

**THE HARYANA STATE CO-OPERATIVE
APEX BANK LTD. (SCB)**

**Tender Document
for
Deployment and Training of Software
Package
for Computerisation of Common
Accounting System (CAS) and standard
Management Information System (MIS) in
277 Primary Agricultural Credit Societies
(PACS)**

General Instructions and Conditions

This Document contains 38 pages

Schedule of Events

Date of commencement of issue of Tenders	at 1000 hours on 16 January 2012
Date of pre-bid meeting	at 1500 hours on 30 January 2012
Last Date for Submission of Tenders	at 1500 hours on 15 February 2012
Opening of Tenders - Technical Bids	at 1500 hours on 15 February 2012
Fees for Tender document (non-refundable)	₹ 1000/-
Earnest Money Deposit (Bid Security)	₹ 1 Lakh

Table of contents

Sr. No	Clause No	Description	Page No
1	1	Background	4
2	2	Scope of Work	5
3	3	Eligibility Criteria	7
4	4	Designing an implementation Plan	8
5	5	Contract with the SDA	8
6	6	Proposal Process Management	8
7	7	Validity of Bid	9
8	8	Bidder Indication of Authorization to Bid	9
9	9	Proposal Ownership	9
10	10	Confidentiality	9
11	11	Price Composition & Total Cost of Ownership (TCO)	9
12	12	Terms and Conditions of Execution of Work	10
13	13	Payment Schedule	10
14	14	Warranty	11
15	15	Indemnity	11
16	16	Liquidated Damages	11
17	17	Dispute Resolution	12
18	18	Order Cancellation	13
19	19	No erasures or alterations	14
20	20	Right to alter quantities	14
21	21	Timely availability of Support Services	14
22	22	Force Majuere	14
23	23	Corrupt, fraudulent, collusive, coercive and obstructive practices	15
24	24	Cost of the Tender and Bid security	16
25	25	Performance Bank guarantee	17
26	26	Proposal Content	17
27	27	Bidding Process	18
28	28	Envelope I and 2	19
29	29	Submission and Acceptance of SDA Proposals	20
30	30	Overview of evaluation process	20
31	31	Evaluation Process	20
Schedules & Annexures			
	Schedule I	Data Extraction	22
	Schedule II	Training Curriculum	24
	Annex A	Letter to SCB on SDA's letterhead	25
	Annex B	Documentary Proof & Terms and Conditions	26
	Annex C	Financial Quote	29
	Annex D	Letter of Indemnity and Undertaking	30
	Annex E	Bank Guarantee in Lieu of Bid Security Deposit	31
	Annex F	List of PACS	34

Deployment and Training of Software Package for Computerisation of CAS/MIS in PACS

General Instructions and Conditions

1.0 Background

1.1 Government of India's Package for Revival of Short Term Rural Cooperative Credit Structure (Revival Package) proposes a *Common Accounting System* (CAS) to standardize the accounting system in the Primary Agricultural Credit Societies. Based on this CAS, a standard *Management Information System* (MIS) is also to be implemented in all PACS so as to generate necessary outputs which would not only facilitate internal control and decision making in PACS, but also help in addressing regulatory, supervisory and lender requirements.

1.2 National Bank for Agriculture and Rural Development (NABARD), as the Principal Implementing Agency of the Revival Package, had prescribed a standard CAS and MIS. An operating manual on accounting and reporting guidelines has been issued. Necessary instructions for its adoption have already been issued by the Registrar of Cooperative Societies (RCS) of the State. The CAS and MIS are being implemented in all the participating states including the State of HARYANA.

1.3 In order to facilitate computerization of CAS and MIS in PACS, as directed by the *National Implementing and Monitoring Committee* (NIMC) set up to monitor the progress in implementation of the Revival Package, NABARD has finalized an application software (**PACS Software**) provided by the **M/s. Nelito Systems Ltd.** for deployment in the identified PACS in the State. This PACS software accommodates the present activities as well as future business diversification of PACS, and given the stand alone nature of the business of any PACS as well as the infrastructure generally available in villages, the PACS software is designed to run on an entry level PC supported by entry Dot Matrix printer and a UPS at each PACS. The deployment of the software and training of the field level functionaries in the software will be done by the **Software Deployment Agency (SDA)**.

1.4 A State Level Implementing Committee (with Secretary, Finance, Government of Haryana as Chairman, CGM, NABARD Haryana Regional Office as Member-Secretary, Secretary, Cooperation, Government of Haryana , Registrar of Cooperative Societies, Haryana, Managing Director, The Haryana State Cooperative Bank and a Chartered Accountant as members and Executive Director, NABARD as Special Invitee) was constituted for guiding and monitoring the implementation of Revival Package at State level. As per the directives of the State Level Implementing Committee (SLIC), the tender is issued by SCB.

2.0 Scope of Work

2.1 This document constitutes a formal “Invitation to Bid” for Deployment and Training of Software Package for Computerisation of CAS/MIS in PACS. The SDA is required to carry out the following:

- i. install the following in the computers supplied above:-
 - a. SQL Express 2005 or above.
 - b. PACS software
 - c. If required, on establishing connectivity with state wide WAN or with any other network provider, data in the PACS have to be pushed to the central server/data server.
- ii. Create Master data, data entry and validation of data as discussed in **Schedule I**. The location for doing MDC preferably should be PACS. However, in case the SDA decides to go for some centralized location or any other location as agreed upon by SDA/DCCBs/PACS, the expenses in such case shall be borne by the SDA. In case the MDC is done in a centralized location adequate care should be taken by SDA to ensure no loss of records of PACS.
- iii. Train at least two staff / members in each PACS on the day-to-day operations of PC, PACS software, Open Office, backing up of data, etc. Class room training on the curriculum indicated in **Schedule II** should be given to the PACS staff at an identified location for 12 working days. Training of the PACS staff should be completed before master data is created. All the expenses pertaining to the training of PACS officials including the cost of study material, boarding, field visits etc. are to be

borne by the SDA. The infrastructure for conducting the training like venue, adequate numbers of PCs etc. are to be arranged by the SDA.

