

Request for Proposal (RFP)
Design, Development & Maintenance of
Payroll Software

RFP No.: CIRT/Payroll/2025-26/01

19th Feb 2026

The Central Institute of Road Transport (CIRT) was established in 1967 on the joint initiative of the Ministry of Shipping & Transport & the Association of State Road Transport Undertakings (ASRTU). CIRT performs its activities under the aegis of Ministry of Road Transport & Highways (MoRTH), Government of India & ASRTU & has been offering technical training, consultancy and automobile component testing services to the STU fraternity for the last 58 years.

CIRT would like to procure & implement the following Goods / Services for its day-to-day administrative work under Two Bid Tendering System:

1.) Design, Development & Maintenance of Payroll Software

The details of the Technical specifications, Allied requirements, Scope of Supply and Terms & Conditions are given as per the “Contents” appended herewith.

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1. Tender Notice

Sr. No.	Particulars	Details
1)	Tender Reference No.	CIRT/Payroll/2025-26/01
2)	Tender Publish Date	19th February 2026
3)	Tender issuing Authority	Central Institute of Road Transport Pune – Nasik Road, Bhosari, Pune - 411026
4)	Name of the Work / Project	Design, Development, Maintenance of Payroll Software
5)	Cost of the Tender	Rs. 1000/- plus GST @ 18%= Rs. 1,180/- (Rupees One Thousand One Hundred Eighty Only) through Demand Draft in favour of “Director, CIRT, Pune”. The cost of tender document should be paid along with the submission of the tender as per the schedule.
6)	Earnest Money Deposit	Rs. 18,000/- (Rupees Eighteen Thousand Only) through Demand Draft in favor of “Director, CIRT, Pune”
7)	Last date for Submission of Pre-bid queries as per Annexure VI of this RFP	25th February 2026 till 12:00PM
8)	Date, time & Venue of Pre-Bid Meeting	26th February 2026, 11:00AM at CIRT, Pune.
9)	Due date for Submission of bid documents at CIRT, Pune	On or before 11th March 2026 1600 hrs
10)	Technical Bid Opening	12th March 2026 1100 hrs
11)	Financial Bid Opening	Will be notified separately to technically qualified bidders only
12)	Address for Submission of Bids	The Director Central Institute of Road Transport Pune – Nasik Road, Bhosari, Pune – 411026
13)	Download of Request for Proposal	A copy of the tender document can be downloaded from http://www.cirtindia.com/

For any queries please email to **stores@cirtindia.com** or contact Stores on **020 – 67345300 (Ext. 447)** (on working days Monday to Friday between 10:00 a.m. to 6:00p.m.)

2. Instructions to Bidders

2.1 **About Payroll**

CIRT intends to develop and implement Payroll application for its internal use.

2.2 Cost of RFP is mentioned in Notice for Inviting Tender

2.3 Consortium and Joint ventures: Consortium, Joint venture, Subletting, Subcontracting, and Outsourcing shall not be allowed.

2.4 Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the document with full understanding of its implications. The response to this tender should be full and complete in all respects. 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 its proposal if found nonresponsive.

2.5 **Amendment of RFP Document:**

All the amendments made in the document would be published at www.cirtindia.com shall be part of RFP. Bidders are advised to visit the aforementioned website on regular basis for checking of necessary updates. The Director, CIRT also reserves the rights to amend the dates mentioned in this RFP for bid process.

2.6 **CIRT right to terminate the process:**

CIRT may terminate the RFP process at any time and without assigning any reason. CIRT reserves the right to amend/ edit /add delete any clause of this Bid Document. However, this will be informed to all and will become part of Bid/ RFP.

2.7 **The EMD may be forfeited:**

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

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

2.7.3 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 CIRT regarding forfeiture of the Bid Security shall be final and binding upon bidders.

2.7.4 During the bid process, if any information is found false/ fraudulent/ malafide, then CIRT shall reject the bid & forfeit the EMD.

