

TENDER DOCUMENT
FOR
MAINTENANCE OF
WEB BASED
HUMAN RESOURCE MANAGEMENT SYSTEM
INCLUDING PAYBILL AND CPF SYSTEM
FOR
NCDC, NEW DELHI



राष्ट्रीय सहकारी विकास निगम

NCDC

Assisting Cooperatives. Always!

सहकारिताओं की सहायता में सदैव तत्पर!

राष्ट्रीय सहकारी विकास निगम
4, सिरी इंस्टीट्यूशनल एरिया, हौज़ खास, नई दिल्ली-110016

National Cooperative Development Corporation
4, Siri Institutional Area, Hauz Khas New Delhi- 110016

वेबसाइट: <http://www.ncdc.in>

निविदा की लागत – मुफ्त

**सूचकांक
INDEX**

क्र.सं.	विवरण	पृष्ठ सं.
1.	कवर पृष्ठ Cover Page	1
2.	सूचकांक Index	2
3.	निविदा सूचना Tender Notice	3 - 4
4.	पूर्व अहर्ता बोली Pre-Qualification bid	5
5.	कंपनी का विवरण(अनुबंध – I) Particulars of the company (Annexure- I)	6
6.	अनुभव का विवरण Details of experience	7
7.	सामान्य नियम और शर्तें General Terms & Conditions	8 - 11
8.	कार्य क्षेत्र(अनुबंध – II) Scope of Work (Annexure -II)	12 - 20
9.	मूल्यांकन मानदंड (अनुबंध – III) Evaluation & Award Criteria (Annexure-III)	21 - 26
10.	बोली सुरक्षा घोषणा प्रपत्र (अनुबंध – VII) Bid Security Declaration Form (Annexure -VII)	27
11.	वित्तीय बोली (अनुबंध – VIII) Financial bid (Annexure -VIII)	28 - 29
12.	अनुबंध प्रारूप Format of Agreement	30

राष्ट्रीय सहकारी विकास निगम
(सामान्य प्रशासन विभाग)

संख्या:2-1/2016/सा.प्र.

दिनांक :16.12.2022

निविदा आमंत्रण सूचना

राष्ट्रीय सहकारी विकास निगम, 4, सिरी इंस्टीट्यूशनल एरिया, हौज खास, नई दिल्ली - 110016 निगम के Human Resource Management System (HRMS) paybill तथा CPF सिस्टम सहित के वार्षिक रख-रखाव हेतु स्थापित आईटी और सॉफ्टवेयर विकास कंपनियां जो इस कार्य को करने में सक्षम हैं तथा पहले भी प्रतिष्ठित संगठन में इसी तरह का काम कर चुकी हो, से सीलबंद निविदाये आमंत्रित करता है।।

आवश्यक योग्यता मापदंड :

- क. बोलीदाता का पिछले तीन वित्त वर्षों 2019-20, 2020-21, 2021-22 के दौरान, प्रत्येक वर्ष कम से कम ₹500.00 लाख का वार्षिक वित्तीय टर्नओवर होना अनिवार्य है। उक्त टर्नओवर केवल सॉफ्टवेयर डेवलपमेंट और सॉफ्टवेयर के वार्षिक रखरखाव के कारण होना चाहिए न कि हार्डवेयर / आईटी अवसंरचना की आपूर्ति। (सम्बंधित वित्तीय कागजात जिसमें की वार्षिक टर्नओवर नफा व नुकसान खाते का पूर्ण विवरण चार्टर अकाउंटेंट द्वारा सत्यापित कर संलग्न किया जाना आवश्यक है।)
- ख. बोलीदाता के पास पिछले 5 वर्षों के दौरान केंद्र/राज्य सरकार के विभाग/स्वायत्त निकायों/सार्वजनिक क्षेत्र के उपक्रमों में कम से कम ₹4.00 लाख लागत की 3 समान सॉफ्टवेयर की एएमसी सफलतापूर्वक पूरा करने का अनुभव होना चाहिए।
- ग. बोलीदाता लागू कानून के अनुसार भारत में पंजीकृत कंपनी होना चाहिए और कम से कम पांच साल के लिए अस्तित्व में होना चाहिए। उपरोक्त फर्म के पास वैध जीएसटी नंबर होना अनिवार्य है।
- घ. बोलीदाता को गुणवत्ता मानकों के लिए आईएसओ 9001 प्रमाणित और सूचना सुरक्षा के लिए आईएसओ 27001 प्रमाणित होना चाहिए। प्रमाणपत्रों की प्रतियां संलग्न किया जाना आवश्यक है।
2. बोलीदाता अपनी निविदाओ को सभी कार्यदिवसों (सोमवार- शुक्रवार) में रा.स.वि.नि., 4, सिरी इंस्टीट्यूशनल एरिया, हौज खास, नई दिल्ली -110016, मुख्य निदेशक (सा.प्र.) कार्यालय चतुर्थ तल, पश्चिम विंग में जमा करा सकते हैं। यह निविदा दस्तावेज निगम की वेबसाइट www.ncdc.in पर भी उपलब्ध है।
3. निविदा के साथ अनुबंध - VII के अनुसार बिड सिक्यूरिटी डिक्लेरेशन फॉर्म संलग्न करना आवश्यक है।
4. विधिवत भरी हुई तथा हस्ताक्षरित सीलबंद निविदा जिसपर "Tender for Annual Maintenance of Web based Human Resource Management System including Paybill and CPF system" उल्लेखित हो, दिनांक 05.01.2023 दोपहर 3:00 बजे तक मुख्य निदेशक (सा.प्र.) के कार्यालय में जमा करा सकते हैं। पूर्व अहर्ता बोली उसी दिन दोपहर 3:30 बजे खोली जाएगी तथा बोलीदाता या उनके अधिकृत प्रतिनिधि वहाँ उपस्थित रह सकते हैं।
5. बोलीदाता इस निविदा से संबंधित कोई भी स्पष्टीकरण दिनांक 05.01.2023 से पहले प्राप्त कर सकते हैं। दिनांक 05.01.2023 के बाद निविदा से संबंधित किसी भी प्रश्न पर विचार नहीं किया जाएगा।
6. निगम को यह अधिकार है कि वह बिना कोई कारण बताए किसी भी निविदा को स्वीकार या सभी निविदाओं को अस्वीकार कर सकता है।

(हरिन्दर पाल कौर)

मुख्य निदेशक (सामान्य प्रशासन)

राष्ट्रीय सहकारी विकास निगम
(सामान्य प्रशासन अनुभाग)

No. 2-1/2016/G.A.

