

OFFICE OF THE COMMISSIONER
PANCHAYAT & RURAL DEVELOPMENT
PANJABARI, JURIPAR, GUWAHATI-37

Tender No. PDDE(II)/14/2017/12 Dated 12-06-2017

Invitation of Tender

(For appointment of a firm for developing a "Human Capital Management System" and maintenance of a "Human Capital Management Cell")

Rs. 200/-

Address for communication

Office of the Commissioner
PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT
Panjabari, Juripar, Guwahati-37
PHONES:- 0361 - 2333659/2333673/2333645
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GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER PANCHAYAT & RURAL DEVELOPMENT PANJABARI
ROAD:: JURIPAR:: GUWAHATI-37

No.PDDE(II)/14/2017/12

Dated 12-06-17

Notice Inviting Tender

Sealed tenders affixing non-refundable Court Fee Stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from interested Government Agency or Public Sector Undertaking or well established registered firms for appointment of a firm for developing a "Human Capital Management System" and maintenance of a "Human Capital Management Cell" for management of employees of Panchayat & Rural Development Department. Detailed Bid Document along with terms and conditions may be obtained from the Office of the Commissioner, Panchayat & Rural Development Department Assam, Panjabari, Juripar, Guwahati-37 on cash payment of Rs. 200.00 on working days upto 2 PM of 29th June 2017. The bid document can be downloaded from the official website www.rural.assam.gov.in. The downloaded bid document shall only be accepted provided the bidder submits the amount of Rs. 200/- as cost of bid document in the form of demand draft in favour of Commissioner, Panchayat & Rural Development, Assam, Panjabari, Juripar, Guwahati-37 along with the technical Bid. The Bid document will be received upto 2.30 PM of 30th June 2017 and opened at 3 P.M on the same day.

Summary and Background

Panchayat and Rural Development Department, Government of Assam proposes to roll out a ICT based "Human Capital Management System" and to establish and maintain a "Human Capital Management Cell" for optimized monitoring and management of its vast Human Capital.


The department has approximately 7,500 employees and there is probability of periodical increase in number of men in position. The proposal is invited from interested Government Agency or Public Sector Undertaking (referred to as 'Firm' hereof) on basis of actual men in position rounded upto next 500 and the rate thereof may be revived for every rounded of 500.

The objective of this Request for Proposal is to select and engage a firm that will provide the best overall value to Panchayat & Rural Development Department, Assam. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.


Proposal Guidelines, Terms and Conditions

The following submission guidelines & requirements apply to this Request for Proposal:

