Money Deposit as specified in RFP.
- v. Bid document fees as specified in RFP

B2-2.3 Validity of Bids

- i. All bids must be valid for 180 days from the last date of submission of bids. A bid valid for a shorter period may lead to disqualification of the bidder. The OCAC reserves the right to take appropriate action in this regard. On completion of the validity period, unless the bidder withdraws his bid in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his bid.
- ii. In exceptional circumstances, at its discretion, the OCAC may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax or email).

B2-2.4 Language of the bids

All the bids submitted shall be written in English Language.

B2-2.5 Non Conforming Bids

A bid may be construed as a non-conforming bid and ineligible for consideration:

- i. If it does not comply with the requirements of this RFP. Failure to comply with the technical requirements, and acknowledgment of receipt of amendments, are common causes for holding bids non-conforming.
- ii. If a bid does not follow the format requested in this RFP or does not appear to address the particular requirements, and any such bidders may also be disqualified.

B2-2.6 Disqualification

The bid is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:

- i. Bid not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
- ii. During validity of the bid, or its extended period, if any, the bidder increases his quoted prices.
- iii. Bid is received after due date and time.
- iv. Bid is not accompanied by all the requisite documents
- v. If Bidder provides quotation only for a part of the project
- vi. Information submitted in technical bid 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.
- vii. Commercial bid is enclosed with the same envelope as technical bid.
- viii. Bidder tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- ix. 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.
- x. Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by the OCAC.

B2-2.7 Modification and withdrawal of bids

No bid may be modified or withdrawn in the interval between the time line of opening of pre-qualification bids and the expiration of the validity period specified by the bidder on the bid form. Entire bid security may be forfeited if any of the bidders withdraw their bid during the validity period.

B2-3: Bid Opening and Evaluation

B2-3.1 Bid opening sessions

The bids will be opened, in three sessions, one each for Prequalification, Technical and Financial, in the presence of bidder’s representatives who choose to attend the Bid opening sessions on the specified date, time and address. In the event of the specified date of bid opening being declared a holiday for Government of Odisha, the Bids shall be opened at the same time and location on the next working day.

During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

B2-3.2 Opening of Bid Document Process

The RFP document fees / EMD will be opened, by a Bid Opening Committee appointed by the OCAC, in the presence of bidder’s representatives who choose to attend the session on the specified date, time and address. The envelopes of respective stages will be opened again in the presence of the representative.

B2-3.3: Evaluation Criteria

The bid process involves a Three-stage evaluation namely, Pre-qualification, followed by the Technical and Financial(Commercial) bid.

B2-3.3.1: Evaluation of Pre-Qualification Bids

The bidders will be assessed on the prequalification criteria and a list of Pre-qualified bidders will be made by OCAC on the advice of the Bid/Technical Evaluation Committee (B/TEC) appointed by the OCAC for evaluation.

Pre-Qualification criteria:

| S. No. | Criterion | Specific Requirements | Supporting Documents |
|---------------|------------------|---|---|
| 1 | Legal Entity | The Bidder should be an Consultancy Company registered under the Indian | Certificates of incorporation, PAN & GSTN |

| | | | |
|---|--|--|---|
| | | Companies Act, 1956 or 2013. | |
| 2 | Bidder Turnover | The bidder should have a minimum average Annual turnover of Rs.100 Crore from Indian operations over the last three Financial years (FY 14-15, FY15-16 and FY16-17) | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor |
| 3 | Bidder Turnover from Consulting Services | Out of the total annual turnover of the company a minimum of Rs.50 Crore should be from consulting services in India (other than sale and implementation of h/w, s/w and networking equipment) out of which Rs. 20 Crore should be from Government consulting services in each of the mentioned years (FY 14-15, FY15-16 and FY16-17) | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor |
| 4 | Bidder Positive Net Worth | The bidder should have positive Net Worth in each of the last three Financial Years (as on year ending on 31st March 2015, 2016& 2017) | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor. |
| 5 | Bidder Experience | Bidder should have experience in at least 3 projects each of similar nature involving consultancy for implementation of Communication/ Telecom Network. Out of the above 3 projects at least one completed consultancy project should involve setting up optical fiber network, in a large enterprise/ Government in India worth more than RS 1cr. | Bidder should submit of the following: i. Project Completion Certification from the client in case of completed projects ii. PO / Work Order issued by client |
| 6 | Bidder Consulting Capacity | The company should have at least 100 full time Consulting professionals (at least an MBA or equivalent OR B.E./ B. Tech) on the rolls of the company, as on 31st March 2017. | Summary Sheet including Name, Qualification, Experience and Certification in management and should attested by appropriate authority |

| | | | |
|---|----------------------|---|---|
| 7 | Black Listing | The bidder should not have been black listed or conflict of activities by any State Government, Central Government or any other Public Sector undertaking or a corporation or any other Autonomous Organization of Central or State Government for breach of Contractual Conditions as on bid calling date. | Self-Declaration Certificate that the bidder is not blacklisted. (Certificate to be enclosed in the bid duly signed by the authorized signatory on its letter head) |
| 8 | Authorized Signatory | A power of attorney / Board resolution in the name of the person signing the bid | Original Power of attorney/Board resolution copy. |