- iv. On successful completion of master data creation, data migration, transaction postings and tallying of the balances generated from the PACS software with the manual ledgers, the PACS software would be turned over to the PACS staff for day to day operations. The SDA should provide Hand-holding support for each PACS for a period of not less than 24 working days, with at least one monthly closing, **on site**, in the PACS. The onsite hand holding period would conclude only on successful tallying of the latest monthly balance from the PACS Software with the manual ledgers of the PACS and
- v. Provide on-demand on-site support to PACS for a total period of 3 years (this will include the handholding support mentioned in point iv above). During this period support should be available for the PACS staff to sort out their problems in day to day operations of the Computer, Operating System and Common Application Software.
- vi. During this 3 year period, the SDA would also be responsible for installation of the revised versions of the software, if any and troubleshooting thereof.
- vii. During the first year, the SDA will place one trained professional in charge of every **50 PACS** who will be available for the PACS staff to sort out their problems in day to day operations. The SDA shall provide and employ only such personnel, who are skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the work
- viii. In case the trained professionals of the SDA are unable to solve any software related problem faced by the PACS staff, then the same may be referred to the SDV, through the nodal officer of the CCB concerned.
- ix. Help Desk would be set up by the SDA for dealing with routine trouble shooting relating to the PACS Software at the District level.
- x. The SDA will be provided training in software, backup, etc. by the Software Development Vendor (SDV) at a suitable location in the State.

Hence, the SDA should identify two resources for every 100 PACS or the total number of PACS in the DCCB, whichever is less, for training by the SDV. After initial training, SDV will provide assistance to SDA for a period of at least three months so that the SDA gains necessary expertise and confidence in deploying the software developed by SDV. Training inputs and technical assistance for three months (as indicated above) will be provided by the SDV. The SDV will make arrangements for laptop/PCs for training of SDA staff, at the SDV's expense. Further, expenses relating to conveyance, lodging and other infrastructure etc. will be borne by the SDA themselves.

2.2 The SDA should give an undertaking to the SCB that, in the event of the employment of the SDA's resources trained by the software developer as indicated in point x above, being terminated/vacated during the three year period, the SDA would ensure that the new resource appointed would be trained by **M/s. Nelito Systems Ltd.** at their own cost.

2.3 The SCB reserves the right to place repeat order/s, complying with CVC guidelines i.e. upto 50% of the original order, on the bidder under the same unit price and other terms and conditions, within a period of one year from the acceptance of the first order by the bidder. The SDA will be under obligation to supply such repeat order to the PACS so identified in the CCBs covered by this tender.

3.0 Eligibility Criteria

- i. The SDA should be an Entity / Agency registered in India.
- ii. The SDA should have prior experience in software deployment and training (preferably financial accounting software) in India for the immediate preceding 3 years.
- iii. The SDA should have IT trained staff on its rolls as on March of the current year and the number of such staff should be 20 or 15% of the total number of PACS to be covered under the bid, whichever is higher.
- iv. The SDA should have a minimum annual business turnover of **5 Crores** from software deployment and training during the past three years and should be in profit during the preceding three years.

- v. The SDA should have a well established office in the state which should be manned by suitable technically qualified staff. However, companies having offices in Delhi may also apply.

The documentary proof required to be submitted in support of the above and other terms and conditions are laid out in **Annexure B**.

4.0 Designing and implementation Plan:

4.1 The SDA is required to develop a detailed plan for deployment and training of Software Package which should include the full scope of the work as mentioned above. On acceptance of such plan by the SCB, the SDA is required to carry out the implementation including supply, installation, testing, commissioning, training etc as per the scope of work.

5.0 Contract with the SDA

5.1 The SCB would enter into a contract with the finally selected SDA who will be responsible for supply, installation, testing, commissioning, training, etc. as per the scope of work.

6.0 Proposal Process Management

6.1 SCB reserves the right to accept or reject any or all proposals, to revise the Tender, to request one or more re-submissions or clarifications from one or more SDAs, or to cancel the process in part or whole at any point of time. Additionally, SCB reserves the right to alter the specifications, in part or whole, during the Tender process and without re-issuing the Tender. All claims for functional/technical delivery made by the SDAs in their responses to the tender shall be assumed as deliverable within the quoted financials. SCB reserves the right to accept or reject, fully or partially, any or all offers without assigning any reason.

6.2 SDAs shall be entirely responsible for their own costs and expenses that are incurred while participating in the Tender and in contract negotiation processes.

7.0 Validity of Bid

7.1 Tender shall remain open to acceptance by SCB **for a period of three months** from the date of opening of Financial Bid. The period may be extended by mutual agreement and the SDA shall not cancel or withdraw their offer during this period.

8.0 Bidder Indication of Authorization to Bid

8.1 Responses submitted by SDAs to this Tender represent a firm offer to contract on the terms and conditions described in the SDAs' response. Each page of the proposal must be signed by an official authorized to commit the SDA to the terms and conditions of the proposal.

8.2 SDAs must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official.

9.0 Proposal Ownership

9.1 The proposal and all supporting documentation submitted by the SDAs shall become the property of SCB unless SCB agrees to the SDA's specific request/s, in writing, that the proposal and documentation be returned or destroyed.

10.0 Confidentiality

10.1 The Proposed service shall be treated as confidential information between the SCB and the SDA. Any such information shall not be passed on in part in full to any third party without SCB's prior written approval.

11.0 Price Composition & Total Cost of Ownership (TCO)

The price quoted should be in Indian Rupees on a fixed price basis and should include the following:

(i) The prices quoted shall be inclusive of all transportation costs incurred by the SDA.

(ii) All prices should be itemized. Unit price should be given in detail for each and every item offered. Total Cost of Ownership (TCO) will be calculated

taking all the items as mentioned in **Annexure - C**, excepting optional items, if any, which may be shown separately.

(iii) The SDA should clearly furnish the cost matrix strictly as per the structure provided in the **Annexure - C**. Any deviation may lead to bid rejection. Wherever options are given, the bid is liable to be rejected.

12.0 Terms and Conditions of Execution of Work

12.1 The installation of software, data entry and training should be completed within six months or annual closing whichever is later, from the date of receipt of data from PACS. Time is essence of the contract.