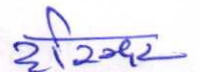
दिनांक: 16.12.2022

Tender Notice

National Cooperative Development Corporation (NCDC), 4, Siri Institutional Area, Hauz Khas, New Delhi-110016 invites sealed bids for maintenance of web based Human Resource Management System including Paybill and CPF system from well established IT and software development companies capable of carrying out this work and having already carried out similar work in reputed organizations.

The prospective bidder shall fulfill the following mandatory eligibility criteria:

- i. The bidder should have minimum annual turnover of Rs 500.00 lakhs in each of the last 3 financial years (2019-20, 2020-21 and 2021-22). This turn-over should be on account of only Software development and annual maintenance of software and not supply of Hardware/ IT infrastructure (Balance sheets, Trading and Profit & Loss Account of last 3 years as above, to be enclosed duly attested by Chartered Accountant along with relevant documentary proof that the above turn-over is on account of only Software development)
 - ii. The bidder must have during last 5 years experience of having successfully completed AMC of at least 3 (Three) similar Software Solution costing not less than Rs 4.00 lakh each in Central/ State Govt. department/ Autonomous Bodies/ Public Sector Undertakings.
 - iii. The bidder should be a registered company in India as per applicable statute and be in existence for at least five years. Should have valid PAN and GST registration.
 - iv. The company should be ISO 9001 certified for quality standards and ISO 27001 certified for information security. Copies of the certificates to be attached.
2. Prospective Bidder shall submit their offers in the bidding document specified for the purpose at National Cooperative Development Corporation (NCDC), 4-Siri Institutional Area, Hauz Khas, New Delhi-110016, 4th Floor, West Wing on all working days (Monday to Friday). The bid document is also available on NCDC's website www.ncdc.in. Each page of the tender document should be signed by the bidder before submission.
 3. The tender should be accompanied with bid security declaration form (Annexure-VII).
 4. The offer (duly filled in & signed), in sealed covers, duly marked "Tender for Annual Maintenance of web based Human Resource Management System including Paybill and CPF system" must reach the office of Chief Director (Genl. Admin.), NCDC by **3.00 P.M on 05.01.2023** and the Pre-qualification bid shall be opened at 3:30 PM on dated **05.01.2023** by committee. Bidders or their authorized representative may present at the meeting held for opening of Pre-qualification.
 5. Bidders may enquire about any query related to this tender before **05.01.2023** Any query related to the tender will not be entertained after **05.01.2023**.
 6. The price bid of only those companies shall be opened whose pre-qualification bid & technical bid are found to be acceptable as per eligibility criteria mentioned in the tender document. The time and date of opening of price bid shall be fixed and intimated to the eligible companies separately.
 7. The Corporation reserves the right to accept any or reject all the tenders without assigning any reasons thereof.



(हरिन्दर पाल कौर)

मुख्य निदेशक (सामान्य प्रशासन)

पूर्व अहर्ता बोली
Pre-Qualification Bid

PARTICULARS OF THE COMPANY

1.	Name of the company		
2.	Office address		
3.	Telephone No.		
4.	Mobile phone No.		
5.	E-mail address		
6.	Fax No.		
7.	Date of establishment of the company :		
8.	Annual turnover for financial years (Please attach copy(s) of audited financial statement, accounts and balance sheets for the last three years 2019-20 to 2021-22)	Annual turnover (in ₹)	Annual turnover on account of only Software development
		2019-20	
		2020-21	
		2021-22	
9.	Resume of all the members of the technical team to be deployed for the work describing their qualification, experience in years and nos. of similar type projects completed along with brief description of each project to be submitted.		
10.	Bid Security declaration form attached (Yes/ No)		
11.	GST no. of the company: (photocopy to be enclosed)		
12.	PAN No: (photocopy to be enclosed)		
13.	Whether the company has the following certificates: a. ISO 9001 (Yes/No) b. ISO 27001 (Yes/No) If Yes, furnish the copy of relevant certificates.		
14.	Contact Details and Address of company's Office in Delhi /NCR		
15.	Any other relevant information.		

Signature of the Bidder/Company
(Name & Address of the Bidder/Company with seal)

(Please attach self attested separate sheet/s, if required)

DETAILS OF EXPERIENCE

Experience in successfully completing AMC of at least 3 (Three) similar Software Solution in Central/ State Govt. department/ Autonomous Bodies/ Public Sector Undertakings during last 5 financial years of value more than Rs. 4 lakhs during the period 01st Apr 2017 to 31st Mar 2022. Preference will be given to the bidders who have experience of handling AMC of Human Resource Management System including Paybill and CPF modules in Central/ State Govt. department/ Autonomous Bodies/ Public Sector Undertakings during last 5 financial years of value more than Rs.4 lakhs during the period 01st Apr 2017 to 31st Mar 2022

Sl. No.	Name, Address & Contact details of the Client	Details of the work	Work award cost	Date of completion	Remarks

Note:

- I. Please attach copies of work award letters and/or performance certificates as proof of above information.
- II. The information above will be input for Technical evaluation as mentioned in Annexure-III and must be provided enclosing proof of information as at point I above.