Note: - Only bidders qualifying in Pre-Qualification evaluation would be considered for the technical evaluation as per below criteria.

B2-3.3.2: Evaluation of Technical Bids

The evaluation of the Technical bids will be carried out in the following manner:

- i. The Technical Bids of only the pre-qualified bidders will be opened for evaluation.
- ii. The bidders' technical bids proposed in the bid document will be evaluated by the Technical Evaluation Committee as per the requirements specified in the RFP.
- iii. The Bidders are required to submit all required documentation in support of the evaluation criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for technical evaluation.
- iv. The bidders getting 70% score in the technical evaluation shall be eligible for financial evaluation.

Technical Evaluation Criteria

The eligible bidders shall be evaluated based on the following criteria and technical mark shall be awarded to the bidders

| Sl. | Technical Evaluation | Evaluation Criteria | Maximum Marks |
|-----|----------------------|---------------------|---------------|
|-----|----------------------|---------------------|---------------|

| No | Parameter | | |
|----|--|--|----|
| 1 | Past experience of consultancy projects related to setting up of large scale state wide optical fibre network/Broadband Network for State /Central Government entities,PSU,Government owned autonomous body in the last five financial years i.e. FY 2011-12 onward. | 10 Marks per such project (up to two projects) of Rs 1 crores and above handled by the bidder along with the features mentioned in the tender. Projects beyond two numbers 5 marks per project (max of 10 marks). Supporting documents Including Purchase Orders. As per format E3. | 20 |
| 2 | Past experience of handling project/program management unit for State /Central Government entities,PSU,Government owned autonomous body in the last five financial years i.e FY 2011-12 onward | 5 Marks per each such project handled by the bidder. Supporting documents including Purchase Orders and certificate of successful completion to be submitted | 15 |
| 3 | Key Resources: Experience and Competence for the assignment (Evaluation will be done on the basis of qualification, prior experience and suitability for the current project for each proposed expert) | Enclose Summary of the resources proposed as per E4 Format Enclose CV as per Format E4.The expected profiles of the key resources and marking are provided in Clause D5.The evaluation shall be carried out on the basis of the mentioned profiles only. | 20 |
| 4 | Team Strength | >100-200 Consultant -7 Marks 201-300 Consultant- 8 Marks More than 300 -10 | 10 |

| | | | |
|---------------------|--|---|-----|
| 5 | Presentation Technical, Methodology and approach | Demonstration of understanding of project objectives and scope and methodology of achieving the stated objectives | 15 |
| 6 | Expertise of the team proposed | CV and photographs of the proposed candidates for the PMU will be submitted. Conducting interview with the proposed team is optional at this stage. | 20 |
| Total Maximum Marks | | | 100 |

B2-3.3.3 Key Resource Profile Evaluation Scoring Pattern

| SL No | Resource Type | Maximum Marks | Evaluation Criteria |
|-------|-----------------|---------------|--|
| 1 | Project Manager | 8 | Project Management Experience in Government project: i) >5 to 8 Years = 5 marks ii) 8 to 10Years = 8 marks |
| 2 | NOC/NMS Expert | 3 | Relevant Experience in NOC/EMS/GPON Equipment/ in Design of OFC / Telecom Network: i) >4 to 6 Years = 2 marks ii) 6 to 10 Years = 3 Marks |
| 3 | Telecom Domain | 3*2=6 | Relevant Years of Experience in |

| | | | |
|---|----------------------------|---|--|
| | Experts | | consulting of Telecom domain MPLS/GPON/DWDM network i) >4 to 6 Years = 2 marks ii) 6 to 10 Years = 3 Marks |
| 4 | Network utilisation Expert | 3 | Relevant Experience in Sales/ Marketing/business development. i) >4 to 6 Years = 2 marks ii) 6 to 10 Years = 3 Marks |

B 2.3.3.3: Evaluation of Financial Bid

- a. The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of bidder representatives. The proforma for financial bid is given in E-6
- b. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- c. The bid price will include all taxes and levies as applicable and shall be in Indian Rupees.
- d. Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.

