1. INVITATION FOR BIDS (IFB) AND NOTICE INVITING BID (NIB)

Reference No.F.14/Tech/Gen (159)/RSPCB/HBC/2414 Date: 31/12/2021

Name & Address of the Procuring Entity	Member Secretary, Rajasthan State Pollution Control Board (RSPCB) Address: Rajasthan State Pollution Control Board, 4, Jhalana Institutional Area, JhalanaDoongri, Jaipur - 302004 (Rajasthan)
Name & Address of the Project Officer In-charge (POIC)	• Name: Shri Amit Juyal • Designation: Senior Environmental Engineer (SEE) • Address: 4, Jhalana Institutional Area,Rajasthan State Pollution Control Board, JhalanaDoongri, Jaipur - 302004 (Rajasthan) • Email:rspcbmis2.0@gmail.com
Subject Matter of Procurement	Request for Proposal for Selection of System Integrator for Design, Development, Implementation and Maintenance of Integrated E-Governance Solution 2.0 for Rajasthan State Pollution Control Boardcovering end to end business processes under various Acts and Rules.
Bid Procedure	Single Stage bidding :Two part (Technical and Financial) open competitive e-bid procedure at http://eproc.rajasthan.gov.in
Bid Evaluation Criteria (Selection Method)	Least Cost Based Selection (LCBS) among technically qualified bidders
Websites for downloading Bid Document,Corrigendum, Addendums etc.	• Websites: **https://sppp.rajasthan.gov.in/** **http://eproc.rajasthan.gov.in,** **http://www.environment.rajasthan.gov.in/rpcb** • Bidding document fee: Rs. 5,000/- (Rupees Five Thousand Only) in form of Demand Draft/Banker's cheque in favour of **"Member Secretary, Rajasthan State Pollution Control Board".** • RISL Processing Fee: Rs. 1,000/- **(Rupees One Thousand Only)** in form of Demand Draft /Banker's cheque in favourof**"Managing Director, RISL".**
Estimated Procurement Cost	**Rs. 25.00 Crores (Rupees Twenty FiveCrores only)**
Bid Security (EMD) and Mode of Payment	Bid security amount - Rs. 50 Lacs. (Rupees Fifty Lacs only) To be paid in form of Demand Draft/Banker's cheque/Bank Guarantee
Period of Sale of Bidding Document (Start/ End Date)	• Start Date: 03/01/2022 • End Date: 31/01/2022
Date/ Time/ Place of Pre-bid Meeting	• 12/01/2022at 11:00 AM • Meeting Hall, Rajasthan State Pollution Control Board, 4, Jhalana Institutional Area JhalanaDoongri, Jaipur - 302004 (Rajasthan) • Last date of submitting clarifications requests by the bidder: 12/01/2022 • Response to clarifications by procuring entity: 19/01/2022
Manner, Start/ End Date for the submission of Bids	• Manner: Online at e-Proc website (http://eproc.rajasthan.gov.in) • Start Date: 03/01/2022at 03:00 PM • End Date: 31/01/2022at 05:00 PM
Submission of Demand Draft/Bankers Cheque for Tender Fee, Bid Security, and Processing Fee*	From 03/01/2022, 03:00 PM to 31/01/2022, 05:00 PM
Date/ Time/ Place of Technical Bid Opening	• Date: 31/01/2022 • Time: 06:00 PM • Place: Rajasthan State Pollution Control Board, 4, Jhalana Institutional Area JhalanaDoongri, Jaipur (Rajasthan)
Date/ Time/ Place of Financial Bid Opening	Will be intimated later to the Technically qualified bidders
Bid Validity	120 days from the bid submission deadline

Note:

1) Bidder (authorized signatory) shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, Demand Draft/Banker's Cheque for tender Fees and RISL Processing Fees should be submitted physically at the office of Tendering Authority as prescribed in NIB and a scanned copy of the same should also be uploaded along with the technical Bid/ cover. The bid security shall be submitted in the form of Demand draft/Banker's Cheque/Bank Guarantee.
2) *In case, any of the bidders fails to physically submit the Demand Draftfor Tender Fee, Bid Security, and RISL Processing Fee as per timelines mentioned in NIB, its Bid shall not be accepted. The Demand Draft/Banker's Cheque for Bidding document fee shall be drawn in favour of "Member Secretary, Rajasthan State Pollution Control Board Jaipur" and the RISL Processing Fee should be drawn in favour of "Managing Director, RajCOMPInfo Services Ltd." payable at Jaipur from any Scheduled CommercialBank. The Bank Guarantee/Demand draft/Banker's cheque for Bid Security shall be drawn in favour of "Member Secretary, Rajasthan State Pollution Control Board Jaipur".
3) To participate in the online bidding process, Bidders must procure a Digital Signature Certificate (Type III) as per Information Technology Act-2000 using which they can digitally sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC. Also, bidders must register on http://eproc.rajasthan.gov.in (bidders already registered on http://eproc.rajasthan.gov.in before 30-09-2011 must register again).
4) RSPCB will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid well advance in time so as to avoid 11th hour issues like slow speed; choking of the website due to heavy load or any other unforeseen problems.
5) Bidders are also advised to refer to "Bidders Manual Kit" available at e-Procurement website for further details about the e-Tendering process.
6) Training for the bidders on the usage of e-Tendering System (e-Procurement) is also being arranged by DoIT&C, GoR on a regular basis. Bidders interested for training may contact e- Procurement Cell, DoIT&C for booking the training slot.

   Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days)

   e-mail: eproc@rajasthan.gov.in,

   Address :e-Procurement Cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur
7) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids.
8) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder.
9) Procurement entity disclaims any factual/ or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders to prepare a logical bid-proposal.
10) The provisions of RTPPA Act 2012 and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with theRTPP Act 2012 and Rules thereto, the latter shall prevail.
11) Bid price is applicable for the design, development, operation and maintenance of the project for 4 years after go-live.

(Anand Mohan)
Member Secretary

Request for Proposal
for
Selection of System Integrator (SI) for Design, Development, Implementation and Maintenance of Integrated E-Governance Solution 2.0 for Rajasthan State Pollution Control Board (RSPCB) covering end to end business processes under various Acts and Rules

RFP No.: 01/2022

Rajasthan State Pollution Control Board (RSPCB)
4, Jhalana Institutional Area, Jhalana Doongri, Jaipur, 302004
Phone: 0141-2711263, Helpline: 0141-2716877
Web: https://environment.rajasthan.gov.in/rpcb
Email: member-secretary@rpcb.nic.in

Request for Proposal for Selection of System Integrator (SI) for Design, Development, Implementation and Maintenance of Integrated E-Governance Solution 2.0 for Rajasthan State Pollution Control Board (RSPCB)covering end to end business processes under various Acts and Rules

Reference No.F.14/Tech/Gen (159)/RSPCB/HBC/2414 Date: 31/12/2021

Mode of Bid Submission	Online though e-Procurement/ e-Tendering system at http://eproc.rajasthan.gov.in
Tendering Authority/ Purchaser	Member Secretary, Rajasthan State Pollution Control Board, Jaipur
Date, Time & Place of Pre-bid meeting	12/01/2022 at 11:00 AM Meeting Hall, Rajasthan State Pollution Control Board, 4, Jhalana Institutional Area, Jhalana Doongri, Jaipur
Last Date & Time of Submission of e-Bid	31/01/2022 at 05:00 PM
Date & Time of Opening of Technical e-Bid	31/01/2022 at 06:00 PM

Cost of Tender Document: Rs. 5000/- Only (Rupees Five thousand Only)

Name of the Bidding Company/ Firm:		Rajasthan State Pollution Control Board, Jaipur	
Contact Person (Authorized Bid Signatory):		Member Secretary, Rajasthan State Pollution Control Board, Jaipur	
Correspondence Address:		4, Jhalana Institutional Area, Jhalana Doongri, Jaipur, 302004	
Mobile No.	09868500099	**Telephone & Fax Nos.:**	0141-2711263
Website & E-Mail:	Website- https://environment.rajasthan.gov.in/rpcb Email- member-secretary@rpcb.nic.in		

Rajasthan State Pollution Control Board (RSPCB)
4, Jhalana Institutional Area, Jhalana Doongri, Jaipur, 302004
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DISCLAIMER

This Request for Proposal for Selection of System Integrator for "**Design, Development, Implementation and Maintenance of Integrated E-Governance Solution 2.0 for Rajasthan State Pollution Control Board covering end to end business processes under various Acts and Rules**" for the state of Rajasthan is issued by RSPCB on behalf of **Member Secretary,**Rajasthan State Pollution Control Board.

Whilst the information in this RFP has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. Neither RSPCB, nor any of its officers or employees, nor any of their advisers nor consultants accepts any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed. Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment at the sole discretion of RSPCB. It does not, and does not purport to, contain all the information that a recipient may require for the purposes for making a decision for participation in this process. Each Party must conduct its own analysis of the information contained in this RFP, to correct any inaccuracies therein and is advised to carry out its own investigation into the proposed project, the regulatory regime which applies thereto and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the Project. RSPCB shall not be responsible for any direct or indirect loss or damage arising out of or for use of any content of the RFP in any manner whatsoever.

This RFP includes certain statements, estimates, projections, targets and forecasts with respect to the proposed project. Such statements, estimates, projections, targets and forecasts reflect various assumptions made by the management, officers, employees, consultants, and experts, which (the assumptions and the base information on which they are made) may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this RFP is, or should be relied on as, a promise, representation or warranty.

RSPCB shall be the final authority with respect to qualifying a bidder through this RFP. The decision in selecting the System Integrator who qualifies through this RFP shall be final and RSPCB reserves the right to reject any or all the bids without assigning any reason thereof. RSPCB further reserves the right to negotiate with the selected agency to create a more amicable environment for the smooth execution of the project.

RSPCB may terminate the RFP process at any time without assigning any reason and upon such termination RSPCB shall not be responsible for any direct or indirect loss or damage arising out of such a termination.

ABBREVIATIONS & DEFINITIONS

Agreement	The Agreement to be signed between the successful bidder and RSPCB.
Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective bidding firm.
Bidder / Tenderer	"Bidder" means any firm/ agency/ company/ contractor/ supplier/ vendor responding to Invitation for Bids / Request for Proposal / Notice Inviting Tender and which is participating in the Bid. Also called offer or quote.
BOQ	Bill of quantities
CMC	Contract Monitoring Committee
CMMI	Capability Maturity Model Integration
Contract	The "Contract" means a legally enforceable agreement entered into between Rajasthan State Pollution Control Board (RSPCB) and the selected bidder(s) with mutual obligations.
Contract/ Project Period	The expected Contract/ Project Period is five (5) years which shall commence from the date of signing of Agreement. This period will include the first year for development and go-live of the project and subsequent 4 years will be for support and maintenance of e-governance solution.
Day	"Day" means a Calendar Day
DeitY, GoI	Department of Electronics and Information Technology, Government of India
DoIT&C, GoR	Department of Information Technology and Communication, Government of Rajasthan
EMD	Earnest Money Deposit
EMS	Enterprise Management System
FMS	Facility Management Services
FRS	Functional Requirement Specification
GoI	Government of India
Goods	"Goods" means a tangible physical product that can be contrasted with a service which is intangible i.e. all the products which the Selected Bidder is required to supply to the purchaser under the contract.
GoR	Government of Rajasthan
ICT	Information and Communication Technology
INR	Indian Rupee
ISO	International Organization for Standardization
IT	Information Technology
ITB	Instruction to Bidders
LD	Liquidated Damages
LoI	Letter of Intent
Month	Month refers to calendar month
NeGP	National e-Governance Plan
NIT	Notice Inviting Tender
NMS	Network Management System

OEM	Original Equipment Manufacturer
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
Parastatal	Organizations Owned or Controlled, wholly or partially by the government
PC	Procurement Committee
Project Site	The "Project Site", wherever applicable, means the designated place or places where the project implementation is to be carried out.
PSD	Performance Security Deposit
Purchaser/ Tendering Authority	Person or entity that is a recipient of a good or service provided by the Selected Bidder under a purchase order or contract of sale. Also called buyer,RSPCB in this RFP document.
QFMSP	Quarter's Facility Management Services Payment
RFP	Request for Proposal, an early stage in procurement process, issuing an invitation for bidders, through a e-bidding process, to submit a proposal on a specific commodity or service.
RSPCB	Rajasthan State Pollution Control Board
RSDC	Rajasthan State Data Centre
RSWAN	Rajasthan State Wide Area Network
Services	"Services" means the services to be delivered by the successful bidder and as required to run the project successfully as per the contract. A service is the intangible equivalent of an economic good. It involves all the services mentioned in "Scope of Work".
Supplier/ Bidder/ Successful Bidder/ Service Provider/ Selected Bidder	System Integrator, the bidder who will be finally selected and who gets into an agreement with the RSPCB for completing the services/ work mentioned in this bidding document.
SLA	Service Level Agreement is a negotiated agreement between two parties wherein one is RSPCB and the other is the selected bidder. It is a service contract where the level of service is formally defined.
SoW	Scope of Work
SSDG	State Service Delivery Gateway
State Government	Government of Rajasthan
STQC	Standardization Testing and Quality Certification, Government of India
TC	Technical Committee
TPA	Third Party Auditor
UAT	User Acceptance Testing
GST	Goods & Service Tax
WO/ PO	Work Order/ Purchase Order
RISL	RajCOMP Info Services Ltd
SPOC	Single Point of Contact
SPPP	State Public Procurement Portal

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   Contact No: 0141-4022688 (Help desk 10 am to 6 pm on all working days)

   e-mail: eproc@rajasthan.gov.in,

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11) Bid price is applicable for the design, development, operation and maintenance of the project for 4 years after go-live.

-sd-
(Anand Mohan)
Member Secretary

2. BACKGROUND INFORMATION

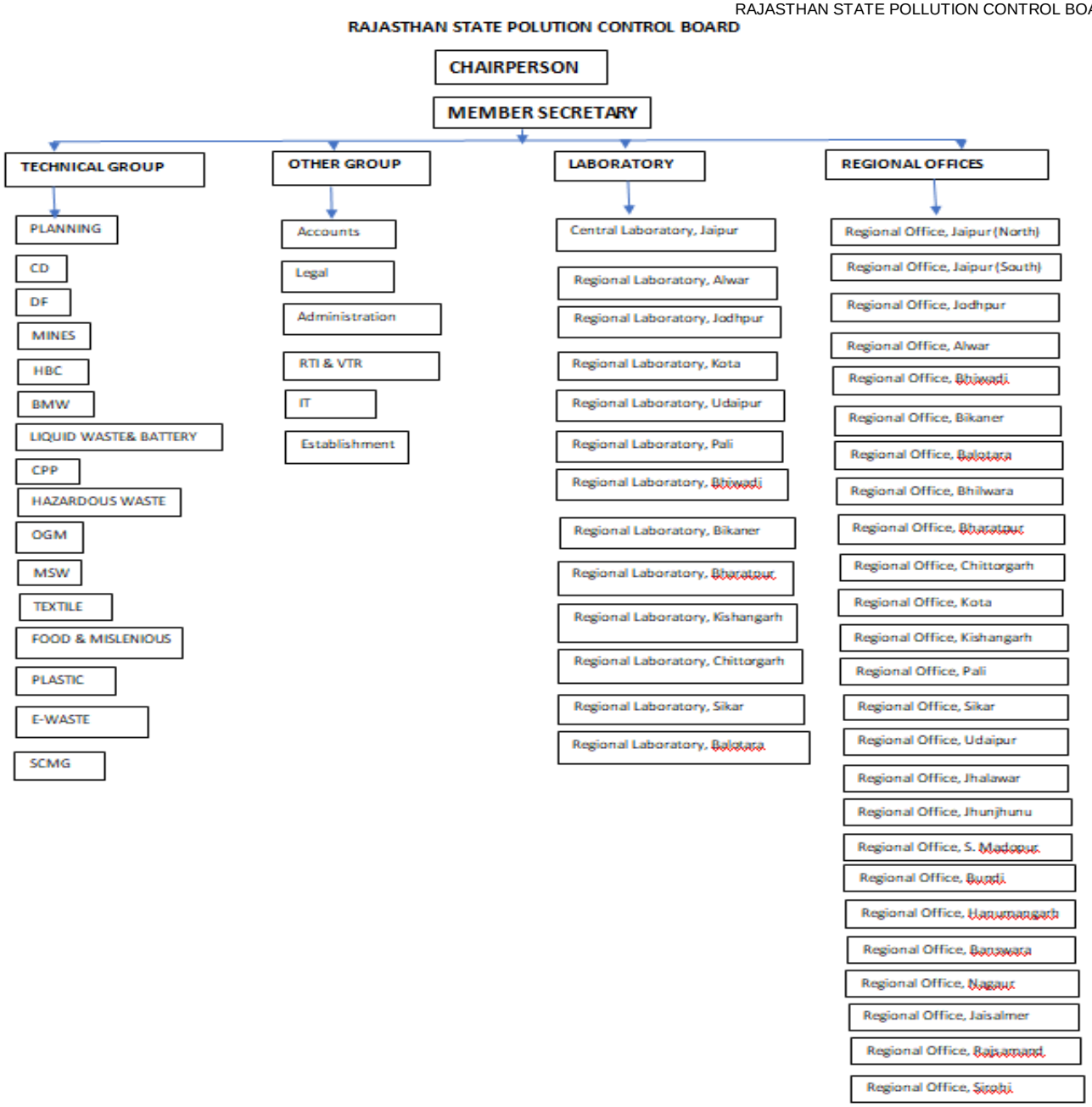
2.1 About RSPCB

The Rajasthan State Pollution Control Board is a body corporate constituted under section 4 of the Water (Prevention and Control of Pollution) Act, 1974. It was constituted on 7th February 1975, with the objectives of prevention, and control of water pollution and maintaining or restoring of wholesomeness of water.

Later, it was also entrusted with the responsibilities of prevention, control and abatement of Air Pollution under the provisions of Air (Prevention and Control of Pollution) Act, 1981. Enactment of the Environment (Protection) Act, 1986 has further widened the scope of the activities of the Board.

This Act being umbrella legislation, different rules for addressing the problems of various sectors have been enacted under this Act. The State Board is engaged in implementation of the following rules under EPA, 1986.

- Manufacture, Storage & Import of Hazardous Chemical Rules, 1989.
- Environmental Impact Assessment (Aravali) Notification, 1992.
- Noise (Pollution Control & Regulation) Rules, 2000.
- Battery (Management & Handling) Rules, 2001.
- Environmental Impact Assessment Notification, 2006
- Bio Medical Waste Management Rules, 2016.
- Solid Waste Management Rules, 2016.
- Hazardous & Other Waste (Management and Transboundary Movement) Rules, 2016.
- E-Waste Management Rules, 2016
- Construction & Demolition Waste Management Rules, 2016
- The Regulation of Lead Content in Household & Decorative Paints Rules, 2016.
- Ozone Depleting Substances (Regulation and Control) Amendment Rules, 2019
- Fly Ash Notification, 2020
- Notifications issued regarding pet coke management



Relevant Stakeholders:

- Internal RSPCB user as per the user role specified by the RSPCB admin for various components of RSPCB Project over internet/Intranet
- Administrator
- Departmental User
- Group In charge (GIC)
- Regional Office (RO)
- Head Office (HO)
- Chief Environmental Engineer (CEE) /Additional Chief Environmental Engineer (ACEE)
- Member Secretary (MS)
- Chairperson (CP)
- Laboratory Users
- Project Proponent
- E-Mitra kiosk
- Bank User
- IT Admin
- Accounts

2.2 Objective of the RFP

RSPCB aims to streamline, automate and digitize department's execution arm i.e the Head Office and all its Regional offices. The vision of the RSPCB Project is to provide complete digital experience to department Employees and project proponent i.e. all industries, mines, hospitals, hotels and restaurants, and other stakeholders. This will enhance the efficiency and transparency in administration through the implementation of a comprehensive online work flow among stakeholders of State.

RSPCB feels it essential to integrate all its business processes systems to a single technology platform using common database and development architecture, in order to enhance its quality of service being provided to stakeholders. Department has centralized information system however it is lacking in responsiveness and doesn't often cater efficiently to the needs of decision makers in its various departments.

In order to overcome the limitations of the current legacy system, RSPCB has conceptualized the deployment of an integrated E-Governance Solution across its various units. This involves designing and implementing an organisation wide integrated E-Governance solution which would automate its operations and integrate its processes in various departments and units.

Currently, RSPCB uses various processes which were developed by several organizations and have various limitations such as:

- These processes are working as standalone applications, not integrated as single solution.
- User needs to login multiple times for accessing multiple modules.
- Business processes are using manual system such as Bank Guarantee, environmental compensation etc.
- System doesn't have proper monitoring and report generation facility.
- System doesn't' have precise online fee calculation facility.
- There is no MIS or decision support system for the top management as and when required and there are redundancies, inaccuracies and inconsistencies across data being used by different departments.
- The entire decision-making processes are not completely online, which results in hybrid system where some operations are performed online and remaining are offline.

3 OVERVIEW ON EXISTING SYSTEM

Existing system consisting of various processes used for automation of business processes of RSPCB by leveraging ICT to streamline, improve upon its functioning in order to bring efficiency, transparency and accountability in its operations and faster delivery of services to its stakeholders. It accommodates the day – to – day activities and business processes of various functional departments/cells of RSPCB. The system assists in monitoring and review of activities of RSPCB.

Existing system is currently catering the business requirements in bits and pieces and need to be upgraded followed by further enhancements. Existing system consists of following modules/processes:

- Administrator
- Cess Management
- Consent Management
- Laboratory Management
- Store Management
- Waste Management
- Account & Budgetary
- Receipt & Dispatch
- File Tracking System
- Online Continuous Emission/Effluent Monitoring System
- Personal Information System – Rajkaj (RSPCB using the application developed under supervision of Govt of Rajasthan)
- Legal management– LITES
- Grievance management—Rajasthan Sampark

Most of the existing processes were developed between year 2007-2017 and since then, RSPCB uses these applications. And these applications/processes are technology obsolete and needs to be upgraded with current technology. The existing modules are working independently and do not integrate with each other. Hence, to

overcome these limitations, the department wants to deploy an Integrated E-Governance Solution. Besides, various waste management rules have been comprehensively re-written in year 2016, mandating authorization for respective stakeholders.

4.0 The Expected Outcome of the Project

With the deployment of E-Governance Solution, it is expected that the following outcomes can be achieved by RSPCB.

a. Different functional units, branch offices, business processes will be seamlessly integrated with each other so that data duplication doesn't happen and this would provide strong base for decision making at different levels.

b. It is expected that the solution will facilitate embedding best business practices and processes into all its operations, doing away with non-value adding/redundant processes in the various functions of the state board to make them efficient, transparent and compliant to regulations.
c. Entire decision-making processes will become online making existing offline system in online mode.
d. Application for all the permissions such as consent under Water and Air Acts and authorizations/ registrations under various waste management rules will unified and only single application will be required to be filed and issued.
e. All modules shall be integrated with each other in such a way to increase working efficiency and data retrieval to generate desired reports.

5.0 Brief Scope of Work

The selected bidder will perform the following primary tasks -

- Study and Understanding of Existing RSPCB MIS to ensure redressal of issues presently encountered in existing MIS.
- Design & Development of RSPCB E-Governance Solution 2.0 as per requirement of the State Board
- Integration of RSPCB E-Governance Solution 2.0 with Inter Departmental Applications (Government/Semi Government/Autonomous/Private)
- Data Migration after validation from existing system to RSPCB E-Governance Solution 2.0.
- Helpdesk Support Services.
- Training of Departmental users.
- Product enhancement by continued development & Maintenance of application for 4 years after go live.
- Maintain the existing MIS in running condition and carry out all required maintenance/ up-gradation works till the new RSPCB e-governance solution 2.0 is successfully executed.

6.0 Detailed Scope of Work

The broad scope of work for the successful bidder during the period of contract/ engagement would include:-

6.1Study and Understanding of existing RSPCB E-Governance Application

The selected bidder shall study and understand the existing RSPCB E-Governance Application in prescribed time schedule.

Bidder will perform all the functions and services necessary to accomplish the study of the entire knowledgebase, application (Web, other utilities and integrations etc.), infrastructure, and services under existing RSPCB Solution which shall include the following (including but not limited to):

i. Study of the functional specification documents including the FRS, enhancements log, user manual documentation of business processes.

ii. Identification and deep dive into all available documents (like FRS, enhancement log, design documents, User Manual etc.)

iii. Prepare Detail System Requirement document and System design document.

iv. Details of integration with other systems.

v. Details and access to the codes, scripts, jobs, etc. for study and assisting in understanding the documentation of existing RSPCB Solution and its various components, understanding of development, support processes, configuration management processes, etc.

vi. Understanding of various environments (development, UAT, Production etc.), and obtain training on all the existing tools used, processes followed, and activities performed.

vii. Understanding of existing client end infrastructure and network management, including the role of SPOCs and other stakeholder's profiles.

viii. Understand the applicable IT policies and their respective status.

ix. Understanding of all existing issues in RSPCB's IT landscape and their impact.

6.2 Design & Development of RSPCBE-Governance Solution 2.0

With the increase in acceptability of the system by its stakeholders, there is also an increase in demand of quality of services. There are a few challenges / limitations in the current system that needs to be addressed to significantly improve the quality of delivery of services to the stakeholders and Departmental users. It is expected that the dynamic nature of requirements and operations will continue, and the selected bidder has to implement the solution that is flexible and configurable to meet such requirements. The application should be designed to handle these changes with a quick turnaround from the time of communication of RSPCB's decision to the implementation in production. System should be designed to provide enhanced experience and value to the end-users through complete integration. The RSPCB E-Governance Solution 2.0 should Support Unicode system.

Modules of RSPCB E-Governance Application have been divided into sub processes each for ease and timely Designing, Development, User Acceptance, Safe to Host, Testing, and Go-live.

The scope of RSPCB E-Governance Solution 2.0 will cover following tentative new modules along with core application in the following suggestive manner. However, the final prioritization of new module will be done in consultation with RSPCB:-

Group 1	A) Consent Management B) PP/Unit Information System
Group 2	A) Waste Management B) Authorisation C) Registration
Group 3	A) Pre Screening B) Application Process
Group 4	Inspection and Monitoring
Group 5	A) Laboratory Management B) Monitoring Process
Group 6	A) Financial Accounting, Budget including reconciliation B) Store Inventory C) Asset D) Purchase Process
Group 7	Report Generation
Group 8	MISCELLEANEOUS A) User Management B) Web Portal with responsive design for Mobile and other devices C) Web Admin

	D) E-File Management E) File Tracking System (FTS) F) DAK Management G) Environmental Compensation H) Bank Guarantee I) Dashboard J) IT related Issue management module K) Grievance Mechanism (Complaint) Integration with Raj Sampark L) Integration with RTI M) Legal Integration with LITES N) Employee Management Integration with RAJ KAAJ or any advance platform. O) Integration with Rajasthan Payment Platform (RPP) P) Pet-coke management Q) Any other integration required as per GoI & GoR Policy.

The detailed indicative functional requirement specifications of above processes are mentioned in **Annexure 10** and bidder should ensure the compliance for the same.

The selected bidder shall deploy the resources (as mentioned in **Appendix A**) onsite/offsite to develop the RSPCB E-Governance Application 2.0 as per instructions of RSPCB. RSPCB will examine the qualification, experience, etc. of the personnel provided before they are put on the designated positions. RSPCB has every right to reject the personnel, if the same is not acceptable, before or after commencement of the awarded work/ project. It is the responsibility of the selected bidder to scale up the development team as and when required, to ensure smooth project execution and to meet the agreed time schedule throughout the duration without any extra cost to the purchaser/ RSPCB.

The selected bidder shall establish the development environment at their own data center and provide the requisite access to onsite/offsite development team for the complete contractual period. However, RSPCB shall provide the entire required infrastructure as suggested by the selected bidder to establish the staging and production environment at RSDC only. The requisite hardware like desktops/laptops to the development team should be provided by the bidder and required connectivity, seating spaces would be provided by the RSPCB .However, complete development, environment set up and deployment of development team would be at bidder's development center. Requisite team for study, requirement gathering and implementation would be deployed at Board Site. Maintain the existing MIS in running condition and carry out all required maintenance/ up-gradation works till the new RSPCB e-governance solution 2.0 is successfully executed.

Technology:

The successful bidder is required to perform the development activity on a platform/technology which is widely used and popular among community and no proprietary technology/language/framework shall be used. The bidder is required to provide the technology document prior to initiate the development process.

6.3 Integration

Bidder will be responsible for Integration of RSPCB E-Governance Solution 2.0 with other standard e-governance applications such as:

a) Rajasthan Single Sign On (SSO)
b) Rajasthan Sampark
c) Rajdharaa (State GIS platform)
d) Rajasthan Payment Platform (RPP)
e) e-Mitra
f) SMS Gateway (MSDG)

g) Email Gateway
h) LITES
i) Rajkaaj
j) OCEMS-Online continuous emission/ effluent quality monitoring system (Ref Appendix-B)
k) CAAQMS-Continuous Ambient Air Quality monitoring system (Ref Appendix-B)
l) Raj E-Vault
m) Weigh bridge integration with Waste Management
n) Integration with Google Services for GPS Tracking
o) Interstate manifest system for hazardous waste and e-waste
p) Integration with CPCB portal and MoEF&CC
q) Integration of RSPCB E-Governance Solution 2.0 with various Central Government, State Government & Semi Government departments / PSUs / Autonomous Bodies / Private/ Other Stakeholders for existing portals and portals established by any of these within 5 years i.e. GO Live + 4 years duration.

6.4 Data Migration

- Bidder shall migrate data from existing database and application to new applications and databases. RSPCB will make available the data to the bidder at its offices for migration. Bidder will migrate the existing data and will submit the migrated data to RSPCB for verification. Bidder shall ensure 100% accuracy in the migrated data and in case any correction identified by RSPCB in the migrated data shall be corrected by the Bidder.
- Bidder shall complete the migration of existing data before Go Live of RSPCBE-Governance Solution 2.0 and Web Portal Modules for verification of entered data by the RSPCB.

6.5 Helpdesk Support Services

- The Bidder shall establish helpdesk management system for Helpdesk call management and SLA reporting.
- The Bidder would setup a Helpdesk with Four executives at RSPCB Head Office, Jaipur, when any one of the modules goes live, for 12 months and two executives for remaining period i.e. 4 years. To setup helpdesk RSPCB shall provide a dedicated telephone line and seating space at the Helpdesk.
- Help desk should be able to perform:
  - ✓ Handle software issues of the departmental users and citizens.
  - ✓ The Helpdesk persons should be accessible to all the project locations and their end-users on telephone/ e-mail.
  - ✓ Time bound Reply to the queries/ feedback/ suggestions/ complaints from all the stakeholders.
- The Bidder shall have to maintain an online/ offline call log register with all the necessary details/ references and submit the report from same to the nodal officer as and when required. The format of the report would be mutually decided later at appropriate time.
- The department-users should be allowed to create a ticket for any problem faced by him and same should be closed only by him after the resolution of the problem using Issue management software to be provided.
- Helpdesk staff shall escalate the problem to the Project Manager and maintain the log/ status of the complaint in the online call log register.
- Help desk should provide handholding support at department users online/ telephone line.

6.6 Training

- Training of staff is essential for ensuring that the software developed is actually put to use. Hence, the selected bidder shall also ensure a proper hands-on training to the designated end-users of RSPCB on the

Web portal and Web application developed by it so as to make them well conversant with the functionalities, features and processes built in the RSPCB E-Governance Solution 2.0.

- Training shall be conducted at RSPCB Head Office in Jaipur and may have multiple sessions as per the need and requirement of the project/ application. The training duration should be sufficiently long for effecting meaningful assimilation of training content by an average user. There should be a sufficient number of trainers in every training session for conducting the training program.
- The content of the training plan and schedule shall be decided by RSPCB and the selected bidder later at an appropriate time period.
- RSPCB shall identify respective officers/staff involved in various business areas. The respective officers/staff shall be trained in relevant modules affecting their business areas. However, the top level officers (eg Unit level Officers) shall be given an overall training of all the modules.
- The training programs shall be held for all officials of the RSPCB encompassing the complete online system. The first such training programs shall be organized for board users immediately after GO LIVE.
- The bidder should arrange the training videos/tutorials, user manuals and FAQs/ FAQ review in Hindi and English to RSPCB personnel and such other stakeholders for training purpose.
- Training manual for stakeholders should be work based as per their role and responsibilities in RSPCB.
- The requisite training infrastructure like training space, computers, projector with screen, and connectivity to Server shall be provided by the RSPCB.
- The bidder shall provide training material (role base), the language of training material shall be in Hindi or English.
- The bidder shall ensure that all the training documentation in Hardcopy and Softcopy is in place (user training, operation procedures, visual help-kit etc.