Signature of Authorized person _____
Name _____
Address of the Company _____
(With seal) _____

TERMS & CONDITIONS

1. This Tender is open to well establish IT and software development companies capable of carrying out the above work and having already carried out similar work in reputed organizations.
2. The envelope one containing Technical bid super-scribed as **"Technical Bid for the Annual Maintenance of web based Human Resource Management System including Paybill and CPF system for NCDC"** should not contain any price information and should comprise of following in the below mentioned order:
 - i) Bid Security Declaration Form.
 - ii) Compliance with Scope of work as per Annexure 'II'.
 - iii) Technical Bid in the prescribed format as per tender document, duly signed on each page by authorized person with rubber stamp of the company.
 - iv) Particulars of the company in Annexure 'I'.
 - v) Documentary evidences confirming registration with GST, PAN or any other statutory obligation required to be complied with by the company.
 - vi) All the relevant documents as mentioned in Annexure-III should be submitted.
 - vii) An undertaking/declaration from the company that company shall honour the fault free operation, trouble shooting, removing bugs/errors and enhancement (if required) of web based Human Resource Management System including Paybill and CPF system of NCDC during contract period in Annexure – IV.
 - viii) Personnel to be employed for the work and undertaking to this effect as mentioned in Annexure-VI should be submitted.
 - ix) The tender other than in the prescribed form shall not be accepted. Each page of the tender document is required to be signed by the person/ persons submitting the tender in token of his/her/their having acquainted himself/herself/themselves with all the Terms & Conditions.
3. The envelope No.2 super-scribed as **"Financial Bid for the Annual Maintenance of web based Human Resource Management System including Paybill and CPF system for NCDC"** should contain only financial bid. It must give all the relevant price information, (both, in figures & words). The financial offer should not contradict the technical offer in any manner. The price schedule must be filled in completely without any error, cutting or alterations in rates (both in figures & words). The Financial bid of only those tenderers who will qualify in Technical bid will be opened. The Technical Bid Envelope & the Financial Bid Envelope prepared as above are to be kept in a single sealed envelope super scribed with "Tender for Annual Maintenance of web based Human Resource Management System including Paybill and CPF system for NCDC".

No Tender will be considered unless & until all the documents are properly signed & stamped and all corrections also signed by the bidder.
4. The bidder should have minimum annual turnover of Rs. 500.00 lakhs in each of the last 3 financial years. (2019-20, 2020-21 and 2021-22). This turn-over should be on account of only Software development and annual maintenance of software including web application design and development/ web based ERP/ web portal / ERP implementation and not Supply of Hardware/ IT infrastructure. "Annual turnover on account of only Software development and annual maintenance of software including web application design and development/ web based ERP/ web portal / ERP implementation" (Balance sheets, Trading and Profit & Loss Account of last 3 years as above, to be enclosed duly attested by Chartered Accountant along with relevant documentary proof that the above turn-over is on account of only Software development and annual maintenance of software)
5. The bidder should have experience in successfully completing AMC of at least 3 (Three) similar Software Solution and preference will be given to the bidders who have experience of handling AMC of Human Resource Management System including Paybill and CPF modules in Central/ State Govt. department/ Autonomous Bodies/ Public Sector Undertakings during last 5 financial years of value more than Rs. 4 lakhs during the period 01st Apr 2017 to 31st Mar 2022. The copies of Purchase/ Work Orders/ Satisfactory Completion certificates are required to be enclosed with the technical bid.
6. The bidder should be a registered company in India as per the applicable statute and be in existence for at least 5 years. Company should have a valid GST Registration, PAN Number allotted by the respective authorities. Self-attested copy of company registration certificate, GST,

- PAN number. Copy of Article of Association and Memorandum of Association are required to be submitted.
7. Bidder should provide single window for all end to end services such as implementation, configuration, maintenance and training to the end users and one onsite technical support person at NCDC office. The onsite technical support person shall be available in NCDC New Delhi office on a fixed day at least once in every week. The development and support team of vendor shall be available offsite to support NCDC as and when required.
 8. No consortium is allowed. Authorized person of the bidder shall submit certificate to the effect, that Bidder will provide single window for all end to end services such as implementation, configuration, maintenance and training to the end users at NCDC.
 9. The development team of the company should be in Delhi/ NCR region for better coordination during the contract. Contact details and address of company's office in Delhi/ NCR region to be provided in the tender. Physical verification may be done by NCDC before awarding the contract.
 10. **EVALUATION OF BIDS:-**
An Evaluation Committee will evaluate the bids of all the bidders.
 - a) To evaluate the Technical Bid, the committee constituted by the Corporation shall examine the documents furnished by the company in the Technical bid. The company will be required to make technical presentation. The Corporation may also seek any other mode of evaluation as desired by the evaluation committee of NCDC.
 - b) The Financial Bids of those Bidders only who are technically qualified by the Tender committee will be opened.
The detailed evaluation and award criteria are given at Annexure-III.
 11. **CRITERIA OF DISQUALIFICATION**
 - a) Failure of any Bidder(s) to provide all of the information / documents required in the bid proposal or any additional information/ documents as sought by the Corporation including supporting documents.
 - b) Non receipt of Bid proposal on or before due date and time.
 - c) Misrepresentation in the Bid proposal
 - d) Tender not accompanied with Bid Security Declaration Form.
 - e) Incomplete or conditional Bid.
 - f) Use of unfair means /misrepresentation
 - g) Bid found in unsealed envelope, unsigned bids, bids signed by unauthorized person and any unconfirmed material alteration.
 - h) Technical Bids containing any price information.
 - i) Conditional tenders shall be summarily rejected.
 - j) Companies which have been blacklisted by Central Government or State Governments or Public Sector Undertakings or any Government Body etc, shall be disqualified from making the bid.
 12. NCDC shall have the right to contact and verify bidders' information, references and data submitted in the bid proposal without further reference to the bidder.
 13. NCDC reserves the right to accept any or reject all the tenders without assigning any reason whatsoever.
 14. After receiving the confirmed offer from NCDC, the company will give his acceptance and execute an agreement on stamp paper of requisite value on prescribed format as per Annexure-VIII of the tender document, within 15 days from the date of receiving the confirmed order. In case the company fails to execute the agreement within 15 days as above, the offer for the work is liable to be cancelled. In such case, the Corporation is free to award the work to the next eligible company.
 15. **PAYMENT TERMS**
The payments would be linked with the different milestones achieved by the Selected Bidder during System go live. The relevant milestones are depicted in the table below.

S.no.	Milestone	Payment Percentage
1	AMC for one year	
	Completion of Quarter 1 AMC satisfactorily	25% of yearly AMC amount
	Completion of Quarter 2 AMC satisfactorily	25% of yearly AMC amount
	Completion of Quarter 3 AMC satisfactorily	25% of yearly AMC amount
	Completion of Quarter 4 AMC satisfactorily	25% of yearly AMC amount

16. **SECURITY DEPOSIT**

The successful bidder shall furnish a refundable Security deposit of 3% of the total order value in the form of Bank guarantee /Pledge of FDR/ DD in the favor of "**National Cooperative Development Corporation and payable at New Delhi**" valid for a period of 18 months within 10 days of award of contract. If successful bidder fails to comply obligations of contract in that case Security deposit will be forfeited. No interest shall be payable on the Security deposit.