2.8 **Bid Submission Format**

The entire proposal shall be submitted as per the format specified in this Request for Proposal.

2.9 Submission of Bids

The bids submitted by the Bidder shall comprise of the following Two envelopes:

A) Technical Bid, EMD and Tender Fee – **Envelope A**

The bidder shall submit the Technical bid, EMD & Tender fee in Envelope A and super scribe on the sealed envelope “Envelope ‘A’: Technical Bid for Design, Development, Maintenance of Payroll software”.

Please Refer **Annexure I** for guidelines for preparation of Technical Proposal. The Technical Proposal must contain the following.

- i. Proposal Covering letter with the Technical Bid- Refer **Annexure II**.
- ii. Attested copy of the Memorandum and Articles of Association/ Incorporation Certificate of the Company.
- iii. Audited Annual Financial Statements and Annual Report and Certified statement from the current Statutory Auditors of the bidder.
- iv. Copy of Work Orders and Customer satisfaction certificates should be attached.
- v. Self-Undertaking that the bidder has not been debarred/blacklisted by any Govt. / Semi- Govt. organization for quality of services/ product and there are no legal issues/ order prohibiting/ restraining the bidder to participate in the bid process.
- vi. Technical proposal.
- vii. Signed and stamped copy of the original RFP document downloaded from the website along with its annexures/ corrigendum/ documents, etc.
- viii. Any other document to support the Bid.
- ix. Above documents to be submitted along with Technical Bid.
- x. Any Deviation may lead to disqualification and will be treated as non-responsive

B) Financial Bid - **Envelope B**

Please Refer **Annexure III** for guidelines for preparation of Financial Proposal/Bid .

The bidders shall submit the sealed Financial Proposal as per Financial Bid form. Kindly use the format given in **Annexure IV** for submission of Financial Bid.

The sealed envelopes of ‘A’ & ‘B’ shall then be sealed in an outer envelope bearing the Tender No and Due Date & addressed to :

**The Director,
Central Institute of Road Transport,
Pune – Nasik Road, Bhosari,
Pune – 411026,
Tel: 020-67345300**

2.10 Late Bids and Bid Validity Period

Any Bid received by CIRT after the deadline for submission of Bids shall be declared late and will be rejected and returned unopened to the Bidder at the discretion of CIRT. The validity of the bids submitted in time shall be till 180 days from the date of opening of technical bid.

- Bid Opening

Envelope A containing EMD, Tender Fee & Technical Bid shall be opened initially in the presence of Bidder/ representatives, if any, and if the EMD and Tender Fee is as per the criteria provided, then only, Technical Bid shall be considered for evaluation.

- Those bidders who have qualified technically only their Financial Bids (Envelope B) will be opened. The date, time, and venue of the opening of Financial Bids will be informed to the technically qualified Bidders, who may choose to remain present.

2.11 Evaluation Process

2.11.1 Bid Evaluation Committee

The Bid Evaluation Committee constituted by CIRT shall evaluate the bids.

2.11.2 The Bid Evaluation Committee shall evaluate the Technical and Financial bids and submit its recommendation to Competent Authority whose decision shall be final.

2.12 Prequalification Criteria

The bidder shall fulfil all the following eligibility criteria:

Sr No	Criteria	Supporting Documents
1.	The bidder must be a registered company in India, registered under the Companies Act 1956. The bidder should be operating in India for the last five years as on 31/03/2024	<ul style="list-style-type: none">• Copy of the Certificate of incorporation /Registration issued by the relevant statutory authority.• Copy of Memorandum and Articles of Association.
2.	Annual Turnover The bidder must have a minimum annual average turnover of Rs. 25 lakhs from Software development in the last three financial years 2022-23, 2023-24, 2024-25	<ul style="list-style-type: none">• CA certificate and net worth certificate.• Net worth should be positive.