6.7 User Acceptance Testing (UAT)

- Selected Bidder shall give a detailed demonstration of different module-wise functionalities of developed RSPCB E-Governance Solution 2.0. to RSPCB officials after deploying the RSPCB E-Governance Solution 2.0 at RSDC staging servers. Once the changes suggested by RSPCB in the application are done, bidder shall deploy the modified version of the application (Herein referred as Beta version) for User Acceptance Testing at RSDC. RSPCB shall conduct functional testing of RSPCB E-Governance Solution 2.0 once the Beta version of the application is deployed at RSDC.
- User Acceptance consists of formal testing conducted by the end user group including RSPCB and other stakeholders/users according to the acceptance test plan and analysis of the test results to determine whether the system satisfies its acceptance criteria.
- The indicative requirements for this phase include:
    a) Prepare detailed UAT plans, schedules, procedures and formats.
    b) Preparation and submission of detailed FAT/ UAT plans/ schedules/ procedures/ formats.
    c) Obtaining sign-off on testing approach and plan from the designated authority of RSPCB.
    d) Performing Hardware and Software Testing: Conducting testing of various components/ modules of the software developed, as per the latest version of the IEEE 730 standards.
    e) The bidder shall be required to share the testing documents and standards with the designated software testing team, wherever applicable/ required.
    f) Rectifying the Hardware and Software issues/ bugs reported during the testing up-to the satisfaction of RSPCB.
    g) During UAT, the developed application shall be deployed in the RSDC Staging Server.

6.8 Performance Testing

- Bidder shall do the performance/ Load testing of the application using jmeter tool/or other widely used tools for minimum of 1000 concurrent users at a time.

- Final approval/user acceptance of the RSPCB E-Governance Solution 2.0 and system shall be given by RSPCB. This is the responsibility of the Selected Bidder to obtain the UAT approval from the RSPCB.

6.9 Security Audit / Safe to Host Certification

- The Selected Bidder shall get the Safe to Host Certification for RSPCB E-Governance Solution 2.0 (including all the pages) from the empanelled vendors and the cost for obtaining the certificate shall be borne by the selected bidder.
- Selected Bidder shall remove the vulnerabilities identified during the Safe to Host certification and then deploy the RSPCB E-Governance Solution 2.0.
- Ensure developed RSPCB E-Governance Solution 2.0 should be free from Vulnerability / bugs / defects etc. mandatory for clearing Security Audit / Safe to Host Certification as per the direction of RSPCB.
- Share all the relevant documents like FRS / SRS / Test Cases as required by the third party external agency
- Incorporate desired changes in the developed application software suggested by the third party/external agency.
- Based on the audit reports submitted by the TPA, the selected bidder shall make the required changes to the website/ application at no extra cost.

6.10 Product enhancement and change request, new module development and maintenance of application:

The Application maintenance phase would start after GO-Live of RSPCB E-Governance Solution 2.0 and it would be for a period of 4 years after the go-live date.

6.10.1 New Module Development for Product enhancement:

Selected bidder would be required to deploy an Application Enhancement and Maintenance team (As defined in Appendix A) for new module development for a period of 4 years as per the needs of the project for continuous development for product enhancement of the RSPCB E-Governance Solution 2.0 developed under this project. The deployment of Application Maintenance (AM) team of bidder physically at RSPCB headquarters will be done.

The team would be responsible for following activities under product enhancement without charging any cost and not limited to:

- Improvement of UI/UX.
- Technology Platform up-gradation with respect to OEM Vendor up-gradation (Application Server software, Database etc.).
- New Reports, Dashboards.
- Minor Work Flow Changes.
- New utilities/APIs development etc.

6.10.2 Change Request Management

A. RSPCB reserves the right, to make changes, by a written order given to the selected bidder, to make changes within the general scope of the Agreement in any one or more of the following: -

   i. Designs, specifications, requirements which software or service to be provided under the Agreement are to be specifically developed and rendered for the RSPCB.

   ii. Schedule for Installation Acceptance.

   iii. The place of delivery and/or the services to be provided by the selected bidder.

B. The change request/ management procedure will be as per the following steps: -

   i. Identification and documentation of the need for the change - The information related to

initiator, initiation date and details of change required and priority of the change will be documented by RSPCB.

ii. Analysis and evaluation of the Change Request - Impact of the change in terms of the estimated effort, changed schedule, cost and the items impacted will be analyzed and documented by the bidder.

iii. Approval or disapproval of the change request – RSPCB Contract monitoring committee will approve or disapprove the change requested for software development.

iv. Implementation of the change – The change will be implemented in accordance to the mutual understanding on agreed cost, effort, and schedule by the bidder& RSPCB.

v. Verification of the change - The change will be verified by the RSPCB on implementation of the change request.

C. All changes would be in the scope of services, as the development team is deployed for complete 4 years for undertaking continuous change management, software enhancement and maintenance. Change request of the project shall be undertaken by bidder only after securing the express consent of the RSPCB. In the event that the consent of RSPCB is not received then the change will not be carried out.

D. While approving any change request, if required, RSPCB may ask the bidder to deploy the required resource(s) on-site.

If any such change outside the scope of supplies/deliverables agreed to herein causes an increase or decrease in cost of, or the time required for, firm's performance of any provisions under the Agreement, equitable adjustments shall be made in the Agreement Price or Delivery Schedule, or both, and the Agreement shall accordingly be amended. Any claims by the firm for adjustment under this must be asserted within 30 (thirty) days from the date of Bidder receiving the RSPCB change order which shall not be unreasonably withheld or delayed.

The team would be responsible for following activities under new development including mobile application based and would follow software development life cycle as below and not limited to:

- SRS Preparation
- SRS Submission
- Prototype design and approval
- Development
- UAT
- Go Live

If there is any additional team requirement for the development of new module, the bidder should deploy the team at no cost to the board.

6.10.3 Maintenance of RSPCB E-Governance Solution 2.0:

The application maintenance of **RSPCB E-Governance Solution** would include following activities:

- Installation of updates and patches required for the uptime of application
- Performance tuning of the application
- Ensuring uptime of the Application
- Managing all the Bugs reported in the Application Software through Bug Management Software. This Bug Management software is to be deployed by the Bidder for reporting of all Application Bugs.
- Any bugs reported by the users during the period of contract have to be removed promptly by the Bidder.
- Departmental user would have access to the bug/change management software.

- Any Bug or changes required by the department with respect to the Solution would be reported by the User on the Bug Management Software and Bidder would be responsible to update the status of the same.
- Any bugs/Defects reported by the users during the period of contract should be removed by Bidder within the time frame defined in the SLA.
- However, RSPCB will hold the right to assign any new development work after mutual discussions with the Bidder and the same will be required to be undertaken by Bidder.

7. Roles & Responsibilities of Stakeholders:

7.1 Responsibilities of RSPCB

- Coordination with all the stakeholders involved for successful implementation of the enhanced feature and new modules.
- Provide administrative support to the bidder.
- Review and approve project management plan and deliverables of the implementation agency/selected bidder.
- Monitor the progress of the project.
- Assist in getting statutory approval from the concerned authority.
- Provide timely requirements, prototype and acceptance sign off against each process demonstrated by the bidder.
- Approval of change management upon requests received from bidder.
- To ensure timely project delivery, RSPCB would provide timely module wise processes' sign offs, any findings/shortcomings should be highlighted within the weeks' time.
- Overall Project Management.
- To ensure active participation from the departmental users.
- To identify and appoint nodal officer for facilitating the project execution.
- Explain the functional requirements and provide required inputs/formats/documents/data in detail to the bidder.
- To conduct review meetings at defined regular intervals to monitor the overall progress of the project.
- Provide feedback on changes to be in the solution to improve usability of the application software.
- To ensure close coordination of all the participants and the external agencies involved in the project.

7.2 Responsibilities of the Selected Bidder:

- To design, develop, test and implement a secure, scalable RSPCB E-Governance Solution 2.0 in secure manner and in line with IT Architecture and IT policy of Govt. of Rajasthan.
- To perform activities in time bound manner as defined in the scope of the work and the RFP.
- To coordinate with all stakeholders of the project as per RSPCB directions
- Achieve milestones, deliver the deliverables and get sign off within the timelines defined in the RFP.
- Adhere timelines and maintain the SLA mentioned in the RFP.
- Prepare risk management plan and implement the plan whenever the risk occurred during the project.
- Looking at the pandemic situation of COVID-19, the bidder should develop an Online Central Monitoring Tool to monitor and view the status of Man-Hour login and work done by manpower resources under this project.

- The Bidder shall ensure not to infringe any Copyright associated with any third party. The sole responsibility of any dispute arising from such infringement of Copyright Act, Intellectual Property Rights shall be of Bidder only.
- The bidder shall promptly inform the purchaser about the server side infrastructure required for optimize usages of the application. The server infrastructure (server, DB, OS and other data centre requirements such as connectivity etc.) will be provided by the purchaser and its cost will be borne by RSPCB.
- The bidder shall ensure maintenance of the exiting RSPCB MIS till complete execution of RSPCB E-Governance Solution 2.0.

8. ELIGIBILITY CRITERIA

8.1 Pre-Qualification for Bidder:

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	The bidder can be an individual company. In case of individual company/firm it should be registered legal entity in India, under the Rajasthan Shops & Commercial Establishments Act, 1958 or a similar Act of any other State/ Union, as applicable **OR** A company registered under Indian Companies Act, 1956 **OR** A partnership firm registered under Indian Partnership Act, 1932. **OR** A Limited Liability Partnership registered under Indian Limited Liability Partnership Act.	Copy of the Certificate of Incorporation Note: A self-certified declaration regarding the non-applicability of registration to any Act should be submitted by the bidder.
2	Average annual turnover of the firm IT/ ITeS	Average annual turnover of the bidder from IT/ITeS during the three financial years (2017-18, 2018-19, 2019-20) as per the published (wherever applicable) audited balance sheets should be at least **Rs 75 Crores**.	CA Certificate with CA's Registration Number & UDIN / Seal AND Audited balance sheet.
3	Net Worth	The Net worth of the bidder must be positive in last 3 (Three) years and cumulative net worth should also be positive.	CA Certificate with CA's Registration Number & UDIN / Seal.
4	Technical Capability	The bidder must have successfully completed or is executing, at least TWO turnkey projects having application software development and Support services (O&M)/FMS for any Central Government Department/ State Government Department/Government Organizations/ PSUs in India with cumulative order value not less than Rs. 15.00 Crore during the last 7 years. AND	Work Order + Self Certificate

		Out of these Turnkey Projects, at least ONE project must be implemented successfully. AND	Work Completion Certificates from the client
		At least one turnkey project shall not be of less than Rs. 6 crore.	Work Order + Self Certificate
5	Experience	Bidder should have successfully implemented a total end to end solution for any Urban Development Authority/Industrial Development Corporation/Municipal Corporation/Public Sector Units/Pollution Control Board/Government Organizations consisting of at least **three modules** from the following modules: • Environment related MIS development • Online application receipt and processing system • Finance and Accounts Management • Human Resource Management • E-File Management including tracking • Web Portal, Dashboard and MIS reports	• Valid copy of Work Order • Work Completion Certificate/UAT Certificate from client affirming the relevant module
6	Manpower Strength	The bidder must have at least **250** full time IT Professionals on its payroll as on date of submission of bid.	HR Declaration
7	Tax Registration	The bidder must possess a valid: - • GST Registration Certificate • Income Tax Registration/ PAN	Copies of relevant certificates of Registration
8	Certifications	The bidder organization should be appraised by an Authorized partner of CMMI institute at minimum maturity level of "Level 3".	SEI-CMMI Level 3 Certificate
9	Blacklisting	Bidder should: - a. not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; b. not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings; c. not have a conflict of interest in the procurement in question as specified in the bidding document. d. comply with the code of integrity as specified in the bidding document	A self-certificate letter as per Annexure-5
10	Local Presence	The bidder should have its own office located at Jaipur Or Bidder should establish an office within 30 days after award	Relevant Proof document.

		of the contract.	
11	Development Platform	Development platform should be universally acceptable/ available. The successful bidder is required to perform the development activity on a platform/technology which is widely used and popular among community and no proprietary technology/language/framework shall be used.	Relevant document (with declaration to this effect).

Note:

1. **The bidder/ firm is required to adhere to the order of documents as mentioned above. Also, all the required documents must be properly annexed as indicated above along with an Index and herein mentioned above.**
2. **The bidder/firm who meets these pre-qualification criteria will only be considered for further technical evaluation as explained in subsequent paras.**

9. EVALUATION CRITERIA:

S. No.	Evaluation Parameter	Max Marks	Supporting Documents
1	Bidder's Average Turn Over from IT / ITeS for the last three financial years (i.e. FY 2017-18, 2018-19 and 2019-20) • >=150 cr : 10 marks • >=100 Cr and <150 cr : 5 Marks • >=75 Cr and <100 Cr : 3 Marks	10	Turnover Certificate from statutory auditors along with audited balance sheets.
2	The bidder organization should be appraised by an Authorized partner of CMMI institute at minimum maturity level of "Level 3": • SEI-CMMi level 5: 15 Marks • SEI-CMMi level 4: 10 Marks • SEI-CMMi level 3 : 05 Marks	15	Copies of relevant certificates
3	The bidder must have successfully completed or is executing at least TWO turnkey projects having application software development and Support services (O&M)/FMS for any Central Government Department/ State Government Department/Government Organizations/PSUs in India with cumulative order value not less than Rs. 15.00 Crore during the last 7 years **AND** Out of these Turnkey Projects, at least ONE project must be completely implemented. **AND** At least one turnkey project shall not be of less than Rs. 6 crore. Marks shall be awarded to bidder for past work experience as per below mentioned criteria:-	20	Valid copy of Work order and letter from client affirming that the project has been implemented/being implemented.

<table>
<tr><td></td><td><table>
<tr><th>Cumulative Work Order Value in last seven years (7 yrs.)</th><th>Marks</th></tr>
<tr><td>From 15 Crores to less than 20 Crores</td><td>10 marks</td></tr>
<tr><td>From 20 Crores to less than 25 Crores</td><td>15 marks</td></tr>
<tr><td>25 Crores and more</td><td>20 marks</td></tr>
</table></td><td></td><td></td></tr>
<tr><td>4</td><td>Bidder should have successfully implemented a total end to end solution for any Urban Development Authority/Industrial Development Corporation/ Municipal Corporation/Public Sector Units including nationalized banks/Pollution Control Board/Govt. Organizations consisting of at least three modules from the following modules. The evaluation criteria will be as follows:
<table>
<tr><th>S.No.</th><th>Module</th><th>Marks</th></tr>
<tr><td>a)</td><td>Environment related MIS development</td><td>5</td></tr>
<tr><td>b)</td><td>Online application receipt and processing system</td><td>2</td></tr>
<tr><td>c)</td><td>Finance and Accounts Management</td><td>2</td></tr>
<tr><td>d)</td><td>Human Resource Management</td><td>2</td></tr>
<tr><td>e)</td><td>E-File Management including tracking</td><td>2</td></tr>
<tr><td>f)</td><td>Web Portal, Dashboard and MIS reports</td><td>2</td></tr>
</table></td><td>15</td><td>Valid copy of Work Order and letter from client affirming that the project has been implemented/ being implemented.</td></tr>
<tr><td>5</td><td>The bidder must have successfully completed or is executing turnkey projects having application software development and Support services (O&M)/FMS for any Central Government Department/ State Government Department/Government Organizations/PSUs in the State of Rajasthan of Work order value not less than 5.00 cr. in last 7 years.
<table>
<tr><td>Minimum 5 Crores to 7 Crores</td><td>2 Marks</td></tr>
<tr><td>Above 7 Crores</td><td>5 Marks</td></tr>
</table></td><td>5</td><td>Valid copy of Work Order and letter from client affirming that the project has been implemented/being implemented.</td></tr>
</table>

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<tr>
<td>6</td>
<td>Bidder should have managed or managing an application software for Online Receipt and Processing of Applications/Online E-Passes/Documents/Invoices for any Urban Development Authority/Industrial Development Corporation/Municipal Corporation/Public Sector Units/Pollution Control Board/Government Organizations with minimum no. of applications/receipts/e-passes/documents/invoices:
<table>
<tr><th>S.N.</th><th>Minimum no. of applications</th><th>Marks</th></tr>
<tr><td>a)</td><td>From 2 Lakhs to less than 3 Lakhs</td><td>4</td></tr>
<tr><td>b)</td><td>From 3 Lakhs to less than 5 Lakhs</td><td>6</td></tr>
<tr><td>c)</td><td>5 Lakhs and more</td><td>10</td></tr>
</table>
</td>
<td>10</td>
<td>Valid copy of Work Order and letter from client affirming that volume of data of the project which has been implemented/ being implemented.

Other documentary evidences</td>
</tr>
<tr>
<td>7</td>
<td>The bidder must have at least 250 full time IT Professionals on its payroll as on date of submission of bid.-
<table>
<tr><th>S.No.</th><th>Number of full time IT Professionals</th><th>Marks</th></tr>
<tr><td>a)</td><td>From 250 to less than 500</td><td>6</td></tr>
<tr><td>b)</td><td>From 500 to less than 1000</td><td>8</td></tr>
<tr><td>c)</td><td>1000 and more</td><td>10</td></tr>
</table>
</td>
<td>10</td>
<td>HR Declaration</td>
</tr>
<tr>
<td>8</td>
<td>Technical Proposal and Presentation (Mandatory)
1. Technical Proposal -5 Marks
<table>
<tr><td>Understanding of the scope of the project</td><td>1 Mark</td></tr>
<tr><td>Project Approach</td><td>2 Marks</td></tr>
<tr><td>Resource Deployment Plan to meet project timelines</td><td>2 Marks</td></tr>
</table>
2. Technical Presentation – 10 Marks
<table>
<tr><td>Technical Architecture</td><td>1 Mark</td></tr>
<tr><td>Deployment Architecture</td><td>1 Mark</td></tr>
<tr><td>Development and Implementation Methodology</td><td>3 Marks</td></tr>
<tr><td>Live Demonstration of Go-Live of any E-Governance Application Software with integrated modules</td><td>5 Marks</td></tr>
</table>
</td>
<td>15</td>
<td>Copy of Technical Proposal and Technical Presentation and Brief of E-Governance application software whose Go-Live demonstration will be made including details of integration between modules.</td>
</tr>
</table>

Note:

1. **All the eligible bidders would be technically evaluated on the criteria of 100 marks as elaborated above.**
2. **Those bidders who secure a minimum of 60 Marks will be considered as technically qualified for financial bid opening.**
3. **Financial bids for all the technically qualified bidders will be evaluated on the least cost basis.**

10. INSTRUCTION TO BIDDERS (ITB) & BIDDING PROCESS

10.1 Sale of Bidding/ Tender Documents: The sale of bidding documents shall be commenced from the date given in NIB. The complete bidding document shall also be placed on the e-Procurement portal. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.

10.2 Pre-bid Meeting/ Clarifications

a. Any prospective bidder may, in writing, seek clarifications from the procuring entity in respect of the bidding documents.

b. A pre-bid conference is also scheduled by the procuring entity as per the details mentioned in the NIB and to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be intimated to all bidders and where applicable, shall be published on the respective websites.

c. The minutes and response, if any, shall be provided promptly to all bidders to which the procuring entity provided the bidding documents, so as to enable those bidders to take minutes into account in preparing their bids, and shall be published on the respective websites.

10.3 Changes in the Bidding Document

a. At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.

b. In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.

c. In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

d. Any bidder, who has submitted his Bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of Bids, when changes are made to the bidding document by the procuring entity:

e. Provided that the Bid last submitted or the Bid as modified by the bidder shall be considered for evaluation.

10.4 Period of Validity of Bids

a. Bids submitted by the bidders shall remain valid during the period specified in the NIB/ bidding document. A bid valid for a shorter period may be rejected by the procuring entity as non-responsive Bid.

b. Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.

c. Bidders that agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

10.5 Format and Signing of Bids

a) Bidders must submit their bids online at e-Procurement portal i.e. http://eproc.rajasthan.gov.in.

b) All the documents uploaded should be digitally signed with the DSC of authorized signatory.

c) A Single stage Two part/ cover system shall be followed for the Bid: -

i. Technical Bid, including fee details, eligibility & technical documents

ii. Financial Bid

d) The technical bid shall consist of the following documents: -

S. No.	Documents Type	Document Format
	Fee Details	
1.	Bidding document Fee (Tender Fee)	Proof of submission (PDF)
2.	RISL Processing Fee (e-Proc)	Instrument/ Proof of submission (PDF)
3.	Bid Security (EMD)	Instrument/ Proof of submission (PDF)
	Eligibility Documents	
4.	Bidder's Authorization Certificate	As per Annexure-4 (PDF)
5.	All the documents mentioned in the "Eligibility Criteria", in support of the eligibility	As per the format mentioned against the respective eligibility criteria clauses (PDF)
	Technical Documents	
6.	Covering letter of the bid	Annexure -1
7.	Tender Form	Annexure -3
8.	Self-Declaration – Non blacklisting	Annexure -5
9.	Certificate of Conformity/No deviation	Annexure-6
10.	Functional Requirement Specification	Annexure - 10

e) Financial bid shall include the following documents: -

S. No.	Documents Type	Document Format
•	Covering Letter – Financial Bid	On bidder's letter head duly signed by authorized signatory as per Annexure-7 (PDF)
•	Financial Bid	As per BoQ (.XLS) format available on e-Proc portal.

f) The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

10.6 Cost & Language of Bidding

a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

10.7 Bid Security (EMD): Every bidder, if not exempted, participating in the procurement process will be required to furnish the bid security as specified in the NIB.

a) In lieu of bid security, a bid securing declaration shall be taken from Departments of the State Government, Undertakings, Corporations, Autonomous bodies, Registered Societies and Cooperative Societies which are owned or controlled or managed by the State Government and Government Undertakings of the Central Government.

c) Bid security of a bidder lying with the procuring entity in respect of other bids awaiting decision shall not be adjusted towards bid security for the fresh bids. The bid security originally deposited may, however, be taken into consideration in case bids are re-invited.

d) The bid security is to be given in the form of Demand Draft/Bankers Cheque/Bank Guarantee.

e) The bid security as indicated in Bid document must be submitted by the bidder along with the Bid in the form of Demand Draft/Bankers Cheque/Bank Guarantee only drawn in favour of **"MEMBER SECRETARY, RAJASTHAN STATE POLLUTION CONTROL BOARD"** payable at **Jaipur**.

f) Prior to presenting a submission, a bidder may request the procuring entity to confirm the acceptability of proposed issuer of a bid security or of a proposed confirmer, if required. The procuring entity shall respond promptly to such a request.

g) The bid security of unsuccessful bidders shall be refunded soon after final acceptance of successful bid and signing of Agreement and submitting performance security.

h) The Bid security taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -

i. when the bidder withdraws or modifies its bid after opening of bids;

ii. when the bidder does not execute the agreement, if any, after placement of supply/ work order within the specified period;

iii. when the bidder fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;

iv. when the bidder does not deposit the performance security within specified period after the supply/ work order is placed; and

v. If the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.

i) Notice will be given to the bidder with reasonable time before bid security deposit is forfeited.

j) No interest shall be payable on the bid security.

k) In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful bidder furnishes the full amount of performance security.

l) The procuring entity shall promptly return the bid security after the earliest of the following events, namely:-

i. the expiry of validity of bid security;

ii. the execution of agreement for procurement and performance security is furnished by the successful bidder;

iii. the cancellation of the procurement process; or

iv. The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

10.8 Deadline for the submission of Bids

a) Bids shall be received online at e-Procurement portal and up to the time and date specified in the NIB.

b) Normally, the date of submission and opening of Bids would not be extended. In exceptional circumstances or when the bidding documents are required to be substantially modified as a result of discussions in a pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original NIB and shall also be placed on the State Public Procurement Portal, if applicable. It would be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. The procuring entity shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If, in the office of the Bids receiving and opening authority, the last date of submission or opening of Bids is a non-working day, the Bids shall be received or opened on the next working day.

10.9 Withdrawal, Substitution, and Modification of Bids

a) If permitted on e-Procurement portal, a bidder may withdraw its bid or re-submit its Bid (technical and/ or financial cover) as per the instructions/ procedure mentioned at e-Procurement website under the section "Bidder's Manual Kit".

b) Bids withdrawn shall not be opened and processed further.

10.10 Opening of Bids

a) The Bids shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB in the presence of the bidders or their authorized representatives who choose to be present.

b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.

c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.

d) All the documents comprising technical Bid/ cover shall be opened & downloaded from the e-Procurement website (only for the bidders who have submitted the prescribed fee(s) to RSPCB.

e) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the: -

(i) bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable);

(ii) bid is valid for the period, specified in the bidding document;

(iii) bid is unconditional and the bidder has agreed to give the required performance security;

(iv) Other conditions, as specified in the bidding document are fulfilled.

(v) Any other information which the committee may consider appropriate.

f) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.

g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

10.11 Selection Method: Bidder would be selected on the basis of Least Cost Based Selection (LCBS) among technically qualified bidders.

10.12 Clarification of Bids

a) To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any bidder for a clarification regarding its Bid. The committee's request for clarification and the response of the bidder shall be through the e-Procurement portal.

b) Any clarification submitted by a bidder with regard to its Bid that is not in response to a request by the committee shall not be considered.

c) No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.

d) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

10.13 Evaluation & Tabulation of Technical Bids

a) The evaluation committee will evaluate all bids and shortlist the bidders who have qualified as per the eligibility criteria as laid down.

b) The objective of the Technical Bid evaluation is to short list bidders who have the technical competency/ experience/ skills / financial strength that are essential to roll out the project.

10.14 Determination of Responsiveness

(i) The bid evaluation committee shall determine the responsiveness of a Bid on the basis of the bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.

(ii) A responsive Bid is one that meets the requirements of the bidding document without

any material, deviation, reservation or omission where:

"deviation" is a departure from the requirements specified in the bidding document;

"reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and

"Omission" is the failure to submit part or all of the information or documentation required in the bidding document.

iii. A material deviation, reservation, or omission is one that,

a. if accepted, shall:-

- affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
- limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract;

b. If rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.

iv. The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of the bidding document have been met without any material deviation, reservation or omission.

v. The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

10.15 Non-material/Non-conformities in Bids

(i) The bid evaluation committee may waive any non-conformity in the bid that do not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.

(ii) The bid evaluation committee may request the bidder to submit the necessary information or document like audited statement of accounts/ CA Certificate, Registration Certificate, GST certificate, CMMI Certificates, etc. within a reasonable period of time. Failure of the bidder to comply with the request may result in the rejection of its Bid.

(iii) The bid evaluation committee may rectify nonmaterial nonconformities or omissions on the basis of the information or documentation received from the bidder under (ii) above.

10.16 Technical Evaluation Criteria:

The eligible bids shall be examined on the basis of evaluation criteria mentioned at point number 09.

10.17 Tabulation of Technical Bids

(i) All the technical bids will be evaluated as per the provisions laid down at point no 09.

(ii) If Technical Bids have been invited, they shall be tabulated by the bid evaluation committee in the form of a comparative statement to evaluate the qualification of the bidders against the criteria for qualification set out in the bidding document.

(iii) The members of bid evaluation committee shall give their recommendations below the table as to which of the bidders have been found to be qualified in evaluation of Technical Bids and sign it.

(iv) The number of firms qualified in technical evaluation, if less than three and it is considered necessary by the procuring entity/RSPCB to continue with the procurement process, reasons

shall be recorded in writing and included in the record of the procurement proceedings.

(v) The bidders who qualified in the technical evaluation shall be informed in writing about the date, time and place of opening of their financial Bids.

10.18 Financial Evaluation:

Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bids: -

a) For two part/ cover Bid system, the financial Bids of the bidders who qualified in technical evaluation shall be opened online at the notified time, date and place by the bid evaluation committee in the presence of the bidders or their representatives who choose to be present;

b) the process of opening of the financial Bids shall be similar to that of technical Bids.

c) the names of the bidders, the rates given by them and conditions put, if any, shall be read out and recorded;

d) conditional Bids are liable to be rejected;

e) The evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Board/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;

f) The offers (Bid value in INR) shall be evaluated and marked L1, L2, and L3 etc. L1 being the lowest offer (Bid Value in INR).

g) The Bid Evaluation Committee shall prepare a comparative statement in tabular form in accordance with rules along with its report on evaluation of financial Bids and recommend the lowest offer for acceptance to the RSPCB.

h) The members of Bids Evaluation Committee shall give their recommendations below the table regarding lowest and sign it.

i) It shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.

10.19 Correction of Arithmetic Errors in Financial Bids: The bid evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the bid evaluation committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

10.20 Price/ purchase preference in evaluation: Price and/ or purchase preference notified by the State Government (GoR) and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of contract.

10.21 Negotiations

The negotiations will be as per the provisions laid down in RTPP Act and Rules.

10.22 Exclusion of Bids/ Disqualification

a) A procuring entity shall exclude/ disqualify a Bid, if: -

(i) the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or

(ii) the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and

(iii) the bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;

(iv) the Bid materially departs from the requirements specified in the bidding document or it contains false information;

(v) the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;

(vi) a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.

b) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.

c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be:

(i) Communicated to the concerned bidder in writing;

(ii) Published on the State Public Procurement Portal, if applicable.

10.23 Lack of competition

a) A situation may arise where, if after technical evaluation of Bids, the bid evaluation committee may end- up with one responsive Bid only. In such a situation, the bid evaluation committee would check as to whether while floating the NIB all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the NIB would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that: -

(i) the Bid is technically qualified;

(ii) the price quoted by the bidder is assessed to be reasonable;

(iii) the Bid is unconditional and complete in all respects;

(iv) there are no obvious indicators of cartelization amongst bidders; and

(v) the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document

b) The bid evaluation committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.

c) In case of dissent by any member of bid evaluation committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single technically qualified Bid OR re-invite fresh Bids after recording reasons.

d) If a decision to re-invite the Bids is taken, market assessment shall be carried out for estimation of market depth, eligibility criteria and cost estimate.

10.24 Acceptance of the successful Bid and award of contract

a) The procuring entity after considering the recommendations of the bid evaluation committee and the

conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.

b) Decision on Bids shall be taken within the original validity period of Bids and the time period allowed to procure the entity for taking decision. If the decision is not taken within the original validity period or time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.

c) Before award of the contract, the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.

d) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.

e) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest or most advantageous in accordance with the evaluation criteria set out in the bidding document and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document for the subject matter of procurement.

f) Prior to the expiration of the period of bid validity, the procuring entity shall inform the successful bidder, in writing, that its Bid has been accepted.

g) As soon as a Bid is accepted by the competent authority, its written intimation shall be sent to the concerned bidder by registered post or email and asked to execute an agreement in the format given in the bidding documents on a non-judicial stamp of requisite value and deposit the amount of performance security or a performance security declaration, if applicable, within a period specified in the bidding documents or where the period is not specified in the bidding documents then within fifteen days from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.

h) If the issuance of formal letter of acceptance is likely to take time, in the meanwhile a Letter of Intent (LOI) may be sent to the bidder. The acceptance of an offer is complete as soon as the letter of acceptance or letter of intent is posted (registered) and/ or sent by email to the address of the bidder given in the bidding document. Until a formal contract is executed, the letter of acceptance or LOI shall constitute a binding contract.

i) The bid security of the bidders who's Bids could not be accepted shall be refunded soon after the contract with the successful bidder is signed and its performance security is obtained.

10.25 Information and publication of award: Information of award of contract shall be communicated to all participating bidders and published on the respective website(s) as specified in NIB.

