

NOTICE INVITING EXPRESSION OF INTEREST

Central Govt Employees Welfare Housing Organisation, invites expression of interest from reputed IT consultancy firms to conduct technical audit of existing IT system and software and furnish report, to recommend latest IT system (including software), to develop, implement, maintain and give necessary training to our staff with respect to updated software, supply IT manpower, change of website (from static to dynamic) and ensure adequate data security and backup without any disruption in the organisation's working. The detailed scope of work are available on our website [www.cgewho.nic.in](http://www.cgewho.nic.in). The last date is 21 days from the date of publication of the advertisement in the newspaper.

1. The following may be displayed in the website.

A. Central Govt Employees Welfare Housing Organisation, an autonomous body under Ministry of Housing & Urban Poverty Alleviation, Govt of India, invites sealed expression of interest on behalf of CEO, CGEWHO from reputed IT consultancy firms

S.No	Activity & Description of Work	Time Frame
a)	To conduct technical audit of the existing IT system and software and furnish report,	2 months
b)	To recommend latest IT system (including software)	1 month
c)	To develop, implement, maintain and give necessary training to our staff with respect to updated software	1 year
d)	Supply IT manpower	Need based on demand
e)	Change of website (from static to dynamic)	3 months (can be combined with activity at (c))

The firm should ensure adequate data security and backup without any disruption in the organisation's working.

B. The broad eligibility criteria for selection of IT consultancy firm are detailed as under:-

- i. The intending IT consultancy firm should have minimum experience of 5 (five) years in providing IT consultancy and software implementation services.
- ii. At least 2 IT professionals experienced in IT consultancy with one of them being professionally qualified B.E/ B.Tech/ MCA/ M.Tech.
- iii. The average turnover of the intending firm should be more than Rs. 50 lakhs (average of last 3 years and in each of the preceding two years) from IT Consultancy and software implementation business.
- iv. The firm must be registered with Service Tax Department.
- v. The firm should furnish PAN for the purpose of TDS.

2 Other important details are as under:-

- i) CGEWHO is operating on FOXPRO for DOS, Basic and Wordstar under Novell Netware 4.11. The proposed system should operate on Local Area Network (LAN) of CGEWHO with a part of it accessible through official website of CGEWHO.
- ii) The consultancy firm should audit the existing system and furnish its report and also prepare the complete road map for the entire project from start to finish including implementation and training.

- iii) The offer of the intending firm must be valid for acceptance for a period of four months.
- iv) The following has to be submitted with Technical Bid
  - a) Copy of PAN/Service Tax No.
  - b) Balance Sheet for the year 2007-08, 2008-09, 2009-10 along with profit and loss statement.
  - c) A Self certificate that they have not been blacklisted by any Govt Dept/PSU.
  - d) An acceptance to the terms and conditions of the tender duly signed by the authorized person of the tendering firm in token of having understood and accepted the same.
  - e) All the tendering firms must submit complete profile of the firm along with a list of their proprietors/partnership certificate.
  - f) Details of Govt Departments/PSU where similar projects have been completed.
- v) After successful implementation, programme should generate zero defect results for one year and the intending firm must give Annual Maintenance free of cost for a period of one year. Further, the firm has to quote the rate of AMC for next five year with a rider that CGEWHO is not bound to hire the services of the firm for AMC after one year.
- vi) The tendering firm will comply with all data security, back up and confidentiality regulations of CGEWHO. Any breach of this condition will render the entire contract as null and void.
- vii) Pre updation/audit of the system the tendering firm has to ensure security of the data and for any corruption in data, the tendering firm will be held responsible.
- viii) The firm has to ensure that the project is carried out without any disruption in the day-to-day working of the organisation.
- ix) The firm may also be required to provide IT trained manpower of the following qualifications as per the requirement of the organisation on demand.
  - a) Officer/Executive IT- B.Tech/B.E/MCA with 5 years experience
  - b) Asst Officer/Jr. Executive I.T/System Analyst-B.Tech/B.E/MCA with 3 years experience
  - c) Computer Operator- Graduate with Diploma in computer of minimum 1 year duration with 3 years experience
- x) While quoting the rate the tendering firm should also submit their payment terms activity wise which have been divided in two parts as tabulated below. CGEWHO reserves its right to accept the tender in total or in Part A & B separately.

## PART A

S.No	Activity & Description of Work
1.	Technical Audit of existing IT system and software and submission of report within two months of the date of start of work
2.	Recommend latest IT system and software, to develop, implement, maintain and give necessary training to our staff with respect to updated software, change of website (from static to dynamic)
3.	AMC for five years after the first year of free AMC

## PART B

S.No	Activity & Description of Work
1.	Supply of IT manpower of the following qualification as per the requirement of the organisation a) Officer/Executive IT- B.Tech/B.E/MCA with 5 years experience b) Asst Officer/Jr. Executive I.T/System Analyst-B Tech/B.E/MCA with 3 years experience c) Computer Operator- Graduate with Diploma in computer of minimum 1 year duration with 3 years experience

- xi) The organization in order to satisfy about the asset of the tendering firm may conduct a spot enquiry or ask to furnish more detail to verify soundness, capability and viability of the firm.
- xii) The technical & financial bid will be evaluated on the basis of the technical soundness & total bid amount. Financial bid shall contain price bid only and no other document shall be enclosed with financial bid.
- xiii) CGEWHO reserves the right to cancel the tender at anytime at the sole discretion of CEO, CGEWHO.
- xiv) Interested bidders must submit their sealed bids using separate envelope for technical bid as well as financial bid. Each firm should submit an application fee of Rs.500/= in the form of Demand Draft drawn in favour of CEO, CGEWHO, payable at New Delhi. The word Technical Bid/Financial Bid should prominently be marked on the top of the each envelope. Sealed Quotation duly superscribed "QUOTATION FOR UPDATING THE EXISTING SOFTWARE" may be sent by post or by hand in CGEWHO at the following address within 21 days before the close of office hours from the date of publishing of advertisement in the newspaper:

CENTRAL GOVT EMPLOYEES WELFARE HOUSING ORGANISATION  
6<sup>TH</sup> FLOOR, 'A' WING, JANPATH BHAVAN, JANPATH  
NEW DELHI – 110 001

PHONE : 23717249, 23355408, 23739722, FAX: 23717250

Email : [cgewho@nic.in](mailto:cgewho@nic.in) Website : [www.cgewho.nic.in](http://www.cgewho.nic.in)