13.0 Payment Schedule

13.1 The SCB, on behalf of the SLIC shall make payments as under:

- a. 10% of **the total cost of software deployment** at the time of operationalising of the software onto the computers available in the PACS and after due approval of SLIC/DLIC.
- b. 25% of the **total cost of software deployment** after master data creation & transaction postings, completion of mock porting, training of PACS staff on day to day operations of software and providing support to PACS staff till the month end balances are tallied with the manual ledger and current Day Book is generated.
- c. **15%** of the **total cost of software deployment** after final porting of data, and providing support to PACS staff till the previous month Trial Balance is generated and is tallied with the Trial Balance generated manually.
- d. **10%** of the total cost on submission of a Performance Bank Guarantee valid for 3 years from the date of award of the contract by SLIC/DLIC.
- e. 10% of the **total cost of software deployment** would be paid for on-site support at the end of the first and second year and 20 % at the end of the third year on the SCB being satisfied that the agency has provided appropriate support during the year without any time delay.

13.2 Claims for payment may be preferred by the SDA on completion of the work, for groups of 100 PACS or the total number of PACS in the CCB, whichever is less, with a minimum of 50% of the PACS in the group.

13.3 Any discrepancy in settlement of bills may be brought to the notice of SCB within a period of one month after the settlement of the Bills. SCB will not entertain any claim regarding any dispute in settlement of the bills after the stipulated period.

13.4 Income Tax, Surcharge, Service Tax, VAT and other taxes as applicable will be deducted from total payment due to the SDA.

14.0 Warranty

14.1 The SDA shall warrant the availability and functioning of the software for a period of three years from the date of installation of the software. During this warranty period, the on-site maintenance services for trouble shooting of software package will be done by the SDA.

15.0 Indemnity

15.1 The SDA shall indemnify SCB against all claims in respect of patent rights, design, trademarks of name or other protected rights in respect of any plant, machine work or material used for or in connection with the works or temporary works and from against all claims, demands proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto. The SDA shall defend all actions arising from such claims, before any such infringement and receive their permission to proceed, and shall himself pay all royalties, license fees, damages, costs and charges of all and every sort that may be legally incurred in respect thereof. The successful bidder is required to submit the Indemnity Bond (**Annex G**).

16.0 Liquidated Damages (LD)

16.1 Liquidated damages for delay shall be at a rate of 0.5 % of the total development cost per week, for each week beyond the scheduled date of completion. The maximum amount of liquidated damages shall be 5% of the accepted tender amount.

16.2 Such liquidated damages, by way of price reduction, shall be recoverable by the SCB by reducing the overall amount payable to the SDA. SCB may, at its discretion, also waive or reduce the LD, if the reasons for delay are considered by the SCB to be beyond the control of the SDA.

16.3 In case of such difference of opinion, on any issue regarding SDA's role and responsibility, SCB's decision shall be final.

17.0 Dispute Resolution

17.1 All disputes (except for payments) shall be resolved by the SCB. If the dispute cannot be resolved, the matter may be referred to an arbitrator. All disputes and differences of any kind whatsoever arising out of or in connection with this agreement or the carrying out of the works (whether during the progress of the works or within one year after their completion or within one year after the termination or abandonment or breach of the contract) shall be referred by either party for arbitration after giving atleast 30 days notice in writing to the other(s) (hereinafter referred to as the 'Notice for Arbitration') clearly setting out the items of disputes for reference to a Sole Arbitrator to be appointed as hereinafter provided.

17.2 For the purpose of appointing the Sole Arbitrator referred to above, SCB will send to the SDA within thirty days of the Notice of Arbitration, a panel of three names of persons who shall be presently unconnected with the organization of SCB and the SDA.

17.3 The SDA shall on receipt of the names as aforesaid select any one of the persons so named to be appointed as a Sole Arbitrator and communicate his name to SCB within thirty days of receipt of the names. SCB shall thereupon without any delay appoint the said person as the Sole Arbitrator. If SDA fails to communicate such selection as provided above within the period specified, SCB shall make the selection without further reference to the SDA and appoint the selected person as the Sole Arbitrator.

17.4 If SCB fails to send to the SDA the panel of three names as aforesaid within the period specified, the SDA shall send to SCB a panel of three names of persons who shall be unconnected with either party. SCB shall on receipt of the names as aforesaid select any one of the persons and appoint him as the

Sole Arbitrator. If SCB fails to select the persons named in the panel and informs the SDA accordingly, the SDA shall be entitled to appoint any one of the persons from the panel as the Sole Arbitrator and communicate his name to SCB.

17.5 If the Arbitrator so appointed is unable or unwilling to act or resigns his appointment or vacates his office due to any reason whatsoever, another Sole Arbitrator shall be appointed by selecting from remaining persons on the panel by SCB.

17.6 The Sole Arbitrator shall have power to open up, review and revise any certificates, information or decision, requisition or notice and to determine all other matters in dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid. Subject to the aforesaid, the arbitration shall be governed by the Indian Arbitration and Conciliation Act 1996 or such other relevant Acts in force. The Award of the arbitrator shall be final and binding on the Parties. It is hereby agreed that in all disputes referred to Arbitration, the Arbitrator shall give separate award in respect of each dispute or differences in accordance with the terms of the tender and give a reasoned Award.

17.7 The fees, if any, of the Arbitrators shall, if required to be paid before the Award is made and published, to be paid half by each of the Parties.

17.8 SCB and the SDA hereby also agree that the Arbitrator under this clause shall be a condition precedent to any right to action under the tender with regard to the matters hereby expressly agreed to be so referred to the Arbitrator.

17.9 Services will continue to be rendered notwithstanding any reference or dispute to the arbitration. It is specifically agreed that the SDA shall continue to render the services provided herein with all the diligence, professional skill and tact notwithstanding that any matter, question or dispute has been referred to arbitration.

18.0 Order Cancellation

18.1 SCB reserves its right to cancel the order of acceptance of the proposal

in the event of delay in installation & commissioning of the software beyond 5 weeks from the date of acceptance of the offer.

19.0 No Erasures or Alterations

19.1 There should be no hand-written material, corrections or alterations in the Tender. Technical details must be completely filled up containing correct technical information of the product being offered. Filling up of the forms using terms such as “OK”, “accepted”, “noted”, “as given in Company’s brochure/manual” are not acceptable by SCB. Offers not adhering to these guidelines may not be accepted by the SCB.

20.0 Right to Alter Quantities

20.1 SCB reserves the right to alter quantities as also to delete some items specified in this Tender.

21.0 Timely availability of Support Services

21.1 The SDA should have proper and adequate support mechanism in place at Chandigarh to provide all necessary support under this project. The SDA should be able to provide support services to PACS either through their own support offices or through franchise centers. The response time for the support / breakdown call should not be more than 24-48 hours.