10.26 Procuring entity's right to accept or reject any or all Bids: The Procuring entity reserves the right to accept or reject any Bid and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

10.27 Right to vary quantity:

a) At the time of award of contract, the quantity of goods, or services originally specified in the bidding documents may be increased, but such increase shall not exceed 20% of the quantity specified in the bidding documents. It shall be without any change in the unit prices or other terms and conditions of the Bid and the bidding documents.

b) If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.

c) Repeat orders for extra items or additional quantities may be placed on the rates and conditions given in the contract. Delivery or completion period may also be proportionately increased. The limits of repeat order shall be as under: -

(i) 50% of the quantity of the individual items and 20% of the value of original contract in case of works; and

(ii) 50% of the value of goods or services of the original contract.

10.28 Performance Security

a) Prior to execution of agreement, Performance security shall be solicited from all successful bidders except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.

b) The amount of performance security shall be 5%, or as may be specified in the bidding document, of the amount of supply order in case of procurement of goods and services. In case of Small Scale Industries (SBidder) of Rajasthan, it shall be 1% of the amount of quantity ordered for supply of goods and in case of sick industries, other than SBidder, whose cases are pending before the Board of Industrial and Financial Reconstruction (BIFR), it shall be 2% of the amount of supply order.

c) Performance security shall be furnished in any one of the following forms: -

(i) Demand Draft or Banker's Cheque of a scheduled bank;

(ii) Bank guarantee(s) of a scheduled bank as per Annexure-8;

(iii) Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of the procuring entity on account of bidder and discharged by the bidder in advance. The procuring entity shall ensure before accepting the FDR that the bidder furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the bidder **concerned**. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.

d) Performance security furnished in the form specified in clause [b.] to [e.] of (c) above shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder, including warranty obligations and maintenance and defect liability period.

e) **Forfeiture of Security Deposit**: Security amount in full or part may be forfeited, including interest, if any, in the following cases:-

i. When any terms and condition of the contract is breached.
ii. When the bidder fails to make complete supply satisfactorily.
iii. if the bidder breaches any provision of code of integrity, prescribed for bidders, specified in the bidding document.

f) Notice will be given to the bidder with reasonable time before PSD deposited is forfeited.

g) No interest shall be payable on the PSD.

10.29 Execution of agreement

a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.

b) The successful bidder shall sign the procurement contract within a period specified in the bidding document or where the period is not specified in the bidding document then within fifteen days

from the date on which the letter of acceptance or letter of intent is dispatched to the successful bidder.

h) If the bidder, who's Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the RTPP Act and Rules. The procuring entity may, in such case, cancel the procurement process or if it deems fit, offer for acceptance the rates of lowest or most advantageous bidder to the next lowest or most advantageous bidder, in accordance with the criteria and procedures set out in the RFP document.

c) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchased from anywhere in Rajasthan only.

10.30 Confidentiality

a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -

(i) impede enforcement of any law;

(ii) affect the security or strategic interests of India;

(iii) affect the intellectual property rights or legitimate commercial interests of bidders;

(iv) Affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.

b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorized to have access to such information.

c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.

d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose conditions for protecting confidentiality of such information.

10.31 Cancellation of procurement process

a) If any procurement process has been cancelled, it shall not be reopened but it shall not prevent the procuring entity from initiating a new procurement process for the same subject matter of procurement, if required.

b) A procuring entity may, for reasons to be recorded in writing, cancel the process of procurement initiated by it -

(i) at any time prior to the acceptance of the successful Bid; or

(ii) After the successful Bid is accepted in accordance with (d) and (e) below.

c) The procuring entity shall not open any bids or proposals after taking a decision to cancel the procurement and shall return such unopened bids or proposals.

d) The decision of the procuring entity to cancel the procurement and reasons for such decision shall be immediately communicated to all bidders that participated in the procurement process.

e) If the bidder who's Bid has been accepted as successful fails to sign any written procurement contract as required, or fails to provide any required security for the performance of the contract, the procuring entity may cancel the procurement process.

f) If a bidder is convicted of any offence under the Act, the procuring entity may: -

(i) cancel the relevant procurement process if the Bid of the convicted bidder has been declared as successful but no procurement contract has been entered into

(ii) Rescind (cancel) the relevant contract or forfeit the payment of all or a part of the contract value if the procurement contract has been entered into between the procuring entity and the convicted bidder.

10.32 Code of Integrity for Bidders

a) No person participating in a procurement process shall act in contravention of the code of integrity prescribed by the State Government.

b) The code of integrity include provisions for: -

(i) Prohibiting

A. any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;

B. any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;

C. any collusion, bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;

D. improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;

E. any financial or business transactions between the bidder and any officer or employee of the procuring entity;

F. any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;

G. any obstruction of any investigation or audit of a procurement process;

c) disclosure of conflict of interest;

d) Disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.

e) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the procuring entity may take appropriate measures including: -

(i) exclusion of the bidder from the procurement process;

(ii) calling-off of pre-contract negotiations and forfeiture or encashment of bid security;

(iii) forfeiture or encashment of any other security or bond relating to the procurement;

(iv) recovery of payments made by the procuring entity along with interest thereon at bank rate;

(v) cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;

(vi) Debarment of the bidder from participation in future procurements of the procuring entity for a period not exceeding three years.

10.33 Interference with Procurement Process: A bidder, who: -

a. withdraws from the procurement process after opening of financial bids;

b. withdraws from the procurement process after being declared the successful bidder;

c. fails to enter into procurement contract after being declared the successful bidder;

d. fails to provide performance security or any other document or security required in terms of the bidding documents after being declared the selected bidder, without valid grounds, shall,

in addition to the recourse available in the bidding document or the contract, be punished with fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.

10.34 Appeals

a) Subject to "Appeal not to lie in certain cases" below, if any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the Act or the rules or guidelines issued there under, he may file an appeal to such officer of the procuring entity, as may be designated by it for the purpose, within a period of 10 days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

(i) Provided that after the declaration of a bidder as successful in terms of "Award of Contract", the appeal may be filed only by a bidder who has participated in procurement proceedings:

(ii) Provided further that in case a procuring entity evaluates the technical Bid before the opening of the financial Bid, an appeal related to the matter of financial Bid may be filed only by a bidder whose technical Bid is found to be acceptable.

b) The officer to whom an appeal is filed under (a) above shall deal with the appeal as expeditiously as possible and shall endeavor to dispose of it within 30 days from the date of filing of the appeal.

c) If the officer designated under (a) above fails to dispose of the appeal filed under that sub-section within the period specified in (c) above, or if the bidder or prospective bidder or the procuring entity is aggrieved by the order passed, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to an officer or authority designated by the State Government in this behalf within 15 days from the expiry of the period specified in (c) above or of the date of receipt of the order passed under (b) above, as the case may be.

d) The officer or authority to which an appeal is filed under (c) above shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within 30 days from the date of filing of the appeal:

e) The officer or authority to which an appeal may be filed under (a) or (d) above shall be:

First Appellate Authority: Member Secretary, RSPCB
Second Appellate Authority: Chairperson, RSPCB

f) Form of Appeal:

(I) Every appeal under (a) and (c) above shall be as per RTPP Rules along with as many copies as there are respondents in the appeal.

(II) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

(III) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

g) Fee for Appeal: Fee for filing appeal:

(I) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(I) The fee shall be paid in the form of bank demand draft or banker's Cheque of a Scheduled Bank payable in the name of Appellate Authority concerned.

h) Procedure for disposal of appeal:

(II) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by a copy of appeal, affidavit and documents, if any, to the respondents and fix the date of hearing.

(III) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-

A.hear all the parties to appeal present before him; and

B.peruse or inspect documents, relevant records or copies thereof relating to the matter.

(I) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(II) The order passed under (c) shall also be placed on the State Public Procurement Portal.

i) No information which would impair the protection of essential security interests of India, or impede the enforcement of law or fair competition, or prejudice the legitimate commercial interests of the bidder or the procuring entity, shall be disclosed in a proceeding under an appeal.

10.35 Stay of procurement proceedings: While hearing of an appeal, the officer or authority hearing the appeal may, on an application made in this behalf and after affording a reasonable opportunity of hearing to the parties concerned, stay the procurement proceedings pending disposal of the appeal, if he, or it, is satisfied that failure to do so is likely to lead to miscarriage of justice.

10.36 Vexatious Appeals & Complaints: Whoever intentionally files any vexatious, frivolous or malicious appeal or complaint under the "The Rajasthan Transparency Public Procurement Act 2012", with the intention of delaying or defeating any procurement or causing loss to any procuring entity or any other bidder, shall be punished with fine which may extend to twenty lakh rupees or five per cent of the value of procurement, whichever is less.

10.37 Offences by Firms/ Companies

a) Where an offence under "The Rajasthan Transparency Public Procurement Act 2012" has been committed by a company, every person who at the time the offence was committed was in charge of and was responsible to the company for the conduct of the business of the company, as well as the company, shall be deemed to be guilty of having committed the offence and shall be liable to be proceeded against and punished accordingly:

b) Provided that nothing contained in this subsection shall render any such person liable for any punishment if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence.

c) Notwithstanding anything contained in (a) above, where an offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of or is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be deemed to be guilty of having committed such offence and shall be liable to be proceeded against and punished accordingly.

d) For the purpose of this section-

(i) "company" means a body corporate and includes a limited liability partnership, firm, registered society or co- operative society, trust or other association of individuals; and

(ii) "director" in relation to a limited liability partnership or firm, means a partner in the firm.

e) Abetment of certain offences: Whoever abets an offence punishable under this Act, whether or not that offence is committed in consequence of that abetment, shall be punished with the punishment provided for the offence.

10.38 Debarment from Bidding

a) A bidder shall be debarred by the State Government if he has been convicted of an offence

(i) under the Prevention of Corruption Act, 1988 (Central Act No. 49 of 1988); or

(ii) under the Indian Penal Code, 1860 (Central Act No. 45 of 1860) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

b) A bidder debarred under (a) above shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date on which he was debarred.

c) If a procuring entity finds that a bidder has breached the code of integrity prescribed in terms of "Code of Integrity for bidders" above, it may debar the bidder for a period not exceeding three years.

d) Where the entire bid security or the entire performance security or any substitute thereof, as the case may be, of a bidder has been forfeited by a procuring entity in respect of any procurement process or procurement contract, the bidder may be debarred from participating in any procurement process undertaken by the procuring entity for a period not exceeding three years.

e) The procuring entity shall not debar a bidder under this section unless such bidder has been given a reasonable opportunity of being heard.

10.39 Monitoring of Contract

a) An officer or a committee of officers named Contract Monitoring Committee (CMC) may be nominated by a procuring entity to monitor the progress of the contract during its delivery period.

b) During the delivery period the CMC shall keep a watch on the progress of the contract and shall ensure that quantity of goods and service delivery is in proportion to the total delivery period given, if it is a severable contract, in which the delivery of the goods and service is to be obtained continuously or is batched. If the entire quantity of goods and service is to be delivered in the form of completed work or entire contract like fabrication work, the process of completion of work may be watched and inspections of the selected bidder's premises where the work is being completed may be carried out.

c) If delay in delivery of goods and service is observed a performance notice would be given to the selected bidder to speed up the delivery.

d) Any change in the constitution of the firm, etc. shall be notified forthwith by the contractor in writing to the procuring entity and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

e) No new partner/ partners shall be accepted in the firm by the selected bidder in respect of the contract unless he/ they agree to abide by all its terms, conditions and deposits with the procuring entity through a written agreement to this effect. The bidder's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purposes of the contract.

f) The selected bidder shall not assign or sublet his contract or any substantial part thereof to any other agency without the permission of the procuring entity.

g) The Contract Monitoring Committee shall give final approvals on proposed Change Requests (if any) based on the man-month rates and effort estimation, during the course of the project.

11. TERMS AND CONDITIONS OF TENDER & CONTRACT:

11.1 Definitions

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

a) "Contract" means the agreement entered into between the Purchaser and the successful / selected bidder together with the contract documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.

b) "Contract Documents" means the documents listed in the agreement, including any amendments thereto.

c) "Contract Price" means the price payable to the successful / selected bidder as specified in the agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.

d) "Day" means a calendar day.

e) "Delivery" means the transfer of the Goods and Services from the successful / selected bidder to the Purchaser in accordance with the terms and conditions set forth in the Contract.

f) "Completion" means the fulfillment of the related services by the successful / selected bidder in accordance with the terms and conditions set forth in the contract.

g) "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the successful / selected bidder is required to supply to the Purchaser in the contract.

h) "Purchaser" means the entity purchasing the Services, Goods and Related Services, as specified in the bidding document.

i) "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the successful / selected bidder under the Contract.

j) "Services" means the services to be delivered by the successful bidder and as required to run the project successfully as per the contract. A service is the intangible equivalent of an economic good.

k) "Subcontractor" means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods/Services to be supplied or execution of any part of the Related Services is subcontracted by the successful / selected bidder.

l) "Supplier / Successful or Selected bidder" means the person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the successful / selected bidder.

m) "The Site," where applicable, means the designated project place(s) named in the bidding document.

Note: The bidder shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied and related services to be rendered. If the bidder has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before submitting the Bid and signing the contract refer the same to the procuring entity and get clarifications.

11.2 General Conditions of the Bid

11.2.1 Contract Documents

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

11.2.2 Interpretation

a) If the context so requires it, singular means plural and vice versa.

b) Entire Agreement: The Contract constitutes the entire agreement between the Purchaser and the Supplier / selected bidder and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

c) Amendment: No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

d) Non-waiver: Subject to the condition (f) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

e) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

f) Severability: If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

11.2.3 Language

a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the successful / selected bidder and the Purchaser, shall be written in English language only or as specified in the special conditions of the contract. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Contract, this translation shall govern.

b) The successful / selected bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

11.2.4 Eligible Goods and Related Services

a) For purposes of this Clause, the term "services" includes the services to be delivered by the selected bidder as per scope of work and required to run the project successfully ,"goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "related services" includes services such as insurance, transportation, supply, installation, integration, testing, commissioning, training, and initial maintenance.

b) All articles/goods being bid, other than those marked in the Bill of Material BoM should be the ones which are produced in volume and are used by a large number of users in India/ abroad. All products quoted by the successful / selected bidder must be associated with specific make and model numbers, item code and names and with printed literature describing configuration and functionality. Any deviation from the printed specifications should be clearly mentioned in the offer document by the bidder/ supplier. Also, the bidder is to quote/ propose only one make/ model against the respective item.

c) The OEM/ Vendor of the quoted product must have its own registered spares depot/support services based in India having adequate inventory of the equipment being quoted for providing the necessary spares as per the requirement of the RFP.

d) Bidder must quote products in accordance with the above clause "Eligible Services, goods and related services".

11.2.5 Notices

a) Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term "in writing" means communicated in written form with proof of dispatch and receipt.

b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

11.2.6 Governing Law

The Contract shall be governed by and interpreted in accordance with the laws of the Rajasthan State/ the Country (India), unless otherwise specified in the contract.

11.2.7 Scope of Supply

a) Subject to the provisions in the bidding document and contract, the Services, Goods and Related Services to be supplied shall be as specified in the Scope of Work/ Schedule of Supply section of the bidding document.

b) Unless otherwise stipulated in the Contract, the scope of supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of goods and services as if such items were expressly mentioned in the Contract.

c) The bidder shall not quote any supply and hardware/ software that is likely to be declared as End of Sale in next 6 months and End of Service/ Support for a period of 5 Years from the last date of bid submission. OEMs are required to mention this in the MAF for all the quoted hardware/ software. If any of the hardware/ software is found to be declared as End of Sale/ Service/ Support, then the bidder shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

11.2.8 Delivery & Installation

a) Subject to the conditions of the contract, the delivery of the goods, services and completion of the related services shall be in accordance with the delivery and completion schedule specified in the bidding document. The details of supply/ shipping and other documents to be furnished by the successful / selected bidder are specified in the bidding document and/ or contract.

b) The Contract for the supply can be repudiated at any time by the Purchase Officer, if the supplies are not made to his satisfaction after giving an opportunity to the Selected Bidder of being heard and recording the reasons for repudiation.

c) The Supplier/ selected Bidder shall arrange to supply, install and commission the ordered materials/ system as per specifications within the specified delivery/ completion period at various departments and/ or their offices/ locations mentioned in the PO/WO.

d) Shifting the place of Installation: The user will be free to shift the place of installation within the same city /town/ district/ division. The successful / selected bidder shall provide all assistance, except transportation, in shifting of the equipment. However, if the city/town is changed, additional charges of assistance in shifting and providing maintenance services for the remaining period would be decided mutually.

11.2.9 Supplier's/ Selected Bidder's Responsibilities: The supplier / Selected bidder shall supply all the services, goods and related services included in the scope of supply in accordance with the provisions of bidding document and/ or contract.

11.2.10 Contract Price

a) The Contract Price shall be paid as specified in the contract subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.

b) Prices charged by the Supplier/ Selected Bidder for the services delivered, Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier/ Selected Bidder in its bid, with the exception of any price adjustments authorized in the special conditions of the contract.

11.2.11 Recoveries from Supplier/ Selected Bidders

a) Recovery of liquidated damages, short supply, breakage, rejected articles shall be made ordinarily from bills.

b) The Purchase Officer shall withhold the amount to the extent of short supply, broken/damaged or for rejected articles unless these are replaced satisfactorily. In case of failure to withhold the amount, it shall be recovered from his dues and performance security deposit available with RSPCB.

c) The balance, if any, shall be demanded from the Supplier/ Selected Bidder and when recovery is not possible, the Purchase Officer shall take recourse to law in force.

11.2.12 Taxes & Duties

a) The TDS, Raj-VAT, Service Tax, GST etc., if applicable, shall be deducted at source/ paid by RSPCB as per prevailing rates. All other taxes, duties, license fee and levies including Central Sales Tax and Entry Tax shall be included in the bid price.

b) For goods supplied from outside India, the successful/ selected bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.

c) For goods supplied from within India, the successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

11.2.13 Copyright/ Intellectual Property Rights (IPR):

The copyright/ IPR in all drawings, source code design documents, and other materials containing data and information furnished to the Purchaser that has been developed/customized by the Selected Bidder for the project herein shall remain vested in the Purchaser, or, if they are furnished to the Purchaser directly or through the Supplier/ Selected Bidder by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

Furthermore, post completion of the Go-live phase successful bidder shall submit the development code in USB/DVD media along with proper industrial standard documentation.

11.2.14 Confidential Information

a) The Purchaser and the Supplier/ Selected Bidder shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any drawings, documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

b) The Supplier/ Selected Bidder may furnish to its Subcontractor, if permitted, such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier/ Selected Bidder shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier/ Selected Bidder

c) The Purchaser shall not use such documents, data, and other information received from the Supplier/ Selected Bidder for any purposes unrelated to the Contract. Similarly, the Supplier/ Selected Bidder shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

d) The obligation of a party under sub-clauses above, however, shall not apply to information that: -

   i. the Purchaser or Supplier / Selected Bidder need to share with RSPCB or other institutions participating in the Contract;

   ii. now or hereafter enters the public domain through no fault of that party;

   iii. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or

   iv. Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

e) The above provisions shall not in any way modify any undertaking of confidentiality given by either

of the parties hereto prior to the date of the Contract in respect of the supply or any part thereof.

f) The provisions of this clause shall survive completion or termination, for whatever reason, of the Contract.

11.2.15 Sub-contracting

a) Unless otherwise specified in the Contract, the Selected Bidder shall not assign or sublet his contract or any substantial part thereof to any other agency without the permission of Purchaser/ Tendering Authority.

b) If permitted, the Selected Bidder shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier / Selected Bidder from any of its obligations, duties, responsibilities, or liability under the Contract.

c) Subcontracts shall comply with the provisions of bidding documents and/ or contract.

11.2.16 Specifications and Standards

a) All articles supplied shall strictly conform to the specifications, trademark laid down in the tender form and wherever articles have been required according to I Bidder/ ISO/ other applicable specifications/ certifications/ standards, those articles should conform strictly to those specifications/ certifications/ standards. The supply shall be of best quality and description. The decision of the competent authority/ purchase committee whether the articles supplied conform to the specifications shall be final and binding on the supplier / selected bidder.

b) Technical Specifications and Drawings

i. The Supplier/ Selected Bidder shall ensure that the services, goods and related services comply with the technical specifications and other provisions of the Contract.

ii. The Supplier/ Bidder shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.

iii. The services, goods and related services supplied under this Contract shall conform to the standards mentioned in the bidding document and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods/Services.

c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the bidding document. During contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with the general conditions of the contract.

d) The supplier/ selected bidder must certify that all the goods are new, unused, and of the agreed make and models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

e) The supplier/ selected bidder should further warrant that the Goods shall be free from defects arising from any act or omission of the supplier/ selected bidder or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the place of final destination.

11.2.17 Packing and Documents

a) The Supplier/ Selected Bidder shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights

shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.

b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the contract, and in any other instructions ordered by the purchaser.

11.2.18 Insurance

a) The Goods supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations, in accordance with the applicable terms. The insurance charges will be borne by the supplier and Purchaser will not be required to pay such charges if incurred.

b) The goods will be delivered at the FOR destination in perfect condition.

11.2.19 Transportation

a) The supplier/ selected bidder shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the Selected Bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such an account shall be admissible.

b) All goods must be sent freight paid through Railways or goods transport. If goods are sent freight to pay, the freight together with departmental charge @5% of the freight will be recovered from the **supplier's**/ selected bidder's bill.

11.2.20 Inspection

a) The Purchase Officer or his duly authorized representative shall at all reasonable time have access to the suppliers / Selected Bidder's premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/ equipment/ machineries during manufacturing process or afterwards as may be decided.

b) The supplier / selected bidder shall furnish the complete address of the premises of his factory, office, go-down and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose.

c) After successful inspection it will be the supplier's / selected bidder's responsibility to dispatch and install the equipment at respective locations without any financial liability to the Purchaser. However, supplies when received at respective locations shall be subject to inspection to ensure whether they conform to the specification.

11.2.21 Testing charges

In case RSPCB gets the testing of supplied Hardware (Server rack for data storage at RSDC) done by third party, cost towards the same shall be borne by the RSPCB, In case of test results showing that hardware supplies are not up to the prescribed standards or specifications, the testing charges shall be payable by the selected bidder.

11.2.22 Rejection

a) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the selected bidder at his own cost within the time fixed by the Purchase Officer.

b) If, however, due to exigencies of RSPCB's work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the selected bidder of being

heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

c) The rejected articles shall be removed by the selected bidder within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the supplier's/bidder's/selected bidder's risk and on his account.

11.2.23 Extension in Delivery Period and Liquidated Damages (LD)

a) Except as provided under clause "Force Majeure", if the Supplier/ Selected Bidder fails to deliver any or all of the Services or Goods or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in (j) below for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the bidding document and/ or contract. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to clause "Termination".

b) The time specified for delivery in the bidding document shall be deemed to be the essence of the contract and the supplier/ selected bidder shall arrange services, goods supply and related services within the specified period.

c) Delivery and installation / completion period may be extended with or without liquidated damages if the delay in the supply of goods or services is on account of hindrances beyond the control of the supplier/ selected bidder.

d) The supplier/ selected bidder shall request in writing to the Purchaser giving reasons for extending the delivery period of service if he finds himself unable to complete the supply of goods or services within the stipulated delivery period or is unable to maintain prorate progress in the supply of goods or service delivery. This request shall be submitted as soon as a hindrance in delivery of goods and service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of goods and services after which such request shall not be entertained.

e) The Purchaser shall examine the justification of causes of hindrance in the delivery of goods and services and the period of delay occurred due to that and recommend the competent authority on the period of extension which should be granted with or without liquidated damages.

f) Normally, extension in delivery period of goods and services in following circumstances may be considered without liquidated damages:

i. When delay has occurred due to delay in supply of drawings, designs, plans etc. if the RSPCB was required to supply them to the supplier of goods or service provider as per terms of the contract.

ii. When delay has occurred in supply of materials etc. if these were required to be supplied to the supplier or service provider by the RSPCB as per terms of the contract.

g) If the competent authority agrees to extend the delivery period/ schedule, an amendment to the contract with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason, whatsoever beyond the contracted cost shall be paid for the delayed supply of goods and service.

h) It shall be at the discretion of the concerned authority to accept or not to accept the supply of goods and/ or services rendered by the contractor after the expiry of the stipulated delivery period, if no formal extension in delivery period has been applied and granted. The competent authority shall have the right to cancel the contract with respect to undelivered goods and/ or service.

i) If RSPCB are in need of the good and/ or service rendered after expiry of the stipulated delivery period, it may accept the services and issue a letter of extension in delivery period with usual

liquidated damages and denial clauses to regularize the transaction.

j) In case of extension in the delivery of services and/ or installation/ completion period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of goods and/ or service which the supplier/ selected has failed to supply or complete : -

No.	Condition	LD %*
a.	Delay up to one fourth period of the prescribed period of delivery, successful installation and completion of work	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed period of delivery, successful installation and completion of work	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed period of delivery, successful installation and completion of work	7.5 %
d.	Delay exceeding three fourth of the prescribed period of delivery, successful installation and completion of work	10.0 %

Note:

- **Fraction of a day in reckoning period of delay in supplies, successful installation and completion of work shall be eliminated if it is less than half a day.**
- **The maximum amount of liquidated damages shall be 10%.**
- *** The percentage of LD is applicable on the payment due for a particular milestone of design and development of the respective group/ phase of modules.**

11.2.24 Patent Indemnity

a) The Supplier shall pay all royalties and licenses fee for the use of any patented item, whether it may be an invention, method, arrangement, article, process or appliance used in connection with the performance of the Contract. The supplier shall indemnify and save harmless the Board against any and all costs, damages and expenses of any nature or kind whatsoever which may arise out of or result from a claim by any person, firm or corporation that the manufacture, purchase, use of sale of any of the inventions, methods, arrangements, articles processes or appliances used in connection with the performance of this Contract infringes any patent of such other rights. The Supplier shall, at the request of the Board, defend the Board against any suit brought to enforce any such claim at the Suppliers expense.

b) In case any such patented item used on or in conjunction with the Works is in suit held to constitute and infringement of its use enjoined, the supplier shall either secure for the Board the right to continue using the said item by suspension of the enjoinment, by procuring for the Board a license or otherwise, or will replace such items with a non-infringing item or modify it, so that it becomes non-infringing or with the Boards approval remove the said enjoined item and refund to the Board the sums paid thereof.

c) The Supplier / selected bidder shall, subject to the Purchaser's compliance with sub-clause (d) below, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of: -

(i) the installation of the Goods/ delivery of service by the Supplier/ Selected Bidder or the use of the Goods/ services in the country where the Site is located; and

(ii) The sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or

combination with any other equipment, plant, or materials not supplied by the Supplier/ Selected Bidder, pursuant to the Contract.

d) If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to above, the Purchaser shall promptly give the Supplier/ Selected Bidder a notice thereof, and the Supplier/ Selected Bidder may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

e) If the Supplier/ Selected Bidder fails to notify the Purchaser within thirty (30) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.

f) The Purchaser shall, at the Supplier's/ Selected Bidder's request, afford all available assistance to the Supplier / Selected Bidder in conducting such proceedings or claim, and shall be reimbursed by the Supplier/ Selected Bidder for all reasonable expenses incurred in so doing.

g) The Purchaser shall indemnify and hold harmless the Supplier/ Selected Bidder and its employees, officers, and Subcontractors (if any) from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier/ Selected Bidder may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

11.2.25 Limitation of Liability:

Except in cases of gross negligence or willful misconduct: -

a) neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier/ Selected Bidder to pay liquidated damages to the Purchaser; and

b) the aggregate liability of the Supplier/ Selected Bidder to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the Contract, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier/ Selected Bidder to indemnify the Purchaser with respect to patent infringement.

11.2.26 Change in Laws & Regulations:

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Rajasthan/ India, where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/ or the Contract Price, then such Delivery Date and/ or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable.

11.2.27 Force Majeure

a) The Supplier/ Selected Bidder shall not be liable for forfeiture of its Performance Security deposit, 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.

b) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier/ Selected Bidder that is not foreseeable, is unavoidable, and its origin is not due to

negligence or lack of care on the part of the Supplier/ Selected Bidder. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

c) If a Force Majeure situation arises, the supplier/ Selected Bidder shall promptly notify RSPCB in writing of such conditions and cause thereof within 15 days of occurrence of such event. Unless otherwise directed by RSPCB, the supplier/ Selected Bidder shall continue to perform its obligations under the contract as far as reasonably practical.

d) If the performance in whole or part or any obligation under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party at its option may terminate the contract without any financial repercussion on either side.

e) In case a Force Majeure situation occurs with the RSPCB, RSPCB may take the case with the contractor on similar lines.

11.2.28 Change Orders and Contract Amendments

a) The Purchaser may at any time order the Supplier/ Selected Bidder through Notice in accordance with clause "Notices" above, to make changes within the general scope of the Contract in any one or more of the following: -

i. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;

ii. the method of shipment or packing;

iii. the place of delivery; and

iv. New functionality / modification to be added after UAT has been done.

v. The Related Services to be provided by the Supplier/ Selected Bidder.

b) If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's/ Selected Bidder's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly should be amended. Any claims by the Supplier/ Selected Bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's/ Selected Bidder's receipt of the Purchaser's change order.

c) In case, a new functionality/ modification is done in the RSPCB E-Governance Solution 2.0 (Web Application or Web Portal), Selected Bidder shall identify the effort (in man –month) required for making the change(s). Rates for the man month shall be the composite man-month rates quoted by the Selected Bidder in the financial bid. Changes shall however be done by the Selected Bidder after approval of effort estimates by RSPCB.

d) Prices to be charged by the Supplier/ Selected Bidder for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier/ Selected Bidder for similar services.

11.2.29 Termination

a) Termination for Default

i. The tender sanctioning authority of RSPCB may, without prejudice to any other remedy for breach of contract, by a written notice of default of at least 30 days sent to the supplier / Selected Bidder, terminate the contract in whole or in part: -

a. If the supplier / Selected Bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by RSPCB; or

b. If the supplier / Selected Bidder fails to perform any other obligation under the contract within the specified period of delivery of service or any extension granted thereof; or

c. If the supplier / Selected Bidder, in the judgment of the Procuring Authority has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract.

d. If the supplier / Selected Bidder commits breach of any condition of the contract.

ii. If RSPCB terminates the contract in whole or in part.

a. Amount of performance security deposit may be forfeited.

b. Before cancelling a contract and taking further action, advice of the senior most finance person available in the office and of legal adviser or legal assistant posted in the office, if there is one, may be obtained.

b) Termination for Insolvency: RSPCB may at any time terminate the Contract by giving a written Notice of at least 30 days to the supplier / Selected Bidder if the supplier / Selected Bidder become bankrupt or otherwise insolvent. In such an event, termination will be without compensation to the supplier / Selected Bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to RSPCB.

c) Termination for Convenience/ Foreclosure

i. RSPCB, by a written Notice of at least 30 days sent to the supplier / Selected Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier/ Selected Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

ii. Depending on the merits of the case the Supplier / Selected Bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the contract if any due to such termination.

iii. The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier/ Selected Bidder's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

a. To have any portion completed and delivered at the Contract terms and prices; and/or

b. To cancel the remainder and pay to the Supplier/ selected bidder an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the supplier / selected bidder.