17. **PRICE COMPOSITION**

The Grand Total price as quoted in Financial Bid should be only in Indian rupees and inclusive of following:

- i. All taxes including GST as applicable.
- ii. AMC for one year including modifications, rectification of errors and installing patches in the software.

18. **NO PRICE VARIATIONS**

No upward revision in the price will be considered on account of subsequent increase in foreign exchange. However, if there is any increase/ decrease in government levies/ taxes, during the execution of work, the same shall be passed on to NCDC. All Govt. Levis will be paid on the basis of rates of Levis as prevailing at the time of making payment.

19. **INSTALLATION, COMMISSIONING & TESTING**

- a) The Successful bidder shall comply with all Local, State & Central Govt. Rules, Regulations, Ordinances and Codes & Law relating to the work or the conduct thereof.
- b) The bidder has to acknowledge that he has made himself fully acquainted with all the conditions & circumstances under which maintenance of web based Human Resource Management System including Paybill and CPF system for NCDC required under the contract will have to be done & with all the terms, clauses, conditions, specifications & other details of the contract and the bidder shall not plead ignorance of any of these as excuse in case of complaint against or an rejection of supplies Limited Tendered by him or with a view either of asking for enhancement of any rates agreed to, in the contract or evading any of his obligations under the contract.
- c) NCDC reserves the right to delete any point or add any point not exclusively mentioned in the bid document but found necessary for incorporation at any time during the period of technical discussion before placement of order. The same shall be considered a part of tender and shall be mandatory and binding on the company.
- d) In case of breach of any terms and conditions of the tender document then without prejudice to any other claim that NCDC may have against the bidder, NCDC may blacklist the company.

20. **ANNUAL MAINTENANCE CLAUSE**

- a. The web based Human Resource Management System including Paybill and CPF system will be on AMC for a period of one year as quoted in Financial Bid. During AMC period of solution, the company will be responsible for Annual Maintenance work of solution including fixation of bugs, updates, modifications and installing patches.

b. Resolution Service Level Agreement (SLA) during AMC support: The reported issue will be classified as High / Medium / Low by NCDC

- High level issue: To be attended and resolved within 06 hours from the time of reporting. These issues include impact on functioning of NCDC, System/Module cannot be used at all or disrupts the functionality of the System/Module to the extent that the System/Module cannot be used as per the system requirement specifications and malicious security attacks.

- Medium level issue: To be attended and resolved within 24 hours from the time of reporting. These include issues wherein functionality of the System/Module is affected but can be used with the intervention of support personnel and be rectified temporarily by a workaround solution.

- Low level issue: To be attended and resolved within 48 hours from the time of reporting. This includes issues which has no immediate significant effect on the functionality of the System/Module but has to be rectified within the stipulated time.

c. The AMC charges will be paid at the end of every quarter on submission of a satisfactory service report duly signed by the authorized official.

21. **PENALTY FOR NOT COMPLETING THE WORK IN TIME**

Any failure to resolve the issue within stipulated time will render the vendor liable for levy of liquidated damages @ Rs 200/- per working hour subject to a maximum of Rs 20,000/- for high level issue, Rs 10,000/- for medium level issue and Rs. 5,000/- for low level issue. The liquidated damages if any shall be deductible from the quarterly payment during annual maintenance period.

22. Bids shall remain valid for 120 days after the date of bid opening prescribed by NCDC. A bid valid for a shorter period shall be treated as non-responsive and rejected.

23. **FORCE MAJEURE CLAUSE:**

a) The company shall be liable for any delay in execution or failure of their respective obligations under this agreement except for delay caused by occurrence of events beyond control of the company, including but not limited to natural calamities, fire, explosions, floods, power shortages, acts of God, hostility, acts of public enemy, wars, riots, strikes, sabotage, order/action or regulations of government, local or other public authorities.

b) In case a Force Majeure situation arises, the company shall immediately notify NCDC in writing of such conditions and the cause thereof within two calendar days and prove that the same is beyond his control and is likely to affect completion of the work.

c) Unless otherwise directed by NCDC in writing, the company shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable means for performance not prevented by the Force Majeure event.

24. **ARBITRATION**

In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability, the same will be referred to an arbitrator to be appointed by the Managing Director, NCDC, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliations Act 1996. The venue of arbitration shall be New Delhi. Subject here to the court in New Delhi shall have exclusive jurisdiction to the exclusion of all other courts.

Signature of the Bidder/Company
(Name & Address of the Bidder/Company with seal)

SCOPE OF WORK**Background:**

Human Resource Management System (HRMS) including Pay Bill and CPF module was developed and implemented in NCDC during the year 2017-18. Subsequently, Aadhaar based e-Sign service API of C-DAC was integrated with APAR module of HRMS in the year 2019-20 for signing the APAR at various hierarchies. Presently all the modules in the application are live and being used by NCDC for various purposes.

Modules under Human Resource Management System including Pay Bill and CPF module**1. Employee Management**

- Designation Management
- Designation wise sanctioned strength details
- Employee Profile – Consists of Personnel data, Qualification, Work experience, family details etc.
- Employee Categories/ Classification – Dept., Designation, Permanent/ Deputation/ Contractual etc.
- Service Records
- Skills, trainings, languages
- Employee documents
- Property returns and liability & assets details
- Configuration of an employee as Head of the Organization/ Division & Section at Head Office/ Regional Office/ TOPIC Training centre.

2. Leave Management

- Define the leave types such as Sick leave, casual leave and earned leave
- Create leave profile – it defines leave types, no. of leaves and rule for each leave type
- Assign leave profile – Leave profile can be assigned to an employee or to group of employees
- Online leave request submission
- Online leave approval process
- Visibility of monthly calendars
- View leave statistics and report
- Leave requests report for upcoming or past period
- Weekly holidays(Saturdays & Sundays)
- Festival Holidays/ Restricted Holidays

3. Pay Bill Management**a. Salary bill for Head Office & Regional Offices**

- i. Processing of the regular salary and allowances.
- ii. Processing of supplementary bill payments such as leave encashment, arrears, pay fixation, bonus, and tuition fee etc. to all the employees of the Corporation.
- iii. Processing of various advances to employees & its recovery on monthly basis and preparation of Broad sheet.