22.0 Force Majeure

22.1 The SDA shall take all reasonable steps to avoid or reduce any delay in executing the work as per the scope of work. However, if a force majeure situation such as war, blockage, revolutions, riots, insurrection, civil commotion, mobilizations, strikes, blockade, acts of God, plague or other epidemics, fire, flood, obstructions of navigation by ice of port of dispatch, acts of Government or public enemy or any other event beyond the control of either party which directly, materially and adversely affect the performance of any contractual obligation arises, the SDA shall promptly notify the SCB, in writing, of such conditions and the change thereof. Unless otherwise directed by the SCB, in writing, the SDA shall continue to perform his obligations under

the contract as far as reasonably practiced and shall seek all reasonable alternative means for performance not prevented by the force majeure event. SCB will make a reasonable extension of time for completion of the said works. The decision of SCB in this regard shall be final and shall not be questioned in arbitration or other legal proceedings.

23.0 Corrupt, fraudulent, collusive, coercive and obstructive practices

23.1 Purchases made under these tenders are governed by Fraud & anti corruption guidelines clauses as detailed below. If SCB determines that the SDA has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the SCB may, after giving 14 days notice to the SDA terminate the SDA's employment under the Contract and cancel the contract, and the provisions of Clause b (i) of Annex B shall apply as if such expulsion had been made under this clause.

(a) For the purposes of this Clause:

- (i) “corrupt practice”¹ is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- (ii) “fraudulent practice”² is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “collusive practice”³ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “coercive practice”⁴ is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is
 - (aa)deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false

¹ “another party” refers to a public official acting in relation to the procurement process or contract execution]. In this context, “public official” includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

² a “party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

³ “parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

⁴ a “party” refers to a participant in the procurement process or contract execution.

statements to investigators in order to materially impede a World Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(bb) acts intended to materially impede the exercise of SCB's inspection and audit rights as Under :

“The Supplier shall permit SCB and/or persons appointed by SCB to inspect the Supplier's offices and/or the accounts and records of the Supplier and its sub-contractors relating to the performance of the Contract, and to have such accounts and records audited by auditors appointed by SCB if required by SCB. The supplier's attention is also drawn to the clause which provides, inter alia, that acts intended to materially impede the exercise of SCB's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Procurement Guidelines).

23.2 Should any employee of the SDA be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the purchase of the Goods, then that employee shall be removed.

24.0 Cost of the Tender and Bid security

24.1 The Tender document is available on the SCB's website www.harcobank.nic.in and Head Office in SCB at Chandigarh. SDAs can download the Tender and use it for submission. However, the cost of the Tender i.e., **Rs 1000** (non refundable) should be paid by way of crossed Account Payee Demand Draft / Pay Order drawn in favour of The Haryana State Cooperative Apex Bank Ltd. while submitting the Tender to the SCB. The above Demand Draft / Pay Order should be handed over to the SCB authorities in a separate envelope. The envelope should be duly superscribed as “Cost of Tender Rs 1000/- paid through Demand Draft / Pay Order No.---)”. Alternately, the SDAs can purchase the Tender document from the office of Managing Director, SCB, by tendering a Demand Draft / Pay Order for ₹ 1000/- drawn in favour of The Haryana State Cooperative Apex Bank Ltd. payable at Chandigarh towards the cost of Tender.

24.2 The SDA shall furnish a Bid Security for an amount of ₹ 1 Lakh (Rupees

One Lakh only) in the form of a Demand Draft / Pay order / Bank Guarantee obtained from a scheduled commercial bank drawn in favour of The Haryana State Cooperative Apex Bank Ltd., payable / enforceable at Chandigarh (Annex I).

24.3 The Bid Security should form part of the Tender Documents (Technical Offer) submitted by the SDA. Failure to comply with this condition viz., submission of Bid Security of ₹ 1 Lakh (Rupees One Lakh only) shall result in summarily rejection of the tender offer. Submission of the Bid Security in the Commercial Bid shall render the bid being rejected on the grounds of non-submission of the Bid Security.

24.4 The Bid Security of unsuccessful SDAs shall be returned within Eight weeks, only after the successful completion of the tender process. No interest is payable on such amount.

24.5 The bid security of successful SDA will be returned only upon the SDA successfully deploying and Training of Software Package and on completion of warranty period. No interest would be payable on this amount.

24.6 The Bid Security shall be forfeited:

- (i) If a SDA withdraws his offer during the period of validity of the bid.
- (ii) If the successful SDA fails to execute the Project satisfactorily within the stipulated time schedule.

24.7 SCB's decision in the above cases will be final.

25.0 Performance Bank Guarantee

25.1 The Successful vendor who will be awarded the order shall submit security in the form of Bank Guarantee @ 20% of the total cost valid for three years from the date of award of contract.

26.0 Proposal Content

26.1 The SDA's proposals are central to the evaluation and selection process. Therefore, it is important that the SDAs carefully prepare the proposal. The quality of the SDA's proposal will be viewed as an indicator of the SDA's

capability to provide the solution and SDA's interest in the project.

27.0 Bidding Process

27.1 The bidding will be a two stage bidding process. Sealed Tenders in the prescribed tender form, complete in all respects, should be submitted in two separate envelopes super scribed "No.1" and "No.2" should be submitted to Office of Managing Director, SCB along with a letter stating that the SDA has understood the conditions mentioned in the Tender document and these are acceptable to them (**Annex A**). If any conditions are stipulated at the time of submission of Tender, it will be liable to be summarily rejected.

27.2 The Tender must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the Tender will be considered invalid and rejected by SCB at its discretion.

27.3 Rate should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the Tender must be attested by initials of the Vendor. Overwriting of any kind is not permitted. Failure to comply with either of these conditions will render the Tender invalid at SCB's discretion. No advice of any change in rate or conditions after the opening of the Tender will be entertained.

27.4 Each page of the Tender document should be signed by the person or persons submitting the Tender in token of Vendor having acquainted himself with the General Conditions of Contract, Specifications, Special Conditions etc. as laid down.

27.5 The tenders submitted on behalf of the Firm shall be signed by all the partners of the Firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Similarly in case of a company, only the person authorized by the articles of the company can sign. Otherwise the tender is liable to be rejected by the Bank.

27.6 Bidders are advised to visit a/few PACS and understand the nature & scope of the work and doubts of any nature should be got clarified before quoting.