11.2.30 Settlement of Disputes

a) General: If any dispute arises between the supplier/ selected bidder and RSPCB during the execution of a contract that it should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ selected bidder on the points of dispute. The representation so received shall be examined by the concerned Procurement Committee which sanctioned the tender. The Procurement Committee may take legal advice of a counsel and then examine the representation. The supplier / selected bidder will also be given an opportunity of being heard. The Committee will take a decision on the representation and convey it in writing to the supplier / selected bidder.

b) Standing Committee for Settlement of Disputes: If a question, difference or objection arises in connection with or out of the contract agreement or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by mutual discussions or the decision of tender sanctioning Procurement Committee, it shall be referred to the empowered standing committee for decision if the amount of the claim is more than Rs 50,000. The empowered standing committee shall consist of members of RSPCB.

c) **Procedure for reference to the Standing Committee**: The supplier / selected bidder shall present his representation to the Member Secretary, RSPCB along with a fee equal to two percent of the amount of dispute, not exceeding Rupees One lakh, within one month from the date of communication of decision of the tender sanctioning Procurement Committee. The officer-in-charge of the project who was responsible for taking delivery of the goods and services from the supplier / selected bidder shall prepare a reply of representation and shall represent the RSPCB's stand before the standing committee. From the side of the supplier / selected bidder, the claim case may be presented by himself or through a lawyer. After hearing both the parties, the standing committee shall announce its decision which shall be final and binding both on the supplier / selected bidder and RSPCB. The standing committee, if it so decides, may refer the matter to the Chairperson of RSPCB for further decision.

d) **Legal Jurisdiction**: All legal proceedings arising out of any dispute between both the parties regarding a contract shall be settled by a competent court having jurisdiction over the place, where agreement has been executed and by no other court, after decision of the standing committee for settlement of disputes.

e) **Arbitration**:All disputes or difference arising out of or in connection with the contract and supply of any item/equipment assigned under the same (whether during the progress of the works or after their completion, determination, abandonment or breach of the contract) shall be settled by the Chairperson, Rajasthan State Pollution Control Board in accordance with the Arbitration and Conciliation Act, 1996. The arbitrators appointed by the Chairperson, Rajasthan State Pollution Control Board. The Chairperson, Rajasthan State Pollution Control Board, Jaipur shall appoint a sole arbitrator. The decision of the sole arbitrator shall be final and binding on both the parties. It will not be an objection to any such appointment that the arbitrator is the Government servant and had any interest in the Board or the contract entered into directly or indirectly. In all cases, the arbitrator shall state his decision in writing. Arbitration proceedings shall be held at Jaipur, Rajasthan (India) and the language of arbitration proceeding and that all documents and communications between the parties shall be in English.

12. **Payment Terms and Schedule:**

Payments to the selected bidder, after successful completion of the target milestones (including specified project deliverables), would be made as under: -

Scope of Work	Activity/ Milestones	Deliverables	Delivery Schedule (in days)	Payment Terms*
A. Design, Development, Implementation of Integrated E-Governance Solution 2.0 **B. Maintenance of existing RSPCB MIS**	**Detailed Project Plan with timelines**	**Detailed Project Plan**	**T+30**	**----**
	SRS Preparation	**SRS Submission**	**T+60**	**----**
		SRS Approval	**T+65**	**10% payment of development cost after SRS approval**
	• **Prototype and database design** • **Approval** • **Software Design**	**Design**	**T+80**	**20% payment of development cost on approval of prototype and approval of database design**
		Approval	**T+85**	
	• **Development and deployment at staging server** • **Integration with other portals**	**Development, Deployment and integration work**	**T+270**	**30% payment of development cost after deployment at staging server**

	• UAT (RSPCB users)	UAT for departmental users	T+300	10% payment of development cost after integration with other portals and UAT for RSPCB users
	• UAT	• Safe-to-host certificate • Testing report including Test Results • Training of Board Users • Documentation (Tutorials/ Manuals) UAT sign-off Certificate by RISL	T+345	10% payment of development cost
	• Data migration	• Data Migration	T+ 355 Days	-----
	• Go-live	• Go-live certificate	T+ 365 Days	• 10% payment of development cost after go live of RSPCB 2.0 and data migration • 10% after one month of successful execution of the RSPCB 2.0.

Scope of Work	Activity/ Milestones	Deliverables	Delivery Schedule (in days) T1=365 days	Payment Terms*
C. Product enhancement, Change Request, & Maintenance of RSPCB E-Governance Solution and operation of help desk	FMS/ O & M	• Man-Hour login of the development team on Central Monitoring Software • Online system for change request • Software development enhancement/ up-gradation/ modification reports (Quarterly)	T2 = T1+4 Years	25% of yearly maintenance cost will be paid in every quarter end after adjusting all penalties as referred in the bid document

***All payment will be subject to adjustment of penalties as referred in the bid document**

- Due payments shall be made promptly by the Purchaser, generally within sixty (60) days after submission of an invoice or request for payment by the supplier/ selected bidder.
- The currency or currencies in which payments shall be made to the supplier/ selected bidder under this Contract shall be Indian Rupees (INR) only.
- In case of partially completed milestone/group, the partial payment may be released based on estimation of percentage work completed on pro-rata basis.
- Taxes (work contract tax, service tax, GST, income tax, etc.), as applicable, will be deducted at source, from due payments, as per the prevalent rules and regulations.

13. Project Development Approach

The bidder should follow below approach for development of RSPCB E-Governance Application:

Scope of Work	Activity/ Milestones	Responsibility	Time Schedule (in days)
A. Design, Development, Implementation of Integrated E-Governance Solution 2.0 **B. Maintenance of existing RSPCB MIS**	Deployment of Module/Sub-module/Process wise team for development of RSPCB E-Governance Application modules and preparation of detailed Project Plan with timelines	Bidder	T+30
	Deployment of Module/Sub-module/Process wise coordinator for RSPCB E-Governance Application modules	RSPCB	T+30
	SRS Preparation & submission of Each Sub-module/Process to RSPCB	Bidder	T+60
	Approval on SRS of each Sub-module/Process	RSPCB	T+65
	Design Prototype, software and data base & Submission to RSPCB	Bidder	T+80
	Approval on design Prototype, software and data base	RSPCB	T+85
	Development and deployment at staging server Integration with other portals	Bidder	T+270
	UAT for departmental users	RSPCB	T+300
	• UAT • Safe-to-host certificate • Testing report including Test Results • Training of Board Users • Documentation (Tutorials/ Manuals) • UAT sign-off Certificate by RISL	Bidder	T+345
	Data migration	Bidder	T+355
	Go-live	Bidder	T+365

Note:

- **Bidder shall perform activities in time bound manner as defined in the scope of the work and the RFP.**
- **RSPCB would provide timely sign offs as defined above.**
- **The bidder shall maintain the existing RSPCB MIS till complete execution of the project.**

14. **Service Level Standards/ Requirements/ Agreement**

a. **Purpose & Duration of SLA:** The SLA purpose is to enforce a contract between the selected bidder and Purchaser. The SLA would come into effect during following:
   (i) Development of E-Governance Solution
   (ii) Support & Maintenance period of E-Governance Solution after Go-live of E-Governance Solution.
   (iii) Downtime management

b. The successful bidder has to comply with Service Level Agreements (SLAs) to ensure adherence to project timelines, quality and availability of services.

15. **Service Window:**

E-Governance Solution shall be available 24*7 after their respective go-live(s).

16. **Hours of Operation (Help Desk):**

Hours of Help Desk operation: 9:30 AM to 6:30 PM and on all seven days.

The problems encountered during the usage of the E-Governance Solution would be reported at the Help Desk established by the selected bidder at the Head Office of RSPCB in Jaipur. This would enable the Helpdesk staff to log complaints and take action as per the severity of the reported problem.

17. **Dependencies:** The dependencies on the performance of services beyond the control of either party and where default is due to reasons beyond the control of the selected bidder or due to reasons attributable to RSPCB or third parties, the selected bidder would not be penalized. For example, if uptime of a particular equipment/ application is desired and this is due to non-availability of power (which is out of scope of work of the selected bidder), then the time period during which a service was unavailable due to non-availability of power would be removed while calculating the uptime.

18. **Monitoring & Evaluation:** The selected bidder shall provide and make use of following system for monitoring and evaluation:-

Sr. No	Service Levels	Monitoring System
1	Down Time of RSPCB Software Solution (Application & Web portal)	Through EMS application available at RSDC
2	Non Availability of Manpower	Attendance Register at each project location
3	Delay in performing software support like upload content/ defect fixing/ minor change request	Through a web base/phone line call log available at IT help desk

19. **Review Committee and Review Mechanism:**

The designated review committee/ members, on a quarterly basis, shall review and discuss the services delivery and performance standard compliance of the selected bidder. The review would include but not be limited to: -

a) Service provided during the review period
b) Major incidents during the review period
c) Problems that remains outstanding
d) Review of Change requests/Variation and progress for enhancements
e) Future events or business developments that will affect the Service
f) Review any potential changes required to the SLA
g) Agree items for submission to the executive decision making
h) Review schedules for Services provided.

20. **Penalty Clauses:** If the selected bidder fails to deliver the required services due to reasons attributable to him like non-functioning of the hardware/ system, non-accessibility of the web-portal/ application, non-availability/attrition of the technical personnel/ operational manpower, etc. the cumulative penalty, as applicable, would be imposed as mentioned below while processing the payment for respective milestone.

21. **Penalty for Downtime:**

Sr. No	Measurement Parameter	Downtime in a Quarter	Penalty
1	Number of hours the RSPCB Software Solution (Application or Web Portal) is non-	**0-4 hours**	No Penalty
2		**4-8 hours**	**0.5%**of applicable quarterly Payment for Support and

	functional / non-accessible / non-available / non-responsive in each case of outage		Maintenance of RSPCB Software Solution as quoted in Financial Bid
3		**8-12 hours**	**1%**of applicable quarterly Payment for Support and Maintenance of RSPCB Software Solution as quoted in Financial Bid
4		**12-24 hours**	**2%**of applicable quarterly Payment for Support and Maintenance of RSPCB Software Solution as quoted in Financial Bid
5		**24-48 hours**	**3%** of applicable quarterly Payment for Support and Maintenance of RSPCB Software Solution as quoted in Financial Bid
6		**>48 hours**	**4%**of applicable quarterly Payment for Support and Maintenance of RSPCB Software Solution as quoted in Financial Bid
In case the non-availability of E-Governance Solution (Web portal or Web Application or Combination of both) in any quarter is greater than 48 hours, it may be treated as breach of Service Level Standards, which may lead to termination on default.			

22. **Penalty for Non-Availability of deployed Personnel/ Resources/ Manpower:**

A Maximum of 18 leaves per year (4.5 per quarter on pro rata basis) shall be allowed for resources deployed onsite at RSPCB Office(s)**.** In case resource needs to take off/leave from the duty, he has to take due approval from RSPCB authorities. In case total number of leaves exceed the maximum allowed leaves, payment shall not be made for the period of unavailability and additional penalty shall be levied as per following:

Sr. No	Resource Type	Penalty
1	All type of resources	Rs. 500/- per day of absence

In all cases penalty shall not be more than 10% of the related cost of component/ service.

23. **Exit Management**

A. Preamble

- The word 'parties' include the tendering authority and the selected bidder.
- This Schedule sets out the provisions, which will apply on expiry or termination of the Project Implementation and Operations and Management of SLA.
- In the case of termination of the Project Implementation and/ or Operation and Management SLA due to illegality, the Parties shall agree at that time whether, and if so during what period, the provisions of this Schedule shall apply.
- The Parties shall ensure that their respective associated entities carry out their respective obligations set out in this Exit Management Schedule.

B. Cooperation and Provision of Information

During the exit management period:

(i) The selected bidder will allow RSPCB or its nominated agencies access to the information reasonably required to define the current mode of operation associated with the provision of the services to enable RSPCB or its nominated agencies to assess the existing services being delivered.

(ii) The selected bidder shall provide access to copies of all information held or controlled by them which they have prepared or maintained in accordance with the Project Implementation, the Operation and Management SLA and SOWs relating to any material aspect of the services provided by the selected bidder. RSPCB or its nominated agencies shall be entitled to copy all such information comprising of details pertaining to the services rendered and other performance data. The selected bidder shall permit RSPCB or its nominated agencies and/ or any Replacement Operator to have reasonable access to its employees and facilities as reasonably required by RSPCB or its nominated agencies to understand the methods of delivery of the services employed by the selected bidder and to assist appropriate knowledge transfer.

C. Confidential Information, Security and Data

a. The selected bidder will promptly on the commencement of the exit management period supply to RSPCB or its nominated agencies the following:

(i) Documentation relating to Intellectual Property Rights;

(ii) Project related data and confidential information;

(iii) All current and updated data as is reasonably required for purposes of RSPCB or its nominated agencies transitioning the services to its replacement selected bidder in a readily available format nominated by RSPCB or its nominated agencies; and

(iv) All other information (including but not limited to documents, records and agreements) relating to the services reasonably necessary to enable RSPCB or its nominated agencies, or its replacement operator to carry out due diligence in order to transition the provision of the services to RSPCB or its nominated agencies, or its replacement operator (as the case may be).

(v) Before the expiry of the exit management period, the selected bidder shall deliver to RSPCB or its nominated agencies all new or up-dated materials from the categories set out above and shall not retain any copies thereof, except that the selected bidder shall be permitted to retain one copy of such materials for archival purposes only.

D. Transfer of certain agreements

On request by Tendering Authority or its nominated agencies, the selected bidder shall effect such assignments, transfers, innovations, licenses and sub-licenses as Tendering authority or its nominated agencies may require in favour of tendering authority or its nominated agencies, or its Replacement Operator in relation to any equipment lease, maintenance or service provision agreement between selected bidder and third party leaders, operators, or Operator, and which are related to the services and reasonably necessary for carrying out of the replacement services by RSPCB or its nominated agencies, or its replacement Operator.

E. Right of Access to Premises:

At any time during the exit management period and for such period of time following termination or expiry of the SLA, where assets are located at the selected bidder's premises, the selected bidder will be obliged to give reasonable rights of access to (or, in the case of assets located on a third party's premises, procure reasonable rights of access to RSPCB or its nominated agencies, and/ or any replacement operator in order to inventory the assets.

F. General Obligations of the selected bidder:

(i) The selected bidder shall provide all such information as may reasonably be necessary to effect as seamless during handover as practicable in the circumstances to RSPCB or its nominated agencies or its replacement operator and which the operator has in its possession or control at any time during the exit management period.

(ii) The selected bidder shall commit adequate resources to comply with its obligations under this Exit Management Clause.

G. Exit Management Plan:

(i) The selected bidder shall provide RSPCB or its nominated agencies with a recommended exit management plan ("Exit Management Plan") which shall deal with at least the following aspects of exit management in relation to the SLA as a whole and in relation to the Project Implementation, the Operation and Management SLA and SOWs.

(ii) A detailed program of the transfer process that could be used in conjunction with a replacement operator including details of the means to be used to ensure continuing provision of the services throughout the transfer process or until the cessation of the services and of the management structure to be used during the transfer; and

(iii) Plans for the communication with such of the selected bidder's, staff, suppliers, customers and any related third party as are necessary to avoid any material detrimental impact on RSPCB operations as a result of undertaking the transfer; and

(iv) If applicable, proposed arrangements and Plans for provision of contingent support in terms of business continuance and hand holding during the transition period, to RSPCB or its nominated agencies, and Replacement Operator for a reasonable period, so that the services provided continue and do not come to a halt.

(v) The Selected Bidder shall re-draft the Exit Management Plan six months before exit after signing of contract to ensure that it is kept relevant and up to date.

(vi) Each Exit Management Plan shall be presented by the selected bidder to and approved by RSPCB or its nominated agencies.

(vii) In the event of termination or expiry of SLA, Project Implementation, Operation and Management SLA or SOWs each party shall comply with the Exit Management Plan.

(viii) During the exit management period, the selected bidder shall use its best efforts to deliver the services.

(ix) Payments during the Exit Management period shall be made in accordance with the Terms of Payment Clause.

(x) It would be the responsibility of the selected bidder to support new operators during the transition period.

APPENDIX A

S. No.	Resource Type	Experience &Qualification
1.	Project Manager cum solution Architect	B. tech/MCA + 10 years of exp. of SDLC, Application and Domain knowledge.
2.	Business Analyst cum functional owner	B. tech/MCA + 7 years of exp of SDLC, Application and Domain knowledge.
3.	Database Administrator	B. tech/MCA + 5 years of exp of Database Administration DB2/Oracle
4.	Application administrator cum release Manager	B. tech/MCA + 5 years of exp of Application implementation and domain knowledge
5.	Module Technical Owner	B. tech/MCA + 2 years of exp of Application implementation and domain knowledge
6.	Module Functional owner cum BA	B. tech/MCA + 2 years of exp of Application implementation and domain knowledge
7.	UX Designer	B. tech/MCA + 2 years of exp of Application implementation and domain knowledge
8.	Solution Architect	B. tech/MCA + 5 years of exp of Application implementation and Domain knowledge.
9.	Sr Developer	B. tech/MCA + 5 years of exp. of Asp.Net MVC 4.0, Entity Framework 6.0, .Net Framework 4.5, Jquery
10.	Developer	B. tech/MCA + 3 years of exp. of Asp.Net MVC 4.0, Entity Framework 6.0, .Net Framework 4.5, Jquery
11.	Tester	B. tech/MCA + 3 years of exp. of Asp.Net MVC 4.0, Entity Framework 6.0, .Net Framework 4.5, Jquery
12.	UAT Assistance	B. tech/MCA + 2 years of exp of Application implementation and domain knowledge
13.	Content Writer	B. tech/MCA + 3 years of exp of Application implementation and Domain knowledge.
Total		

Note :

The bidder needs to estimate the man efforts required to complete the software development as per the project timelines by deploying multiple developments teams and distribute modules among themselves. The common team would consist of above team members from 1 to 4. Bidder should ensure minimum qualification and experience are met as per the above table for the deployed team.

ANNEXURE-1 - COVERING LETTER OF THE BID

(To be submitted on the Company Letter head of the Tenderer, sealed and signed)

To,

Member Secretary,

Rajasthan State Pollution Control Board

4, Jhalana Institutional Area,

Jhalana Doongri, Jaipur (Rajasthan)

302004

[Reference No. …… Dated: ……] Dear Sir,

Ref: Request for Proposal (RFP) Notification dated..... No.....

1. I/We, the undersigned bidder, Having read & examined in detail, the Bid Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.
2. I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
3. I/ we hereby submit our token of acceptance to all the tender terms & conditions without any deviations. Hence, we are hereby submitting our Bid and offer to provide services to Purchaser for carrying out the project in accordance with your RFP.
4. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
5. I/We agree to abide by this RFP for a period of days as specified in the NIB from the closing date fixed for submission of bid as stipulated in the RFP document.
6. I/ We undertake, for timely establishment of a local office in Jaipur (if the award is made to us) and within 30 days from the date of issue of Work order.

   Or(strike out whichever is not applicable)

   We have an existing office at Jaipur at the following address: .....
7. I/We understand that the Purchaser is not bound to accept any bid received in response to this RFP.
8. In case we are engaged by the Purchaser, we shall provide any assistance/cooperation required by Purchaser, appointed auditing agencies (if any), state government officials and Other Stakeholders of the project for performing their duties with respect to this project. We understand that our non-cooperation for the same shall be grounds for termination of service.

Signature……
In the capacity of……
Duly authorised to sign Proposal for and on behalf of…….
Seal of the Organization: -
Date……. Place……

ANNEXURE-2 - PRE- BID QUERIES FORMAT

[Reference No. …….. Dated: ……]

Name of the Company/Firm: _____

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-ID(s)	Mobile no. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Mobile no. & Fax Nos.

Query / Clarification Sought:

Sl.No.	RFP Page No.	RFP clause No.	Clause Details	Query/ Suggestion/ Clarification

Note:- Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/.ODF/.doc/.docx). Queries not submitted in the prescribed format will not be considered/responded at all by the tendering authority

ANNEXURE-3 - TENDER FORM

[Reference No. ……..Dated:……

Addressed to:

Name of the Tendering Authority	Member Secretary, Rajasthan State Pollution Control Board, Jaipur
Address	4, Jhalana Institutional Area, Jhalana Doongri, Jaipur, 302004
Telephone	
Tele Fax	
Email	member-secretary@rpcb.nic.in

- **Firm Details:**

Name of Firm				
Name of Contact Person with Designation				
Registered Office Address				
Address of the Firm				
Year of Establishment				
Type of Firm Put Tick( ) mark	Public Limited	Private Limited	Partnership	Proprietary
Telephone Number(s)				
Email Address/ Web Site	Email:		Web-Site:	
Fax No.				
Mobile Number	Mobile:			
Certification/Accreditation/Affiliation, if Any				

- The requisite tender fee amounting to Rs._____/- (Rupees <in words>) has been deposited vide receipt no._____dated_____.
- The requisite RISL processing fee amounting to Rs._____/- (Rupees <in words>) has been deposited vide receipt no._____dated_____.
- The requisite EMD amounting to Rs._____/- (Rupees <in words>) has been deposited vide DD No.._____dated_____.
- We agree to abide by all the terms and conditions mentioned in this form issued by the Empanelment Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date:

Name & Seal of the firm: _____

Authorized Signatory: _____

ANNEXURE-4- BIDDER'S AUTHORIZATION CERTIFICATE

To,

Member Secretary,

Rajasthan State Pollution Control Board

4, Jhalana Institutional Area,

Jhalana Doongri, Jaipur (Rajasthan)

302004

[Reference No. …….. Dated: ……]

I/ We <Name/ Designation> hereby declare/ certify that <Name/ Designation> is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with Tender/ NIB reference No. _____ dated_____. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: - Verified Signature:

Authorized Signatory: -

Seal of the Organization: -

Date:_____

Place: _____

Please attach the board resolution / valid power of attorney in favour of person signing this authorizing letter.

ANNEXURE-5 - SELF-DECLARATION – NO BLACKLISTING

To,

Member Secretary,

Rajasthan State Pollution Control Board

4, Jhalana Institutional Area,

Jhalana Doongri, Jaipur (Rajasthan)

302004

In response to the NIB Ref. No._____dated_____for {Project Title}, as an Owner/ Partner/ Director/ Auth. Sign. Of_____, I/ We hereby declare that presently our Company/ firm_____, at the time of bidding: -

a. possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
b. have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
c. is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
d. does not have any previous transgressions with any entity in India or any other country during the last three years
e. does not have any debarment by any other procuring entity
f. is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
g. does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
h. does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
i. will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled

Thanking you,
Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:_____

Place: _____

ANNEXURE-6 - CERTIFICATE OF CONFORMITY/ NO DEVIATION

To,

Member Secretary,

Rajasthan State Pollution Control Board

4, Jhalana Institutional Area,

Jhalana Doongri, Jaipur (Rajasthan)-302004

[Reference No. …….. Dated: ……..]

CERTIFICATE

This is to certify that, the specifications of Hardware & Software which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the tender/ bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the tender terms & conditions of the bidding document without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end- to-end implementation and execution of the project, to meet the desired Standards set out in the Tender/ bidding Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:_____

Place:

ANNEXURE-7 - FINANCIAL BID FORMAT

(to be filled by the bidder in BoQ(.XLS file) on eProc website with a cover letter on his Letter head)

To,

Member Secretary,

Rajasthan State Pollution Control Board

4, Jhalana Institutional Area,

Jhalana Doongri, Jaipur (Rajasthan)-302004

[Reference No. …… Dated: ……]

Sir,

We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as "System Integrator/ Implementing Agency/ Selected Bidder" as per the defined Scope of the work, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same. We hereby offer our best price as per the details below and would be valid as per the details mentioned in the NIT.

I/ We undertake that the prices are in conformity with the specifications/ requirements prescribed. The price quoted is inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/ duties as asked in the financial bid.

I/ We undertake, if our bid is accepted, to deliver the goods and services in accordance with the requirements of RSPCB mentioned in the bidding document.

I/ We hereby declare that, in case, the contract is awarded to us, we will submit the performance security for the due performance of contract and in the form prescribed by RSPCB.

I/ We agree to abide by this bid for a period of days specified in NIB, after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory:

Seal of the Organization:

Name:

Designation:

Financial Bid Format (Rates to be entered in EPROC Portal Only)

Financial Bid Format

(to be filled by the bidder in BoQ (.XLS file) on e-Proc website)

Note: This is an indicative BoQ. The BoQ available at e-procurement portal shall be considered as final. Bidder has to quote compulsorily in all items otherwise complete bid will be rejected.

S. No.	Item Description	Qty	Units	Unit Rate excl. GST (in Rs.)	Applicable GST (in Rs.) on Unit Rate	Unit Price (In Rs.) (Inclusive of GST)	Total Amount in Rs.
1	2	3	4	5	6	7= (5+6)	8
1	Design, Development, Implementation of Integrated E-Governance Solution 2.0, training, data migration and maintenance of existing RSPCB MIS.	1	Number				
2	Product Enhancement, Change Request and Maintenance Services	4	Years				
	Total						

Note:-

The prices offered by the bidder for the above-mentioned items should include all incidental charges and will be evaluated on composite basis i.e., price of the above-mentioned items shall be added together to be considered for award of contract.

ANNEXURE-8 BANK GUARANTEE FORMAT

BANK GUARANTEE FORMAT – BID SECURITY

(To be stamped in accordance with Stamp Act and to be issued by a Nationalised/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,

Member Secretary,

Rajasthan State Pollution Control Board

4, Jhalana Institutional Area,

Jhalana Doongri, Jaipur (Rajasthan)-302004

Sir,

1. In accordance with your Notice Inviting Bid for <please specify the project title> vide NIB reference no. <please specify> M/s (Name & full address of the firm) (Hereinafter called the "Bidder") hereby submits the Bank Guarantee to participate in the said procurement/ bidding process as mentioned in the bidding document.

   It is a condition in the bidding documents that the Bidder has to deposit Bid Security amounting to <Rs._____(Rupees <in words>)> in respect to the NIB Ref. No. _____ dated_____issued by RSPCB, Jaipur, Rajasthan (hereinafter referred to as "RSPCB") by a Bank Guarantee from a Nationalised Bank/ Scheduled Commercial Bank having its branch at Jaipur irrevocable and operative till the bid validity date (i.e.<please specify> days from the date of submission of bid). It may be extended if required in concurrence with the bid validity.
   And whereas the Bidder desires to furnish a Bank Guarantee for a sum of <Rs. _____ (Rupees <in words>)> to the RSPCB as earnest money deposit.

2. Now, therefore, we the …… (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at… (Hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the RSPCB of the said guaranteed amount without any demur, reservation or recourse.

3. We, the aforesaid bank, further agree that the RSPCB shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the RSPCB on account thereof to the extent of the Earnest Money required to be deposited by the Bidder in respect of the said bidding document and the decision of the RSPCB that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the RSPCB shall be final and binding on us.
4. We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the RSPCB and it is further declared that it shall not be necessary for the RSPCB to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the RSPCB may have obtained or shall be obtained from the Bidder at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.

5. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax, registered post or other electronic media to our address, as aforesaid and if sent by post, it shall be deemed to have been given to us after the expiry of 48 hours when the same has been posted.

6. If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request of our constituent under intimation to you.

7. The right of the RSPCB to recover the said amount of <Rs._____(Rupees <in words>)> from us in manner aforesaid will not be precluded/ affected, even if disputes have been raised by the said M/s. ……(Bidder) and/ or dispute or disputes are pending before any court, authority, officer, tribunal, arbitrator(s) etc..

8. Notwithstanding anything stated above, our liability under this guarantee shall be restricted to <Rs._____(Rupees <in words>)> and our guarantee shall remain in force till bid validity period i.e.<please specify> days from the last date of bid submission and unless a demand or claim under the guarantee is made on us in writing within three months after the Bid validity date, all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability thereunder.

9. This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such count.

10. We hereby confirm that we have the power/s to issue this Guarantee in your favor under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

Date …… (Signature) ……
Place …… (Printed Name) ……
(Designation) ……
(Bank's common seal) ……

In presence of:
WTTNESS (with full name, designation, address & official seal, if any)
(1) ……
……
(2) ……
……

Bank Details
Name & address of Bank:
Name of contact person of Bank:
Contact telephone number:

BANK GUARANTEE FORMAT – PERFORMANCE SECURITY (PBG)

(To be stamped in accordance with Stamp Act and on a Stamp Paper purchased from Rajasthan State only and to be issued by a Nationalized/ Scheduled bank having its branch at Jaipur and payable at par at Jaipur, Rajasthan)

To,

……

……

1. In consideration of the RSPCB (hereinafter called "RSPCB") having agreed to exempt M/s .....(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement No. dated .....made between the RSPCB through …… and (Contractor) for the work (hereinafter called "the said Agreement") of Security Deposit for the due fulfilment by the said Contractor (s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs.....(rupees only), we .....(indicate the name of the Bank), (hereinafter referred to as "the Bank") at the request of .....Contractor(s) do hereby undertake to pay to the RSPCB an amount not exceeding Rs.....(Rupees only) on demand.
2. We..... (Indicate the name of Bank), do hereby undertake to pay Rs..... (Rupees.....only), the amounts due and payable under this guarantee without any demur or delay, merely on a demand from the RSPCB. Any such demand made on the bank by the RSPCB shall be conclusive as regards the amount due and payable by the Bank under this guarantee. The Bank Guarantee shall be completely at the disposal of the RSPCB and We (Indicate the name of Bank), bound ourselves with all directions given by RSPCB regarding this Bank Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees……only).
3. We.....(indicate the name of Bank), undertake to pay to the RSPCB any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal or Arbitrator etc. relating thereto, our liability under these presents being absolute, unequivocal and unconditional.
4. We (indicate the name of Bank) further agree that the performance guarantee herein contained shall remain in full force and effective up to <DATE> and that it shall continue to be enforceable for above specified period till all the dues of RSPCB under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the RSPCB certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We .....(indicate the name of Bank) further agree with the RSPCB that the RSPCB shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the RSPCB against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the RSPCB or any indulgence by the RSPCB to the said Contractor(s) or by any such matter or thing whatsoever which would but for this provision, have effect of so relieving us.
6. The liability of us (indicate the name of Bank), under this guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
7. We (indicate the name of Bank), lastly undertake not to revoke this guarantee except with the previous consent of the RSPCB in writing.

8. This performance Guarantee shall remain valid and in full effect, until it is decided to be discharged by the RSPCB. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees only).
9. It shall not be necessary for the RSPCB to proceed against the contractor before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the RSPCB may have obtained or obtain from the contractor.
10. We ..... (Indicate the name of Bank) verify that we have a branch at Jaipur. We undertake that this Bank Guarantee shall be payable at any of its branch at Jaipur. If the last day of expiry of Bank Guarantee happens to be a holiday of the Bank, the Bank Guarantee shall expire on the close of the next working day.
11. We hereby confirm that we have the power(s) to issue this guarantee in your favor under the memorandum and articles of Association/constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power(s) and has/have full power(s) to execute this guarantee for the power of attorney issued by the bank.

Dated.....day of For and on behalf of the <Bank> (indicate the Bank)

Signature

(Name & Designation)

Bank's Seal

The above performance Guarantee is accepted by the RSPCB For and on behalf of the RSPCB

Signature

(Name & Designation)

GUIDELINES FOR SUBMISSSION OF BANK GUARANTEE

The Bank Guarantee shall fulfill the following conditions in the absence of which they cannot be considered valid: -

1. Bank Guarantee shall be executed on non-judicial stamp paper of applicable value purchased in the name of the bank.
2. Two persons should sign as witnesses mentioning their full name, designation, address and office seal (if any).
3. The Executor (Bank Authorities) may mention the power of attorney No. and date of execution in his/ her favour authorizing him/ her to sign the document. The Power of Attorney to be witnessed by two persons mentioning their full name and address.
4. The Bank Guarantee should be executed by a Nationalized Bank/ Scheduled Commercial Bank only.
5. Non – Judicial stamp paper shall be used within 6 months from the date of Purchase of the same. Bank Guarantee executed on the non-judicial stamp paper after 6 (six) months of the purchase of such stamp paper shall be treated as non-valid.
6. The contents of Bank Guarantee shall be strictly as per format prescribed by RSPCB
7. Each page of Bank Guarantee shall bear signature and seal of the Bank and B.G. number.
8. All corrections, deletions etc. in the Bank Guarantee should be authenticated by signature of Bank Officials signing the Bank Guarantee.
9. Bank should separately send through registered post/courier a certified copy of Bank Guarantee, mentioning Bid reference, Bid title and bidder name, directly to the Purchaser at the following address:

ANNEXURE-9 - DRAFT AGREEMENT FORMAT

This Contract is made and entered into on this_____day of_____, 2022 by and between having its head office at ……., Rajasthan (herein after referred to as Purchaser/ RSPCB) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

M/s_____, a company registered under the Indian Companies Act, 1956 with its registered office at_____(herein after referred as the "Successful Bidder/ Supplier") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

Purchaser is desirous of appointing an agency for <project title> as per the Scope of Work and Terms and Conditions as set forth in the RFP document dated_____of <NIB No _____>.

And whereas

M/s_____represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing the required services against said NIB and RFP document issued in this regard, in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

Purchaser has accepted the bid of supplier and has placed the Work Order vide Letter No. _____dated_____, on which supplier has given their acceptance vide their Letter No. _____dated_____.