- iv. Deductions from the salary like CPF, NPS, TDS, Professional taxes (applicable in few states only).
- v. Various deductions from the salary of employees "on deputation to NCDC" & "on deputation from NCDC".
- vi. Processing of recovery in case of various leaves such as HPL, EOL etc.
- vii. Preparation of General voucher.
- viii. Linking of General voucher with Integrated Financial Management System..
- ix. Provision to import the Thrift and credit co-operative dues into pay bill system.

b. Budgeting for salary bill for the Corporation

- i. Preparation of Budget & Revised Budget towards salary & allowances for the financial year.

c. Income Tax

- i. Income tax calculation and generation of following forms.
 - Form 12 BA
 - Form 24
 - Form 16 etc.
- ii. Calculation of prerequisites and rebate on HRA for computation of Income Tax liability of Employees.
- iii. Annual & quarterly TDS return of the Corporation towards salary
- iv. Provision to all the employees of the Corporation to furnish the particulars for the assessment of Income Tax for a financial year.

d. CPF

- i. Employee's subscription change processing.
- ii. Processing of advances/ withdrawals request of CPF by the employees.
- iii. Processing final payments of retiring employees of the Corporation.
- iv. Generation of following report:
 - Broad sheet summary report as on any date
 - Ledger report of Individuals
 - Interest calculation as on 31st March and provision for quarterly interest calculation.

Feeding
Reports
for
i to iii

e. Reports

Based on all the above input data & processing, provision for various reports in "HRMS including Pay bill system" has to be provided by the Firm/ Company.

4. Reimbursements

- Entitlements as per policy
- Tour request & approval processing
- Other reimbursements

- Generate travel reports – by month, date range, approval status, employee etc.

5. Annual Performance Appraisal Report (APAR)

- Promotions, Competency Assessment and Appraisal process
- Work-flow from employee to appraiser
- Rewards & Punishments/Disciplinary Action/ Promotions/ Trainings
- Integration of Aadhaar based e-Sign service of C-DAC for signing the APAR at various hierarchies.

6. Employee's Loan Management

- Define Loan type, limit, EMIs
- Manage loan requests and approve loan request
- EMI schedule is automatically generated
- EMI deductions – Automatic EMI calculations and deduction from payroll
- Loan statements report for an employee and management

7. General Features of HRMS

- Tools/ Utilities
 - Employee life cycle dashboard – Bird's eye view for management
 - Alert driven work flow
 - General administration – Creating/ deleting/ modifying users & stakeholders profiles and parameters.
 - Self managed parameters - Admin user can manage heads being used in modules, nullifying dependence on software developer. Also the proposed system should be parameterized at Admin level i.e., any change in rates/values can be handled by Admin level itself and not at the code level.
 - Internal messaging
 - Events and notifications
 - Announcements
 - Provision for uploading Circulars/ Officer Orders etc. by all the Divisions at H.O in HRMS.
- MIS Reports
 - Provision to download the reports in required format viz. Pdf, excel, delimited, csv, plain text etc.
 - Standard MIS reports and new reports as per user requirements
 - Few important reports such as
 - Reports of Sanctioned Strength of NCDC (Post wise along with details of Officers/Employees in-position, Vacancy & details of occurrence of vacancy)
 - Reports pertaining to posting details of Officers/Employees (Division/Office wise)
 - Reports pertaining to Seniority List of the Officers/Employees of NCDC (Post wise)
 - Provision for making post wise Roaster statement for Promotion Quota & Direct Recruitment Quota

- Role based Application security implementation
 - User Categories
 - User Creation
 - Menu Mapping with users
 - Password generation
- Add-ons
 - Manpower Training
 - E-mail/SMS integration and alerts
 - Integration with Finance modules.

General scope of Human Resource Management including Pay Bill and CPF System

1. Technology used:

The application is developed in ASP.NET, JQuery, AJAX, CSS with Microsoft SQL server 2019 database as backend. The application is cross-browser and cross-OS compatible and supports Desktop, Tablet, Notebook and Mobile form factors.

Aadhaar based eSign API of Centre for Development of Advanced Computing (C-DAC) has been integrated in APAR module of HRMS for signing the APAR at various hierarchies.

The installation of Microsoft SQL server database in the production /test server will be carried out by the bidder, if required.

2. Security:

- The application/ portal should allow secured socket layer.
- All the data must be in encrypted form in database.
- Protection against defacement, hacking.
- Secured Coding Practices, OWASP etc. to ensure 100% security of the Solution.
- Design should incorporate security features to protect the solution from Session Hijacking, Sql injection, Cross scripting, Denial of Service and other attacks and vulnerabilities etc.
- Third party Security audit/Information Security Audit of the application may be conducted. The vendor shall close all the vulnerabilities found in security and source code audit/review of the application without any added cost to Corporation. The bidder has to remedy all discrepancies observed in the audit findings at no additional cost to the Corporation.

3. Scalability:

The application/ portal shall be capable of integrating with other software's/ services.

4. MIS and Reports:

System must provide comprehensive Management Information System at par with Industry standards. The reporting system must be entirely configurable and parameterized and must be efficient with least load on the system. Following are some of the indicative highlights of the system:

- Ability to generate any kind of report based on defined input parameters.

- Ability to generate all reports in the required format viz. Pdf, excel, delimited, csv, plain text etc.
- Access to reports based on user roles and privileges.
- Ability to generate historical reports on legacy/historical data.

5. Alerts and Notifications:

The system should be capable of notifying the users through e-mail & SMS by way of alerts and notifications. These alerts should be completely customizable and parameterized. Option to configure e-mail & SMS notifications to be provided only to Admin user.

System must be capable of sending automated emails for various events like leave approval, last dates for furnishing any information, bill approvals and any other important updates/ notifications etc.