B2-4.1 Award Criteria

The qualified Bidder in technical evaluation scoring L1 (Lowest price) in the financial bid would be declared as the Successful Bidder. In case of Bidders having the same commercial price, the Bidder with the higher total technical evaluation score would be declared as the Successful Bidder and will be awarded the consulting contract for the “Scope of Work as laid out in this RFP”.

B2-4.2 Notification of Award

Prior to the expiration of the period of bid validity, the OCAC will notify the successful Bidder by e-mail or by registered letter that its bid has been accepted. The notification of award will bind the parties to the formation of the Contract. Upon the successful Bidder furnishing the performance bank guarantee pursuant to Clause B2-4.4 the OCAC will promptly notify each unsuccessful Bidder and will discharge its bid security/EMD.

B2-4.3 Signing of Contract

At the same time as the OCAC notifies the successful Bidder that its bid has been accepted, and will send the Bidder the Contract Form, incorporating all agreements between the parties.

Within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by the OCAC, the successful Bidder shall sign and date the Contract and return it to the OCAC.

In case the contract is not signed by stipulated date, the OCAC may forfeit EMD as per terms and conditions.

B2-4.4 Performance Bank Guarantee

At the time of the signing of the contract, the successful Bidder shall furnish the performance bank guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Bond.

This Performance Bank Guarantee will be for an amount equal to 10% of the bid value of the respective year, which shall be submitted by the successful bidder upon signing the contract. This performance bank guarantee shall be valid from date of acceptance of LOI, till 60 days after the completion of one year of the project. Each year Performance bank guarantee will be renewed. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The performance bank guarantee may be discharged/ returned by the OCAC upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

In the event of the bidder being unable to service the contract for whatever reason, OCAC would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of the OCAC under the contract in the matter, the proceeds of the PBG shall be payable to OCAC as compensation for any loss resulting from the bidder's failure to perform/ comply with its obligations under the contract. The OCAC shall notify the bidder in writing of the exercise of its right to receive such compensation indicating the contractual obligation(s) for which the bidder is in default and the bidder will have to pay it within 14 days of the notice date. The OCAC's decision in this respect will be final.

In case the project is delayed beyond the project schedule as mentioned in this RFP, for the reasons attributable to the service provider, the performance bank

guarantee shall be accordingly extended by the service provider for the duration equivalent to the delays caused in the project.

The Performance Bank Guarantee may be forfeited if the OCAC determines at any time that representatives of the bidder were found engaged in corrupt, fraudulent, collusive or coercive practices with the facts and evidence during the selection process or the execution of that contract.

B.2.5 Performance Assessment Committee

The performance assessment Committee constituted by OCAC shall evaluate the performance of the team each year and for which the committee will define the performance evaluation parameters with their criteria. On the basis of the performance the committee will recommend for the continuity of the team till the contract period of 2 years. If performance of the team is not found satisfactory, committee can recommend for terminating the agreement after one year. Committee can think to extend the contract period after completion of 2 years by evaluating contribution of the team on the track record of performance in the previous years and the need of the project.

C: Contractual Clauses

The Contract Agreement for this engagement would contain the following key clauses: -

C1. Term of Contract 33

The assignment will be for a period of 2 years and the continuity of the period will be extended on yearly assessment of the performance by the performance assessment committee. The assignment could be extended beyond two years on same terms and conditions.

C2. Termination

- a) Normal termination of the contract would happen at the end of the tenure.
- b) Pre-mature termination of the contract would happen in case of insolvency of bidder or blacklisting by any department or due to conditions of material breach.

C3. Effects of Termination

- a) In the event of a pre-mature termination of this agreement by Nodal Agency, the compensation payable to bidder would be decided in accordance with the Terms of Payment Schedule for the milestones completed services and accepted deliverables.
- b) Parties shall mutually agree upon a transition plan and comply with such a plan. The bidder agrees to extend full cooperation in supporting the transition process.

C4. Scope of Work and Deliverables

This will be in conformity with the terms of reference specified in the RFP document and shall include the submissions made by the bidder in their proposal

and work plans, further refined during the negotiations. Deliverables and milestones shall be established with a process of formal acceptance or such measurable criteria.