And whereas

The supplier has deposited a sum of Rs._____/- (Rupees_____) in the form of_____ref no._____dated_____of _____Bank and valid up to_____as security deposit for the due performance of the contract.

Now it is hereby agreed to by and between both the parties as under: -

1. The NIB Ref. No.___dated_____and RFP document dated____issued by RSPCB along with its enclosures/ annexure, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. The RSPCB do hereby agree that if supplier shall duly supply the said articles and provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFP and Contract, the RSPCB will pay or cause to be paid to supplier, at the time and the manner set forth in the said conditions of the RFP, the amount payable for each and every project milestone & deliverable. The mode of Payment will be as specified in the RFP document.
3. The timelines for the prescribed Scope of Work, requirement of services and deployment of technical resources shall be effected from the date of work order i.e._____and completed by supplier within the period as specified in the RFP document.
4. In case of extension in the delivery of services and/ or installation period/ completion period of services with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores/ works/ services which supplier has failed to supply/ install/ complete: -

a) Delay up to one fourth period of the prescribed delivery period, successful installation & completion of work	2.5%
b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period, successful installation & completion of work.	5.0%
c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	7.5%
d) Delay exceeding three fourth of the prescribed delivery period, successful installation & completion of work.	10.0%

Note:

i. Fraction of a day in reckoning period of delay in supplies/ maintenance services shall be eliminated if it is less than half a day.

ii. The maximum amount of agreed liquidated damages shall be 10%.

iii. In case data digitization and data migration is not done as per the timelines mentioned in the RFP, liquidated damages shall be applicable for data digitization and data migration.

iv. If supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

v. Delivery period may be extended with or without liquidated damages if the delay in the supply of goods in on account of hindrances beyond the control of supplier.

5. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFP document.

In witness where of the parties have caused this contract to be executed by their Authorized Signatories on this _____day of_____, 2022.

Signed By:	Signed By:
( ) Designation:, Company:	
In the presence of:	*In the presence of:*
( ) Designation: Company:	( ) Designation:
( ) Designation: Company:	( ) Designation:

ANNEXURE-10: Functional Requirements

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Chapter 1	A) Consent Management B) PP/Unit Information System
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Chapter 7	Report Generation
Chapter 8	MISCELLEANEOUS A) User Management B) Web Portal with responsive design for Mobile and other devices C) Web Admin D) E-File Management E) File Tracking System (FTS) F) DAK Management G) Environmental Compensation H) Bank Guarantee I) Dashboard J) Intra office Communications K) Grievance Mechanism (Complaint) Integration with Raj Sampark L) RTI (Integration) M) Legal- Integration with LITES N) Employee Management- Integration with RAJ KAAJ

CHAPTER 1

1. Consent Management

Process	Sub Process	Activities
	Application Stakeholders	The system should be accessible through centralized web application only for following registered SSO users
		1. Internal RSPCB user as per the user role specified by the RSPCB admin for various components of RSPCB
		2. Administrator
		3. Departmental User
		5. Group In charge (GIC)
		6. Regional Office (RO)
		7. Head Office (HO)
		8. Chief Environmental Engineer (CEE) /Additional Chief Environmental Engineer (ACEE)
		9. Member Secretary (MS)
		10. Chairperson (CP)
		11. Laboratory Users
		12. Project Proponent
		13. E-Mitra kiosk
		14. Bank User
		15. Accounts
		16. IT Admin
		17.External users from Inter State Pollution Board and other stakeholders (DLB/LSG in case of municipal solidwaste) over Internet / intranet.
User Registration	**Registration entry**	The system should provide interface to record the detail of the industry. Each project proponent should register for plant/industry before applying for consent.
		The system should provide interface to first register the user for RSPCB.
		The system should provide interface for registration. Indicative list of fields to be captured are provided. However, details to be captured shall be finalized in consultation with the RSPCB:
		1. First fill the Registration Form for accessing RSPCB Application. Following information are captured
		First Name*
		Last Name*
		Designation*
		Bhamashah /Aadhaar No.
		VAT Registration No
		Business Registration No
		Business Pan No
		Business TIN No
		Site Address
		Correspondence address details*
		Pin Code*
		Mobile Number*
		Email Address*
	UNIT ID generation	The system should have a provision to generate **unique registration number (URN)** / **Unit ID** of the application.

	Upload document	The system should have a provision to upload documents.
Plant Registration	**Plant Registration Entry**	The system should have a provision to create Plant/Lease Registration .Following fields are captured
		Primary Group*
		Industry Type*
		Plant Details- **Sector of Plant***
		Plant Name*
		Scale*
		Plant District*
		Plant Tehsil*
		Plant Address*
		City / Village*
		Pin Code*
		Phone with STD Code
		Mobile No.*
		Email Address*
		Business Registration Number (BRN NO.) (Issue By Economics & Statistics Department)*
		Link for Search Business Registration Number (BRN NO.) Plot No./ Khasra No.*
		Industrial Area Plant/Lease Document Upload(Jpeg,Png,PDF) optical recognition tool
		Latitude*
		Longitude*
		Remark
	Plant ID Generation	The system should have a provision to generate **unique number (Plant ID with Plant Name)** of the application.
	Upload document	The system should have a provision to upload documents.
Application Entry	**CTE AIR**	The system should have a provision to enter CTE Air Application.
		The system should have a provision for consent details.
		The system should have a provision for surrounding details.
		The system should have a provision for Raw Material Details.
		The system should have a provision for Products Details.
		The system should have a provision for Electric energy and water requirement details.
		The system should have a provision for Water Consumption Details.
		The system should have a provision for Mode Of Disposal.
		The system should have a provision for Mode Of Treatment.
		The system should have a provision for Information Related to Air Pollution and Control Systems.
		The system should have a provision for Pre Screening Administrative Registration Fee Details.
		The system should have a provision for Online Payment.
		The system should have a provision for print of fee receipt.
		The system should have a provision for Upload Documents.
		The system should have a provision for Final Application Submission.
		The system should have a provision to preview/draft the final application.

		The system should have a provision for print of final submit application
	CTE WATER	The system should have a provision to enter CTE water Application.
		The system should have a provision for consent details.
		The system should have a provision for surrounding details.
		The system should have a provision for Raw Material Details.
		The system should have a provision for Products Details.
		The system should have a provision for Electric energy and water requirement details.
		The system should have a provision for Water Consumption Details.
		The system should have a provision for Information related to Effluent Generation, Treatment and Disposal.
		The system should have a provision for Mode Of Disposal.
		The system should have a provision for Mode Of Treatment.
		The system should have a provision for Information Related to Air Pollution and Control Systems.
		The system should have a provision for Pre Screening Administrative Registration Fee Details.
		The system should have a provision for Online Payment.
		The system should have a provision for print fee receipt.
		The system should have a provision for Upload Documents.
		The system should have a provision for Final Application Submission.
		The system should have a provision to preview/draft the final application.
		The system should have a provision for print final submit application
	CTE AIR AND WATER	The system should have a provision to enter CTE Air and CTE Water Application.
		The system should have a provision for consent details.
		The system should have a provision for surrounding details.
		The system should have a provision for Raw Material Details.
		The system should have a provision for Products Details.
		The system should have a provision for Electric energy and water requirement details.
		The system should have a provision for Water Consumption Details.
		The system should have a provision for Mode Of Disposal.
		The system should have a provision for Mode Of Treatment.
		The system should have a provision for Information Related to Air Pollution and Control Systems. a)Emission Details of Stack b)Stack Needs to be Monitor c)Fugitive Emission d)Fuel Used
		The system should have a provision for Pre Screening Administrative Registration Fee details.
		The system should have a provision for Online Payment.
		The system should have a provision for print fee receipt
		The system should have a provision for Upload Documents.
		The system should have a provision for Final Application Submission.
		The system should have a provision to preview/draft the final application.
		The system should have a provision for print final submit

		application
	CTO AIR	The System should have a provision to retrieve data from exiting application details.
		The system should have a provision to enter CTO Air Application.
		The System should have a provision for CTE reference.
		The System should have a provision for Raw Material Details.
		The System should have a provision for Products Details.
		The System should have a provision for Electric energy and water requirement details.
		The System should have a provision for Water Consumption Details.
		The System should have a provision for effluent generation treatment/disposal details.
		The System should have a provision for air pollution/control systems detail.
		The System should have a provision for Information Related to solid waste.
		The System should have a provision for Online Payment.
		The System should have a provision for print fee receipt.
		The System should have a provision for Upload Documents.
		The System should have a provision for Final Application Submission.
		The system should have a provision to preview/draft the final application.
		The System should have a provision for print final submit application
	CTO WATER	The System should have a provision to retrieve data from exiting application details.
		The system should have a provision to enter CTO Water Application.
		The System should have a provision for CTE reference
		The system should have a provision for Raw Material Details.
		The system should have a provision for Products Details.
		The system should have a provision for Electric energy and water requirement details.
		The system should have a provision for Water Consumption Details.
		The system should have a provision for effluent generation treatment/disposal details.
		The system should have a provision for air pollution/control systems detail.
		The system should have a provision for Information Related to solid waste.
		The system should have a provision for Online Payment.
		The system should have a provision for print fee receipt.
		The system should have a provision for Upload Documents.
		The system should have a provision for Final Application Submission.
		The system should have a provision to preview/draft the final application.
		The system should have a provision for print final submit application

	CTO AIR/WATER	The System should have a provision to retrieve data from exiting application details.
		The system should have a provision to enter CTO Air/Water Application.
		The System should have a provision for CTE reference is required.
		The system should have a provision for Raw Material Details.
		The system should have a provision for Products Details.
		The system should have a provision for Electric energy and water requirement details.
		The system should have a provision for Water Consumption Details.
		The system should have a provision for effluent generation treatment/disposal details.
		The system should have a provision for air pollution/control systems detail.
		The system should have a provision for Information Related to solid waste.
		The system should have a provision for Online Payment.
		The system should have a provision for print fee receipt.
		The system should have a provision for Upload Documents.
		The system should have a provision for Final Application Submission.
		The system should have a provision to preview/draft the final application.
		The system should have a provision for print final submit application

2. PP/Unit Information System

Requirement ID	Requirement Description
	Login / Access
RSPCB_CM_1	The system should be accessible through centralized web application only for following registered and authorized SSO
	project proponent
RSPCB_CM_2	The system should be accessible through centralized web portal through (SSO).
	New Proponent first fill register profile for Primary Group for accessing RSPCB web Site.
	Information System
RSPCB_CM_3	The system should allow authorized user.
	through a user-friendly GUI, to be able to view all information related to all activities done by him through **dashboard/ reports/ documents/ payment details/ due details/ alert / notification**
RSPCB_CM_4	The system should allow authorized user.
	through a user-friendly GUI, to be able to view all **information related to any unit / application**
RSPCB_CM_5	The system should allow PP to **apply CTE (Consent to Establishment) application**
RSPCB_CM_6	The system should allow PP to **apply CTO (Consent to Operation) application**
RSPCB_CM_7	The system should allow PP to **apply Authorization application in any type of waste**
RSPCB_CM_8	The system should allow PP to **apply Registrations application**
RSPCB_CM_9	The system should allow to show the **demand/fee calculation against application**

RSPCB_CM_10	The system should allow **pay online** option against demand
RSPCB_CM_11	The system should allow **download receipt** against successful online transaction
RSPCB_CM_12	The system should show **notification** if the application due time within month
RSPCB_CM_13	The system should have provision to **download grant/renewal/expansion letter with digital signature** against disposed application
RSPCB_CM_14	The system should show **cause notices**
RSPCB_CM_15	The system should allow to **reply against show cause notices**
RSPCB_CM_16	The system should allow submit **annual report.**
RSPCB_CM_17	The system should allow to send **email/SMS** to PP/ Department
RSPCB_CM_18	The system should allow to generate various **dashboards** in graphical presentation
RSPCB_CM_19	The system should allow to **print/download any report/document**
RSPCB_CM_20	The system should allow to **upload documents**
RSPCB_CM_21	The system should allow to **fill compliances**
RSPCB_CM_22	The system should allow show **fee calculator**
RSPCB_CM_23	The system should allow submit grievance.

Acknowledgement (CTO)	The system should have provision to generate **acknowledgement** in case of green category industries having investment < 5 crore.

CHAPTER 2

A) Waste Management

Process	Sub Process	Activities
Hazardous Waste Management Process	**Application Entry**	The system should have a provision for entry of Application.
		The system should have a provision for Authorization process.
		The system should have a provision for the Occupier (waste generator/producer) Responsibilities.
		The system should have a provision for the Operator (waste collection/treatment/dump yard) Registration.
	Grant Authorization	The system should have a provision for "Grant of Authorization"
		- Form 1
		- (Obtain authorization in 60 days, attach copies of the following)
		a)CTE
		B)CTO
		C)Self Certified Compliance Report (In case of Renewal of authorization)
		*(An Application for renewal of authorization may be made 4 months before the expiry of such authorization)"
		The System should have integration for CTE listed industries.
		The System should have integration for CTO listed industries.
		The System should have a provision to upload Self Certified Compliance Report (In case of Renewal of authorization)
	Renewal Of Authorization	"Renewal of Authorization".
		- Form 2
		- Form 3
		- Form 4
		- Field Inspection
		- Verifying SOPs, Guidelines
		- Maintaining Record of Hazardous waste in (Form 3)
		- Annual Return to SPCB (Form 4)
		- SPCB shall maintain a register
		- Passbook Entry (Every Detail BY actual User)
		The system should have a provision for entry of renewal of application.
	Appointment and Verification	The system should have a provision for assigning Person In Charge for field inspection.
		The system should have a provision for submitting inspection report (verifying SOPs, Guidelines etc.).
	Documents Upload and Update	The system should have a provision for Maintaining Record of Hazardous waste in (Form 3).
		The system should have a provision for Annual Return to SPCB (Form 4).
		The system should have a provision to maintain a register.

		The system should have a provision for e-Passbook.
	Suspension/ Revoke	The System should have a provision for Suspension of authorization.
		The System should have a provision for Revoke of authorization.
	Storage of Hazardous and Other Wastes	The System should have a provision to maintain quantity and type of waste stored from time to time.
		The System should have a provision for generating notification.
		The System should have a provision for Alerts.
	SOPs Update	The system should have a provision for notifying users about new updates **linked with web portal.**
	Import and Export of Hazardous and Other Wastes	The System should have a provision for various schedules.
		The System should have a provision for fetching the industry based on schedule.
		The System should have a provision to upload required documents.
		The System should have a provision for various associated authorities to update the status.
		The System should have a provision for generating one time authorization with digital signature.
		The System should have a provision for various associated authorities to upload the signed documents.
		The System should have a provision for Alerts.
		The System should have a provision for generating notification.
	Illegal Trafficking	The System should have a provision for Illegal Trafficking i.e. maintain list of Industries who are involve in such activities.
	Registered Recyclers	The System should have a provision for registration of Recyclers.(**linked with web portal)**
	Packaging and Labeling	The System should have a provision that the labeling of waste packages should be done according to Form 8.
	Transportation of Hazardous and other wastes.	The system should have a provision that The waste producing industry provide the details of type of waste and quantity of waste to be produced.
		The system should have provision that all the waste disposal plant/treatment plant/dump yards would be registered with system.
		Provision to generate request for waste to be dispatched to receiver.
		Provision to accept or reject request from receiver for waste dispatch.
		Provision to register all transporter vehicles.
		All Transporters should be **GPS enabled.**
		All vehicles should be **tracked with GPS enabled system**.

	Manifest System	The System should have a provision for Form 10. (Color Coded Seven Copy)
		The System should have a provision for seven different types color coded of copies from producer to disposer.
		The System should have a provision for Copy 1(White), to be forwarded by the sender to the state pollution control board after signing all the seven copies.
		The System should have a provision for Copy 2 (Yellow), to be retained by the sender after taking signature on it from the transporter and rest of the five signed copies to be carried by the transporter.
		The System should have a provision for Copy 3 (Pink), to be retained by the receiver (actual user or treatment storage and disposal facility operator) after receiving the waste and the remaining four copies are to be duly signed by the receiver.
		The System should have a provision for Copy 4 (Orange), to be handed over to the transporter by the receiver after accepting waste.
		The System should have a provision for Copy 5(Green), to be sent by the receiver to the State Pollution Control Board.
		The System should have a provision for Copy 6(Blue), to be sent by the receiver to the sender.
		The System should have a provision for Copy7 (Grey), to be sent by the receiver to the State Pollution Control Board of the sender in case the sender is in another state.
	Miscellaneous	The System should have a provision for Records and Returns.
		The System should have a provision for Responsible Authorities.
		The System should have a provision for Accident Reporting.
		The System should have a provision for Liabilities.
		The System should have a provision for Appeal.
E Waste Management Process	**Application Entry**	The system should have a provision for entry of Application.
		The system should have a provision for Authorization process.
		The system should have a provision for the Responsibilities of following entity registered in Schedule I
		- Manufacturer
		- Refurbisher
		- Dismantler
		- Recycler
	Grant Authorization	The system should have a provision for "Grant of Authorization"
		- Form 1
		a)CTE
		b)CTO

		c)Self Declaration
		The System should have integration for CTE listed industries.
		The System should have integration for CTO listed industries.
		The System should have a provision to upload Self Declaration Form.
	Renewal Of Authorization	The System should have a provision for "Renewal of Authorization" (Form 4).
	Appointment and Verification	The system should have a provision for assigning RO (Deficiency Letter + RO Inspection letter) for field inspection.
		The System should have a provision for RO to upload his inspection Report with Digital Signature.
		The system should have a provision for feeding ROs Recommendations.
		The System should have a provision for concerned authorities to see and the report.
		The system should have a provision for verifying SOPs, Guidelines etc.
	Inspection and Monitoring	The system should have a provision for inspection notice.
		The system should allow the use to nominate official for field inspection and sample collection.
		The system should allow the in-charge to enter site/physical inspection report.
		The system should allow the in-charge to upload documents
		The system should have a provision for generate inspection report.
		The system should have a provision for view inspection history.
		The system should have a provision for capture measurement parameters.
		The system should allow the RO/HO for re-inspection.
		The system should have a provision for timely schedule of upload document of inspection.
	Documents Upload and Update	The system should have a provision for Maintaining Record of E waste.
		The system should have a provision for Annual Return to SPCB.
		The system should have a provision to maintain a register.
	FORM 2	The System should have a provision for form 2 for record keeping of the E-Waste.
	Suspension/ Revoke	The System should have a provision for OBH/ Notice.
		The System should have a provision for Suspension.
		The System should have a provision for Revoke/Cancel.
		The System should have a provision for Directions by RSPCB.
	Storage of E-Wastes	The System should have a provision to record storage information of E waste Stored for (180 Days)
		- Manufacturer
		- Producer

		- Collection Centers
		- Dealers
		- Refurbisher
		- Consumer or Bulk Consumer
		- Dismantler
		- Recycler
		The System should have a provision to maintain record of -
		- Sale
		- Transfer
		- Storage of Wastes
		The System should have a provision for generating notification.
		The System should have a provision for Alerts.
	SOPs Update	The system should have a provision for notifying users about new updates.
	Authorized Recyclers	The System should have a provision for Authorized Recyclers.
	Authorized Dismantlers	The System should have a provision for Authorized Dismantlers.
	Authorized Refurbishers	The System should have a provision for Authorized Refurbishers.
	Authorized Consumers	The System should have a provision for Authorized Consumers.
	Transportation of E waste	The system should have a provision that The waste producing industry provide the details of type of waste and quantity of waste to be produced.
		The system should have provision that all the waste disposal plant/treatment plant/dump yards would be registered with system.
		Provision to generate request for waste to be dispatched to receiver.
		Provision to accept or reject request from receiver for waste dispatch.
		Provision to register all transporters vehicle.
		All Transporters should be **GPS enabled.**
		All vehicles should be **tracked with GPS enabled system**.
	Manifest System	The System should have a provision for Form 6. (For Transportation)
		The System should have a provision for sender to create three copies of documents.
		The System should allow transporter to download copies.
		The System should allow receiver to download copies.
		The System should have a provision for E-Manifest.

	Miscellaneous	The System should have a provision for Duties of Authorities.
		The System should have a provision for Annual Return in Form 3.(Submitted By Industry/Bulk Consumer to SPCB)
		The System should have a provision for Transportation of E-Waste.
		The System should have a provision for E-passbook.(Producers will fill)
		The System should have a provision for Annual Return in Form 3. (Submitted By Industry/Bulk Consumer to SPCB) by Form 5, it will be sent to CPCB through SPCB.
		The System should have a provision for Appeal.
		The System should have a provision for Accident Reporting.
		The System should have a provision to integrate with Clean to Green.
	Online manifest system for tracking movement of hazardous waste and e-waste	The System should have a provision to track movement of waste through online manifest generation and receipt system.
		Integration with senders, transporters and receivers
		GPS enabled vehicle movement tracking
		Manifest record management
		Cross verification of quantity of waste
Bio Medical Waste Management Process	**Application Entry**	The system should have a provision for entry of Application.
		The system should have a provision for Authorization process.
		The system should have a provision for the Occupier (waste generator/producer) Duties.
		The system should have a provision for the Operator (waste collection/treatment) Duties.
		The system should have a provision for the Duties of the Authorities.
		The system should have a provision for the Fees.
	HCFS	The System should have a categorization of Biomedical Waste generated from hospitals
		Yellow
		Red
		White
		Blue
		The System should have a provision for Filling details regarding waste
		Segregation
		Collection
		Pre Treatment
		Intramural Transportation
		Storage
		Segregation
		The System should have a provision for **point of generation**.
		The System should have a provision for detailed

		information based on color coded system.
		The System should have a provision for detailed information based on Type of Container.
		Collection
		The System should have a provision for detailed information based on Time, Location, and Weight etc.
		The System should have a provision for detailed information based on Packaging.
		The System should have a provision for detailed information based on Labeling.
		The System should have a provision for detailed information based on Interim Storage.
		The System should have a provision for Information associated with HCF-
		1. Contact/ Address
		2. No. of Beds
		3. Details of Authorization/Consent
		4. Quantity
		5. Mode of Disposal
		6. Name and address of the CBWTF
		7. HCF
		8. Monthly Record
		9. No. of Trainings Conducted
		10. Stats of Immunization of HealthCare Workers
	Grant Authorization	The system should have a provision for "Grant of Authorization" for Bedded Health Care Facilities
		under Air/Water Acts
		a)CTE
		B)CTO
	Bar Code System	The System should have a provision for tracking biomedical waste from source to destination.
		The System should have a provision to daily check on the Occupier, Operator and Transporter of CBWTF.
		The System should have a provision for Real time online monitoring.
		The System should have a provision for Records.
		The System should have a provision for Labeling.
		The System should have a provision for Stakeholders.
	One Time Authorization	The System should have a provision for Non- Bedded Health Care Facilities
	Approval For Deep Burials	The System should have a provision for Approval of Deep Burials.
	Agreement	The System should have a provision for Agreement with CBWTF.
	Appointment and Verification	The system should have a provision for assigning Person In Charge for field inspection.
		The system should have a provision for verifying SOPs, Guidelines etc.
	Documents Upload and Update	The system should have a provision for Maintaining Record of Biomedical waste.
		The system should have a provision for Annual

		Return to SPCB.
		The system should have a provision to maintain a register.
	Suspension/ Revoke	The System should have a provision for Suspension.
		The System should have a provision for Revoke.
	Storage of Biomedical and Other Wastes	The System should have a provision to record storage information.
		The System should have a provision for generating notification.
		The System should have a provision for Alerts.
	SOPs Update	The system should have a provision for notifying users about new updates.
	Registered Recyclers	The System should have a provision for registration of Recyclers.
	Packaging and Labeling	The System should have a provision that the Labeling Information.
	Transportation of Biomedical and other wastes.	The system should have a provision that The waste producing industry provide the details of type of waste and quantity of waste to be produced.
		The system should have provision that all the waste disposal plant/treatment plant/dump yards would be registered with system.
		Provision to generate request for waste to be dispatched to receiver.
		Provision to accept or reject request from receiver for waste dispatch.
		Provision to register all transporters vehicle.
		All Transporters should be **GPS enabled.**
		All vehicles should be **tracked with GPS enabled system**.
	MIS/ Miscellaneous	The System should have a provision for Maintenance of Records and Returns.
		The System should have a provision for Annual Report.
		The System should have a provision for Accident Reporting.
		The System should have a provision for Liabilities.
		The System should have a provision for Appeal.
Waste Management Process		In case of BMW every waste material baggage should have **bar code** marked before dispatch.
		In case of BMW at receiving end, all baggage's bar code would be read for quantity to be received.
		The system should have a provision that various private and public weigh bridges should be registered with s/w system with GIS coordinates.
		The system would record the tare weight and loaded weight of every vehicle moved out by industry with waste material.
		The system should have provision that **e-pass** would be generated for every movement of waste material.

		The system should have a provision that the transporting entity will receive **e-pass** having quantity and type of waste mentioned.
		The system should have provision that the inward weight at the disposal/treatment plant would be recorded through the registered weigh bridge.
		Provision to read bar code marked on baggage received from BMW.
		The system should have provision to generate required MIS/alerts based on mismatch of outward and inward weighments.
Solid Waste Management Process	**Application Entry**	The system should have a provision for entry of Application.
		The system should have a provision for Authorization process.
		The system should have a provision for the Responsibilities of
		- Manufacturer
		- Producer
		- Collection Centers
		- Dealers
		- Refurbisher
		- Consumer or Bulk Consumer
		- Dismantler
		- Recycler
		- State Government
	Grant Authorization	The system should have a provision for "Grant of Authorization"
		- Form 1
	Renewal Of Authorization	The System should have a provision for "Renewal of Authorization".
	Documents Upload and Update	The system should have a provision for Maintaining Record of Solid waste.
		The system should have a provision for Annual Return to SPCB by ULBs (Occupier/Operator will provide it to ULB).
		The system should have a provision to maintain a register.
	Notification	The System should have a provision for generating notification.
		The System should have a provision for Alerts.
	SOPs Update	The System should have a provision for notifying users about new updates.
	Miscellaneous	The System should have a provision for Duties of Authorities.
		The System should have a provision for Annual Report.
		The System should have a provision for Transportation of E-Waste.
Battery Rule Management Process	**Application Entry**	The system should have a provision for entry of Application.
		The system should have a provision for the

		Responsibilities of
		- **Manufacturer**
		- Importer
		- Re-conditioner
		- Assembler
		- Dealer
		- Recycler
		- Auctioneer
		- Consumer
		and bulk consumer involved in manufacture, processing, sale, purchase and use of batteries or
		components thereof.
		The System should have a provision for customs clearance of import of new batteries.
	Registration	The System should have a provision for application of registration.
		The System should have a provision for SPCB or required authority to assign/appoint person in charge for inspection.
		The System should have a provision for SPCB authorities to take action on Application.
		The System should have a provision for application status.
		The System should have a provision for Appeal.
		The System should have a provision for compliances.
	Renewal of Registration	The System should have a provision for application of renewal registration.
		The System should have a provision for OBH.
		The System should have a provision for SPCB authorities to take action on Application.
	Appointment and Verification	The system should have a provision for assigning Person In Charge for field inspection.
		The system should have a provision for verifying SOPs, Guidelines etc.
	Documents Upload and Update	The system should have a provision for Maintaining Record.
		The system should have a provision for Annual Return to RSPCB.
		The system should have a provision to maintain a register.
	Suspension/ Revoke	The System should have a provision for Suspension.
		The System should have a provision for Revoke/Cancel.
		The System should have a provision for Directions by RSPCB.
		The System should have a provision for generating notification.
		The System should have a provision for Alerts.
	SOPs Update	The system should have a provision for notifying users about new updates.
	Registered Importers	The System should have a provision for Registration of Importers.

	Documents Upload	The System should have a provision to upload documents.
C and D Management Process	**Application Entry**	The system should have a provision for entry of Application.
	Documents Upload and Update	The system should have a provision for Maintaining Record of C and D waste.
		The system should have a provision to upload Annual Report.
	SOPs Update	The System should have a provision for notifying users about new updates.
	Registered Recyclers	The System should have a provision for registration of Recyclers.
	Transportation of C and D and other wastes.	The system should have a provision that The waste producing industry provide the details of type of waste and quantity of waste to be produced.
		The system should have provision that all the waste disposal plant/treatment plant/dump yards would be registered with system.
		Provision to generate request for waste to be dispatched to receiver
		Provision to accept or reject request from receiver for waste dispatch
		Provision to register all transporter's vehicle.
		All Transporters should be **GPS enabled.**
		All vehicles should be **tracked with GPS enabled system**.
	Miscellaneous	The System should have a provision for Duties of Authorities.
		The System should have a provision for Annual Report.
Plastic Waste Management Process	**Application Entry**	The system should have a provision for entry of Application.
		The system should have a provision for the Responsibilities of
		- **ULB**
		- Importer
		- Brand Owners
		- Producers
		- Recycler
		- Waste Generator
		- Gram Panchayat
	Registration	The System should have a provision for application of registration.
		The System should have a provision for SPCB or required authority to assign/appoint person in charge for inspection.
		The System should have a provision for SPCB authorities to take action on Application.

		The System should have a provision for application status.
		The System should have a provision for Appeal.
		The System should have a provision for compliances.
	Renewal of Registration	The System should have a provision for application of renewal registration.
		The System should have a provision for OBH.
		The System should have a provision for SPCB authorities to take action on Application.
	Appointment and Verification	The system should have a provision for assigning Person In Charge for field inspection.
		The system should have a provision for verifying SOPs, Guidelines etc.
	Documents Upload and Update	The system should have a provision for Maintaining Record of plastic waste.
		The system should have a provision for Annual Return to RSPCB.
		The system should have a provision to maintain a register.
	Suspension/ Revoke	The System should have a provision for Suspension.
		The System should have a provision for Revoke/Cancel.
		The System should have a provision for Directions by RSPCB.
	Alerts	The System should have a provision for generating notification.
		The System should have a provision for Alerts.
	SOPs Update	The system should have a provision for notifying users about new updates.
	Registered Importers	The System should have a provision for Registration of Importers.
	Marking and Labeling	The System should have a provision for Marking and Labeling.
	Miscellaneous	The System should have a provision for **Annual Report** -
		- Person engaged and Recycling of Plastic Waste under Form IV to Local Body concerned.
		- Every Local Body will send its report to under Form V.
		- Each SPCB Will submit to CPCB under Form VI.
		- Further CPCB will submit its report to Central Government.
		The System should have a provision for showing the above mentioned reports.
		The System should have a provision for State Level Monitoring Committee.
		The System should show the names of members of State Level Monitoring Committee.
		The System should have provisions for schedules.
Waste Movement		The system should have a provision that The waste producing industry provide the details of type of waste and quantity of waste to be produced.

	The system should have provision that all the waste disposal plant/treatment plant/dump yards would be registered with system.
	Provision to generate request for waste to be dispatched to receiver
	Provision to accept or reject request from receiver for waste dispatch
	Provision to register all transporters vehicle.
	All Transporters should be **GPS enabled.**
	All vehicles should be **tracked with GPS enabled system**.