Sr No	Criteria	Supporting Documents
3.	The bidder should have valid quality certification. <ul style="list-style-type: none"> • ISO 9001:2008 or equivalent 	Copies of the valid certificates as on bid submission date from authorized agencies
4.	The bidder should submit valid documentary proof of GST registration number and the details of income tax registration (PAN).	<ul style="list-style-type: none"> • Copy of PAN Card • Copy of GST
5.	The bidder should not have been blacklisted by any Government Agency or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient/ineffective performance	Self-Certificate from the current authorized signatory of the company.
6.	The bidder should be an individual organization. Consortium shall not be allowed.	Certificate from the current authorized signatory of the company.
7.	Bidder should have minimum 05-10 Full Time Application development professionals with necessary skillset as per the requirement of Payroll on bidder's own payroll.	Certificate from the current authorized signatory of the company with name of the professionals, qualifications and their work experience details.

2.13 Technical Qualifications Parameters (Bidder to Score 70% to Qualify Technical Bid)

S.N.	Parameter of technical Criteria	Max. Marks	Technical Criteria	Max Marks
1.	Annual Turnover	10	i. The annual average turnover is between 25 lakhs & 50 Lakhs for past three years.	5 Marks
			ii. The annual average turnover is above 50 lakhs for past three years -	10 Marks
2	Presentation of Payroll/ Similar Work Software (10) marks each		Presentation in front of committee members at CIRT Pune, date will be provided during technical bid examination	20 Marks
	Demonstration of the Software	20		
3	Nos. of Payroll of Edu. Institute/University/Govt. Sector/Private sector	20	(i) Payroll upto 2 numbers.	10 Marks
			(ii) Payroll above 2	20 Marks
4	Company Nos. of years of work experience in Payroll development	10	(i) Year of experience up to 5 years	5 Marks
			(ii) Year of experience above 5 years	10 Marks
5	Nos. of Technical Personnel in company	10	(i) Technical Persons min. 05 numbers	5 Marks
			(ii) Technical Persons above 05 numbers	10 Marks
6	Similar Works means refer definition section no. 2.13.1 Should have "Similar Works" experience of having successfully completed any of the following similar works during last 5 years ending 31-03-2025:	30	<ul style="list-style-type: none"> • The Bidder must have successfully executed / completed at least one single order of 5 lakhs and above or • 2 orders each of 3.5 lakhs and above or 	<p>30 Marks</p> <p>15x2 Marks</p> <p>10x3 Marks</p>

S.N.	Parameter of technical Criteria	Max. Marks	Technical Criteria	Max Marks
			<ul style="list-style-type: none"> • 3 orders each of 2.5 lakhs and above for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services 	
	Maximum Marks	100		100

Minimum 70 Marks to be scored to qualify the technical bid.

2.13.1 **Similar Works Definition**

In project Experience "Similar Works" refers to projects of comparable nature, scope, complexity, and value that demonstrate the bidder's capability to execute the proposed Payroll development project. This includes, but is not limited to:

1. **Development of Official Payrolls** – Experience in designing and developing Payrolls for government agencies, public sector undertakings (PSUs), educational institutions, or corporate entities or private sector.
2. **E-Commerce & Payment Gateway Integration** – If applicable, experience in developing e-commerce with secure payment processing.

2.13.2 **Supporting Evidence for Similar Works**

To validate "Similar Works," the bidder should provide as per enclosed **Annexure VII:**

- **Work Orders / Completion Certificates / Payment proof** from previous clients.

2.14 **Process of Evaluation**

- Bidders who qualify on Envelope 'A' shall be considered for further technical evaluation.
- Bidder shall be evaluated as per prequalification criteria mentioned above. The bidders who fulfil all the prequalification criteria will qualify for further Technical Evaluation.
- Amongst technically qualified bidders who are considered for financial evaluation, the bidder quoting the lowest will be preferably awarded the work at the discretion of CIRT.
- The Bid Evaluation Committee reserves the right to accept or reject any or all the bids without giving any reasons thereof.