C5. Norms Governing Service Delivery

- a) Provide necessary performance guarantees on signing of the agreement;
- b) Shall deliver the services in a professional manner commensurate with accepted industry practices and/or technical standards which are generally expected of such an engagement;
- c) To ensure knowledge continuity, consultant agrees no changes to their key personnel for the duration of the engagement. However, in very exceptional circumstances based on genuine constraints, changes would be permitted with prior written concurrence. All substitutions to be made with person with at least equivalent skills and experience without any effect of continuity of performance, new member will be joined in the position on immediate effect without any discontinuity of the service;
- e) Provide a roadmap and plan for this engagement, describing clearly the responsibilities, timelines, dependencies, milestones and risks in line with the engagement;
- f) Establish the structure and frequency of reporting to OCAC on the progress of the engagement;
- g) Facilitate decisions and proactively support resolution of issues that are pertinent to the scope of this engagement.

C6. Fees and Payments

- a) The total fees payable to the bidder would be specified on quarterly basis. Such payments shall be inclusive of all taxes / levies and other out of pocket expenses. Rate of taxes will be applicable as the rate prevailing at the time of submission of Bill.
- b) Payments for additional services in case of change in scope will also be specified.
- c) Payments would be subject to tax withholding.
- d) In case of a *bona fide* dispute regarding any invoice, OCAC shall be entitled to delay or withhold payment of the invoice or part of it, limited to the extent of the disputed amount.

C7. Ownership and Audit

- a) Source code, licenses, technical documents and services obtained for the express purpose of this engagement shall be in favour of the OCAC and shall be submitted to the OCAC on demand in a format acceptable to OCAC.
- b) All records pertaining to this engagement shall be made available to the OCAC and its authorized agencies upon request for verification and/or audit, on the basis of a written request.

C8. Co-operation by the Department

To enable the bidder, carry out its obligations under this agreement, OCAC shall provide timely and convenient access to data, grant or procure necessary consents, approvals, authorizations, clearances related to interaction and communication with external agencies as may be required from time to time and provide feedback within an agreed timeframe, on all requests and queries submitted to by the bidder.

C9. Confidentiality and IPR

Bidder and its agents shall exercise professionally reasonable care to maintain the required confidentiality and privacy with regard to the data, wherever applicable. OCAC shall retain exclusive **intellectual property rights** to all artefacts to which OCAC has sovereign rights **or right to use** on a formalized agreement with another party if any cots software has been used in the application.

C10. Force Majeure

Neither Party to this agreement shall be liable to the other for delay or default in performance of its obligations or any loss or damage which may be suffered by the other directly due to a Force Majeure event provided that the affected Party notifies the other Party of such event and its likely effects and duration as soon as possible and takes all reasonable steps to mitigate the losses/disruption.

C11. Dispute Resolution

Any dispute or difference, whatsoever, arising between the parties to this agreement arising out of or in relation to this agreement shall be amicably resolved by the Parties through mutual consultation, in good faith and using their best endeavours. Parties, on mutual consent, may refer a dispute to a competent individual or body or institution or a committee of experts appointed By OCAC (Nodal Authority) for such purpose and abide by the decisions thereon.

On non-settlement of the dispute, same shall be referred to the Principal Secretary to Government, E&IT Department, and Government of Odisha for his decision and the same shall be binding on all parties, unless either party makes a reference to arbitration proceedings, within sixty days of such decision.

Such arbitration shall be governed in all respects by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules framed there under and any statutory modification or re-enactment thereof. The arbitration proceeding shall be held in Bhubaneswar, Orissa.

C12. Governing Law and Jurisdiction

This agreement and all questions of its interpretation shall be construed in accordance with the Laws of India with the Courts at Cuttack (High Court) having jurisdiction.

C.13.Limitation of Implementation Agency (IA) liability towards OCAC

A) Except in case of gross negligence or wilful misconduct on the part of the IA Team in executing the work or in carrying out the Services, the IA, with respect to damage caused by the IA to property and/or assets of OCAC or of any of OCAC vendors, shall not be liable to OCAC.

1. for any indirect or consequential loss or damage; and
2. for any direct loss or damage that is limited to Contract Value.

B) This limitation of liability shall not affect the IA liability, if any, for damage to Third Parties caused by the IA Team or any person or firm/company acting on behalf of the IA in executing the work or in carrying out the Services

D. Term Of Reference

To Monitor, Manage and Implement the BharatNet Phase II as per the time line given by the DoT, Govt. of India by coordinating with the different stake holders, OCAC is requesting from the reputed consulting organisations to provide the following resources from the regular payrolls of the company,

- I. Project Manager
- II. NOC/NMS Expert
- III. Telecom Network Domain Expert
- IV. Network utilisation Expert

The Project manager and two experts shall be hired immediately. Subsequently the resources shall be hired based on need. However, the cost of all the resources shall be taken into consideration for evaluation of the financial bid.