6. Administration Module:

Human Resource Management System including Pay Bill System should provide an Administration Module with Super-user capabilities with functionalities related to end to end administration of entire solution. The solution should be completely customizable and parameterized. Following is an indicative list of functionalities:

- User Creation – Through the admin login, system should be capable of creating, maintaining, deleting user with customized roles and privileges.
- Password Management – Complete password management process needs to be followed by system.
- User Classification, Details, Demographic, Address update – User has an option to complete all information with respect to his organization structure, address and other information.
- Deactivation/Reactivation of users - This feature provides capability to the Admin User to prevent any registered user from accessing the system.
- Add/Modify/Check Roles – Admin user has an option to add, modify and view the roles given to user and control access privileges of users.

7. Audit Trail Management:

Audit trail must be built in the system to keep track of the changes in critical data elements.

The system must provide flexible methods for defining which objects and actions audit trails can be set, including:

- Auditing actions to specified object
- Auditing specific actions on all objects
- The ability to construct custom auditing rules (e.g. specific actions on a specific set of object over a specified time)
- Date/time stamp of an action and
- User ID who completed an action

8. Data Archiving:

The application shall be capable of archiving the old data that is no longer actively used. Archive data consists of older data that is still important for

the Corporation and may be needed for future reference, as well as data that must be retained for regulatory compliance.

9. User Interface Requirements:

- The system provides formatted screens for all input and output.
- The system provides pick-list (i.e. List of Values) for all fields wherever possible.
- The system allows the definition of mandatory and optional data fields.
- The system should allow default values to be set for specified fields.
- The system must have structured menus and sub-menus.
- The system provides meaningful error messages in case of software or system failure.
- System should provide 'configurable' input screens compatible with input forms used by NCDC.
- The system provides examples/options (Online Help). The help facility must be 'Context-Sensitive' and provide instruction on how to use any specific Options/function of the system.

10. Application Interface Requirements

Aadhaar based eSign API of C-DAC has been integrated in APAR module of HRMS for signing the APAR at various hierarchies in the Corporation. Installation of digital signature certificate, SSL certificate etc. to be carried out by vendor in coordination with C-DAC and its testing.

All the above modules as mentioned have an interface with each other for ease of use. These modules/ application may be required to communicate with external applications such as Enterprise Solution of NCDC, SMS gateway, e-mail or any third party application etc.

11. Backup and Restore

Complete backup of the solution/portal (application as well as database backup) is required with daily/weekly/monthly frequency and will be shared by the vendor monthly or whenever requested for by NCDC.

Restore: Whatever the backup option selected, the proponent must have the ability to provide a full restore within 04 hours.

12. Creating a test Environment

The vendor is required to set up a test server at NCDC premises which shall have a latest running copy of the entire solution being maintained. Necessary hardware, software and internet connectivity will be provided by NCDC.

13. Versioning and Source Code Management

Source Code Management for all modules and versions will be done by the vendor. All source code including source code of the new modules developed during the course of the AMC will be an exclusive property of NCDC. Vendor shall provide daily complete backup of source code changes carried out / new code developed at the end of the day or whenever demanded by NCDC.

14.DBA Services

Vendor's DBA shall conduct application, database health checks at a set frequency. Preventive maintenance visits shall be performed by vendor's DBA at the time, (preferably Fortnightly/ Monthly), agreed in advance by both parties. Such Preventive Maintenance /application Health Check will include but not be limited to checking the DB logs, Audit logs, Performance health check etc.

15.Project Deliverables:

The deliverables include:

- **Test Plan Execution Reports**
 - Unit Test Reports
 - Integration Test Reports
 - System Test Reports
 - Performance Test reports
- **Developed Product**
 - Source Code Files in CD/DVD
 - Library Files
 - Build (Make) Files
 - Binary Files
 - Complete backup of software code and database
 - Any document prepared for the application during the contract period

16.Providing Training:

The selected bidder shall ensure a proper hands-on training to the designated end-users to make them well conversant with the functionalities, features and processes built in. Selected bidder shall provide onsite training to the users. Selected bidder shall submit details of each training session including Attendance Record (in Hard Copy).

In addition to the above, a wide range of MIS reports shall be generated from the system. The number of reports and the format for each report can be finalized in consultation with NCDC during the detailed system analysis to be conducted at NCDC. Based on this exercise, the final list of reports can be decided.

17.Maintenance Support

- I. The selected bidder shall depute one technical resource at NCDC Head Office, New Delhi for at least one fixed day in a week and may be called on beyond this in case of urgent work and emergencies during AMC period for technical support of the application. On-Site maintenance of application with customization, change management, addition of new reports and extraction of data by writing adhoc queries in the database as required and desired by the Corporation. The development and support team of vendor shall be available offsite to support NCDC as and when required.
- II. The vendor shall depute one technical support resource person who has in-depth understanding of the technology used in the application and has capability of removing bugs, develop new screen/ module, write new report and must have adequate software development knowledge. The technical support resource person should be software development engineer with B.Tech/ MCA degree with minimum of three years of experience.

- III. For additional development work other than mentioned in the scope of work, the following additional charges will be applicable:
 - a. Per Screen design, develop, test & implement = Rs. 5,000/- to Rs. 10,000/- based on the complexity involved.
 - b. Per Screen requiring complex code writing, test & implement = Rs. 5,000/- to Rs. 10,000/- based on the complexity involved.
 - c. Per report design, develop, test & implement = Rs. 5,000/-
- IV. Performance tuning of application and database, necessary and adequate patches for the application, database and system, upgrades, utilities, tools etc. inclusive of providing support for day to day functional and technical support to the Corporation.
- V. Onsite technical resource shall be responsible for extending the handholding support to the end users, day to day administration of the applications, bug fixing, deployment to server, backup of data etc.
- VI. Onsite technical resource should have effective technical and communication skills to pro- actively monitor the down calls of solution and ensure that calls are closed in time and submit the monthly/quarterly down call reports to the Corporation for calculation of SLA.
- VII. Vendor shall be responsible for maintaining the System and Application uptime.
- VIII. Onsite technical resource should have knowledge of database and related operations required for maintaining the uptime of the System and Application.
- IX. Vendor should be able to perform the Backup/ restoration/ patch/ updates/ upgrades of related activities corresponding to the APP/ DB/ WEB servers and related peripherals of the System & related servers.
- X. Maintain log of all down calls for MIS purpose and provide required MIS/reports etc. to Corporation as per the requirement.
- XI. Onsite technical resource should be well acquainted with processes followed by bidder for various activities related to services offered to Corporation.
- XII. Onsite technical resource should be able to extend necessary support for special activities like Information Security audits or any other activities pertaining to the scope of work.
- XIII. Onsite technical resource may be called on Saturday/ Sunday/ Holiday in case of urgent work and emergencies without any extra cost to the Corporation.
- XIV. Payment for AMC shall be paid on quarterly basis after satisfactory performance.