2.15 **Award Criteria**

CIRT shall preferably award the Contract to the lowest identified Bidder at its discretion.

2.16 **Warranty:** The warranty shall remain valid for one year from the date of go-live of the Payroll Software.

2.17 Performance Bank Guarantee

- (i) The Bidder shall at his own expense, deposit with department, within 15 (fifteen) days of the date of issue of Work order or prior to signing of the contract, whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized Bank acceptable to department, payable on demand, for the due performance and fulfilment of the contract by the bidder. The format of the PBG to be submitted is enclosed as **Annexure V**.
- (ii) This PBG will be for an amount equivalent to 10% of contract value. All charges whatsoever such as premium, commission, etc. with respect to the PBG shall be borne by the bidder.
- (iii) The PBG shall be valid for a period of 15 months from the date the Warranty period commences. If the PBG has been submitted for a lesser period, the successful bidder shall ensure that the PBG date is extended to cover the validity period of 15 months (warranty period of 12 months + 3 months)
- (iv) The PBG may be discharged/ returned by department 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 PBG.

2.18 Payment Terms and Schedule

- 30% advance payment against submission of an equivalent amount of bank guarantee.
- 50% payment will be given after the delivery of complete Payroll development, source code.
- 20% after successful implementation of the software.
- AMC Payment: Quarterly on bill basis. AMC Period shall start after expiry of warranty period (warranty period is for one year).

CIRT shall release the payment within 30 days from the date of submission of invoice subject to providing services satisfactorily.

The bank guarantee against advance payment shall be valid till the date of delivery of complete Payroll development, source code plus another 60 days. No interest shall be paid for the submitted bank guarantee.

2.19 Penalty / Liquidated Damages

- 2.19.1 In case of delay in Design, development and go-live of Payroll within 3 (Three) months of the issue of work order, then a sum equivalent to

1% (one percent) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof.

2.19.2 Capped at a maximum limit 10% of the contract value.

2.19.3 Delay in excess is sufficient ground to cause termination of the contract. In such case the Performance Bank Guarantee of the bidder will be forfeited and any payment released to be reimbursed with prevailing rate of interest.

2.20 Service Level Agreement (SLA) and Penalty during Operation and Maintenance

The Service Level Agreement (SLA) will stipulate 99.5% monthly availability excluding schedule maintenance.

Schedule maintenance max 4 hours in a month with 72 hours of prior notice. Schedule maintenance to be carried out at non-working hours of CIRT without affecting day to day work of CIRT.

Incident Response & Resolution

Issue Severity	Response Time	Resolution Time	Penalty for Failure
Critical (Site down, security breach)	30 mins	4 hours	0.2% of monthly contract value per hour delay
High (Major functionality broken)	1 hour	8 hours	0.2% of monthly contract value per day delay
Medium (Minor bugs, non-critical)	4 hours	24 hours	0.1% of monthly contract value per day delay
Low (Cosmetic issues)	8 hours	48 hours	0.1% of monthly contract value per day delay

Security & Compliance

- Vulnerability Patches: Critical security updates within 24 hours of disclosure.

Key Compliances to Reference

- GIGW (Guidelines for Indian Government Payrolls)

3. Copyright

Any software, hardware, data, awards, certificates, patent, etc. shall be absolute property of Central Institute of Road Transport. The Successful bidder will transfer to CIRT all Intellectual Property Rights in the Software developed. The bidder shall relinquish to the CIRT source code of the developed software within 7 (seven) days from the date of go live of the system. The source code supplied to the CIRT shall always be a complete, accurate, and up-to-date copy corresponding exactly to the current production release of the software. The content shared during the development process shall not be used for any other purpose and should be discarded after its use.