27.7 A **pre-bid meeting** will be held at SCB on 30 January 2012 at 1500 hrs. The bidders are requested to attend the meeting and obtain clarifications, if any, required by them. No further requests for clarifications shall be entertained.

27.8 Both the envelopes shall be submitted together to the above Office not later than **1500 hrs on 15 February 2012** Tenders received late on account of any reason whatsoever and telephonic and faxed tenders shall not be entertained.

27.9 Envelope No.1 will be opened at 1500 hrs on 15 February 2012 in the presence of the tenderers or their authorised representatives who choose to be present. Based on the evaluation of the contents of envelope No.1, SCB will decide opening of price bid in due course.

28.0 Envelope 1 -- Technical Bid

The SDAs are requested to submit hard copy of the Technical Bid in original duly signed under the following sections:

28.1.1 Section 1 - Management Information Summary:

This section should be structured as follows:

- Letter as per draft provided in **Annex - A**
- Vendor profile & other information/documentary proof as per **Annex - B**

28.1.2 Section 2 - Details of the Proposed Bidder/work:

This section should be structured as follows:

- Functional & Technical details of the proposed work with specifications (**Annex H**)
- Installation and commissioning capabilities for the software as per Clauses indicated under Eligibility Criteria.

28.1.3 Section 3 - DD/Pay Order/Bank Guarantee

Demand draft/Pay order/Bank Guarantee (**Annex I**) for **₹ 1 Lakh** /- towards Bid Security drawn from a scheduled commercial bank, in favour of The Haryana State Cooperative Apex Bank Ltd., payable / enforceable at Chandigarh.

Cost of RFP, if downloaded from the website.

28.2 Envelope 2 -- Financial Bid

This envelope will contain the Bill of Quantities duly priced. The Envelope No.2 shall be opened only in respect of those bidders who comply with all tender conditions put forth by SCB and which are in line with requirements of tender document and are acceptable to SCB. The decision of SCB in this regard shall be binding on the bidders and not open to question or appeals. The date and time of opening of Envelope No.2 shall be intimated to the short listed parties by fax, e-mail and also by way of registered letter.

29.0 Submission and Acceptance of SDA Proposals

29.1 Proposal Delivery:

- (i) SDAs must ensure that the proposals are delivered in the formats described in the earlier section(s) to the Office of Managing Director, SCB.
- (ii) The SDAs are requested that the tender responses should be dropped into the Tender box kept in Office of Managing Director, SCB must receive all proposals on or before **1500 hrs on 15 February 2012.**

29.2 If any information provided in response to this Tender is found to be incorrect or misrepresented, at any stage of the evaluation process or thereafter, SCB reserves the right to summarily disqualify the vendor from the evaluation process or installation / commissioning / maintaining, etc., process.

30.0 Overview of Evaluation Process

30.1 The objective of the evaluation is to select a reliable and experienced SDA capable of deployment and Training of Software Package as per the scope of work, within specified time frame and support in a cost-effective manner. In addition, the SDAs must be capable, willing and committing themselves to provide all necessary support services which are responsive to the needs of SCB.

31.0 Evaluation Process

31.1 Only proposals received on or before the stipulated date and time for responding to the Invitation to Bid Tender will be considered for further evaluation. The evaluation process will include:

- (i) Evaluation of Tender response (this may include scrutiny of proposal to ensure that the SDA meets the eligibility criteria, compliance to functional &

technical requirement.

(ii) From the technically qualified bids, vendors will be short listed for commercial evaluation.

(iii) The final decision on the SDA will be taken by SCB. The implementation of the project will commence upon successful negotiation of a contract between SCB and the selected SDA. SCB reserves the right to reject any or all proposals fully or partially. Similarly, it reserves the right to or not to include any SDA in the final short-list.

31.2 SCB does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

Schedule I Data extraction

The SDA has to extract data from ledgers/registers or from existing systems as the case may be. The database structure of the PACS Software will be given to the SDA for this purpose.

A. Data extraction (Manual data) will involve the following:

a. **Data entry** - Wherever manual data is available, data entry has to be done by the SDA. The SDA should follow up with the PACS and collect the manual data.

b. **Data verification** - will be done by the SDA. Data discrepancies should be sent to the respective PACS through the CCB concerned.

c. **Data Validation & Porting** - Error free data should only be ported into the system. Towards this, **at least one mock porting should be done in every PACS**. Any addition/ modification of the ported data should be done only by the authorized PACS staff through front end. After porting, the SDA should not access the database without PACS formal approval.

d. **Data entry Signing off** - After porting of data, the SDA should ensure that parallel run is done in the PACS for 3 months. The month end balances generated by the CAS software should confirm with the manual ledger balance. In case of errors / inconsistencies, necessary rectifications have to be carried out. Signing off of the data migration process may be done by the SDA only after the concerned PACS certifies that the month end balances generated from the system tallies with their manual ledgers and the Trial Balance for the previous month is generated and tallied.

B. Data extraction (Legacy data) will involve the following:

a. **Data conversion** -Some of the PACS may be fully or partially computerized. The SDA should convert legacy data and prepare error free data.

b. **Data verification** - will be done by the SDA. Data discrepancies should be sent to the respective PACS through the CCB concerned.

c. **Data Validation & Porting** - Error free data should only be ported into the system. Towards this, at least one mock porting should be done in every PACS. Any addition / modification of the ported data should be done only by the authorised PACS staff through front end. After porting, the SDA should not access the database without PACS formal approval.

d. **Data entry Signing off** - After porting of data, the SDA should ensure that parallel run is done in the PACS for 3 months. The month end balances generated by the CAS software should confirm with the manual ledger balances. In case of errors / inconsistencies, necessary rectifications have to be carried out. Signing off of the data migration process may be done by the SDA only after the concerned PACS certifies that the month end balances generated from the system tallies with their manual ledgers and the Trial Balance for the previous month is generated and tallied.

C. Cut off date for data migration

i. Opening balance as on 01 April of the latest financial year to be provided by the PACS and should be updated by the SDA into the PACS SW.

ii. All day to day transactions (vouchers) to be captured by the SDA from the date of opening balance till date. Month end balances to be generated for every month and validated by the SDA. In case of errors, data to be cleaned by the the SDA in consultation with the PACS staff. This process of bringing the PACS online should not exceed a period of 3months from the date of providing the opening balances by the PACS staff.

iii. In case of loans all transactions in the accounts (since the date of sanction of loan) to be captured.