B) Authorization

Authorization -Hazardous waste (AHSW) and other waste	The system should have a provision to enter general information.
	The system should have a provision to enter General Information (HSW).
	The system should have a provision for hazardous chemical.
	The system should have a provision for "Quantity of hazardous Waste Handled".
	The system should have a provision for Raw Material Details.
	The system should have a provision for Products Details.
	The system should have a provision for Mode of capacity and storage plant (HSW) Details.
	The system should have a provision for utilization of plant (HSW).
	The system should have a provision for Details of Hazardous Waste.
	The system should have a provision for Plant Waste Details.
	The system should have a provision for Water Consumption Details.
	The system should have a provision for Vehicle Detail.
	The system should have a provision for Treatment Process capabilities details.
	The system should have a provision for Processing Waste (HSW)Details.
	The system should have a provision for DG set Details.
	The system should have a provision for Processing Waste (HSW)Details.
	The system should have a provision for Online Payment.
	The system should have a provision for print fee receipt
	The system should have a provision for Upload Documents.
	The system should have a provision for Final Application Submission.
	The system should have a provision to preview/draft the final application.
	The system should have a provision for print final submit application.
Authorization- Solid Waste(Municipal)	The system should have a provision to enter General

	Information (MSW).
	The system should have a provision to enter general detail of municipal waste.
	The system should have a provision for processing of waste.
	The system should have a provision for Details of disposal of waste.
	The system should have a provision for Products Details.
	The system should have a provision for Upload Documents.
	The system should have a provision for Final Application Submission.
	The system should have a provision to preview/draft the final application.
	The system should have a provision for print of final submit application.
Authorization- E Waste	
	The system should have a provision to enter General Information.
	The system should have a provision to enter General Information- Other.
	The system should have a provision for Floor Details.
	The system should have a provision for E waste processed details.
	The system should have a provision for waste management details.
	The system should have a provision for E waste proposed details.
	The system should have a provision for waste management others.
	The system should have a provision for collection center details.
	The system should have a provision for Upload Documents.
	The system should have a provision for Final Application Submission.
	The system should have a provision to preview/draft the final application.
	The system should have a provision for print of final submit application
Authorization - Biomedical Waste(BMW)	The system should have a provision to enter general information.
	The system should have a provision to enter General Information (BMW).
	The system should have a provision for Details of Treatment Equipment (BMW).
	The system should have a provision for "Quantity of Biomedical Waste Handled".
	The system should have a provision for Raw Material Details.
	The system should have a provision for Products Details.
	The system should have a provision for Electric/Water

	Requirement Details.
	The system should have a provision for Details of Directions/Notice/Legal (BMW).
	The system should have a provision for Water Consumption Details.
	The system should have a provision for Effluent Generation Treatment/Disposal Details.
	The system should have a provision for Vehicle Detail.
	The system should have a provision for Mode of Treatment and Disposal.
	The system should have a provision for Type of Treatment System.
	The system should have a provision for DG set Details.
	The system should have a provision for Air Pollution/Control System Detail
	The system should have a provision for Information related to Solid Waste Details.
	The system should have a provision for Online Payment.
	The system should have a provision for Upload Documents.
	The system should have a provision for Final Application Submission.
	The system should have a provision to preview/draft the final application.
	The system should have a provision for print of final submit application
One Time Authorization HWM	The system should have a provision to enter General Information.
	The system should have a provision to enter Traders Details.
	The System should have a provision for Form 5.
	The System should have a provision for various schedules.
	The System should have a provision for the maintenance of the record.
	The System should have a provision for the Annual Return.
	The system should have a provision for Upload Documents.
	The system should have a provision for Online Payment.
	The system should have a provision for Final Application Submission.
	The system should have a provision to preview/draft the final application.
	The system should have a provision for print of final submit application.
	The System should have a provision for Basel number.
	The System should have a provision for Shipping Details.

C) Registration

Registration- Battery Rule	The system should have a provision to enter General

	information.
	The system should have a provision to enter Battery Purchase Details.
	The system should have a provision to enter Battery Collection Details.
	The system should have a provision for Online Payment.
	The system should have for print of fee receipt
	The system should have a provision for Upload Documents.
	The system should have a provision for Final Application Submission.
	The system should have a provision to preview/draft the final application.
	The system should have a provision for print of final submit application
Registration- Plastic Waste	The system should have a provision to enter general information.
	The system should have a provision to enter General Information Other Detail.
	The system should have a provision to enter Product and Install Details.
	The system should have a provision to enter Waste Management and Disposal Facility Details.
	The system should have a provision for Pollution Control Measures.
	The system should have a provision for Upload Documents.
	The system should have a provision for Final Application Submission. The system should have a provision to preview/draft the final report. The system should have a provision for print of final submit application.
Document Submission	The system should have a provision to upload documents.

CHAPTER 3

A) Pre-Screening

Dashboard	The System should have a Provision to show application count for **Submitted for verification**.
	The System should have a Provision to show application count for "**Resubmit Application**".
	The System should have a Provision to show application count for "**Incomplete**".
	The System should have a Provision to show application count for "**Make payment**".
	The System should have a Provision to show application count for "**Reject Applications**".
	The System should have a Provision to show application count for "**Time barred applications**".
Edit Application	The system should have a provision for Editing application like sector, category etc.
	The system should have a provision to show documents as per change.
	The system should have a provision for Fee Calculator
	The system should have a provision to re calculate fee amount as per change.
Scrutiny /Document Verification	The System should have a provision for "Document Scrutiny/ Verification of documents" in case of **Submitted for verification and Resubmit Application.**
	The System should have a provision to Generate first deficiency letter then final letter.
	The System should have a provision to preview/draft deficiency letter
	The system should have a provision for print deficiency letter.
	The System should have a provision for "Reply Receive of Deficiency letter".
	The system should have a provision for status mark as "**Incomplete".**
	The system should have a provision for status mark as "**Request for Make Payment**" if all documents verified.
	The system should have a provision for status mark as "**Keep Pending"** if another discrepancy found.
	The system should have a provision for status mark as "**Rejected"** if application is not acceptable than select the remark and reason of rejection.
	The System should have a provision for "Reopen" action in case of **Incomplete** Application.
	The system should have a provision for status mark as "**Reopen"** if application is incomplete status.
	The System should have a provision for "Time barred" action in case of **Time Barred Applications**.
	The system should have a provision for status mark as "**Time Barred"** if application is not acceptable.
Pre-Screening Application Status	The system should have a provision for status entry "**Request for Make Payment"**.

	The system should have a provision for status entry "**Incomplete".**
	The system should have a provision for status entry "**Keep Pending"**.
	The system should have a provision for status entry "**Rejected" with** select the remark and reason of rejection.
	The system should have a provision for status entry "**Time Barred".**
Fee Submission	The system should have a provision for Fee Calculator.
	The system should have a provision for Pre-screening Fee calculation as per business rule defined.
	The system should have a provision for online payment
	The system should have a provision for print fee receipt
	The system should have a provision for Pre-screening fee payment through RPP/ online.

B) Application Processing

Dashboard	The System should allow these applications to fall under various categories at RO/GIC dashboard.
	1.Accepted
	2.Pending(old)
	3.Application Incomplete by Pre-screening cell
	4.Show cause notice for application by Group/RO level
	5.Receive application
	6.Application pending by pre-screening cell
Edit Application	The system should have a provision to Edit application like sector, category etc.
	The system should have a provision to show documents as per change.
	The system should have a provision to re calculate fee amount as per change.
Document verification	The System should have a provision for Document Scrutiny/ Verification of documents.
	Provision for Environment clearance (EC) certificate verification wherever applicable and should be linked with sector.
	The System should have a provision to Generate deficiency letter.
	The System should have a provision to reply receive of deficiency letter.
Inspection and Monitoring process	**This should allow the user to follow inspection and monitoring process.**
Approval Workflow	This should allow the user to define workflow rule as required like Bidder->CEO->MS->CP
	The system should allow the user to send back application to PP if required.
	The system should allow the user to forward application after verification ok to higher authority for approval
Generate Show cause notice	The system should allow the user to send show cause notice to PP in case of any discrepancy
	The system should allow user to send show cause notice if any complaint received against PP.
Generate General Notice	The system should allow the user to send any other letter/notice to PP if required.
	The system should allow the user to send signed hard copy of notice/

		letter to PP.
		The system should have a provision for print notice / letter.
		The system should have a provision for upload signed copy of notice/ letter.
Application Transfer Process		The system should allow the user to **transfer application** to other RO/GIC if it is not in his power of delegation.
		The system should allow select transfer application to other office from defined list of offices.
		The system should allow maintain application transfer history (with reason and date).
		The system should allow to view application transfer history
Application Processing		The system should allow only those applications to show in dashboard which are forwarded for approval.
		The system should allow the user to send back application to person in workflow hierarchy for any query/ clarification, if required.
		The system should allow the user to send back application to PP if required.
		The system should allow the user to forward application after verification ok to higher authority for approval
		The system should allow the user to send show cause notice to PP in case of any discrepancy.
		The system should allow the user to send any other letter/notice to PP if required.
Award Activity		**The system should allow the user to take action as**
		1.Grant
		2.Refuse
		3.Revoke
		4.Closer Direction
		5. Infructuous
		6. revoke of closer Direction
	Grant	The system should allow the user to Grant consent/authorization if applications fulfill all compliance required.
		The system should have a provision for application status as **"Grant".**
		The system should have a provision to print final grant letter with **digital Signature**.
	Refuse	The system should allow the user to Refuse consent/authorization if application would not fulfill all compliance required with the selected reason and user remarks of refuse.
		The system should have a provision for application status as **"Refuse".**
		The system should have a provision to print final refuse letter with **digital Signature**.
Dispose		The system should have a provision for digital signed grant/refuse to be disposed.
		The system should have a provision for application status as "**Dispose".**
Dispatch		The system should have a provision for generate dispatch letter.
		The system should have a provision for mark CC of dispatch letter with dispatch number.

		The system should have a provision for print of letter with dispatch number and CC
Post Award Activity	**Schedule Inspection and monitoring**	**This should allow the user to follow scheduled inspection and monitoring process.**
	Generate Show cause notice	The system should allow the user to send show cause notice to PP in case of any discrepancy
		The system should allow user to send show cause notice if any complaint received against PP.
		The system should have a provision for print show cause notice.
	Show cause Compliance	System should have provision to file reply of show cause notice.
	General Notice	The system should allow the user to send any other letter/notice to PP if required.
		The system should have a provision for print letter/notice.
		The system should allow the user to send signed hard copy of notice/ letter to PP.
	Notice Reply	System should have provision to file reply of show cause notice.
	Generate Corrigendum	System should have provision to generate corrigendum.
		The system should have a provision for application status as "Corrigendum**".**
		The system should have a provision for print corrigendum letter.
	Revoke	The system should allow the user to Revoke any consent/authorization, if application would not fulfill all compliance required or any complaint received against that PP
		The system should have a provision for print revoke letter with CC.
	Closer directions	The system should allow user to send Closer direction to PP if PP would not fulfill all compliance after approval from higher authority.
		The system should allow the user to send closer direction to electricity board / PHED to cut the electricity connection or water supply against defaulter PP after approval from higher authority.
		The system should have a provision for print closer directions letter.
	Revoke of closer directions	System should have provision to revoke closer direction
		The system should have a provision for print revoke of closer directions letter.

Configuration	Master	The System should have a provision for Fee calculation as per business rule defined.
		The System should have a provision for Document list as per business rule defined.
		The System should have a provision for different types of category.
		The System should have a provision for different Sectors.
		The System should have a provision for Industry Types.
		The System should have a provision for Other various types of business rules.
Additional payment process	Calculator	provision for additional payment as back period amount to be calculated
		provision for additional payment as penalty amount to be

		calculated
	Payment through RPP	The system should have a provision for an additional payment through RPP.
Infructuous Application Process		The system should have a provision to make applications infructuous.
		The system should not able to process any application which marked as infructuous.
Show alert/ notification/ lists		The system should have provision to mark expired consents/authorizations
		The system should have provision to generate list expired consents/authorizations
		The system should have provision to generate alerts for expired consents/authorizations
		The system should have provision to mark infructuous consents/authorizations applications.
		The system should have provision to generate list of infructuous consents/authorizations applications.
		The system should have provision to generate alerts for infructuous consents/authorizations applications.
		The system should provide 'i' sign and related informative display on click wherever required.
Plant Closure Process		The system should have a provision to mark the closed units as inactive plants.

CHAPTER 4

A) Inspection and Monitoring

Inspection and Monitoring Process	**Inspection Process**	The system should have provision for various types of inspections as 1. Routine inspection 2. Surprise inspection 3. Third party Inspection-In case of third party inspection, inspection should be from NABL/MOEF Approved laboratory 4. Other than routine inspection (other than consent, it may be for any location, any other requirement from person, departmental order etc.)
		The System should have a provision for request for Inspection (in case of HO applications).
		The System should have a provision for Inspection Notice.
		The System should allow the user to nominate inspector for field inspection and sample collection.
		The System should allow the inspector to enter site/physical inspection report.
		The System should allow the inspector to upload documents.
		The System should have provision to Generate Inspection Report.
		The system should have a provision for view inspection history.
		The System should have a provision for capture Measurement Parameters.
		The System should allow the RO/HO for Re-Inspection.
		The System should have a provision for Timely Schedule of Upload document of Inspection.
	Monitoring Process	The System should have a provision to define monitoring parameters and measures for concerned Unit.
		The System should have a provision for Monitoring Notice.
		The System should have a provision for Sample Collection
		The System should have a provision for Appoint lab Inspector
		The System should have a provision for assign parameter
		The System should have a provision for lab report entry
		The System should have a provision for lab report approval
		The System should have a provision for submit Final Lab report
		In case of third party monitoring , system should have provision to enter monitoring report parameters
		In case of third party monitoring , system should have provision to upload third party report
		The System should have a provision define Inspection and monitoring verification workflow
		The system should allow the user to define workflow rule as required.
		Provision to Register approved NABL/MOEF laboratories.
		The system should allow the user to forward application after verification to higher authority for approval.
Plant Closure Process	The system should have a provision to close inactive plants.	

CHAPTER 5

Laboratories Management

Process	Sub Process	Activities
ROUTINE SAMPLING & MONITORING		The system should have a provision of Sampling and monitoring. Process can be Initiated by CSO/RO/Lab In-charge in case of Routine.
		The system should have a provision for defining sampling in legal or as per NABL.
	Appointing Lab Official	Appointing Lab official
	Generation of notice of sampling	The system should have a provision to **generate notice of sampling** by **assigned Lab official** in act of Air/Water/ambient/Hazardous /soil and **generate Sample Notice** according to the selected act.
		The System should have a provision for printing of notice of sampling.
	Sample collection datasheet	The system should have a provision for feeding sample collection data in data sheet according to the type of sample which are already define at the time of grant in consent module.
		System should have provision to upload notice of sampling.
	Upload photo/video	The System should have a provision to upload the **photo, video and monitoring report** at the time of submission of Sample Datasheet. The system should have a provision for printing field data sheet.
	Sample Received Affirmation	The System should have a provision to generate **"receipt collection number"** after submission of sample collection datasheet.
		The System should have a provision to **accept/ reject sample** according to the sample condition by Lab in-charge.
		The System should have a provision to take 2 actions by Lab In-Charge if the sample is Rejected. A. Reject and Close: Lab In-Charge states the reason why sample has been rejected and close the file. B. Reject and Re-Allot: Lab In-charge gives the reason why sample are not accepted and send report again to Lab Inspector for inspection.
		The system should have a provision to generate **Sample Number (W Code) [Barcode/QR Code]** with comments**,** if the **sample is accepted** by the lab in charge.
	Sample Allotment	Provision to integrate with consent module to fetch parameters for monitoring if applicable.
		The system should have a provision for the allotments of the sample by Lab In-Charge to analyst or HO/RO Lab, according to the parameter and same sample can be allotted to multiple analysts or HO/RO Labs.
	Parameter Entry	The system should have a provision for analyst for Analyzing Sample and fill the result according to the parameter and submit it to the board analyst.
	Sample Report Approval Process	The System should have a provision for Approval/ Re-allotment of the sample by Board Analyst.
		Provision for defining workflow for approval.
		The System should have a provision to show analyzed report in **Red & Bold** color if any parameter goes beyond the limits.
		Approval: The system should have a provision for approval of analysis report by board analyst.

	Re-allotment Process	**Re-Allotment:** **a. The System should have a provision of re-allotment of the sample with the reason of re-allotment.** **b. The System should have a provision for re-allotted of sample/parameter to the analyst by the Board Analyst they can re-allot sample / parameter to same analyst or another analyst.** **c. The System should have a provision to re-allot sample with single parameter or multiple parameter to same analyst or to different analyst.** **d. The System should have a provision for Analyst to fill analyzed data result and submit the result to board analyst. e. The System should have a provision for the repeated above mentioned process until the board analyst approves the report.**
		The system should have provision to generate draft of final report.
ROUTINE SAMPLING & MONITORING	Final Report Submission	The system should have a provision to generate final analyzed report when it is approved by Board analysts with **digital Signature**.
		The System should have a provision for printing final report which digitally signed.
		The system should have a facility to generate corrigendum of the final report
		The system should have a provision for automatically sending SMS/Email after approval of final report.
		The System should have provision of showing approved analyzed report of all the concerned person login Dash board.
		The System should have provision for showing approved analysis report to PP login Dashboard.
		The System should have a provision of search approved analysis report in MIS through receipt number, Unit Name, Unit ID.
		The System Should have a provision of generating show cause notice by Concerned Authority.
		The system should have a provision of Sending analyzed report to the concern unit/ Industry.
		The system should have a provision of Sampling and Monitoring. Process can be Initiated by CSO/RO/Lab In-charge.
SURPRISE Monitoring	Appointing Lab officials	The system should have a provision for Appointing Lab official for sampling and monitoring of industry by CSO/RO/Lab In-Charge to reach a location.
		The system should have a provision for defining sampling is legal or as per NABL SOP.
	Allocate Industry via SMS	He will be intimated on the spot after visiting the location for which industry surprise visit is to be conducted.
	Generation notice of sampling	The system should have a provision to **generate notice of sampling** by **assigned lab official** in act of Air/Water/ambient/Hazardous /soil and generate Sample Notice according to the selected act.
		The System should have a provision for printing of notice of sampling.
	Sample collection datasheet	The system should have a provision for feeding sample collection data in data sheet according to the type of sample.
		The System should have a provision to upload the photo, video and monitoring report at the time of submission of Sample Datasheet.
		The System should have a provision for printing of field data sheet.
	Sample Received Affirmation	The System should have a provision to generate **"receipt collection number"** after submission of sample collection datasheet.
		The System should have a provision to **accept/ reject sample** according to the sample condition by Lab in-charge.

		The System should have a provision to take 2 actions by Lab In-Charge if the sample is Rejected. A. Reject and Close: Lab In-Charge states the reason why sample has been rejected and close the file. B. Reject and Re-Allot: Lab In-charge gives the reason why sample are not accepted and send report again to Lab official for inspection.
		The system should have a provision to generate **Sample Number (W Code) [Barcode/QR Code]** with comments**,** if the **sample is accepted** by the lab in charge.
	Sample Allotment	Provision to integrate with consent module to fetch parameters for monitoring if applicable.
		The system should have a provision for the allotments of the sample by Lab In-Charge to analyst, according to the parameter and same sample can be allotted to **multiple analysts or RO/HO Labs.**
	Parameter Entry	The system should have a provision for analyst for Analyzing Sample and fill the result according to the parameter and submit it to the board analyst.
	Sample Report Approval Process	The System should have a provision for Approval/ Re-allotment of the sample by Board Analyst.
SURPRISE Monitoring		**Approval:** The system should have a provision for approval of analysis report by board analyst.
	Re-allotment Process	Re-Allotment: a. The System should have a provision of re-allotment of the sample with the reason of re-allotment. b. The System should have a provision for re-allotted of sample/parameter to the analyst by the Board Analyst they can re-allotted sample/parameter to same analyst or another analyst. c. The System should have a provision to re-allot sample with single parameter or multiple parameter to same analyst or to different analyst. d. The System should have a provision for Analyst to fill analyzed data result and submit the result to board analyst. e. The System should have a provision for the repeated above mentioned process until the board analyst approves the report.
	Final Report Submission	The system should have a provision to generate final analyzed report when it is approved by Board analysts with **digital Signature**.
		The system should have a provision for automatically sending SMS/ Email to PP after approval of final report.
		The system should have a provision for printing of final report which digital signed.
		The System should have a provision to show analyzed report in **Red & Bold** color if any parameter goes beyond the limits.
		The System should have provision of showing approved analyzed report to all the concerned person login Dash board.
		The System should have provision for showing approved analysis report to PP login Dashboard.
		The System should have a provision of search approved analysis report through receipt number, Unit Name, Unit ID.
		The System Should have a provision of generating show cause notice by Concerned Authority.
		The system should have a provision of Sending analyzed report to the concern unit/ Industry.
PAID SAMPLING	Sample Collection	The system should have a provision for request of paid Sampling & Monitoring process by PP/Scholar. Scholar: The system should have a provision to capture master information of the Scholar in the given format. Register PP: System should have provision for sending request for

		Sampling. Other Industry: The system should have a provision to capture master information of the Scholar in the given format.
		The System should have a provision to accept the request for sampling by Lab In-Charge for paid sampling.
		The System Should have a provision to generate fee demand according as per the business rule of the Sampling.
		The system should have a provision to accept fee payment through online RPP (Rajasthan Payment Portal) platform.
		The System should have Two provisions for sample collection. A. By PP/Scholar: They can submit the sample only in case of Water, in this case Lab In-charge filled the sampling data. B. By Lab official: In this case Lab official should be appointed by Lab In-Charge/RO/CSO for sample collection. The system should have a provision to generate notice for sampling by assigned Lab official in act of Air/Water/ambient /soil and generate sampling letter according to the selected act. The system should have a provision for feeding sample collection data in data sheet according to the form of sample and at the time of submission generate “receipt collection number”. The System should have a provision to accept/ reject sample according to the sample condition by Lab In Charge.
PAID SAMPLING	**Sample Received Affirmation**	The System should have a provision to take 2 actions by Lab In-Charge if the sample is **Rejected**. A. **Reject and Close**: Lab In-Charge states the reason why sample has been rejected and closed the file. B. **Reject and Re-Allot**: Lab In-charge gives the reason why sample are not accepted and send report again to Lab official for inspection.
		The system should have a provision to generate **Sample Number (W Code) [Barcode/QR Code]** with comments**,** if the **sample is accepted** by the lab in charge.
	Sample Allotment	Provision to integrate with consent module to fetch parameters for monitoring if applicable.
		The system should have a provision for **allotments** of the sample by Lab In-Charge to analyst, according to the parameter and same sample can be **allotted to multiple analysts or RO/HO Labs**.
	Sample Analysis	The system should have a provision for analyst Analysis Sample and fill the result according to the parameter and submitted to analysis report to the board analyst.
		The System have a provision for Approval/ Re-allotment the sample by Board Analyst.
		Approval: The system should have a provision for approval of analysis report by board analyst. **Re-Allotment:** **a.** The System should have a provision of re-allotment of the sample with the reason of re-allotment. **b.** The System should have a provision for re-allotted of sample/parameter to the analyst by the Board Analyst they can re-allot sample/parameter to same analyst or another analyst. **c.** The System should have a provision to re-allot sample with single parameter or multiple parameter to same analyst or to different analyst. **d.** The System should have a provision for Analyst to fill analyzed data result and submit the result to board analyst. **e.** The System should have a provision for the repeated above mentioned process until the board analyst approves the report.

	Final Sample Report	The system should have a provision to generate final analysis report when report approved by Board analysts with digital Signature.
		The system should have a provision for automatically send SMS/ Email to PP/Scholar after generating final report.
		The system should have a provision for printing of final report which are digital signed.
		The System should have a provision for showing approved analysis report to all concerned login Dash board.
		The System should have a provision for showing approved analysis report to PP login Dashboard.
		The System Should have a provision of downloading approved analysis report in board site through receipt number, unit name, Unit ID etc.
		The System Should have a provision to generate show cause notice by Lab In-charge.
Sampling against COMPLAINT	Initiation	The system should have a provision for Sampling & Monitoring process which can be Initiated by CSO / RO/ Lab In-charge in case of Complaint. Master Data of complaint capture in given format by Board
		The system should have a provision for defining sampling is legal or not as per NABL.
	Appointment Lab official	The system should have a provision for Appointing Lab Official for inspection of industry by CSO/RO.
	Notice Generation	The system should have a provision to **generate notice of sampling** by assigned Lab Official in act of Air/Water/ambient /soil and generate letter according to the selected act.
		The System should have a provision for **printing** notice for inspection.
	Sample Received Affirmation	The System should have a provision to fetch parameters for sampling and monitoring into consent module which already define at the time of grant. The system should have a provision for feeding sample collection data in data sheet according to the type of sample and at the time of submission generate “receipt collection number” .
		The system should have a provision for uploading photos, video and monitoring report at the time of submission sample data collection datasheet. The system should have provision of printing field data sheet.
		The System should have a provision to **accept/reject sample** according to the sample condition by Lab in-charge.
		The System should have a provision of taking 2 actions by Lab In-Charge if the sample is Rejected. A. Reject and Close: Lab In-Charge states the reason why sample has been rejected and closed the file. B. Reject and Re-Allot: Lab In-charge gives the reason why sample are not accepted and send report again to Lab official for inspection.
		The system should have a provision if **sample accepted** by lab in-charge than generate **Sample Number (W Code).**
		The system should have a provision for the allotments of the sample by Lab In-Charge to analyst, according to the parameter and same sample can be allotted to **multiple analysts or RO/HO Labs.**
		The System should have a provision to Approve/ Re-allot the sample by Board Analyst.

	Sample Approval/ Re-allotment	**Approval:** The system should have a provision of approval of analyzed report by board analyst. **Re-Allotment:** **a.** The System should have a provision for re-allotment and state the reason why they have re-allotted the sample. **b.** The System should have a provision for Re-allotment of the sample/parameter to the analyst by the board analyst they can re-allot the same sample/ parameter to the same analyst or different analyst. **c.** It is also possible they can re-allot the sample/parameter with single or all parameter to same analyst or different analyst. **d.** Analyst analyzes Sample and fills the result according to the parameter and submits it to analysis report to the board analyst. **e.** This process is repeated until the board analyst approves the report.
	Final Sample Report	The system should have a provision to generate final analyzed report when report approved by Board analysts with digital Signature.
		The system should have a provision for printing of final report which are digital signed.
		The System should have a provision to automatically send SMS/ Email to the PP after digital signed final report
		The System should have a provision to show approved analysis report to all concerned login Dash board.
Sampling against COMPLAINT		The System should have a provision to show approved analyzed report to PP login Dashboard.
		The System Should have provision of searching approved analysis report through receipt number,unit name, unit id etc.
		The System Should have provision to generate show cause notice by Lab In-charge.
Laboratory INSPECTION	**Data Acquisition**	The System Should have a provision for capturing of Master Data of Registered Lab with due date of inspection.
		The System Should have a provision for entry analysis result or Reports carried out by the laboratory (whether it is done by State Board laboratory of MOEF& CC approved Private Laboratories).Data entry by PP/industry.
		In case of MOEF& CC approved Private Laboratories *The System Should have a provision for entry analysis result along with Name of the laboratory, collected on, Collected by, Analyzed by and Report on. *The System Should have a provision to generate laboratory wise reports. How many reports received from particular laboratory. *The System Should have a provision to generate laboratory wise reports that how many reports found beyond the prescribed standards.
	Notification	The System Should have a provision for alerts for due inspection of Labs.
	Inspection Initiation	The system should have a provision for Initiating Inspection process by CSO in case of Routine/Surprise/Complaint Inspection.
	Appointment	The system should have a provision for CSO to appoint **Lab official for inspection** of **Laboratories**.
	Generate inspection notice	The system should have a provision to generate **i**nspection notice.
		The system should have a provision for printing inspection notice.
	Feed Inspection Data	The system should have a provision to feed inspection Report data in data sheet according to the prescribed format, inspection report can be submitted in the give time period or at the time of inspection online.

		The System should have a provision to upload the photo, video and monitoring report along with the submission of Inspection Datasheet.
		The system should have a provision for printing feed inspection report.
	Generate Inspection Number	The System should have a provision for generating **"Inspection number"** after submission of Inspection datasheet.
		The System Should have a provision of showing Inspection Report to CSO Login which is submitted by Lab Official.
	Show Cause Notice Generation	The System Should have a provision for generating show cause notice if CSO found any non-compliance with the report.
		The System Should have a provision of showing Show Cause notice in lab Login.
		The System should have a provision for compliance against show cause notice by lab.
		The System should have a provision for showing show cause notice compliances received in CSO Login which is given by lab.
		The system should have a provision for printing show cause notice.
		The system should have a provision for taking action like "Generate Show Cause Notice again", "Case Move into Legal Section" or "Close the file".
DASHBOARD	**Generate Report**	The system should have a provision to generate Pendency Report with dashboard for Industry and labs
		The system should have a provision to generate last monitoring report date as per type of pollution i.e. Air, Water, Noise, Hazardous, Soil etc.
	Parameter wise Segregation	The system should have a provision to categories various report based on various parameter for Ex. Time Period, Category wise "Red/Orange/Green", Sector Wise "Industry/Hotels/Hospital" Lab Wise, Sample Type etc.
		There should be a provision of Dashboard for various Parameters Category wise "Red/Orange/Green", Sector Wise "Industry/Hotels/Hospital" Lab Wise, Sample Type etc.
	Send Report	The system should have a provision for sending report to CPCB and other concerned in prescribed format in the given period of time.
NOISE Sampling Process		Monitoring is carried out through Instruments to monitor ambient noise level at designated locations in various cities and Industry.
	Data Collection	In City monitoring Noise data are collected on monthly basis by Lab officials.
	Data Storage	System should have provision for collected Data and storage.
	Integration with Lab Module	The system should have a provision of Integration with Laboratory Module.
	Monitoring Process	The system should have a provision to follow lab monitoring process.
	Dashboard	The System should have provision for dashboard.
	Report Generation	The System should have provision to generate reports/graphs.
	Notification	The System should have provision for alerts time to time.
HAZARDOUS Sampling	**Monitoring Process**	The system should have provision to follow lab monitoring process.
	Integration with Lab Module	The system should have provision to schedule inspection and integration with Laboratory Module.
	Dashboard	The System should have provision for dashboard.