1. Firm who intent on submitting a proposal should so notify the representative identified on the cover page.


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2. Firm must list at least two (2) projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
3. A technical proposal must be provided that is not more than ten (10) pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than ten (10) pages. This price proposal should indicate the overall fixed price for the project as well as monthly rates and an estimated total number of months, should Panchayat & Rural Development Department, Assam decide to award a contract on a monthly rate basis. The price proposal should also indicate operational cost of the "System" and "Cell" separately for a period of two (2) years.
5. If the firm have a standard set of terms and conditions, it is to be submitted along with the proposal. All terms and conditions will be subject to negotiation.
6. Proposals must be received prior to 30th June 2017, 2:30 PM to be considered.
7. Proposals must remain valid for a period of six (6) months.
8. Interested eligible bidder / firm may obtain further information from the Office of the Commissioner, Panchayat & Rural Development, Panjabari, Guwahati-37.
9. A complete set of bidding documents may be purchased by an interested eligible bidder / firm collect bid document upon payment of a non-refundable fee of Rs. 200.00 (Two hundred) only in cash or by Demand Draft in favour of the Commissioner, Panchayat & Rural Development, Panjabari, Guwahati-37
10. Interested and eligible bidders / firm are required to submit the Technical and Commercial Bids in separate sealed envelopes. The both envelopes should be put and sealed in an outer cover (bigger envelop) addressed to the Commissioner, Panchayat & Rural Development, Assam, Juripar, Panjabari, Guwahati-37.
11. The Commercial bid will be opened only of the qualified tenders in technical bid. The time for opening of the Commercial bid will be informed at the time of opening of technical bid.
12. The firm would sign on each and every page of the documents. Proposals must be signed by a representative that is authorized to commit on behalf of the firm.
13. Incomplete quotations/tender and illogical rate is liable to be cancelled.
14. No. advance payment would be made.
15. Earnest money in the Form of Bank Draft to be duly pledged in favour of the Commissioner, Panchayat & Rural Development, Assam may be furnished along with tender of Rs. 25,000.00
16. The interested firm would provide their PAN details
17. The interested firm would provide their audit report of the firm for last 3 years.
18. The interested firm would provide their last year's (ie. FY 2016-17) bank statement.
19. The interested firm would provide their firm registration details
20. The interested firm would provide their service tax details
21. Priority would be given to Government Agency or Public Sector undertaking. It is the sole discretion of the authority.
22. The authority does not bind itself to accept the lowest rate or any tender/quotation or to assign any reason for accepting or rejecting any tender/quotation thereof. He also reserves the right to cancel the contract before expiry of the terms of contract for any reason viz. use of inferior quality, poor workmanship or failure to execute the works in time
23. The authority also reserves the right to cancel the tender/quotation as a whole if so required.


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Proposal Purpose

Panchayat & Rural Development Department, Assam at present manages the database of employees, employee records, leave details and salary details in a decentralized manner using multiple platforms. The primary purpose of the proposed Human Capital Management System and the Human Capital Management Cell is to ensure uniformity and transparency.

Project Scope

It is planned that this Human Capital Management System performs the minimum as follows:

- a. Acts as a personal database
- b. Acts as an implementer of organizational structure
- c. Acts as a salary management system
- d. Acts as a leave management system
- e. Acts as a attendance management system
- f. Acts as a performance evaluation tool and a contract management system

It is also expected that the Human Capital Management System is able to:

- g. Acts as a platform to undertake recruitments
- h. Acts as a platform to implement transfers, promotions and disciplinary actions
- i. Acts as a pensioners database

It is also planned that the proposed Human Capital Management System

- a. is built on Open Source platform, with source code and database entirely being property of Panchayat & Rural Development Department.
- b. supports 3rd party integration like, biometrics attendance system, payment gateway etc
- c. is built using Agile methodology, capable of incorporating new features on rapid iterations
- d. have the facility to disburse salaries within the system
- e. is hosted on a Cloud platforms
- f. is based on Role Based Access Control mechanism
- g. end to end solution


It is also planned that a Human Capital Management Cell will be established at the level of Commissioner, Panchayat & Rural Development Department to manage database and day to day functionalities.

The infrastructure required of the Human Capital Management Cell will be provided by Panchayat & Rural Development Department, Assam. These infrastructure includes, office space, office furniture, computers, internet connection, printers, scanners, stationary, telephones etc. The human resource necessary for managing the cell will be provided by the selected firm, who should be trained enough to operate the system and preferably speak local languages.

Request for Proposal and Project Timeline

The Request for proposal timeline is as follows:

SI No	Activities	Dates
1	Request for proposal issuance	12 th June 2017


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3	Submission of proposal	30 th June 2017
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The need-date of project roll-out is 4 weeks from the date of award of contract. Firms may propose a date earlier or later, and will be evaluated accordingly.

Proposal Evaluation Criteria

Panchayat & Rural Development Department, Assam will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance / experience.
3. Samples of work
4. Cost, including an assessment of total cost of ownership
5. Technical expertise / experience of Firm and Firm's staff

Panchayat & Rural Development Department, Assam reserves the right to award to the Firm that presents the best value to Panchayat & Rural Development Department, Assam as determined solely by Panchayat & Rural Development Department, Assam in its sole discretion.


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