D 1.Scope of Work

The broad scope of works is as follows:

- i. The PMU shall have the prime responsibility for implementation of the Phase 2 project including the NOC by March 2019. The PMU shall also co-ordinate with OPTCL, the State Implementing Agency (SIA) as well as other stakeholders namely Project Implementing Agency (PIA), NOC implementing agency (NIA) and the third party agency (TPA).
- ii. Shall help in framing and implementing strategy for utilization of the network of Bharatnet of Phase I and II.
- iii. PMU shall also validate the network architecture in the DPR for the proposed ring topology, framing the RFP, organizing pre bid conference, framing

responses to bidder's queries. The PMU shall help in bid finalization and on boarding of the successful bidder.

- iv. The PMU shall also help in the establishment of the Proposed SPV.

D.2 Roles & Responsibilities of the PMU

- i. The PMU shall work in close co-ordination with the E&IT Department, Govt. of Odisha or any other agencies under the E&IT Department for this project.
- ii. The PMU shall carry out the activities as per the scope of the signed agreement and submit all the above mentioned deliverables within the stipulated time-frame.
- iii. The PMU shall share all intermediate documents, drafts, reports, surveys and any other items related to this assignment. No work products, methodology or any other methods used by the Consulting Firm should be deemed as proprietary and non-shareable.
- iv. The PMU shall organize regular review meetings to review progress of work as per pre-defined schedule. The frequency of meetings shall be intimated by the E&IT Department in consideration of requirements in the interest of the project.
- v. PMU would prepare the minutes of the review meetings mentioning the issues discussed, decisions taken on them and follow up at the appropriate level in which these are required to be resolved.

D.3 Activity Details

The consultancy firm shall be required to deploy all the resources as per the deployment plan during this phase at Bhubaneshwar. The firm shall also ensure that the other domain experts be present at OCAC at Bhubaneshwar as per the project requirements to facilitate the PMU team. The broad terms of reference are as follows

D3.1 Planning Phase:

- i. Validation of project plans prepared through PIA & submitted by OPTCL ensuring proper synergy across various implementation agencies and make certain that

the plan is driving towards the target of completion of Phase II project by March 2019.

- ii. Validation of Network architecture and tech specifications for NOC/NMS for GPON
- iii. Preparation of NOC implementation strategy and its integration with BBNL NOC
- iv. Setting up project Governance mechanism for the Phase 2 of Bharatnet, communication, escalation oversight mechanism, training etc.
- v. Preparation of revised DPR on market discovered prices as well as for inclusion of additional GPs from Phase I and newly created GPs.
- vi. Strategizing for proper network utilization of Bharatnet Phase I network in coordination with all stakeholders
- vii. Business modelling/monetization/utilisation strategy of Phase II network
- viii. Shall be responsible for enterprise/retail business development that would include leasing of fiber/bandwidth to TSP/MSO/LSO/LCO/Govt. Departments.

D3.2 Implementation, Monitoring and Controlling Phase of Bharatnet Phase II

- i. Assist the Department of E&IT to manage BharatNet Phase II project implementation.
- ii. Review the deliverables submitted by PIA as well as OPTCL and validate the GIS maps & ABDs etc.
- iii. Ensuring tech standards, guidelines & frameworks provided by DOT/BBNL are adhered to during implementation. This shall also involve physical check of 2% sites for validation.
- iv. Overseeing all project management processes and its monitoring through the planning tool given by BBNL. Highlighting deviations/issues in the deliverables and assisting PIA and SIA in resolution of the issues. The consultant shall define MIS Systems for implementation and monitoring of the project.
- v. Support for organizing cross organization workshops and meetings including with DOT, BBNL, SLIC and Steering committee meetings. Preparation of the proceeding of the meeting.

- vi. Monitoring the contractual terms of PIA, TPA,NIA and PMU and ensuring compliance thereof.Creation of a formal system of monitoring of network availability and escalation matrix leading to timely resolution.
- vii. SLA compliance with the PIA
- viii. Assist in formalizing the various reports from NMS and its frequency of generation.
- ix. Assist in computation of penalties based on NMS reports.

D3.3.Utilisation strategy.

- i. PMU shall be responsible for the proper utilization as well as monetization of network assets created in Phase I as well as Phase II. They should prepare a feasible business development plan.
- ii. Assisting Government of Odisha in understanding all the required licenses as per requirements/objectives of Government and assist in obtaining the required licenses for providing various Services using OFC Network.
- iii. Creating products and pricing strategy for enterprises, Government Departments as well as Retail customers. Proper delivery mechanism and sales channel strategy need to be formulated too.