Once the above process is completed, migration/porting report should be submitted to the PACS Secretary for verification and a certificate for fulfillment of work may then be obtained from the PACS secretary.

Schedule II

Training Curriculum

1. General Awareness Training

- Should cover Basics of computers. (E.g. computer terminologies, operating system, basic windows utilities, etc.) Content of training should be specified.
- The duration of this training will be for 2 working days
- Training material: A book on basic computing to be provided by the SDA for each and every trainee attending the program. Define number of trainee per PACS?

2. Office Suite Training

- Training on Open Office software - Open Office.org writer & Open Office. Org calc
- The duration of this training will be for 2 working days
- Training material: A book on Office Suite to be provided by the SDA for each and every trainee attending the program.

3. Application Software Training

- The SLIC/ SCB will hand over the executable files and all relevant installables of the PACS Software to the SDA for their necessary deployment in the respective PACS locations.
- The SDA will provide hands-on training on the Application Software to the PACS staff. The SDA will provide all necessary documentation in terms of training materials required for the understanding of the PACS staff.
- The training is to be provided to all the users identified for accessing computer.
- The duration will be for 8 working days which will include 4 working days of case exercises.

All the expenses pertaining to the training of PACS officials including the cost of study material, boarding, field visits etc. are to be borne by the SDA. The infrastructure for conducting the training like venue, adequate numbers of PCs etc. are to be arranged by the SDA.

Annexure – A

(Letter to SCB on SDA's letterhead)

The _____

Dear Sir,

Sub: SCB's Tender for Deployment and Training of Software Package

With reference to the above Tender, having examined and understood the instructions, terms and conditions forming part of your above inquiry, we hereby enclose our offer for supply of the equipment and services as detailed in your above referred inquiry.

We confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred Tender and enclosures.

We also confirm that the prices offered shall remain fixed for a period of _____ days from the last date of submission of the offer.

We also understand that SCB is not bound to accept the offer either in part or in full. If SCB rejects the offer in full or in part, the SCB may do so without assigning any reasons therefore.

Yours faithfully,

Authorized Signatories

(Name & Designation, seal of the firm)

Date:

ANNEX B

Documentary Proof & Terms and Conditions

a. The vendor shall submit the following as documentary proof:

Sl.	Eligibility Conditions	Documentary Proof to be submitted
1	The Vendor should be a Entity / Agency registered in India.	Certificate of Incorporation
2	The vendor should have prior experience in software deployment and training (preferably financial accounting software) in India for the immediate preceding 3 years.	Full copies of Work Orders obtained or signed Agreements dated before 31 March 2011 along with Installation/ Performance/ Completion certificate
3	The vendor should have IT trained staff on its rolls as on March of the current year and the number of such staff should be 20 or 15% of the number of PACS to be covered under the bid, whichever is higher. If the vendor wishes to bid for more than one DCCB, it should have additional staff so as to ensure having staff strength of at least 15 per cent of the total number of PACS covered by total number of bids made by the vendor.	List of staff to be attached.
4	The vendor should have a minimum annual business turnover of ₹ 5 Crores from software deployment and training during the preceding three years and should be in profit during the period.	Full copies of Work Orders obtained or Agreements signed before 31 March/Migration and Hand Holding Certificate /(Completion certificate if any) obtained from the customers; Copies of the Audited Profit and Loss Account Statement for last 3 financial years
5	The SDA should have a well established office in the state which should be manned by suitable technically qualified staff. However, companies having offices in Delhi may also apply.	<ul style="list-style-type: none">• Support centre facilities in State Capital (Subject to inspection)• Declaration letter signed by Authorised signatory mentioning list of atleast 10 support team member details (Name, Employee ID, Designation, Educational Qualification, Date of Joining) supported by statutory forms like PF returns / labour department returns/ Bank salary remittance letter /Professional tax remittance letter

b. Terms and Conditions

- (i) If the service provided by the Vendor is found to be unsatisfactory or if at any time it is found that the information provided is false, the SLIC reserves the right to cancel the purchase order.
- (ii) The SCB reserves the right to inspect the facilities available with the SDA or make such enquiries as it deems necessary to verify the genuineness and to ensure the conformity with the details given in the bid.
- (iii) Canvassing in any form or attempt to influence the decision of SCB will result in rejection of the Tender. It is the SCB's policy to require that bidders, suppliers, and contractors and their subcontractors under SCB-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.⁵ In pursuance of this policy, the SCB:
 - (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice"⁶ is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice"⁷ is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "collusive practice"⁸ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) "coercive practice"⁹ is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) "obstructive practice" is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt,

⁵ In this context, any action taken by a bidder, supplier, contractor, or a sub-contractor to influence the procurement process or contract execution for undue advantage is improper.

⁶ "another party" refers to a public official acting in relation to the procurement process or contract execution]. In this context, "public official" includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

⁷ a "party" refers to a public official; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

⁸ "parties" refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive levels.

⁹ a "party" refers to a participant in the procurement process or contract execution.

fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

- (bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under sub-clause 6 (e) below.
- (b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive, or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur;
- (d) will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a Bank-financed contract; and
- (e) will have the right to require that a provision be included in bidding documents and in contracts financed by a SCB loan, requiring bidders, suppliers, and contractors and their sub-contractors to permit the SCB to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the SCB.

Name :

Telephone : Fax :

Email :

ANNEX C

FINANCIAL QUOTE

Price Bid for Software Deployment

**Cost for deployment and training of software in PACS
And provide on-demand on-site support for three years**

Sr. No.	Activity	Amount In ₹
1	Cost of CAS / MIS Software Deployment and Training	
2	Operationalising and Data Entry and validation of past and current data and generation of Trial Balance	
3	Training to PACS staff (12 working days)	
4	On-demand, on-site support to PACS for 3 years (including hand holding support, onsite, for not less than 24 working days)	
5	Help Desk support for 3 years	
	Grand Total	
	No. of PACS covered by the bid	
	Total cost per PACS	

The Amount should be inclusive of all taxes/duties.