18.Exit Management

The vendor shall submit a detailed exit management plan. This exit plan will be invoked three months prior to the end of contract period. All requisite knowledge and asset transfer shall be carried out by the vendor as part of the exit management plan.

19.Important guidelines for the solution

- The vendor has to share source code including database of product with NCDC from time to time or whenever demanded by NCDC.
- All material/product/design/documents and related codes would be property of NCDC.
- All content should be stored and kept confidential and vendor should not reuse/ replicate/ transfer the same to anyone else.

20. Hosting of solution:

NCDC has procured Cloud platform of National Informatics Centre (NIC) for hosting the application. The application and database of HRMS is hosted in two Windows based virtual machines on NIC cloud. The vendor will be responsible to implement/ host the application on NIC Cloud.

NCDC will coordinate with NIC and get the necessary permission for this. The solution to be enabled to record and save access logs with timestamp. The application should allow secured socket layer. Logs of all application transactions need to be captured.

The vendor has to deploy the application in the production, training and development, UAT environments, re-installation in the event of system crash/failures and DR environment without any extra cost.

Evaluation & Award Criteria**Technical Qualification Criteria**

Bidders who meet the minimum eligibility criteria as per annexure 1 and point no. 2 (Minimum Eligibility Criteria) of terms & conditions would be considered as qualified to move to the next stage of Technical and Financial evaluations.

Technical Evaluation Criteria

Bidder must qualify the following eligibility criteria and should submit required documentary proofs as indicated below. Bids which fail to qualify any of the following criteria will be rejected.

To evaluate the Technical Bid, the Tender committee constituted by the Corporation shall examine the documents furnished by the Bidder in the Technical Bid and Presentation to be given by bidder as per Sl. No. 3 in below Table. Only those Bids which satisfy the Eligibility Criteria will be invited to make a presentation. The date, time and venue will be intimated.

S. No.	Bidder Credentials	Max. Marks	Marks Awarded	Supporting Documentation	Reference Page No
1.	Experience in Central / State Govt. department/ Autonomous Bodies/ Public Sector for handling AMC of similar software projects. Preference will be given to the bidders who have experience of maintaining Human Resource Management System including Paybill and CPF system. >= 10 projects (10 Marks) >=3 and <10 Projects (5 Marks)	10		Work Order and/ or Work completion certificate	
2.	Bidder's experience in successfully handling AMC of similar software projects and preference will be given to the bidders who have experience of maintaining Human Resource Management System including Paybill and CPF system in Central / State Govt. department/ Autonomous Bodies/ Public Sector Undertakings during last 5 financial years of value more than Rs. 4 lakhs during the period 01st Apr 2017 to 31st Mar 2022. 5 Projects or more (25 marks) >=3 and <5 Projects (15 marks) For each project having Human Resource Management System including Paybill and CPF system, full marks will be awarded to the bidder as given above. For project without Human Resource Management System including Paybill and CPF system, 2 marks per project will be deducted.	25		Work Order and/ or Work completion certificate	

3.	<p>The bidder should employ sufficient number of skilled/ technical personnel as per the prescribed parameters and the technology proposed.</p> <ul style="list-style-type: none"> • ≥ 100 Professionals (10 Marks) • ≥ 50 and < 100 Professionals (5 Marks) 	10		<p>The bidder must also enclose an undertaking stating that all the manpower deployed for execution of the contract would be employees of the bidder's company and under its own payroll.</p>	
4.	<p>Financial Parameter: Annual financial turnover during the previous three financial years on account of only Software development and not Supply of Hardware/ IT infrastructure.</p> <ul style="list-style-type: none"> • ≥ 1000 lakhs (10 Marks) • ≥ 500 lakhs and < 1000 lakhs (5 Marks) 	10		<p>Copy of Financial Statements viz trading account, profit & loss account, balance sheet & certificate that required turnover is on account of only Software development and not Supply of Hardware/ IT infrastructure duly signed by CA be enclosed</p>	
5.	Approach , Methodology & Presentation				
i.	<p>Approach and Methodology to perform the work in this assignment :</p> <p>1) Understanding of the objectives of the assignment: The extent to which the company's approach and work plan respond to the objectives indicated in the Tender document.</p> <p>2) Completeness and responsiveness: The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work.</p>	10		<p>A note on approach and methodology to be adopted by the bidder to execute this project.</p>	
ii.	<p>Presentation</p> <p>The bidder will make a presentation on understanding of the requirement and scope of the work, project plan, team structure, approach to be followed for executing the work, its capability to execute the work as per the tender document and projects undertaken.</p>	25		<p>Technical Proposal explaining their understanding of the objectives of the project, approach to the services, methodology for carrying out the same.</p>	
6.	<p>Certification of the bidder:</p> <ul style="list-style-type: none"> • ISO 27001 certified for information security = 5 marks • ISO 9001 = 5 marks 	10		<p>Valid copy of certificate to be enclosed.</p>	
	Total	100			

Combined Evaluation Criteria:

1. Technical components will carry 70% weightage and financial component will carry 30% weightage.
2. The technical bids submitted by the Bidders will be evaluated on a maximum of 100 marks.