4. Force Majeure

- 4.1.1 The Bidder shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 4.1.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Bidder that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Bidder. Such events may include, but not be limited to, acts of CIRT in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 4.1.3 If a Force Majeure situation arises, the Bidder shall promptly notify CIRT in writing of such condition and the cause thereof. Unless otherwise directed by CIRT in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5. Scope of Work

Scope of Work for implementing agency

1. The implementing agency will develop a payroll application / provide a payroll package as per the requirement of CIRT.
2. “Payroll application” as per the brief list of description given below but not limited to, is to be implemented:
 - a. User login, change password, role based access etc. options are to be provided in the package.
 - b. All the Master data, variable data for monthly payroll processing and other data import and export facility are required to be provided (on XLS / XLSX format only) in the package, as per format / details provided by CIRT.
 - c. The required legacy data (last 6 months) may be imported from XLS / XLSX format or processed through system, for record purpose.
 - d. All the software and its data need to be implemented on an open source /license free platform only.
 - e. Various types of reports with filtering / customization options need to be provided as per format required by the CIRT.
 - a. Calculation of DA/Salary Arrears / Recoveries as per the extant rules of the CIRT
 - f. Calculation of Leave Encashment while in service and at the time of retirement / superannuation / death.
 - g. Calculation of Gratuity as per GoI Rule and/or ‘The Payment of Gratuity Act, 1972’ or as per the rules applicable on the CIRT.
3. The vendor requires to finalize the “process flow” and prepare the applicable document (ER diagram and DFD etc., User /Technical Manual, implementation documents of the payroll application).
4. The warranty period of the payroll application will be for one year from the date of successful implementation and handing over of the application with source code. The successful bidder is required to take signed handing over document from CIRT.
5. During the warranty period, the successful bidder will be required to address all issues related to the offered application software including minor changes, removing bugs, providing updates, back-end technical support etc. Any additional manpower requirement for fulfilling the query resolution system shall also have to be provided free of cost by the successful bidder to meet warranty obligation.
6. The warranty should cover all the services related to the payroll application project. In addition, all product upgrades are to be offered as part of the warranty. User and Technical support shall be provided as per the requirement of the CIRT.
7. Any customization due to change in statutory laws during the warranty and AMC periods shall be carried out by the vendor at no cost.
8. On successful completion of implementation and warranty, the successful bidder needs to accept the work order for CAMC (Comprehensive Annual

Maintenance Contract), which may be issued by the CIRT, depending on the performance of the successful bidder. Non acceptance of such work order of CAMC by the successful bidder will result the forfeiture of all dues (i.e. Security deposit & others, if any etc.)

9. After the development of software the successful bidder shall host the said software on the CIRT server & provide complete training in handling day to day functioning of the application to the persons nominated by CIRT.

a. Technical Detail

The program / database will be developed in open-source language & Bidder require to mention language and database use on the technical bid. Both the database and developing language will be open-source technology by which, we have not required to procure any license. The implementing agency require to confirm that “for implementing the project, no license required to procure”.

6. Technology to be used

The new Payroll should use Web 3.0 based tools and open-source software like LAMP architecture, Java Script /J Query, HTML5, CSS3, Open LDAP etc.

Following is the advised open-source technologies to be used:

- Server-Side Scripting: PHP / Laravel.
- Con. Mgmt. System: Joomla / Drupal.
- Server-Side Database: MySQL / PostgreSQL etc.
- O.S Platform for hosting: Linux / Windows
- Any Other Add-On Feature: Only open-source tools will be preferred.

7. Maintenance of Payroll

The Successful bidder shall maintain and support the supplied software for a period of 2 years after the expiry of the warranty period (1 year).

8. Project Timeline

Sr. No.	Milestone	Timelines T = Date of work order (working days)
1.	Preparation of SRS –Study report	T1 = T+ 07 days
2.	Software Design and Development	T2 = T1+ 60 days

3.	User Acceptance	T3 = T2+ 05 days
4.	Successful implementation of Software	T4 = T3+ 10 days
5.	User Training	T5= T4 + 08 days
6.	Annual Maintenance	For 2 years after expiry of warranty period

Approx Three Months from the Date of Release of Work Order. Maximum Deviation one month after that penalty will be charged as per tender clause.