D 3.4 Plan for the SPV

- i. Validate the Organization Structure of the proposed Odisha SPV (Divisions, Sub-Divisions etc.), employee levels across the organization, roles and responsibilities of the various Executive and Non-Executive staff.
- ii. Indicate at a High-level, the Operational Principles for the SPV.
- iii. Define MIS Systems for implementation and monitoring of the project and various divisions of the proposed organization.
- iv. Support Government of Odisha to recruit the Members of SPV and helping the SPV to recruit core staff for commencing its operations.

D 3.5.Implementation of MPLS/DWDM/OTN network.*

- i. Validation of the network architecture, optimization of network resources and technical spec of the various network elements.
- ii. Preparation of the RFP for PIA of MPLS/DWDM/OTN network involving Blocks, Districts and up to state headquarters in a complete ring topology.
- iii. PMU shall offer complete support for pre bid conference, Queries filing and bid evaluation
- iv. PMU shall be responsible for onboarding of the PIA as well as carrying out the implementation of this project named as **Bharatnet Phase IIA**

***Subject to approval of the DPR for the project**

D 4 Team Structure proposed

Three resources including the project manager shall be hired for 2 years extendable by another year. Resources for MPLS and utilisation shall be hired based on need . However, the bids shall be evaluated based on all the resources. Price quoted for resources beyond the original three shall be for need based deployment. Minimum team deployment and corresponding skill set of people required to be deployed for carrying out the above mentioned scope is as below:

| Category | Number of Years' of Experience | Skill Set / Qualification / Experience | No. of Consultants |
|-----------------|--------------------------------|---|--------------------|
| Project Manager | 7+ years | <ul style="list-style-type: none">▪ B.E. /B.Tech with MBA/PGDBA with relevant technical and managerial experience of large scale IT projects/Telecom Projects. Expertise in project management tool▪ Team management▪ Should have ability to anticipate and address the project risks▪ Over-seeing the project progress and providing clear direction to the PMU team members▪ Complete project | One (1) |

| Category | Number of Years' of Experience | Skill Set / Qualification / Experience | No. of Consultants |
|-----------------------|--------------------------------|--|---|
| | | <p>management, risk management and coordination between various stakeholders for smooth implementation □</p> <ul style="list-style-type: none"> ▪ Monitor Implementation of project during all phases ▪ Experience of strategizing and implementing the monetization plan for telecom projects. | |
| NOC/NMS Expert | 3+ years | <ul style="list-style-type: none"> ▪ B.E. /B.Tech with relevant technical knowledge in the networking domain/NMS/EMS domain ▪ Experience of designing large data communication networks including designing and sizing of IT infrastructure or establishment of NOC/NMS for telecom infrastructure ▪ Experience in the MPLS and GPON networks planning, implementation ▪ Network OEM Certification | one (1) |
| Telecom domain expert | 5+years | <ul style="list-style-type: none"> ▪ B.E. /B.Tech with experience in MPLS/GPON/DWDM network planning and implementation and operation ▪ Should be capable of dimensioning all the network nodes to be used in the MPLS/DWDM network proposed ▪ Should be able to monitor the actual work being done in the field | Two. Initially one resource shall be taken. Second resource shall be taken on approval of the DPR for MPLS/DWDM/OTN or as required. |

| Category | Number of Years' of Experience | Skill Set / Qualification / Experience | No. of Consultants |
|---------------------|--------------------------------|---|---|
| | | on day to day basis | |
| Monetization expert | 5 +Years | <ul style="list-style-type: none"> ▪ MBA with experience in sales/ marketing/business development. ▪ Experience of business development, Pricing, channel development, Product development in the telecom space or in any large FMCG sector. ▪ Should be able to strategies the monetization plan, Make business proposals for enterprises and retail customers. | One. Shall be taken at the appropriate time of the project. |

D 5 Place of Work and Setup

The PMU shall be located in the OCAC premises at Bhubaneswar to carry out the job as defined broadly in the scope of work. OCAC will provide the setup and the necessary Stationeries to the PMU team.

D6 Validity of the Agreement

The PMU shall have a validity of 24 months extendable up to 36 months

D.7 Deliverables of the PMU

- i. The PMU team shall be in place immediately within 15 days upon awarding of the contract.