3. The minimum qualifying marks required to be qualified in technical bid is 70% of the total score for technical component. Bidders who will get less than 70% in Technical evaluation will be rejected and their financial bids will not be opened.
4. Only those bidders, who qualify technically, would be considered for financial evaluation.
5. In case of assessing the quoted fee the following shall apply:

Let us assume 3 participating Bidders scoring the marks for the design as per the table below and in case of fees the amount quoted is as under:

Sl. No.	Description	Marks Scored in Technical Bid	Fee quoted by Bidder (Financial) (Rs. in Lakhs)
1	Bidder A	85	23.00
2	Bidder B	80	13.00
3	Bidder C	75	18.00

The maximum scoring points i.e., 85 scoring points will be given 100 percentage and percentage of the other Bidders will be worked out on proportionate basis and thereafter weightage of 70% will be applied on marks so obtained. Similarly the minimum fee i.e., Rs.13.00 lakhs will be given 100 percentage and percentage of the other Bidders will be worked out on proportionate basis and thereafter weightage of 30% will be applied on marks so obtained. The marks so obtained by all the Bidders will be added and the Bidders will be ranked 1, 2 & 3.

Marks obtained by Bidder A – $(85 / 85) \times 70 + (13/23) \times 30 = 86.8$ marks

Marks obtained by Bidder B – $(80 / 85) \times 70 + (13/13) \times 30 = 95.8$ marks

Marks obtained by Bidder C – $(75 / 85) \times 70 + (13/18) \times 30 = 83.2$ marks

As per the weightage, the Bidder B gets the maximum marks and will be ranked one on the basis of overall marks.

Important Note:

- NCDCs decision in respect of evaluation methodology and short listing of bidders will be final and no claims, whatsoever in this respect, shall be entertained.

COMPANY'S UNDERTAKING

To

The Director, (Genl. Admin)
National Cooperative Development Corporation
4, Siri Institutional Area,
Hauz Khas, New Delhi 110016.

Sir,

Reg.: NCDC's Tender Ref No.:

dated

We, M/s. _____ who are established IT and Web
designing _____ company having _____ registered office at _____
do hereby confirm that we will extend our
full support as per terms and conditions of the tender Document for **annual maintenance of web based
Human Resource Management System including Paybill and CPF system for NCDC** against this
invitation for Bids, by us.

We shall honour all the commitments including fault free operation of the solution, trouble shooting,
removing bugs/errors and enhancement (if required) during Annual Maintenance Contract period and all
updates to solution released will be provided during contract period.

We also undertake to provide following implementation & maintenance support for the work to be
executed by us:

- a) Fine tuning / modifications required in configuration / installation / maintenance of solution for NCDC.
- b) Configuration, deployment and maintenance of solution for NCDC in NIC cloud server are acceptable to us.

Dated at _____ this _____ day of _____ 20 _____.

Authorized Signatory

Signature:

Name:

Designation:

Name & Address of the Company:

Seal of the Company

* To be submitted on company's letter head duly signed by the Authorized signatory of company.

Approach, Methodology and Work Plan

The bidder must furnish a Note on **Approach, Methodology and Work Plan**- Technical approach and methodology to perform the work in this assignment:-

- I. Understanding of the objectives of the assignment: - The extent to which the company's approach and work plan respond to the objectives indicated in the tender document.
- II. Completeness and responsiveness: - The extent to which the proposal responds exhaustively to all the requirements of all the Scope of Work.

The above Note is an important input for pre-qualification of bids as indicated as Annexure-III and must be furnished by the bidder.

Personnel to be employed for the work and undertaking to this effect

The bidder should employ sufficient number of skilled personnel as per the prescribed parameters and the technology proposed.

The bidder must enclose an undertaking stating that all the manpower deployed for execution of the contract would be employees of the bidder's company and under its own payroll.

The bidder must also submit the resume of all the members of the technical team to be deployed for the work. Resume of individual manpower describing their qualification, experience in years and nos. of similar type projects completed long with brief description of each project to be submitted.

The above information and undertaking are important inputs for pre- qualification of bids as indicated as Annexure-IV and must be furnished by the bidder.

Bid Securing Declaration Form

<Letterhead of the bidder>

<Date>

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with NCDC for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or refuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.
- c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
- d) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a consortium, the Bid Securing Declaration must be in the name of all partners to the consortium that submits the bid)

वित्तीय बोली

FINANCIAL BID

Financial Bid

The work of maintenance of web based Human Resource Management System including Paybill and CPF system for NCDC, New Delhi

S.No.	Activity / Item Description	Amount (₹)	Tax (₹)	Total with Tax (₹)
i.	Annual Maintenance Charges with onsite technical support at NCDC, Head Office, New Delhi as per the scope of work			
ii.	Other Cost, if any with details			
	Grand Total(in ₹)			

1. Certified that the above rates are inclusive of all statutory taxes as may be applicable
2. Certified that I agree to all the terms & conditions of the tender document

Signature of the Bidder/Company
(Name & Address of the Bidder/Company with seal)

FORMAT OF AGREEMENT

1. Article of agreement made this _____ between National Cooperative Development Corporations, 4 Siri Institutional Area, Hauz Khas, New Delhi-110016 (hereinafter called 1st party) of the one part and M/s. _____, (hereinafter called 2nd party) of the other part.
2. WHEREAS a contract for the work of annual maintenance of web based Human Resource Management System including Paybill and CPF system for NCDC has been awarded to the 2nd party vide letter No. रा.स.वि.नि.:*/****-सा.प्र at a total cost of ₹ _____.
3. AND WHEREAS the 2nd party shall furnish a refundable performance security equivalent to 3% of the order value at the time of signing contract agreement in the form of BG or demand draft payable or Pledge of FDR to NCDC at New Delhi.
4. The said scope of work & terms conditions for the work of annual maintenance of web based Human Resource Management System including Paybill and CPF system for NCDC as incorporated in the tender document as also the work award letter No. NCDC: _____ dated _____ shall be read & construed as forming integral part of this agreement & the parties here to shall abide by, submit themselves to the conditions & perform the agreement on their part in the said manner as contained therein.
5. All disputes and differences between the parties arising out of or in any way connected with this agreement shall be deemed to have been arisen in New Delhi and shall be subject to jurisdiction of courts in Delhi alone.
6. The several parts of the contract have been read/by to us & fully understood by us.

In witness whereof we set our hands to these presets on this _____ day of _____ 2022 in the presence of following witnesses.

Signed by the said 1st party

Signed by the said 2nd party

1. Witness in the presence of

1. Witness in the presence of

2. Witness in the presence of

2. Witness in the presence of