9. Tender Terms & Conditions

THE BIDDER SHOULD READ CAREFULLY THE FOLLOWING CONDITIONS PRIOR TO PREPARING THE BID DOCUMENT. NON-COMPLIANCE OF ANY AND/OR ALL CONDITIONS MAY LEAD TO REJECTION OF THE BID.

9.1 Tender bid documents along with fee should be submitted by prospective tenderer on or before as per the date mentioned in the Invitation of bids.

9.2 Bidders who qualify technically only their financial bids will be opened.

This tender document to be signed by the bidder on each page with date and company seal.

9.3 The rates quoted should be in Indian Rupees only.

9.4 Late and incomplete tender is liable to be rejected. CIRT shall not be responsible for any delay in transit or otherwise due to postal and or any other reason including network failure/problem.

9.5 Tender will be opened on due date at CIRT, Pune in the presence of the bidder or their representative who wish to present.

9.6 The CIRT reserves the right to cancel the bid at any given point of time.

9.7 LANGUAGE OF THE TENDER: The tender and all subsequent correspondence shall be in English. If any literature submitted by the tenderer is any other language an English translation thereof should also be submitted, and the English translation shall prevail for interpretation of the tender.

9.8 If the tenderer withdraws or amends its tender or impairs from the tender in any respect within the period of validity of its tender or extension thereto; their EMD will be forfeited. The successful tenderer's earnest money will be forfeited if they do not sign the acceptance of the contract and furnish the Performance Bank Guarantee within the specified period.

9.9 Dispute Resolution & Jurisdiction

If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this

agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this Agreement, such disputes or differences shall be referred to an Arbitral Bench consisting of three Arbitrators, one each to be appointed by each party and the two Arbitrators shall appoint a third Arbitrator who shall be the presiding Arbitrator. A reference to the Arbitration under this Clause shall be deemed to be submission within the meaning of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder for the time being in force. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrators otherwise decides in the Award. The venue of arbitration should be the place from where the contract has been issued. The language of the arbitration proceeding will be in English.

Guidelines for Technical Proposal

- 1) A printed covering letter, on the bidding organization's letterhead with all required information and authorized representative's initials shall be submitted along with the proposal.
- 2) The technical proposal should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's Technical Solution meets the requirements specified in the RFP. The technical proposal must not contain any pricing information. In submitting additional information, please mark it as supplementary to the required response.
- 3) Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. CIRT will evaluate bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- 4) The bidder is expected to provide deliverables for the proposed solution as part of technical proposal without price quote. The deliverables as given in the technical solution should be in consonance with the financial proposal. Any deviations in the final deliverables between technical and financial proposals shall make the proposal as being unresponsive and may lead to disqualification of the proposal. Department reserves the right to take appropriate action in this regard.
- 5) The bidder must address the following in their project implementation strategy:
 - a) A detailed Project schedule and milestone chart.
 - b) Approach and Methodology of design, development and management of the Payroll.
- 6) The technical proposal should address the following at minimum:
 - a) Project Management Plan including:
 - i. Team composition and Tasks assigned to be submitted in the format as enclosed in Form
 - ii. Implementation Methodology and Plan to include
 - Key implementation objectives, key deliverables and an implementation schedule for the same

- Roll-out Plan
 - Indication of Time Frame
 - Acceptance Testing Plan
 - Data Backup plan
 - Escalation Process during implementation
- iv. Training Plan
 - v. Hand holding, Operation and Maintenance Plan
 - vi. Licensing details of software

**Covering letter with the Technical Bid in
response to RFP Notice**

(To be submitted on the Letterhead of the bidder)

Ref. No.:

Date:

To

The Director
Central Institute of Road Transport
Post Box No, 1897, Pune 411026

Subject: Submission of proposal in response to the RFP for “Design Development, Maintenance with Content Management for CIRT Payroll”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP for “Design Development, Maintenance with Content Management for CIRT Payroll” in full conformity with the said RFP document.
2. We have read the provisions of the RFP document and confirm that these are acceptable to us.
3. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 180 days from the date of opening of technical proposals
4. We would like to declare that we are not involved in any major litigation that may have an impact on affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
5. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.
6. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
7. We understand you are not bound to shortlist / accept any or all proposal you receive.

Our correspondence details with regard to this proposal are:

Sr. No	Information	Details
1	Name of responding firm:	
2	Address of responding firm:	

3	Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP:	
4	Telephone no. of contact person:	
5	Mobile no. of contact person:	
7	E-mail address of contact person:	

Details of Demand Draft :
 Date and No :
 Name of Nationalized / Scheduled bank:
 Amount :

We are enclosing details of our company.
 (As per the Form enclosed as- **Details of Responding Firms**)

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely, [FIRM'S NAME]

Name Title Signature Date

Stamp of the Signatory

Details of responding firm

Sr. No.	Particulars	Details to be Furnished
1	Details of Responding Firm	
	Name	
	Address	
	Telephone	Fax
	Email	Payroll
2	Information about Responding Firm	
	Status of Firm/ Company (Public Ltd., Pvt. Ltd., etc)	
	Details of Registration	Date
		Ref #
	Number of professionals (on the rolls of the firm) providing managed services (excluding temporary staff) :	
	Key Persons Name:	
	Locations and addresses of offices (in India and overseas)	
	Certificates (Please attach copy) as required in the Prequalification and Technical Evaluation Criteria	

Guidelines for Financial Proposal

1. Unless expressly indicated, the bidder shall not include any technical information regarding the services in the financial proposal.
2. Prices shall be quoted entirely in Indian Rupees.
3. The price quoted shall be inclusive of all taxes, duties, and charges and levies as applicable.
4. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of the project. A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.
5. Commercial bid of only those bidders who has obtained minimum 70% score in Technical Evaluation shall be opened.
6. The contract will be awarded to the qualified bidder whose responsive bid is determined to be the lowest evaluated commercial bid and fulfils all tender conditions.
7. In commercial bid evaluation if L1 bidder does not agree to accept the order then subsequently L2 and L3 will be given chance to execute the order provided they match the L1 bidders price.
8. Any figures (price) if left blank by the bidder in Financial BoQ will be considered as '0' (zero).
9. The evaluation criteria of financial bid shall be solely determined on the basis of the total cost of the design development and maintenance of payroll software(Sl No A, 1 of the Financial Proposal Submission Form).
10. The maintenance/AMC charges are to be quoted compulsorily by the bidders, otherwise tender shall be rejected
11. Maintenance /AMC cost (Sl No B, 1 & 2 of the Financial Proposal Submission Form) should not exceed 20% of the total development cost per annum.

Financial Bid

CIRT

NIT No-CIRT/Payroll/2025-26/01

Name of the work- Development & Maintenance of Payroll software
Financial Proposal

Name of the Firm :-.....

<u>Sl No</u>	<u>Description</u>	<u>Amount in INR</u>
<u>A*</u>		
<u>1</u>	<u>Design, Development & Maintenance of Payroll software with 1 year warranty</u>	<u>0.00</u>
	<u>Total cost Exclusive of GST</u>	<u>0.00</u>
	<u>GST Amount</u>	<u>0.00</u>
	<u>Total cost inclusive of GST</u>	<u>0.00</u>
<u>B</u>		
<u>1</u>	<u>Maintenance cost for 2nd year(after warranty period)</u>	<u>0.00</u>
<u>2</u>	<u>Maintenance cost for 3rd year</u>	<u>0.00</u>
	<u>Total cost exclusive of GST</u>	<u>0.00</u>
	<u>GST</u>	<u>0.00</u>
	<u>Total cost inclusive of GST</u>	<u>0.00</u>

* 1.) The **evaluation criteria** of financial bid shall be solely determined on the basis of the total cost of the design development and maintenance of payroll software **(Sl No A,1)**

2.) Maintenance /AMC cost **(Sl No B,1 & 2)** should not exceed 20% of the development cost per annum.