	Report Generation	The System should have provision to generate reports/graphs.
	Notification	The System should have provision for alerts time to time.
SOIL SAMPLING	**Monitoring Process**	The system should have provision to follow lab monitoring process.
	Integration with Lab Module	The system should have provision to schedule inspection and integration with Laboratory Module.
	Dashboard	The System should have provision for dashboard.
	Report Generation	The System should have provision to generate reports/graphs.
	Notification	The System should have provision for alerts time to time.
MICROBIOLOGY	**Monitoring Process**	The system should have provision to follow lab monitoring process.
	Integration with Lab Module	The system should have provision to schedule inspection and integration with Laboratory Module.
	Dashboard	The System should have provision for dashboard.
	Report Generation	The System should have provision to generate reports/graphs.
	Notification	The System should have provision for alerts time to time.
Application	**Data Acquisition for quality control of Analysis reports by Moef& CC approved Private Laboratories**	The System Should have a provision for entry analysis result or Reports carried out by the laboratory (whether it is done by State Board laboratory of MOEF& CC approved Private Laboratories). Data entry by PP/industry.
		In case of MOEF& CC approved Private Laboratories *The System Should have a provision for entry analysis result along with Name of the laboratory, collected on, Collected by, Analyzed by and Report on. *The System Should have a provision to generate laboratory wise reports. How many reports received from particular laboratory. *The System Should have a provision to generate laboratory wise reports that how many reports found beyond the prescribed standards. *The System Should have a provision to verify these reports by Lab In-charges.
Compliances	**Data Acquisition for quality control of Analysis reports by Moef& CC approved Private Laboratories**	The System Should have a provision for entry analysis result or Reports carried out by the laboratory (whether it is done by State Board laboratory of MOEF& CC approved Private Laboratories). Data entry by PP/industry.
		In case of MOEF& CC approved Private Laboratories *The System Should have a provision for entry analysis result along with Name of the laboratory, collected on, Collected by, Analyzed by and Report on. *The System Should have a provision to generate laboratory wise reports. How many reports received from particular laboratory. *The System Should have a provision to generate laboratory wise reports that how many reports found beyond the prescribed standards. *The System Should have a provision to verify these reports by Lab In-charges.
	Report	*The System Should have a provision to generate industry wise report where samples have been tested.(Segregation as per Board Lab, MoEF approved Private Lab)

Monitoring Process

Process	Sub Process	Activities
Login	**Access**	The system should be accessible through centralized web application only for registered SSO ID.
	User Activity	The system should have a provision to allow administrator / designated authority to enable/disable particular user / activity as per the business rules of the RSPCB.
	Master Data	The System should have a provision for create Station for NAMP and NWMP.
		The System should have a provision to create contract employee data for collecting sample in stations of NAMP.
		The system should have a provision to assign lab official for sample collection on daily basis, monthly basis, half yearly basis and yearly basis.
		The System should have a provision for reassigning the lab official for sample collection.
NAMP/NWMP project process	**Initiate**	The system should have a provision for CSO / Lab In-charge to Initiate Sampling & Monitoring.
	Assign Lab Official	The system should have a provision to assign Lab Official for sample collection.
	Sample Collection Affirmation	The system should have a provision for feeding sample collection data in data sheet according to the format of sample and at the time of submission generate “receipt collection number”. The System should have a provision for uploading Photos, Videos and Monitoring Report at the time of submit report and print filled data sheet.
		The System should have a provision to Accept/ Reject the sample according to the sample condition by Lab in-charge.
		The System should have a provision for taking two actions by Lab In-Charge in case of Rejection. a. Reject and Close: Lab In-Charge will give the reason why sample is rejected and will close the file. b. Reject and Re-Allot: Lab in-charge will give the reason why samples are not accepted and send the report again to the Lab Official for inspection.
		The system should have a provision to generate Sample Number (W Code/ barcode/QR code).(if sample accepted by lab in-charge than)
NAMP/NWMP project process	**Sample allotment/ Transfer**	The system should have a provision to allot the sample to **A).**Analyst(by Lab In-Charge to analyst). **B).** Same sample can be allotted to **multiple analysts or RO/HO Labs** based on various parameters.
	Sample Analysis	The system should have a provision for analyst 1). To fill the result of Analyses Sample. 2). Submit the analyses report to the board analyst.
		The System should have a provision for Approval/Re-allotment of the sample by Board Analyst.
	Result Approval	**A) Approval:** The system should have a provision for the approval of analyzed report by board analyst.
	Re-allotment	**B) Re-Allotment:** a. The System should have a provision for re-allotment and give the reason why they re-allotted the sample. b. The System should have a provision to Re-allot of the sample/parameter to the analyst by the Board Analyst they can re-allot sample/ parameter to same analyst or another analyst.

		c. It is also possible they can re-allot single or all parameter same analyst or another analyst. d. Analyst Analysis Sample and fill the result according to the parameter and submitted to analysis report to the board analyst. e. This process repeated till board analyst not approved the analysis report.
	Sample Report	The System should have a provision for download/ Print digitally signed approved analysis report in board site through Station Code.
		The System Should have provision for download/ Print approved analysis report in board site through receipt number.
		The system should have provision for the integration of the report generated by EWQDES(environment water quality data entry system). And the data should simultaneously reflect on RSPCB and CPCB websites without manual inputs.
		The system should have a provision to generate daily, Monthly and Yearly reports/graphs.
	Bill generation and payment	System should have provision to generate bills for the procedure at CSO/RO/Lab in-charge to HO
		The system should have a provision for bill approval process.
		System should have a provision to show bills on CPCB website.
		The system should have a provision to generate pendency report.
		The system should have a provision to automatically update the bill on CPCB website.
		The System should have provision to reflect the bill status.
	Dashboard	The System should have a provision for dashboard.
	Notification	The system should have provision for alerts time to time.
CAAQMS	**Integration with CPCB**	The System should have a provision for integration with CPCB, hence data reflection on CPCB Website directly.
	Dashboard	The System should have provision for dashboard.
	Notification	The System should have provision for alerts time to time.
	Data Analysis	The system should have provision to redirect to CAAQMS site for viewing of historical /decision supportive data/dashboard/MIS as per privileges
		The system should have a provision for analysis data with graph/historical data/modeling etc.
		The system should have provision to call any report from CAAQMS system on SSO login.
	Bills Generation and Payment	The system should have a provision for O&M including service engineer's bill generation.
		The system should have a provision for O&M raise bill as per frequency at receipt section.
		The system should have a provision for bill approval at CSO.
		The system should have a provision for moving bill to accounts section.
	Calibration	The system should have a provision for monitoring equipment calibration twice in a week.
		The System should have a provision for appoint lab official for calibration.
		The System should have a provision for submit Calibration Report With Photos, Video and Calibration Report

		The system should have a provision for lab in-charge received the calibration report with selected reason are give the remarks
		The system should have a provision for calibration report link with CAAQMS Bill for discussion making
		The system should have a provision for calibration report submission to CSO/Lab In-charge.
Request / Direction of OCEMS Installation	**RSPCB direct to the Unit for installation of OCEMS**	The system should have a provision for generate notice to industries for OCEMS installation.
	Request by PP	The system should have a provision for PP sending request for add industries under OCEMS
	Generate Demand for BG	The system should have a provision for generate demand for BG according to the business rule defined.
	Payment	The System Should have a submit the fee online through Payment Gateway
	Submit Information	The systems should have a provision for fill the information according to the predefined checklist
		The system should have a provision for upload document as per predefined checklist
	Integration with OCEMS	The system should have a provision to send Pre deployment checklist to OCEMS configuration Team
	Initiated Inspection	The system should have a provision to initiate inspection of OCEMS. Process can be Initiated by CSO/RO/Lab In-charge in case of Routine.
	Appoint Lab Official	The system should have a provision for appoint lab official for inspection of industries
	Submit Inspection Report	The System should have a provision for submit the inspection report as per predefined format
	Upload photo/video/ Inspection Report	The system should have a provision for upload photos, Videos and inspection report at the time of submission report
	Decision	The system should have a provision to take decision as per the report
OCEMS	**OCEMS Portal Analytical Data Management**	The system should have provision to integrate OCEMS Portal with consent management.
		The system should have provision to redirect to OCEMS site for viewing of historical data
		The OCEMS would provide historical and aggregated interval data for decision support through API interface where as RSPCB s/w would consume this API and store this aggregated and decision supportive data with timestamp and no of sample for future verification against the decision. Necessary format and aggregation of data would be mutually decided at the time of respective progress.
		to link with OCEMS on detail drilling on decision supportive data through the API providing by OCEMS
		OCEMS would provide decision supportive data to the RSPCB system
		The alert system should integrate with consent management workflow for decision supportive data.
	Compliances/ Non	The system should have a provision to generate show cause notice in case of non compliance.

	Compliances Validation	The system should have a provision to generate directions in case of non compliance.
		The system should have a provision to generate closure directions in case of non compliance.
		The system should have a provision to revoke closure directions.
		The System should have provision to generate environmental compensation.
		The system should have a provision to store decision supportive data/reports in RSPCB data bank.
		The system should have a provision to generate various reports using captured data as per prescribed formats .
		The system should have a provision to call any report from OCEMS system on SSO login.
Integration of OCEMS system with accounts	**Fee Calculation**	The System should have a provision to generate demand note on the basis of fee calculated.
		The System should have a provision for fee calculator to integrate with OCEMS.
	BG/DD Provision	The System should have a provision for generation of demand note.
		The System should have a provision for record of bank guarantee/ DD against BG.
	Dashboard	The System should have a provision for dashboard.
	Reports	The System should have provision to generate various reports/alerts.
	Generate EC	The System should have provision to generate environmental compensation.
Integration With OCEMS	The system should have provision to generate show cause notice in case of noncompliance incident using OCEMS data.	
	The system should have provision to generate directions in case of non-compliance incident using incident using OCEMS data.	
	The system should have provision to generate closer directions in case of noncompliance incident using OCEMS data.	
	The system should have provision to redirect to OCEMS site for viewing historical data.	
	The system should have provision enter business rules for fee calculation under OCEMS as per investment.	

CHAPTER -6

A) Financial Accounting, Budget including reconciliation

Sub Module Name	Process/Feature Name	Functional Requirement Specification
Accounting Configuration	Tax Definition	System allows for creation of all tax related information for the Organization.
		Multiple tax rates definition with effective duration.
	Accounts & Groups	Facility of financial account group creation for the organization under general ledger.
		Creation of account groups under the main group categories of Income, Expenses, and Assets & Liabilities.
		Multiple level of sub-group hierarchy can be maintained in the system.
		Provision to allot a unique identification code to the account group.
		Maintain individual accounts. Data maintained includes Name / Description, Classification (Assets, Liabilities, Income, Expense, or Statistical).
		Manage the account status by activate/de-activate.
		Export and Print facility for accounts in the system.
		Categorization of ledger account as - Cash, Bank, Tax or any Other types.
		Location/Unit specific creation of ledger accounts.
		System acquires details of account ledgers which includes Bank a/c, GSTIN, PAN, HSN.
		Provision of Delete function for the account ledgers and groups.
		Customized account group creation for their visibility in reporting.
	Subsidiary Management	Facility of maintaining subsidiary accounts - Vendor, Employee, Supplier, Other
		Controlling of subsidiary and their accounting separately.
		Unique code allotment to Subsidiary for better identification.
	Vendor Management	Centralized vendor master facilitating single vendor description and code across the organization i.e., Head office, Regional offices and any other locations.
		System acquires details of vendor which includes name, GSTIN no, PAN no., State, CIN no, MSME details and Vendor contact details.
		Vendor classification as - Registered, Un-Registered and Composition.
		Unique code generation for individual vendor registered.
		System facilitates saving bank account details of Vendor. It includes details like Beneficiary name, account no., bank name, IFSC code, account type.
		It is possible to record multiple bank details for a vendor.
		Provision to cater multiple addresses against each vendor.
		Register vendor and manage their accounting.
	Employee	Create employees unit specific and manage their accounting

	Management	
General Ledger Accounting	Opening Balance Management	Add and update the opening balance of ledger.
		Updates the subsidiary opening balances.
		Import the bulk opening balances of ledger.
		Lock opening balance of ledger for the financial year.
		Unlock Opening Balance
	Vouchers & Transactions	Define the voucher types in the system.
		Generate Payment voucher
		Adds subsidiary, tax, cost center details.
		Voucher number generation on successful save of voucher
		Generate Receipt voucher
		Generate Contra voucher
		Generate Journal voucher
		Generate Inter-Branch Vouchers
		Verification of voucher.
		Approval of voucher.
		Rejection of voucher.
		Customized and Configurable voucher workflow as per the configuration from User Management.
		Import the bulk voucher.
		Manage the suspense voucher.
		Unique voucher number generation.
		Periodic closing of books and Unlocking feature.
		Reopens the closed books and unlocks the voucher for further transactions.
Reconciliations	Bank Reconciliation Process	Reconciliation of the payable/receivable instruments in accordance with the verified bank details
		Collection of pending payable/receivable financial instruments month-wise to be reconciled.
		Import reconciled instruments in bulk.
		Generate Reconciliation Statement.
		View pending, reconciled and bounced financial instruments month-wise.
	Cheque Clearance	Clear the cheque transactions.
	Cash Deposition	Cash collected are deposited or moved from the cash ledger to the bank in which it is deposited.
		Deposit to Collection account.
		Generate Deposit Voucher.
	Bank Swapping	Generate Deposit Voucher, Swap bank on deposition
Accounts Payable	Purchase Invoice Generation	Generate Purchase Invoice
		Add Item Details, Add Adjustment, Specify TDS Details, Submit Invoice
		TDS related information with the rates and amounts

		Invoice generation with unique transaction number with format.
		Customized and Configurable Invoice Workflow
		Approve Invoice, Reject Invoice, Edit Invoice, Forward Invoice Inter Unit, Generate JV
		Provision to generate Payment advice and proceed for payment.
		Disburse payments.
		Direct Payment Voucher Generation
		Link Payment Voucher
		Generation of Bills To Pay Report
		Mark/ File GST with respect to invoice.
		Credit/Debit Note Generation
Accounts Receivable	Sale Invoice Generation	Generate Sale Invoice
		Invoice generation with unique transaction number with format.
		Invoice Verification & Approval
Bank and Cash Accounting	Bank and Cash Accounting	Configure banks in the system.
		Defines banks unit-wise for the organization.
		Add the bank details of the third party performing payable/receivable accounting activities.
Cost Accounting	Cost Centre/Cost Head Definition	Define cost center
		Book cost on voucher transaction
		Generation of Cost Centre and Cost head Reports.
Tax Management and Compliance	Tax Clearance	Clear the taxes received in the system from various integrated sources, through the voucher transactions and generate a payment voucher.
		Define tax in the system.
		Collection of receipt/payment tax transactions.
		Clear tax and submit tax to Govt.
		Generate tax Challan and statement.
		Tax reversal.
Asset Accounting	Asset Registration	Asset group definition.
		Asset definition.
		Asset verification
		Import of fixed assets.
		Manage asset opening balances in the system.
	Asset Requisition	Asset requisition by the departments/locations of the organization to the head office
	Asset Allotment	Allotment of asset to the departments/locations of the organization.
		Direct Asset Allotment
		Allotment Against Request
	Asset Depreciation	Maintaining the asset depreciation mechanism and their accounting

	Asset Maintenance	Asset maintenance and their accounting.
	Asset Disposal	Removal of assets partially or completely from asset portfolio. This is called asset retirement or asset scrapping.
		Removal of assets by selling the asset and results in revenue being earned.
Budget and Control	Budget Group Definition	Define the Budget Group in the system.
		Configuration of budget approval hierarchy.
	Budget Planning & Scheduling	To create budget plan and schedule.
	Budget Sanction Workflow	Budget Submission
		Budget Approval
		Budget Consolidation
		Budget Sanction
		Budget Allotment
		Budget Lock
		Budget Transfer
		Managing the budget types : Revenue, Expenditure, Capitalization
		Budget report generation
Cash Flow and Fund Flow	Fund Management	Create customized unit and designation hierarchy for fund request among the units.
		Fund Requisition
		Unique fund request number generation
	Fund Workflow	Approve Request, Reject Request, Edit Request, Generate Fund Letter
	Generate Payment Advice	Generate Payment Advice and Disburse Payments.
Loan Management	Submit Loan Application	Submit Loan Application
	Loan Workflow	Loan Workflow
	Loan Payment	Loan Payment
	Loan Receipts	Loan Receipts
Integration Accounting	HR Accounting	The payment vouchers received through integration with the HRMS module are listed under the following heads in the financial accounting module: Salary Disbursement Arrear Disbursement Leave Encashment Disbursement Ex-Gratia Expense Bills (Telephone, medical, Newspaper) Festival Employee Liability Honorarium Disbursement Bonus Disbursement Travel Expense Disbursement
	Store Accounting (Stock)	The payment vouchers received through integration with the Inventory Management module are listed under the following heads in the financial accounting module: Bills-to-pay

		Purchase process Local purchase AMC allotment process Service bill
Credit/Debit Note Generation	Credit/Debit Note Generation	Generate Debit Note
		Verify & Approve Debit Note
		Generate Voucher
		Generate Credit Note
		Verify & Approve Credit Note
		Generate Voucher
Audit and Inspection Management	Audit and Inspection Management	Audit and Inspection Management
Financial Statement Preparation	Profit and Loss Statement	Profit and Loss statement generation.
	Balance Sheet	Balance sheet statement generation.
	Cash/Fund Flow	View the Cash/Fund flow in financial year.
		Cash Flow Projection Report
	Trial Balance Statement	Trial Balance Report Generation
		Transaction summary of Ledger, Account Group, Major Group wise
Other Account Reports	Cash Book and Bank Book	Cash and Bank transaction of financial year.
	Ledger Listing Report	PP financial ledger would be maintained
		View the ledger account transaction for financial year.
	Subsidiary Report	View the subsidiary transaction for financial year.
	Voucher Summary Report	View the unit wise voucher status.
	GSTR Reports	GSTR report Generation
Dashboard	Dashboard	Dashboard

B) Store Inventory

Process	Sub Process	Activities
Login / Access	**Access Mechanism**	The system should have accessible through centralized web application only for registered SSO ID.
		The system should have allowed administrator / designated authority to enable/disable particular user / activity as per the business rules of the RSPCB.
Master Data	**Define Group and Item**	The system should have a provision for Item group definition
		The system should have a provision for Item definition
		The System should have a provision for selecting accounting head at the time of defining item group not in sub group
	Define Rules	The system should have a provision to define minimum stock quantity with reorder level
	Opening	The system should have a provision for Item Opening balance

	Balance	through bulk in prescribed excel format or add single item.
		The system should have a provision for Item opening balance Verification.
Material Requisition / Indent Process & Issue Process	**Prepare Requisition**	The System should have a provision for Employee to Prepare Indent/ Requisition.
	Check Material Availability	The system should have a provision for Store In charge to check whether material exists or not.
		The system should have a provision for Store In charge to issue material fully or partially if exist.
	Approval of Indent	The system should have a provision for Store In charge for Approval of indent.
	Material Issue	The system should have a provision for Store In charge to generate issue Challan/ gate pass.
	Stock Ledger Update	The system should have a provision for Store In charge to update stock ledger.
Purchase requisition	**Requisitions Consolidation**	The system should have a provision for Store In charge for Consolidation of requisition (in case of new purchase) if item not available on stock/ shortfall.
	Raise Purchase Requisition	The system should have a provision for Store In charge to raise purchase requisition if material not in stock.
Stock Transfer	**Generate Requisition**	The system should have a provision for Store In charge / RO feature to generate requisition.
	Approve Requisition	The system should have a feature for RO/HO to approve requisition.
	Send Requisition	The system should have a provision for Store In charge / RO to send Stock requisition other RO/head office.
	Receive Requisition	The system should have a feature for Store In charge / RO to "Receive requisition".
	Approve Requisition	The system should have a provision for RO/HO to approve requisition for stock transfer.
	Material Issue	The system should have a feature for Store In charge to "Issue Material".
	Stock Ledger Update	The system should have feature for Store In charge to update stock register.
	Issue Challan	The system should have a provision for Store In charge to generate issue Challan.
	Periodic Stock Transfer	The system should have a provision for Accounts Dept for reconciliation of stock transfer item periodically.
		The system should have a provision for Create master data of Committee Type
Physical Verification	**PV Proposal**	The System should have a provision for create Proposal of Physical Inspection of HO/ RO office.
		The System should have a provision for selection of HO/RO office for Physical Inspection.
		The System should have a provision for enter proposal number for Physical Inspection.
	Proposal approval Process	The System should have a provision for approval of proposal for Physical Inspection where we capture the following details Verification Cutoff Date, Report Submission Date, Physical Verification From Date, Physical Verification To Date, and Select RO/HO Office for assigning Members, Show employee name according selection office for Physical Verification.

		The system should have a provision for approval process.
	PV Order Unit Level	The System should have a provision for enter proposal for Physical Inspection at RO office.
	Item Verification	The System should have a provision for enter items to proposal for Physical Inspection.
	Verification Approval	The System should have a provision for approval process of Item Verification.
MIS	**Reporting**	Store Master Report
		1. Item Wise Report
		2. Employee Wise Issue Report
		3. Employee Wise Return Report
		4. Item Wise Return Register
		5. Stock Item Register
		6. Balance Register
		7. Transfer Register
		8. Dues No Dues Certificate
		9. Progress Report
		10. Acknowledgement Report
		11. Purchase Book
		12. Stock Register

C) Asset

Process	Sub Process	Activities
Master Asset Data with Opening Balance	**Asset Group**	System shall provide feature to add Item Group Fixed Assets under selected Asset Group or as a Individual Group.
		System shall provide facility to enter Fixed Asset Group Name.
		Fixed Asset Group name must be unique in selected Fixed Asset Group.
		System shall provide feature to manage accounting head according fixed assets group.
	Asset Item	System shall provide feature to add Asset Item name must be unique in selected Fixed Asset Group and also capture the following details HSN Code, Is warranty/guarantee applicable ? if Yes then fill the last date of warranty Period, Is AMC Applicable if yes then fill the last date of AMC Period etc.
		There must be a feature to mark any items as Applicable for Buy Back Option.
	Asset Opening Balances	This interface shall enable to enter opening balance of fixed assets item under different item group and sub group in the system.
		The system shall capture opening balance.
		The system shall provide the facility to submit the opening balance and the opening balance shall be automatically sent to the approval authority in the HO/RO.
	Import Opening Balance	This Interface shall be used for importing the opening balance into the system in prescribed excel format.
		The system shall provide the facility to upload the opening balance into the system in prescribed excel format..

		The system shall automatically capture the parameters after importing the opening balance.
	Verify Opening Balance	The system shall provide facility to verify opening balance of individual fixed asset.
		The system shall have feature to update opening balance.
		The system shall have a feature to user shall be allowed to verify opening balance for one or many items.
		System shall automatically track login user details while verifying opening balance.
Asset Registration and Verification	**Asset Registration**	The system shall provide facility to add Accounting Head of Major and Minor for accounting purpose
		The system shall provide facility to add depreciation method like Company Act, Income Tax Act and Parameter (In Year)
		The system shall provide facility to add legacy data of purchase details otherwise automatically fetch the details with Warranty Period Last data and AMC period last date of AMC Given.
	Asset Verification	The system shall provide facility to showing the data automatically in asset verification after registration
		The system shall provide facility to user verify the asset item with remarks.
Asset Allocation	**Indent Management**	The System should have a provision for Indent Management.
	Allocation Process	The System should have a provision for Allocation Process.
	Legacy Allocation	The System should have a provision for Legacy Allocation.
	Asset Deposit	The System should have a provision for Asset Deposit.
Depreciation Process	**Configure Depreciation Rule**	The system shall provide a provision to create the act under which the depreciation rates are defined. The system shall provide the feature to define the rate of depreciation.
	Depreciation Cycle	The system shall provide a feature for Generate Depreciation Statement
	Depreciation Calculation	System shall provide list of all Fixed Asset Groups defined in the system for which “Enable Depreciation” property was set to true. System shall provide list of all Acts defined in system. User shall be able to select only one act at a time. System shall allow user to enter date of depreciation calculation up to which depreciation will be calculated. System shall provide feature to view and print generated Depreciation Statement. System shall provide facility to lock the depreciation statement for the purpose of accounts posting. In case if user locks the statement, the system shall be capable of automatically creating related voucher and making adjustment in books.
	Depreciation Verification	The system shall provide the feature to generate the voucher for the asset categories that are locked.
	Depreciation Voucher	The system shall provide the feature to lock the assets for which the depreciation amounts are calculated.

		After locking, the transaction shall be saved in the asset register.
Asset Disposal Process	**Scrap Identification**	This interface shall enable the user to select the list of assets that are to be scrap in the fixed asset register. The interface shall provide a feature to search the assets from the list if required. The interface shall provide a checklist of assets in which he shall be able to mark assets that are to be disposed.
	Scrap Management	The System should have a provision for Scrap Management.
	Scrap Verification	The System should have a provision for Scrap Verification. The System Should have a provision for Sale item through Buy Back. The System should have a provision for sale item through Employee Auction. The System Should have a provision for sale item through General Auction. The System Should have a provision for sale item through E Waste Auction.
Employee Auction	**Employee Offer Entry**	The System should have a provision for Employee Offer Entry.
	Employee Award	The System should have a provision for Employee Award.
Scrap Sale A/C Log	**Scrap Sale A/C Log**	The System should have a provision for Scrap Sale Account Log.
		The system should have a provision for update inventory automatically when part is sale.
	Auction Notice	The System should have a provision for Auction Notice.
	Auction Item Details	The System Should have a provision for sale item through General Auction.
Auction Management	**Bidder Registration**	The System Should have a provision for enter Bidder Details
	EMD Entry	The System Should have a provision for submit bidder our EMD
	Bid Entry	The System should have a provision for bid entry
	Comparative Statement	The System should have a provision for generation for Comparative Statement.
	Award	The System should have a provision for award auction as per highest bid.
	Payment Receive	The system should have a provision for submit bid amount through RPP or Online Gateway
	EMD Refund	The System should have a provision for initiated EMD Refund process as per workflow
	Stock Update	The system should have a provision for automatically update stock when bidder deposits the amount through online mode.
	Generate Gate Pass	The system should have a provision for generate gate pass for auction item.

D) Purchase Process

Process	Sub Process	Activities
Login / Access	**Access**	The system should have accessible through centralized web application only for registered SSO ID.
	User Activity	The system should have allowed administrator / designated authority to enable/disable particular user / activity as per the business rules of the RSPCB.
Local Purchase Process	**Generate Requisition**	The system should have a provision for Store In charge / RO to generate requisition.
	Initiate Purchase Requirement	The system should have a provision for Store In charge / RO to show - "**Purchase the required item from market**".
	Generate Purchase Invoice	The system should have a provision for Store In charge / RO to generate Purchase Invoice.
	Invoice Approval	The system should have a provision for Purchase Invoice approval process at RO/GIC.
	Send Purchase Invoice to accounts	The system should have a provision for Store In charge / RO feature to send Purchase Invoice to accounts.
	Update Stock Ledger	The system should have a provision for Store In charge / RO to update stock ledger.
Equipment Repair (Service Indent)	**Equipment Details**	The system should have a feature for initiated the equipment repair process by Lab In-charge / Store In-charge
		The system should have a feature for Search details via serial number of equipment's.
		The system should have a feature for Show Equipment Details with warranty /AMC Period/ Calibration due Date
	Complaint Registration	The system should have provision for complain registration through a complaint button and fill the basic details like item, problem type, problem description, upload equipment photo.
	Process Initiation	The system should have a provision to Inform store in charge of RO/HO via SMS/Email in given format in case of Lab In-Charge Initiated the process
	Vendor Selection and Vendor Activity	The System should have a provision for selection of vendor by Store In-Charge.
		The system should have a provision for automatic send SMS/Email to vendor
		Vendor visit and check equipment and give the estimate in case of any **replacement of part required** and equipment is **not under warranty** of repair of equipment.
		Store In-charge enter the Estimate details and upload the Estimate proposal given by the Vendor and send to Accounts.
	Finance and Sanction	The System should have a provision for account section send back the estimate proposal after approval to Store In-Charge.
		The System should have a provision for approval of

		Equipment estimate by account module and send back to Store In-Charge.
		After approval of Estimate inform to Vendor VIA SMS/Mail in given format.
		Vendor come and equipment not repair in premises of Board than generate gate pass in given format.
		After repair and install the equipment than inform to the HO/Store In-Charge SMS/Email via given format and update the equipment status and bill send to (Accounts Integrations).
Procurement Process	**Gather Requisition**	The system should have a provision for Purchase Cell Head to gather requisition.
	Consolidation of Requisition	The system should have a provision for Purchase Cell Head consolidation of requisition.
	Final Procurement List	The system should have a provision for Purchase Cell Head to prepare final procurement material list.
	Form Committee	The system should have a provision for Purchase Cell Head to form committee.
	Add Committee Member	The system should have a provision for Purchase Cell Head to add committee member.
	Final Approval	The system should have a provision for Purchase Cell Head for approval from committee and other stakeholders.
Tender Process	**Prepare NIT and Tender.**	The system should have a provision for Purchase Cell Head to prepare NIT and Tender.
		The system should have a provision for Purchase Cell Head to raise NIT in newspaper.
	Publish Tender	The system should have a provision for Purchase Cell Head to publish Tender.
	Bid Provision	The system should have a provision for Purchase Cell Head to prepare bidder list
		The system should have a provision for Purchase Cell Head to update bids.
	Technical and Financial Evaluation	The system should have a provision for committee for technical and financial evaluation.
	Generate Comparative Statement	The system should have a provision for Purchase Cell Head to generate comparative statement.
	Prepare Refund Statement	The system should have a provision for Purchase Cell Head to prepare refund statement if required.
	Award/Reject Tender	The system should have a provision for Purchase Cell Head to award tender.
		The system should have a provision for Purchase Cell Head to reject tender.
	Sign Agreement	The system should have a provision for Vendor to sign an agreement.
	Release Work Order	The system should have a provision for Purchase Cell Head to release work order to L1 bidder with DI.
	Quotation Provision	The system should have a provision for Purchase Cell Head to invite quotation.

		The system should have a provision for Purchase Cell Head for quotation comparative statement.
	Award Supplier	The system should have a provision for Purchase Cell Head Award Supplier.
Stock in Process	**Raise Dispatch Instruction**	The system should have a provision for purchase cell head to raise Dispatch instruction to vendor with item details.
	Receive Material	The system should have a provision for store in charge to receive material.
Material Inspection cum Installation Process	**Sample Preparation**	The system should have a provision for Store In charge to prepare sample.
	Committee Inspection Preparation	The system should have a provision for Store In charge to prepare committee for inspection.
	Inspect Sample Material	The system should have a provision for committee to inspect sample material.
	Manual Inspection	The system should have a provision for committee for manual inspection.
	Update Stock Ledger	The system should have a provision for Store In charge to update stock register.
	Receipt Generation	The system should have a provision for Store In charge to generate receipt.
	Provision for FAC	The system should have a provision for Final Acceptance Certificate. (FAC is prepared by RO/Lab in charge to approve the purchased items)
	Material Rejection	The system should have a provision for store in charge to reject material in case of any discrepancy.
	Rejection Memo	The system should have a provision for store in charge to generate rejection memo.
	Bills raise to Finance Department	The system should have a provision for Purchase Cell Head to raise vendor bills to finance section.
AMC work order/renewal process	**Requisition for AMC**	The system should have a provision for Dept Head for a requisition for AMC.
	Approval on Requisition	The system should have a provision for HO Purchase Cell approval on requisition.
	List of Items	The system should have a provision for Purchase Cell Head to prepare list of items.
	Process Tender	The system should have a provision for Purchase Cell Head to process tender.
	Award Tender	The system should have a provision for Purchase Cell Head to award tender.
	Reject Tender	The system should have a provision for Purchase Cell Head to reject tender.
	Sign Agreement	The system should have a provision for Contractor to sign agreement.
	Release Work Order	The system should have a provision for Purchase Cell Head to release work order.
	Update Bills	The system should have a provision for Purchase Cell

		Head to update bills periodically.
	Bills Raise	The system should have a provision for Purchase Cell Head to raise bills to finance dept.
		The system should have a provision for saving calibration date and calibration frequency.
Internal Calibration	**Capturing Instruments Reading**	The system should have a provision for Capturing Instruments reading.
	Login	The system should have a provision for Login.
	Document Upload	The system should have a provision for document upload.
	Notification	The System should have a provision for showing alert at the time of Calibration due of equipment.
External Calibration	**Initiate Calibration**	The system should have a provision to initiate calibration based on due date.
	Registered Vendors	The system should have a provision for registered vendors.
	Award Vendor	The system should have a provision to award vendor from registered vendor list.
	Capture Calibration Indices	The system should have a provision to capture Calibrations indices.
	Report Generation	The system should have a provision for report generation.
	Bill Entry	The system should have a provision to raise bills.
		The system should have a provision for bill entry.
		The system should have a provision for bill approval.
	Upload Documents	The system should have a provision to upload documents.
	Notification	The System should have a provision for showing alert at the time of Calibration due of equipment.
Repair/Replacement Process	**Requisition**	The system should have a provision for submit the requisition for repair/ Replacement process,
	RR Item Deposit	The system should have a provision for deposit item in Store.
	Stock Out	The system should have a provision for stock OUT.
	Stock In	The system should have a provision for stock IN.

CHAPTER -7

Report Generation

	Report Generation
	The system should have a provision to enter data by PP to concerned in prescribed format and RO shall submit the same to concerned group of HO for submission to authority(CPCB/MOEF)
A)	**General Report (Dynamic)**
1	Group Wise/ RO Wise Pendency/ Disposal(Weekly, Monthly, Yearly)
2	Sector Wise pendency/disposal
3	General Report to fetch all type of the data (Check Box Selection)
4	Product head related reports (Region Specific district wise, tehsil wise)
5	Units operating in that consent/expired (RO Wise/ GIC Wise/ Sector Wise/ Area Wise)
B)	**Annual Report**
1	Environment Protection Rules - Form V
2	Hazardous Waste Rules
3	BMW Rules
4	E-Waste Rules
5	Solid Waste Management Rules
6	Battery Rules
7	Plastic Waste Management Rules
8	C and D Rules
9	Air and Water Acts
C)	**Compliance Report (Dynamic)**
1	On general consent condition.
2	On EC Condition.
3	Compliance after Refusal/ Revocation.
D)	**Other Reports as per Requirements of RSPCB**

CHAPTER -8

MISCELLEANEOUS

A) User Management

Process	Sub Process	Activities
Configuration	Menu Manager	The system should have accessible through centralized web application only for registered SSO ID.
	User Role	The System should have a provision for create User Role for page access rights
	Module Subscription	The System should have a provision for module Subscribed /Active/Visible
User Management	External Users	The System should have a provision for external user creation for RPSB site access.
	User Management	The System should have a provision for User Management defining User Rights, Multiple Role assign
	Change Password	The system should have a provision for change password
	Forget Password	The System should have a provision for forget password. generate new password and send through email and SMS
	Active/ Inactive User	The system should have allow administrator / designated authority to enable/disable particular user / activity as per the business rules of the RSPCB.
	Roles	The System should have a provision create multiple role The system should have a provision for assign rights on role
Work Flow manager	Entity Status	The system should have a provision for maintain entity status for workflow.
	Entity Action	The system should have a provision for maintain entity action for workflow.
	Workflow	The system should have a provision for design approval workflow
	DMS entity	The system should have a provision for Document Management Status entity.