- ii. MIS reports on progress of project out of the use of Project Management tool.
- iii. A plan of action for the entire project period along with Monthly Plans for achievement of specific milestones to accomplish tasks.
- iv. Submission of DPR on MPLS network on ring architecture
- v. List of the deliverables is not exhaustive and some more milestones may be included with mutual consent based on experiences during the implementation period.

D.8 Intellectual Property Rights

The Intellectual Property Rights of all the database, programs, source-code, reports, formats etc. developed/created for this project would vest with the Government. However, any liability arising out of negligence contributory or wilful by way of inaccurate/ wrongful/ data construction shall solely vest with the agency. Also, the attendant actual/ potential loss, cost to the Government of India on account of such negligence shall be borne by the agency.

D 9. Penalty for exit/replacement

a. Replacement of resources shall generally not be allowed during the contract period. The replacement of agreed personnel by the bidder will be allowed in the event of disability/death of the incumbent as reasons for replacement of personnel or in case of personal reasons for leaving the bidder organization by the individual with the present employer.

b. In case of failure to meet the standards set for delivering the project, (which includes efficiency, cooperation, discipline and performance) bidder may be asked to replace the personnel without any penalty for replacement/exit.

The outgoing personnel should complete the knowledge transfer with the replaced personnel as per the satisfaction of the OCAC/Department of E&IT. There shall be no gap in the replacement of the personnel.

c. The penalty per personnel would be imposed if some personnel who has not resigned and is removed from the project by the bidding agency.

(i) If removed within 3 Months : ONE MONTH'S SALARY OF THE PERSONNEL

(ii) From 3 months to 6 Months- 50% OF SALARY

(iii) Beyond 6 months- 25% OF THE SALARY

d. In case of immediate replacement not being provided, a penalty of Rs. 5,000/- per working day per personnel will also be imposed till suitable replacement is provided.

e. However, OCAC/Department of E&IT is free to relieve any personnel at any time during contract period for reasons recorded in writing, by serving 15 days advance notice.

f. In case the manpower deployed is not performing as per the requirement of the OCAC, the selected agency will have to replace the manpower with 7 days of intimation failing which 10% will be deducted from the amount payable for three months for that manpower

D 10. Payment Terms

D10.1 Emoluments

Based on the actual performance /achievements made over the agreed milestones, quarterly payment will be made to the agency, after every quarter over the period of the project.

D10.2 Incidental expenditure

Apart from the contract amount, reimbursement of economy airfare/ taxi/ rail fare for visit of personnel to the project site for inspection/ monitoring, lodging/boarding on actual basis (on production of tickets/ bills) will be made by OCAC. The eligible amount will be decided as per the Standard tour allowance norms. These reimbursements will only be for the visits undertaken based on the action plans approved by nodal officer from OCAC for the project. The tour programmes have to be pre-approved by OCAC.

D 10.3 Prices quoted shall be inclusive of all taxes.

D 10.4 Taxes deducted from sources

Service tax & other taxes as applicable due on the charges for the services being provided by PMU would be deducted at source by the government from the payment made by it.

D11 CONFLICT OF INTEREST:

The PMU would not receive any remuneration in connection with the assignment except as provided in this agreement by working for other assignment. During the term of agreement, the resources deployed under PMU cannot be involved during official hours (10 am to 6 PM) in any consulting services with any project. Agency cannot participate in any assignment of the same organisation as a PMU unit for selection of SI/Consulting body for the Same project.

D 12 Others

The service providers shall provide the required number of manpower within a period of 15 days from the date of the contract and failure to comply with the

same or found deficient in service shall invite penalty fee or forfeiture of the security deposit and legal proceeding for the omission/deficiencies in service.

D 12.1 OCAC may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct

D 12.2 The Agencies will ensure that salaries are given to the deployed professionals in time. Any unjustifiable delay, beyond five days from the receipt of the satisfactory performance cum attendance report from the concerned project coordinator, will attract a penalty as per the penalty clause. It is the responsibility of the Agency to procure the performance cum attendance report from the project coordinator by 1st of the succeeding month.

D 12.3 That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

The service provider shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

D 12.4 The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters as all are of confidential/secret nature that can attract legal action.

D 12.5 The service provider's person shall not claim any benefit/ compensation/ absorption/ regularization of services in this office under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider to this office.

D.11.6 The service provider shall provide a substitute well in advanced if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.

D 12.7 If for any reason the personnel deployed by the service provider proceeds on absence, he/she should properly intimate the Nodal Officer and the Concerned Administration before such absence or in case of Medical emergency on the first day of taking such absence in the official mode as defined by OCAC indicating the

number of days he/she will be absent. The service provider shall provide a substitute in case the absence exceeds 7 days or even earlier.