Format of Performance Bank Guarantee

(To be executed only after award of contract)

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(To be executed on non-judicial stamped paper of an appropriate value)

WHEREAS The Central Institute of Road Transport (CIRT) having its corporate & registered office at Pune Nasik Road, Bhosari, Pune – 411026, (hereinafter referred to as “The Owner”, which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a contract on [Please insert date of execution of Contract] (“Contract”) with [insert name of the Successful Applicant] (hereinafter referred to as the “Contractor” which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution and implantation of the Works (“Works” shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [insert reference number of the Tender Documents] dated [insert date of issue of Tender Documents] and various other documents forming part thereof.

AND WHEREAS, one of the conditions of the Contract is that the Contractors shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Pune for an amount equal to 10% (ten percent) of the total Contract Sum (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the “Guaranteed Amount”) against due and faithful performance of the Contract from the post-completion stage of the Work under the Contract, Including bank guarantee obligation and other obligation of the Contractor for the services provided and be valid from the date hereof up to the expiry of the assurance Period including any extension thereof.

AND WHEREAS the Contractor has approached [insert the name of the scheduled bank] (here in after referred to as the “Bank”) having its registered office at [insert the address] and at the request of the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:

- i. The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand in the form set out in Appendix (“Demand”) from the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or set-offs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee

provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount.

- ii. However, the Bank's liability under this bank guarantee shall be restricted to an amount not exceeding (figure of guaranteed Amount to be inserted here only).
- iii. The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights or by reasons of time being given to the Contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- iv. The right of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute of dispute have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and / or the Contract.
- v. The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is affected.
- vi. This bank guarantee shall be governed by and construed in accordance with the laws of the Republic of India and the parties to this bank guarantee hereby submit to the jurisdiction of the Courts Pune for the purposes of setting any disputes or difference which may arise out of or in connection with this bank guarantee and for the purposes of enforcement under this bank guarantee.
- vii. All capitalized words used but not defined herein shall have the meanings assigned to them under the Contract.

NOTWITHSTANDING anything stated above, the liability of the Bank under this bank guarantee is restricted to the Guarantee Amount and this bank guarantee shall expire on the expiry of the assurance Period under the Contract. Unless a Demand under this bank guarantee is filed against the Bank within six (6) months, from the date of expiry of this bank guarantee, all the rights of the Owner under this bank guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities hereunder. However, if the contractor's obligations against which this bank guarantee is given, are not completed or fully performed by the Contractor within the period prescribed under the Contract, the Bank hereby agrees to further extend the bank guarantee for further periods of six months each till the Contractor fulfils its obligations under the Contract.

We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the power of Attorney dated [date of power of attorney to be inserted] granted to him by the Bank.

Date:

Bank:

Corporate Seal of the Bank

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank.

Pre-Bid Query Format

Sr. No.	Section No.	Page No.	Content of RFP requiring Clarification(s)	Point of Clarification

Work Experience Details for Past Five Years

Sr. No	Item	Guidelines	Attachment Ref. No for Details
1	Name of the Project		
2	Date of Work order		
3	Client Details	Name: Desig. : Email ID: Phone No.:	
4	Scope of Work	Provide Scope of Work: Highlight Key Result Areas of Site Development	
5	Contract Value		
6	Complete Project Duration	Provide particulars on the total time taken on completion of the project.	
7	Completion Certificate	Enclosed on Client Letter Head Completion Certificate	