B) Web Portal with responsive designs for Mobile and other devices:

	Process	Sub Process	Activities
About Us	Introduction	Introduction	The System should have a provision for Introduction.
		Establishment	The System should have a provision for Establishment of RSPCB.
		Present Board	The System should have a provision for Present Board member details.
		Organization Structure	The System should have a provision for Organization Structure.
			The System should have provision for board Hierarchy Chart.
	Office in Charge	Department of RSPCB. Chairman Section Member Secretary Section Head Quarter (GICs) Field Office	The System should have a provision to show the information of various Offices in Charge of Rajasthan Pollution Control Board - Chairman Section - Member Secretary Section - Head Quarter - Field Office - Laboratory

		Laboratory	The System should have a provision for Department.
			The System should have a provision for Designation.
			The System should have a provision for Name of the Officer.
			The System should have a provision for Email/Contact number
	Offices		The System should have a provision to show all the RSPCB associated offices.
	Laboratories	**Laboratories**	The System should have a provision to show all the RSPCB associated Laboratories.
		Lab Analysis Charges	The System should have a provision for Lab Analysis Charges.
		Functional Performances	The System should have a provision for Functional Performances reports.
		Laboratory Functions	The System should have a provision for Laboratory Functions.
		Board Analyst	The System should have a provision for Board Analyst.
		Notifications	The System should have a provision for Notifications.
		Laboratory Services	The System should have a provision to mention all services provided by Laboratory.
		List of Recognized Laboratories	The System should have a provision for List of Recognized Laboratories (NABL/MOEF approved labs).
		Lab Sampling Charges	The System should have a provision for Lab Sampling Charges.
		Lab Standard Certificates (ISO)	The System should have a provision for Lab Standard Certificates (ISO).
	Annual Report	**Annual Report**	The System should have a provision for Annual Report.
	Budget	**Budget**	The System should have a provision to show all Budget Report.
	Training	**Training of Staff**	The System should have a provision to show information related to various trainings.
	RSPCB Employees	**RSPCB Employees**	The System should have a provision to show RSPCB Employees details.
Notices	**Tender**	**Tender Notice**	The System should have a provision for Tender notice.
		Tender Document	The System should have a provision for Tender Document Upload.
		Corrigendum	The System should have a provision for Corrigendum.
	Public Notice		The System should have a provision for various Public Notices.
	Public Hearings		The System should have a provision for conducted Public Hearings.
			The System should have a provision for Upcoming Public Hearings.

			The System should have a provision for "Others".
	Purchase Notices		The System should have a provision for Purchase Notices.
	Appointment on Service Contract Basis.		The System should have a provision to show appointments based on contract. The System should show in 1. Designation 2. No. of Employees Required 3. Educational Qualifications 4. Year of Experiences
Consent Management	**Application**	**Online Consent**	The System should have a provision to apply Online Consent.
		Authorization	The System should have a provision to apply Authorization.
		Registration	The System should have a provision to apply for registration under Battery Rules and Plastic waste Rules
		Other Services	The System should have a provision for Other Services like application status, grievance etc.
	Categorization of Industries		The System should have a provision of Information for 17 category industries.
			The System should have a provision of Information for Red category industries
			The System should have a provision of Information for Orange category industries.
			The System should have a provision of Information for Green category industries.
			The System should have a provision of Information for White category industries.
	Industries Location		The System should have a provision to show various industries located in Rajasthan.
	Consent	**Air**	The System should have a provision for Consent under Air Act, 1981.
		Water	The System should have a provision for Consent under Water Act, 1974.
		Air + Water	The System should have a provision for Consent under Air Act, 1981 and Water Act, 1974.
	Authorization	**BMW**	The System should have a provision for applying authorization for BMW.
		HW	The System should have a provision for applying authorization for HW.
		E waste	The System should have a provision for applying authorization for E waste.
		Solid Waste (Municipal)	The System should have a provision for applying authorization for Solid waste (Municipal).
		C & D Waste	The System should have a provision for applying authorization for C & D waste.

	Registration	**Plastic waste**	The System should have a provision for registration of plastic waste.
		Battery Rules	The System should have a provision for registration of Battery Rules.
	Revision of Consent Fees		The System should have a provision for Revision of Consent Fees.
	Environmental Standards		The System should have a provision to show Environmental Standards.
	Teams constituted		The System should have a provision to show teams which were constituted.
	Inspection		The System should have a provision for Inspection procedures and circulars.
	Industrial Statistics		The System should have a provision to show Industrial Statistics.
RTI (Integration)	**RTI Provision**	**RTI ACT 2005**	The System should have a detailed information of RTI Act 2005.
		First Appellate Authority	The System should have a provision for First Appellate Authority.
		Second Appellate Authority	The System should have a provision for Second Appellate Authority.
		Information Officers	The System should have a provision for Information Officer.
		Online Applications	The System should have a provision for Online Applications.
		Citizen Charter	The System should have a provision for Citizen Charter.
Citizen Portal	**Citizen Portal**	**Online Applications**	The System should have a provision to apply for Online Application for Users.
		View Application Status	The System should have a provision to check Online Application Status.
		Grievance Mechanism	The System should have a provision for Grievance Mechanism, redirecting the user to Rajasthan Sampark.
Compliance and Enforcement	**Compliance and Enforcement**	**Legal Matters (Integration with LITES)**	The System should have a provision to list down Court Matters. (Further bifurcate into Supreme, High, Trial courts etc.)
			The System should have a provision for Legal Matters.
			The System should have a provision for other Judicial Forums.
		Directions Status	The System should have a provision for Direction Status.
		Closure Directions Status	The System should have a provision for Closure Direction Status.
		ATR with respect to complaints	The System should have a provision for ATR with respect to complaints.
		Compliances of	The System should have a provision to show

		NGT Order	compliances of NGT Order.
		Defaulter Compliances	The System should have a provision to show defaulter compliances.
Waste Management	**Registered Recycler**		**The System should have a provision to show Registered/authorized Recyclers for the following.**
			Hazardous Waste
			E waste
			Plastic Waste
			Battery Rules
			C & D Waste
			Mapping of cement plant with MRFs /Plastic waste/HW/ Pre-processing facilities (Co processing of waste)
Environment Clearance	**SOPS/Guidelines**		The System should have a provision to show SOPs/Guidelines.
	Various EC Notifications and Resolutions		The System should have a provision for various EC Notifications and Resolutions.
Standing Orders		**Important Standing Orders**	The System should have a provision for Important Standing Orders (later Bifurcation).
		Circulars	The System should have a provision for Important Circulars.
		CPCB Directions	The System should have a provision to show the updated CPCB Directions.
		MOEF Directions	The System should have a provision to show the updated MOEF Directions.
		RSPCB Directions	The System should have a provision to show the updated RSPCB Directions.
		State Govt Directions	The System should have a provision to show the updated State Govt Directions.
SOPS/Guidelines		**Various Bodies**	The System should have a provision to show the updated SOPs and Guidelines.
			The System should have a provision to show the Operating Manual.
Recruitment		**Employees**	The System should have a provision for Permanent/Contractual Recruitment Information.
Contact Us		**Contact Information**	The System should have a provision for Contact Information.
Quick Links		**Important Links**	The System should have a provision to show Quick Links.

Whats New*	**News Update**	The System should have a provision to show the Latest News.
	Upcoming Events	The System should have a provision for Upcoming Events.
Projects/Environmental Reports	**NAMP**	The System should have a provision to show NAMP reports.
	NWMP	The System should have a provision to show NWMP reports.
	CAAQMS	The System should have a provision for CAAQMS integrated data.
	Noise Monitoring	The System should have a provision to show Noise Monitoring Reports.
	Bio Monitoring	The System should have a provision to show Bio Monitoring Reports.
	Idol Immersion	The System should have a provision to show Idol Immersion Reports.
Gallery	**Pictures/Videos**	The System should have a provision to show Pictures and Videos.
Application Form		The System should have a provision for application form.
Publications	**Publications**	The System should have a provision to show all the Publications of RSPCB.

C) Web Admin

	Process	Sub Process	Activities
About Us	Introduction	Introduction	The System should have a provision for Admin for Entry form to update **Introduction** about RSPCB.
		Establishment	The System should have a provision for Admin to enter details of **Establishment** of RSPCB.
		Present Board	The System should have a provision for Admin to update the list of **Present Board member (Retirement/New Appointment).**
		Organization Structure	The System should have a provision of entry form for to enter **Organization Structure**.
			The System should have a provision for admin to enter board **Hierarchy Chart.**
	Office in Charge	Department of RSPCB. Chairman Section Member Secretary Section Head Quarter Field Office Laboratory	The System should have a provision for admin to update the information of various Offices in Charge of Rajasthan Pollution Control Board - Chairman Section - Member Secretary Section - Head Quarter - Field Office - Laboratory
			The System should have a provision for admin to enter the details of the **Department.**
			The System should have a provision for admin to enter the details of the **Designation**.
			The System should have a provision for admin to enter the details of the **Name of the Officer.**
			The System should have a provision for admin to enter the details of the required **Email.**
	Offices		The System should have a provision for admin to show all the **RSPCB associated offices.**
	Laboratories	Laboratories	The System should have a provision for admin to enter all the **RSPCB associated Laboratories.**
		Lab Analysis Charges	The System should have a provision for admin to enter the details of **Lab Analysis Charges.**
		Functional Performances	The System should have a provision for admin to enter the **Functional Performances reports.**
		Laboratory Functions	The System should have a provision for admin to enter details of **Laboratory Functions.**
		Board Analyst	The System should have a provision for admin to enter the information regarding **Board Analyst.**
		Notifications	The System should have a provision for admin to update the important **Notifications.**
		Laboratory Services	The System should have a provision for admin to enter **all services** provided by Laboratory.
		List of Recognized Laboratories	The System should have a provision for admin to enter the **List of Recognized Laboratories (NABL/MOEF approved labs).**
		Lab Sampling Charges	The System should have a provision for admin to enter the **Lab Sampling Charges.**
		Lab Standard Certificates (ISO)	The System should have a provision for admin to upload all **Lab Standard Certificates (ISO) on**

			web portal.
	Annual Report	**Annual Report**	The System should have a provision for admin to upload all important **Annual Reports** on web portal.
	Budget	**Budget**	The System should have a provision for admin to upload all **Budget Report**.
	Training	**Training of Staff**	The System should have a provision for admin to upload the information related to various **trainings**.
	RSPCB Employees	**RSPCB Employees**	The System should have a provision for admin to update **RSPCB Employees details**.
Notices	**Tender**	**Tender Notice**	The System should have a provision for admin to enter the entry form for **Tender notice.**
		Tender Document	The System should have a provision for admin to upload the **Tender Document**.
		Corrigendum	The System should have a provision for admin to upload the **Corrigendum**.
	Public Notice		The System should have a provision for admin to publish various **Public Notices**.
	Public Hearings		The System should have a provision for admin to publish the information of **conducted Public Hearings**.
			The System should have a provision for admin to publish all **Upcoming Public Hearings**.
			The System should have a provision for admin to publish anything other than above mentioned into **"Others".**
	Purchase Notices		The System should have a provision for admin to publish **Purchase Notices.**
	Appointment on Service Contract Basis.		The System should have a provision to admin to update the information regarding **appointments based on contract**. The System should show in 1. **Designation** 2. **No. of Employees Required** 3. **Educational Qualifications** 4. **Year of Experiences**
RTI	**RTI Provision**	**RTI ACT 2005**	The System should have a provision for admin to upload detailed information of RTI Act 2005.
		First Appellate Authority	The System should have a provision for admin to transfer it to First Appellate Authority.
		Second Appellate Authority	The System should have a provision for admin/First Appellate Authority to transfer it to Second Appellate Authority.
		Information Officers	The System should have a provision for admin to update information regarding Information Officer.
		Online Applications	The System should have a provision for admin to update Online Applications.
		Citizen Charter	The System should have a provision for admin to update information for Citizen Charter.
Citizen Portal	**Citizen Portal**	**Online Applications**	The System should have a provision for admin to receive **Online Applications.**

		View Application Status	The System should have a provision for admin to update about the **Online Application Status.**
		Grievance Redressal	The System should have a provision for admin to receive **Grievance.**
Compliance and Enforcement	**Compliance and Enforcement**	**Legal Matters**	The System should have a provision for admin to list down Court Matters. (Further bifurcate into Supreme, High, Trial courts etc)
			The System should have a provision for admin to update about the **Legal Matters.**
			The System should have a provision for admin to upload other **Judicial Forums**.
		Directions Status	The System should have a provision for admin to update the **Directions Status.**
		Closure Directions Status	The System should have a provision for admin for **Closure Direction Status.**
		ATR with respect to complaints	The System should have a provision for admin to upload the **ATRs with respect to complaints.**
		Compliances of NGT Order	The System should have a provision for admin to upload the compliances of **NGT Order**.
		Defaulter Compliances	The System should have a provision for admin to upload the **defaulter compliances.**
Waste Management	**Registered Recycler**		**The System should have a provision for admin to upload information of Registered Recyclers for the following.**
			Hazardous Waste
			E waste
			Plastic Waste
			Battery Rules
			Biomedical Waste
Environment Clearance	**SOPS/Guidelines**		The System should have a provision for admin to update **SOPs/Guidelines.**
	Various EC Notifications and Resolutions		The System should have a provision for admin to update the various **EC Notifications and Resolutions.**
Standing Orders		**Important Standing Orders**	The System should have a provision for admin to upload the Important Standing Orders (later Bifurcation).
		Circulars	The System should have a provision for admin to upload the Important Circulars.
		CPCB Directions	The System should have a provision for admin to upload the updated CPCB Directions.
		MOEF Directions	The System should have a provision for admin to upload the updated MOEF Directions.
		RSPCB Directions	The System should have a provision for admin to upload the updated RSPCB Directions.
		State Govt	The System should have a provision for admin to

		Directions	upload the updated State Govt Directions.
SOPS/Guidelines		**Various Bodies**	The System should have a provision for admin to upload the updated **SOPs and Guidelines.**
			The System should have a provision for admin to upload the **Operating Manual.**
Recruitment		**Employees**	The System should have a provision for admin to time to time upload the various **Permanent/Contractual Recruitment Information**.
Contact Us		**Contact Information**	The System should have a provision for admin to update various **Contact Information.**
Quick Links		**Important Links**	The System should have a provision for admin to upload links **(Quick Links)**.
What's New*		**News Update**	The System should have a provision for admin to update the **Latest News**.
		Upcoming Events	The System should have a provision for admin to update the portal with **Upcoming Events**.
Projects/Environmental Reports		**NAMP**	The System should have a provision for admin to upload **NAMP reports**.
		NWMP	The System should have a provision for admin to upload **NWMP reports**.
		Noise Monitoring	The System should have a provision for admin to upload **Noise Monitoring Reports.**
		Bio Monitoring	The System should have a provision for admin to upload **Bio Monitoring Reports.**
		Idol Immersion	The System should have a provision for admin to upload **Idol Immersion Reports.**
Gallery		**Pictures/Videos**	The System should have a provision for admin to upload the **Pictures and Videos**.
Application Forms			The System should have a provision to upload the formats of all the **Applications** forms at one page.
Publications		**Publications**	The System should have a provision for admin to publish all the **Publications of RSPCB**.
Consent Management	**Application**	**Online Consent**	The System should have a provision for admin to receive application of **Online Consent.**
		Authorization	The System should have a provision for admin to receive application of **Authorization.**
		Other Services	The System should have a provision for admin to update Other Services like application status,

			grievance etc.
	Categorization of Industries		The System should have a provision for admin to update the Information for **17 category industries**.
			The System should have a provision for admin to update the Information for **Red category industries**.
			The System should have a provision for admin to update the Information for **Orange category industries.**
			The System should have a provision for admin to update the Information for **Green category industries.**
			The System should have a provision for admin to update the Information for **White category industries.**
	Industries Location		The System should have a provision for admin to upload the information of various industries located in Rajasthan.
	Consent	**Air**	The System should have a provision for admin to receive **Consent application under Air Act, 1981.**
		Water	The System should have a provision for admin to receive **Consent application under Water Act, 1974.**
		Air/Water	The System should have a provision for admin to receive **Consent application under Water Act, 1974 & Air Act, 1981.**
	Authorization	**BMW**	The System should have a provision for admin to receive application for **authorization for BMW.**
		HW	The System should have a provision for admin to receive application for **authorization for HW.**
		E waste	The System should have a provision for admin to receive application for **authorization for E waste.**
		Solid Waste (Municipal)	The System should have a provision for admin to receive application **authorization for Solid waste (Municipal).**
		C&D Waste	The System should have a provision for admin to receive application for **C&D Waste**
	Registration	**Plastic waste**	The System should have a provision for admin to receive **registration for registration of plastic waste.**
		Battery Rules	The System should have a provision for admin to receive application for **registration of Battery Rules.**
	Revision of Consent Fees		The System should have a provision for admin to be able to **Revise Consent Fees accordingly.**
	Environmental Standards		The System should have a provision for admin to update the **Environmental Standards.**
	Committees Constituted		The System should have a provision for admin to update the information about the important **Committees which were Constituted.**
	Inspection		The System should have a provision for admin to update and upload the **Inspection procedures and circulars.**
	Industrial Statistics		The System should have a provision for admin to

		upload the **Industrial Statistics.**

D) E File Management

Process	Sub Process	Activities
Master Data	**Configuration**	The system should have a provision for create master data of file type.
		The system should have a provision for create master data of accessibility level.
Create New File	**File Type**	The system should have a provision for select e-file type as per file type can be either module wise or generic i.e. Note sheet
	File Details	The system should have a provision for capture the following details at the time of e-file creation i.e. Name, File Date, File description, Section, File location etc.
	accessibility level	The system should have a provision for select accessibility level of e-file can be Public, Private and confidential.
		The system should have a provision to define the initial ownership of e-file.
		The system should have a provision for auto generate file number.
Note sheet	**Note**	The System should have a provision for user can create notes and for note creation we shall implement rich text editor user can attach image/ create table/ or create notes.
		The system should have a provision for edit e-file and click on create notes and user can create notes using rich text editor also user can view preview of notes in same drawer and also user can upload document.
		The system should have a provision for forward e-file to concern officer user can search employee by office name.
		The system should have a provision of digital signature of employee at the time of movement of file.
		The system should have a provision showing correspondence section where users link/upload any type of document correspondence with e-file.
		The system should have a provision for showing movement details.
		The system should have a provision for User shall forward file and now file's current owner will be change and creator will become previous owner and show the digital signature with designation.
		The system should have a provision for auto generate online notesheet.
Movement operation	**Forward File**	The system should have a provision for forward file to another employee.
	Pull Back File	The system should have a provision for pull back file and file's ownership shall be remain with person who forward file
	Send Back file	The system should have a provision for e-file if file is not related to particular user then user can send back file to relevant user who forward file
E-file Tracking and Pendency Management	**File Tracking Utility**	The system should have a provision for file tracking utility user shall search file either by file number or by file title on search system shall display complete file trail from creation to till latest status.

	File Pendency Report	The system should have a provision for track any office's pendency as per pending days of file in particular office so that senior management can track that how many files pending at particular office
Archive File	**Archive File**	The systems should have a provision for mark Archive file
		The systems should have a provision for view Archive file

E) File Tracking System (FTS)

Process Name	Sub Process	Detail Functionality
Configuration	**Master**	Facility to declare where you want to move file.
		Declaration of location code
		Type of Master of files its parent or Child.
		Facility to edit in existing master.
File Management	**My File**	User will be able to see the entire file which is created by him/her.
		User can view the status of file.
		Feature of pull back.
		User can reassign the file
		Feature of closure of file
		History of file will be visible
		Present location of file will be visible.
		Remark/Noting of file will be visible to individual.
		Export feature in excel
		Export Feature in Word
		Export Feature In PDF
	Create New File	Facility to create a new file
		User can save the file in draft mode.
		User can attach all related documents.
		Submit and forward feature together.
		Auto generation of file number in pending mode.
		Location of file can be defined.
File Movement	**Inward Movement**	File can be viewed
		Received file will be visible
		Notification on receiving of file
		File can be sent back
		Ask for clarification
		File can be forward to next level.
		On opening of file, Sender will be notified
		Received file will be visible
		Document can be downloaded.
		User can put noting on file and can forward to next level

	Forward Movement	Forwarded file will be visible.
		Can viewed the status of file at all level
		Current status will be visible
		Current location will be visible.
		Pull back feature is available
		User can view the noting of file.
		After closing of file, file will not be displayed
Dashboard	**Dashboard**	Received File
		Forwarded File
		Pending for Close
		Receive Clarification
		Count of file
MIS	**MIS**	Received File
		File Summary
		File Detail

F) DAK Management

Process	Sub Process	Activities
Inward Register	**Introduction**	The Inward register is used to keep track of the incoming Dak to the corporation
		It records the authority from where the Dak is received and the date when it was received.
		The entry has a mention of Dak i.e. “marked from – to “.
		The system generates a unique no for each Inward Register entry which is used as a reference.
	List mode	The System should have a provision for - Inward No. - Date on which the dak/mail was registered - Authority from which the dak/mail is received - Subject w.r.t. dak/mail - Marked from-to authority.
		The System should have a provision to show the Total no of records in the list for the entries. The System should provide the feature to search any particular entry by entering - Inward No - Received from - Subject etc.
		The System should have a “reset” option.
		The System should have “Actions” button.
		The action button should follow the options - - Add: this option opens the interface to add new entry in inward register - View Archive: to view the entries in archive folder - Mark Archive: to mark a particular inward Dak entry to Archive. - Add To E-file: to add a particular inward Dak entry to E-file.
	Adding new entry	The System should have a provision for Inward Details. - Receiving Date - Financial Year & Inward No - Letter No - Letter Date - Reference Type -> Add new Reference Type ->**Inward Priority**
		The System should have a provision for Receiving Details. - Enter the complete details of the authority from which the Dak has been received. - Entering the name of the corporation as well as the concern person name separately. - The user has to enter the “**Address**” from where Dak has been received and the “**Subject**” line for the Dak. The user has the option to add some special “**Remarks**” if required.
	Allotment	The System should have a provision for Assignment Details. ->The details of the authority that would take care of the dak and the concern person who will take care of the contents of the dak. ->Select the **Concerned Person->Department** ->**Assignment Date**
	Deleting an entry	The System should have a provision for deleting entry.
	Editing Inward Dak Entry	The System should have a provision for Editing Inward Dak entry.

	Disposing Inward Dak	The System should have a provision for Disposing Inward Dak.
	Adding Remark to Inward Dak	The System should have a provision for adding remark to Inward Dak.
	Filtration criteria	The System should have a provision for Filtration Criteria.
	Archive	The System should have a provision for Archive.
	Add To E-file	The System should have a provision for adding it to E-File.
Outward Register	**List mode**	The System should have a provision for - Outward No. - Date on which the dak was registered - Authority to which the dak is send. - Subject w.r.t. dak
		The System should have a provision to show the Total no of records in the list for the entries. The System should provide the feature to search any particular entry by entering - Outward No - Send from - Subject etc.
		The System should have a “reset” option.
		The System should have “Actions” button.
	Adding new entry	The System should have a provision for Dispatch Details. - Dispatch Date - Financial Year & Dispatch No - Reference Type -> Add new Reference Type ->**Outward Priority**
		The System should have a provision for Dispatch to Details. - To/CC - Name - Address - Mode of Dispatch
		The System should have a provision for Mark to Details. - Mark to - Mark to Message - Save - Cancel
	Deleting a entry	The System should have a provision for deleting entry.
	Filtration criteria	The System should have a provision for Filtration Criteria.
	Archive	The System should have a provision for Archive.
	Editing Outward Dak	The System should have a provision for Editing Outward Dak entry.
	Disposing Outward Dak	The System should have a provision for Disposing Outward Dak.
	Add To E-file	The System should have a provision for adding it to E-File.
		The system should have a provision for report generation of total number of dak received, assigned to group & disposal.

G) Environmental Compensation

Environmental compensation Process	**Impose EC**	The system should have provision for RO/GIC to forward the case for imposing EC to respective GIC, with all supporting documents in prescribed format/datasheet.
		The system should have provision for GIC (at his level) to initiate cases for imposing EC.
		The system should have provision for GIC to process the case on group file.
		The system should have provision for GIC to forward the case to the EC Cell with details.
		The system should have a provision for setting time period for all cases.
	EC committee formation	The system should have a provision for creating EC committee
	ECC Process	The system should have a provision with each case a format of data sheet should mandatorily be enclosed and will forward it to ECC.
		The system should have a provision for EC calculator.
		ECC will consider details furnished in the data sheet and take a view on the tentative amount of EC.
		The system should have a provision for OBH. (OBH will be given to PP before chairperson prior to deciding the final amount of EC).
		The system should have a provision for issuing show cause notice for above mentioned.(It will be issued by EC Cell based on Air, Water Act etc.)
		The system should have a provision for issuing directions for imposing EC.(It will be issued by EC Cell based on Air, Water Act etc.)
		The system should have a provision for monitoring OBH Status.(After outcome of OBH, direction to impose EC will be issued).
	EC Payment	The system should have a provision for PP to deposit EC within a given time frame through RPP
	EC Follow-up	The system should have a provision for additional liability(If PP fails to deposit EC within a given time frame. Additional liability should be made).
		The system should have a provision for RO/GIC to follow up with the units who fails to deposit EC.
		The system should have a provision for RO/GIC to submit their follow up reports to EC cell.
	Post EC Process	The system should have a provision for EC Cell to recommend the names of defaulters (even after the additional time limit granted) to concerning GICs.
		The system should have a provision to monitor EC Status. (No new/renewal of CTO/CTE to the defaulters will be entertained until EC is deposited).
		The system should have a provision for GIC to check and monitor EC status. (Concerned GIC will ensure).
		The system should have a provision to recommend Legal Action if needed.
		The system should have a provision to check the deadline. (District Collector will be responsible to collect in case of failure of EC deposition till six months).

H) Bank Guarantee

Bank Guarantee process	**Impose BG**	The system should have a provision for RO to check and verify the compliances.
		The system should have a provision to issue Show cause notice. (It will be issued to the defaulting industry indicating the intention of issuing direction for closure). The system should have a provision to preview/draft the show cause notice. The system should have a provision for print show cause notice.
		The system should have a provision for Industries to check the notices.
		Industry will be asked to furnish time bound action plan for installation of pollution control if **a). Industry that fails to install necessary pollution control equipment so as to meet the prescribed standard.**
		Industry will be asked to upgrade the existing pollution control system. **b). Industry whose pollution control equipment are inadequate to meet the prescribed standard.**
	BG Action Plan	Industry will be asked to furnish Bank Guarantee of a stipulated amount for implementing the time bound action plan.
	BG Calculation	The system should have a provision to generate notice for BG and stipulated amount.
		The system should have a provision for BG calculator.
	BG Payment	A) If the industry fails to comply within the Timeframe, the amount of bank guarantee will be forfeited.
	BG refund	B) If the compliance is ensured in time the amount of Bank Guarantee will be released.
		C) The system should have a provision for RO to check and verify again.
		The system should have a provision to identify and generate list of expired bank guarantees

Non-Functional Requirements

(i) Architecture Requirements

S.No.	Requirements	Compliance
1	The System shall be envisioned, designed, developed, implemented, deployed and maintained to comply with the security, scalability, reliability, business continuity, flexibility, modularity and interoperability requirements	
2	The System shall be highly scalable and capable of delivering performance even when the number of concurrent users or the transaction volume increases	
3	The System shall be flexible for customization to accommodate any new requirements via change requests in the form of add-ons, patch upgrades etc.	
4	The System shall have real time data update across modules/ sub modules and shall be accessible to all users immediately	

(ii) Modularity

S.No.	Requirements	Compliance
1	The System shall initially be required to cover a range of business process modules and Functional requirements as detailed in RFP, but it shall also allow addition of more modules/ requirements or more users (internal or	

	external) in any module as and when required.	
2	The System proposed shall be able to integrate with Systems/ products/ applications based on Open standards platform like SOA	
3	Proposed System shall be built on open standards to facilitate cross-functionality with the e-Government Projects of other departments / business firms in future	
4	The System shall allow other department (CPE) , other stakeholders (Suppliers) modules/ functions to be included as and when required	
5	The System shall support routing to all internal & external systems.	
6	The System shall have comprehensive auditing capabilities to support any internal or external audits.	
7	The System shall provide configurable logging feature for supporting error handling.	
8	The System shall include feature of service registry for managing all services.	
9	The System shall support Business Activity Monitoring. One shall be able to do a real time analysis of the data flowing within the ESB. One shall be also able to monitor Key Performance Indicators.	
10	The System shall be able to interoperate and connect with applications deployed on platforms including, AIX, HP-UX, Sun Solaris, Windows, Linux etc.	
11	The System shall support a whole suite of adapters such as Data Handler for XML, Exchange, Lotus Domino, industry standard packaged solutions etc.	
12	The System shall support various messaging patterns e.g. synchronous, asynchronous, pub/sub, multicast, etc.	
13	Shall have visual model-driven development environment for rapid development	

(iii) Portability

S.No.	Requirements	Compliance
1	The System shall be independent of the core hardware infrastructure and accessories used	

(iv)Flexibility

S.No.	Requirements	Compliance
1	The System shall be adaptable to changing practices of RSPCB& in case need arise to customize to specific needs, it shall be possible to do the same in the form of add-ons and routines that can be plugged/unplugged from the base product as the situation arises	
2	The System shall be modular in approach, loosely coupled and allow for ease of change in business rules, flow-control and other such components without any impact on other applications	
3	The System shall provide a flexible data structure which can manage increase in data size commensurate with the growth of transactions	
4	The System shall provide support documents/reports/procedure guidelines and any other required formats in both English & Tamil	

(v) Interoperability

S.No.	Requirements	Compliance
1	The entire system/subsystem shall be interoperable, in order to support information flow and integration. Operating systems, database and storage technologies from several vendors must interact well with each other. These systems shall support the open architecture solutions such as XML, LDAP, SOAP, etc. where information/data can be ported to any system, whenever desired. Bidder shall ensure that the code does not build a dependency on any proprietary software, particularly, through the use of proprietary 'stored procedures' belonging to a specific database product.	

Other Non-Functional Requirements:

Performance Requirements

- The system shall be able to archive transactional database records to prevent long term speed concerns. The solution must also feature functionality for efficient retrieval of archived data.
- The system should support all processes properly so that all required MIS reports should generate on the fly.
- System shall be able to support multiple Users accessing the application and the response time should be within seconds.
- Application shall have the capability to complete all requests (e.g., store, retrieve, update / lagging of new data, etc.) without any data loss.

Software System attribute

Reliability

- Application shall support the re-validation of performance capabilities whenever an element(s) upgrade / enhancement is made, which may cause a change in performance.
- Application shall support operations and testing concurrently.
- The logon processes shall minimize the opportunities for unauthorized connections to Application.
- The logoff procedure shall clear any screen displays prior to terminating the application.

Availability

- Application shall run on a continuous basis.
- Functionality necessary for scheduling of application to certain days, dates or time of day, shall be provided.

Security

- Application shall prevent unauthorized users from accessing the system.
- Application shall provide access monitoring to compile and report security violations and attempted security violations.
- Application shall assure the authenticity of transaction and other relevant data.
- Password provided to registered users shall be valid only for a limited period of time, there after passwords shall be renewed by the users within the stipulated time period / re-set or prolonged by the administrator.
- The log generating software shall prohibit amendment of log details and disabling of the recording of events.

Maintainability

- The system shall have ability to customize user menus and screens based on user access authority.
- The system shall be able to archive transactional database records top prevent long term speed concerns. The solution must also feature functionality for efficient retrieval of archived data.
- The system shall maintain automatic logs which include process start and finish times.
- Files of logged events shall be protected from amendment or deletion.
- Application shall be designed to permit the easy insertion of new modules and new enhancements.

Portability

- The application shall have Browser portability i.e. it works on IE, Mozilla, Google chrome, Safari etc.
- Database server can be ported on any operating system.