D 12.8 The service provider shall be contactable at all times and message(s) sent by Email/Fax/Special Messenger/Phone from OCAC to the service provider shall be acknowledged immediately on receipt on the same day.

E. Format for Bid Submission

E.1.Compliance Sheet for Pre-Qualification Proposal

(The pre-qualification proposal should comprise of the following basic requirements. The documents mentioned in this compliance sheet along with this form, needs to be a part of the Pre-Qualification proposal)

| SL No | Basic Requirement | Required | Provided | Reference & Page Number |
|-------|--|--|----------|-------------------------|
| 1 | Registered under companies act | ROC Certificate | Y/N | |
| 2 | GSTN Number | GSTN Certificate | Y/N | |
| 3 | Pan Number | Pan Card | Y/N | |
| 4 | EMD | Demand Draft/BG | Y/N | |
| 5 | Tender Document Fees | Demand Draft | Y/N | |
| 6 | Bidder Turnover | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor | Y/N | |
| 7 | Bidder Turnover from Consulting Services | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor | Y/N | |
| 8 | Bidders positive networth | Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor | Y/N | |
| 9 | Black Listing | Declaration | Y/N | |
| 10 | Bidder Experience | Relevant document | Y/N | |
| 11 | Technical Capability | Relevant document | Y/N | |
| 12 | Bidder Consulting Capacity | Relevant document | Y/N | |

| | | | | |
|----|----------------------|---|-----|--|
| 13 | Authorized Signatory | Original Power of attorney/Board resolution copy. | Y/N | |
|----|----------------------|---|-----|--|

E.2 Compliance Sheet for Technical Bid Evaluation

The pre-qualification proposal should comprise of the following requirements.

| SL No | Basic Requirement | Required | Provided | Reference & Page Number |
|-------|--|----------------|----------|-------------------------|
| 1 | Past experience of consultancy Projects in the form of PMU related to setting up of large scale state wide optical fibre network/Broadband Network | Work Order/E.3 | Y/N | |
| 2 | Past experience of handling project/program management unit | Work Order/E.3 | Y/N | |
| 3 | Proposed Resource Credential | As per E4 | Y/N | |
| 4 | Team Strength | HR Statement | Y/N | |
| 5 | Proposed Methodology and Approach of Manpower deployment | Document | Y/N | |

E 3. Bidders Experience Credential Format for Optical fiber network and other project

| SI No | Name of work /client and location | Short description of work -Project Components and key activities | Number of people deployed | Duration | Cost (INR) |
|-------|-----------------------------------|--|---------------------------|----------|------------|
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E.4 Resource Citation

| Name | Particulars |
|-------------------------------------|-------------|
| Employee ID | |
| Date of Birth | |
| Year of Exp (Total) | |
| Relevant Experience | |
| Qualification | |
| Certifications | |
| Skill Set | |
| Major Projects Handled | |
| Strength of Team Handled if any | |
| Date of Joining in the organisation | |
| Nature of Employment | |

E.5 Particulars of the Bidders

| SL No | Information Sought | Details to be furnished |
|-------|---|-------------------------|
| 1 | Name and Address of the Bidder Company | |
| 2 | Incorporation Status and Year of Establishment | |
| 3 | GSTN Number | |
| 4 | Pan Number | |
| 5 | Key contact person with office address, Telephone Number, Mobile Phone, Fax and Mail ID | |

E 6 Submission of Financial Bid

| Sl No | Category of Manpower | No of Resources | Price All Inclusive except tax (Amount in Rupees). | | | Prices inclusive of Tax | |
|------------------------------|-------------------------------------|-----------------|---|-----------------|--------------------|-------------------------|------------------------------------|
| | | | Monthly cost (A) | No of months(B) | Total (C) A*B | Tax amount (D) | Total price inclusive of Tax (C+D) |
| 1 | Project manager | 1 | | 36 | | | |
| 2 | Telecom Domain Expert GPON/MPLS | 1 | | 36 | | | |
| 3 | Telecom Domain Expert MPLS/DWDM/OTN | 1 | | 24 | | | |
| 4 | NOC/NMS Expert | 1 | | 36 | | | |
| 5 | Monetisation Expert | 1 | - | 24 | | | |
| Grand Total | | | | | | | |
| Grand Total in Words: | | | | | | | |

Grand total in words shall be taken as the value for bid evaluation.

Note:

- i. Rate of taxes will be imposed as per the prevailing rate on the last date of pre-bid query submission date.
- ii. Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”.