Annex D

(Letter Of Indemnity And Undertaking)
(To be stamped)

The

Dear Sir

Deployment of Software and creation of data in PACS

In consideration of _____ State Cooperative Bank, a body corporate registered under the _____ Act, ___ (hereinafter referred to as 'SCB') agreed to allow deployment of PACS software for generation of adequate and accurate data in the PACS (list enclosed) for the various functions as per the Schedule hereunder written and which are hereinafter for brevity sake referred to as 'the said systems package', subject to our furnishing declarations submit indemnity as contained hereafter.

NOW THEREFORE THIS LETTER OR INDEMNITY WITNESSETH THAT:

We, the _____ Limited hereby acknowledge that the software submitted by the SCB for deployment in PACS will be utilised for the said purpose and intent and for no other purpose.

We, the _____ Ltd., hereby agree to indemnify and keep indemnified SCB which includes its successors and assigns from all claims, suits, actions, losses, damages, judgements, costs and expenses sustained by SCB for an infringement of a Covered Country patent, trademark or copyright by the licensed Product.

In witness whereof the _____ has put his hands and seal the month and year first hereinabove mentioned

Schedule

- (i)
- (ii)

Yours faithfully

(Name and Designation)
of Authorised Official

Signed and delivered by _____

The within named _____

In the presence of _____ (i) Witness

Annex E

Bank Guarantee in Lieu of Bid Security Deposit (To be stamped)

To
The _____

Dear Sir

WHEREAS the _____ State Cooperative Bank, a cooperative society registered under _____ Cooperative Societies Act (hereinafter referred to as "SCB", which expression shall, include its successors and assigns) has invited tenders for **"Deployment and Training of Software Package for Computerisation of CAS/MIS in PACS"** (hereinafter referred to as "said work").

(2) WHEREAS M/s _____ who are our constituents (hereinafter referred to as "the Tenderers", which expression shall include the successors and assigns) have taken the tender for the said work.

(3) AND WHEREAS it is one of the condition of the said tender that the Tenderer shall deposit with the SCB at the time of submitting the tender a sum of ₹ _____ (₹ _____ only) as and by way of Bid Security (BS), which Bid Security (BS) shall not bear any interest and which shall be liable for forfeiture in the event of the Tenderer, after acceptance of his tender by SCB, failing to observe any of the terms and conditions of the tender or the Tenderer not performing the said work to the satisfaction of SCB.

(4) AND WHEREAS at the request of the Tenderer, SCB has agreed not to insist for payment of the said Bid Security (BS) in cash and accept the guarantee from a Scheduled Commercial Bank in lieu thereof and have agreed to accept the same from us, the Bank, as hereinafter contained.

In the premises aforesaid and in consideration of SCB having agreed at our request to exempt the tenderer from depositing the said Bid Security (BS) in cash. we, _____ Bank having our Head Office at _____ and our Branch at _____ Do hereby unconditionally and irrevocably guarantee unto the SCB that the Tenderer will execute the Agreement soon upon acceptance of the tender by SCB and will diligently, efficiently and satisfactorily perform all their obligations under the

various terms and conditions of the said tender (read with any amendments made thereto by mutual consent of SCB and the Tenderer) to the satisfaction of the SCB within the time stipulated therein, failing which, We the _____ Bank shall, on demand and without demur, pay unto the SCB the sum ₹ _____ (₹ _____ only) at its office at _____ .

We _____ Bank further covenant that :

- (a) We shall pay the aforesaid sum on demand made in writing by SCB without reference to the Tenderers and notwithstanding any dispute or difference that any exist or arise between the SCB and the tenderers;
- (b) that this guarantee shall be a continuing guarantee and shall not be revoked by us without prior consent in writing of SCB.
- (c) that the decision of SCB on the breach of any of the terms and conditions of the said contract / tender by the Tenderers or their failure to perform their obligations or discharge their duties under the said tender / contract shall be final and binding on us and shall not be disputed by us inside or outside the court, tribunal, arbitration or other authority;
- (d) that the notice of demand in writing issued by SCB shall be conclusive proof as regards the amount due and payable to SCB under this guarantee and it shall not be disputed by us either inside or outside the court, tribunal or arbitration or other authority;
- (e) that any neglect or forbearance on the part of SCB in enforcing any of the terms and conditions of the said tender / contract or any indulgence shown by SCB to the Tenderer or any variation in the said tender / contract terms made by mutual agreement between SCB and the Tenderer or any other act or deed on the part of SCB which but for this clause may have the effect of discharging us under the law relating to guarantee / sureties shall not discharge us from our obligations herein and we shall be discharged only by compliance by the Tenderers with all their obligations / duties under the said tender / contract or by payment of the sum.
- (f) that this guarantee shall not be effected by any infirmity or absence or irregularity in the exercise of the powers by or on behalf of the tenderers to

submit the said tender and enter into the said contract or any change in the constitution or dissolution of the Tenderers or change in its name;

(g) that it shall not be necessary for SCB to exhaust its remedies against the Tenderers before invoking this guarantee and the guarantee therein contained shall be enforceable against us notwithstanding any other security which the SCB may have obtained or may hereafter be obtained from the Tenderers at the time when this guarantee is invoked is outstanding and unrealized;

(h) that we hereby agree that this guarantee shall be valid and be in force for a period of Six months i.e. upto _____ and we hereby agree to renew this guarantee for such further period or periods at the request of SCB in the event of the works specified in the Tender are finally awarded to the Tenderers and / or the works awarded are not completed within the stipulated period and such renewal shall be entirely at the cost and expense of the Tenderer.

(i) Any claim arising under this guarantee shall be preferred by SCB within a period of six months from the aforesaid date of expiry or, in the event of any renewal, from such renewed date, and unless the claim is so preferred against us, we shall stand discharged of all our liabilities hereunder.

Yours faithfully
For and on behalf of
_____ Bank
(Authorized Official)

Annex F

Name of the CCB	Sr. No.	Name of PACS
1.Gurgaon	1	Basai
	2	FarukhNagar
	3	S.P.Majri
	4	Jatauli H.Mandi
	5	Pataudi
	6	Jamalpur
	7	Bilaspur
	8	Manesar
	9	Badshahpur
	10	Sohana
	11	Sancholi
	12	Chakarpur
	13	Indri
	14	Toaru
	15	Kalwari
	16	Nuh
	17	Malab
	18	Ghasera
	19	F.P.Jhirka
	20	Kameda
	21	Biwan
	22	Nagina
	23	Kherli Nuh
2.Fatehabad	1	Kirdhan
	2	Lehrian
	3	Pirthla
	4	Kukranwali
	5	Jakhal
	6	Basti Bhima
	7	Tohana
	8	Alawalwas
	9	Ayalki

Name of the CCB	Sr. No.	Name of PACS	
	10	Daryapur	
	11	Hanspur	
	12	Badopal	
	13	Chanderkalan	
	14	Ratia	
	15	Nagpur	
	16	Dharsul	
	17	Saniyana	
	18	Jhallania	
	19	Ratangarh	
	20	Samain	
	21	Bhuthankalan	
	22	Nehla	
	23	Himat Pura	
	24	Bighar	
	25	Jamal pur	
	26	Gorakhpur	
	27	Dhanidulat	
	3.Faridabad	1	Dhatir
		2	Soundh
		3	Gahlab
		4	Banchari
		5	Hathin
		6	Amarpur
		7	Jatoli
		8	Hasanpur
		9	Mandkola
10		Bahin	
11		Bamnikhera	
12		Hodal	
13		Alawalpur	
14		Prithla	

Name of the CCB	Sr. No.	Name of PACS
	15	Bata
	16	Palwal
	17	Ghori
	18	Gurwan
	19	Chhainssa
	20	Fatehpurbilloch
	21	Unchagoan
	22	Tigaon
	23	Jawan
	24	Kherikalan
	25	Barroli
4.Hisar	1	Agroha
	2	Aryanagar
	3	Adampur
	4	BirHisar
	5	Balsamand
	6	Barwala
	7	Budhakhera
	8	Chamarkhera
	9	Gangwa at DAC
	10	Hisar PACS
	11	Kuleri
	12	Kinala
	13	Kharakpunia
	14	Kohli
	15	Kirtan
	16	Khara Barwala
	17	Mangali
	18	Mayyar
	19	Niyana
	20	Nangthala
	21	Neolikalan
	22	Saharwa

Name of the CCB	Sr. No.	Name of PACS
	23	Sarsod
	24	Siswal
	25	Uklana
	26	Bass Krishana
	27	Bhatla
	28	Datta
	29	DhaniGhati Hansi
	30	Ghirai
	31	Hansi NGM
	32	Kumbha
	33	Kharbala
	34	Khandakheri
	35	Lohari Ragho
	36	Mehanda at Garhi
	37	Madha
	38	Narnaund NGM
	39	Nara
	40	Narnaund Kisan
	41	Rakhi Shahpur
	42	Sisai Kalirawan
	43	Umra
5.Jind	1	Ahirka
	2	Jind
	3	Rampura
	4	Brahkhurd
	5	Shamlo Kalan
	6	Karsola
	7	Julana
	8	Khokari
	9	Bibipur
	10	Jamni
	11	Pilukhera
	12	Morkhi

Name of the CCB		Name of PACS
	13	Hatt
	14	Muwana
	15	Dhanouri
	16	Alewa
	17	Peggan
	18	Nagurna
	19	Baroda
	20	Kakrod
	21	Danoda Kalan
	22	Narwana
	23	Pipaltha
	24	Ujhana
	25	Singwal
	26	Radhana
6.Jhajjar	1	Bhadurgarh
	2	Kharhar
	3	Dulhera
	4	Assaudha
	5	Bupania
	6	Chhara
	7	Badli
	8	Deverkhana
	9	Dadri Toe
	10	Salhawas
	11	Subana
	12	Dhakla
	13	Dubaldhan
	14	KanpurKhurd
	15	Sasroli
	16	Pataudha
	17	Silani
	18	Matanhail
	19	Beri

Name of the CCB	Sr. No.	Name of PACS
	20	Machhroli
	21	Dighal
	22	Chhuchhakwas
	23	Jhajjar
7.Kaithal	1	Nauch
	2	Pundri
	3	Cheeka
	4	Rasina
	5	Barsana
	6	Siwan
	7	Kaul
	8	Amargarh
	9	Padla
	10	B/Ladana
	11	Jakhauli
	12	Arnouli
	13	Gulha
	14	Kangthali
	15	Urlana
	16	Khurana
	17	Serdha
	18	Kithana
	19	Bhagal
	20	Teek
	21	Narar
	22	Keorak
	23	Titram
	24	Habri
	25	Pai
	26	Kalayath
	27	Rajound
	28	Kurar
	29	Mator

Name of the CCB	Sr. No.	Name of PACS
	30	Mundri
	31	Kharka
	32	Patti Choduary
	33	Dhand
	34	Pattiafgan
8.Panipat	1	Shera
	2	Dikadla
	3	Alupur
	4	Bapouli
	5	Dahar
	6	Noultha
	7	Naraina
	8	Ugra Kheri
	9	Khotpura
	10	Kurar
	11	Mandi
	12	Sanouli
	13	Israna
	14	Jalmana
	15	Dhansouli
	16	Kabri
	17	Lohari
	18	Bhadar at Sutana
	19	Garhi Basis
	20	Ahar
	21	Beholi
	22	Urlana Kalan
	23	Buana Lakhu
	24	Panipat
	25	Matludha
	26	Samalkha
	27	Pattikalyana
	28	Mahawati

Name of the CCB	Sr. No.	Name of PACS
	29	Jaurasi
	30	Vosher
	31	Chhajpur Khurd
	32	Babail
9.Panchkula	1	Raipur Rani
	2	Ganauli
	3	Kakarmajra
	4	Mouli
	5	Manaktabra
	6	Morni
	7	Kharakmangoli
	8	Barwala
	9	Paploha
	10	Rattpur
	11	Ramgarh
10.Sonepat	1	Garhi Brahman
	2	Sonepat Public
	3	Shahzadpur
	4	Hullaheri
	5	Bhatgaon
	6	Farmana
	7	Silana
	8	Khanada
	9	Kharkhoda
	10	Rohhat
	11	Nahra
	12	Jakhauli
	13	Rai
	14	Palri Kalan
	15	Murthal
	16	Bhigan
	17	S.P.Tega
	18	Garhi Keshri

Name of the CCB	Sr. No.	Name of PACS
	19	K.P.Ahir
	20	Bajana Kalan
	21	Khubru
	22	Purkhas
	23	Mohana
	24	Barota
	25	Khanpur Kalan
	26	Mundlana
	27	Gohana
	28	Khandrai
	29	Butana
	30	Ahulana
	31	Kathura
	32	Rukhi
	33	Bhainswal Kalan