



## Selection of Vendor for TOGAF Training & Certification

Document Reference Number:

PSeGS/TOGAF/Cert/2019/001

Dated: 06-Aug-2019

**Punjab State e-Governance Society  
Department of Governance Reforms,**

Government of Punjab

Plot No. D-241, Industrial Area, Phase 8-B, Mohali

e-mail – [dgr@punjab.gov.in](mailto:dgr@punjab.gov.in)

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**1. Document Control Sheet**

S. No.	Particulars	Details
1.	Document Reference Number	<i>PSeGS/TOGAF/Cert/2019/001</i>
2.	Start date of issue of TOR	6-Aug-2019
3.	Last date for sending written clarification through email on <a href="mailto:vinesh.gautam@punjab.gov.in">vinesh.gautam@punjab.gov.in</a>	12- Aug-2019 upto 5:00 PM
4.	Pre Bid Meeting at <b>13-Aug-2019 11:00 AM</b> in the conference hall, Department of Governance Reforms	Conference Room, Department of Governance Reforms, Plot No. D-241, Industrial Area, Phase 8B, Mohali.
5.	Response to the Queries along with Addendum ,if any, will be available on <a href="http://www.dgrpunjab.gov.in">www.dgrpunjab.gov.in</a> and <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>	20-Aug-2019
6.	Last date and time for submission of Proposals	22-Aug-2019 upto 05:00 PM
7.	Place for submission of Proposals	Online at <a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
8.	Date and time of opening of Pre-Qualification cum Technical Proposals	23-Aug-2019 at 11:00 AM
9.	Place of opening of Proposals	Conference Room, Department of Governance Reforms, Plot No. D-241, Industrial Area, Phase 8B, Mohali
10.	Presentations and Interviews	Will be communicated later
11.	Opening of Commercial Bids	Will be communicated later
12.	Declaration of Successful Bidder	Will be communicated later

13.	Contact Details	In case of any queries/clarifications, you may contact to under mentioned officers: a. Mr. Vinesh Gautam, GM (Tech), 09878424584, <a href="mailto:vinesh.gautam@punjab.gov.in">vinesh.gautam@punjab.gov.in</a>
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## 2. Background & Scope of Work

Government of Punjab is embarking its journey on Enterprise Architecture to enhance eGovernance maturity and to improve the effectiveness and efficiency of eGovernance project and service delivery. As part of this initiative, Punjab State eGovernance Society (PSeGS) on behalf of Govt. of Punjab is working on a plan to enhance the capability of its key staff through training programmes covering the following topics.

- Enterprise Architecture and TOGAF - through an Open Group Accredited course Covering Enterprise Architecture and TOGAF 9.2 certification readiness, and including vouchers for the TOGAF 9.2 part 1 and part 2 exams.  
The course must cover:
  - the basic concepts of enterprise architecture and TOGAF@9.2
  - The features of TOGAF 9.2 and its methodology.
  - How to take the best advantage of TOGAF 9.2 in Govt. projects.
  - The necessary knowledge sessions to pass The Open Group exams and achieve TOGAF certification.
- ArchiMate - Use of the ArchiMate notation and documentation, including a basic understanding of tool support and its features.

### Course Essentials

- A practical approach to Enterprise Architecture in the government context, including how to approach the EA journey and take advantage of the IndEA Reference Architecture
- Courses should cover IndEA as an example of a public sector specific reference architecture
- Government of Punjab oriented case study material is strongly preferred.
- Group exercises involving examples from candidate's day jobs is mandatory

### Training details

PSeGS invite quotes from experienced Accredited TOGAF 9.2 Training course providers to conduct a 5 day training program for 2 – 4 people from each of 45 Departments, organized into groups of 10 – 20 attendees. It is envisaged that a total of 120 to 150 people will be certified in TOGAF 9.2 Level 1 and Level 2. Training is to take place in Chandigarh/ Mohali or any place as decided by PSeGS, India.

In addition to above, One day training session should be organised to provide an overview of TOGAF 9.2 to Administrative Secretaries and Senior Officials of Government of Punjab.

### Key Points:

1. Venue, Lunch/ Snacks / Laptop/Projectors/Desktops including connectivity will be arranged by Government of Punjab.
2. Selected bidder has to take care of all expenses including but not limited to travelling, boarding, lodging, printing, course material etc.
3. Government of Punjab will not have any liability except arrangements as mentioned in point one of this section and rate per person quoted by the selected bidder.
4. The quotes provided by bidder should be based on per candidate, which includes training and certification cost for TOGAF 9.2 level 1 and level 2 & Archimate Training.
5. The trainer should be proficient in delivering training in Hindi and English.
6. The certification exam must be conducted at our premises where training will be delivered.
7. The first batch will be of minimum 15 to 20 candidates.
8. Further batches will be arranged based on experience of first batch.

## 3. Instructions to Bidders for E-Tendering

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Registration of bidders on E-tendering Portal: All the Bidders intending to participate in the tenders processed online, are required to get registered on the Electronic Tendering System on the Portal of Punjab: <https://eproc.punjab.gov.in>

**Key Dates:**

Qualified TOGAF 9.2 training organisations are invited to submit their proposals by e-Tendering Portal as mentioned in Document Control Sheet not later than 5:00 pm (IST) on 21-Aug-2019 in the following format.

- Pre-Qualification cum Technical Proposal
- Financial Proposal

All quotes in response to this invitation to bid must be in the format provided on the e-Tendering portal.

**4. PROPOSAL EVALUATION****1. Pre-Qualification Criteria:**

At the time of submission of bid response, the bidder should be able to demonstrate organisational, financial, experience criteria as specified below

**Please Note:** There are the minimum requirements for a bidder to be evaluated for this RFP. Any bids not meeting the pre-qualification criteria shall be rejected. Bid without adequate EMD will be liable for rejection without providing any opportunity to the bidder concerned.

Sl. No	Basic Requirement	Criteria	Document/Information to be provided in the submitted response
PQ 1	Tender Fee	The bidder must pay Tender Fee of Rs. 5000 (Five Thousand) and Processing fee online on e-tender portal.	Copy of Receipt
PQ 2	EMD	The bidder must pay EMD of Rs. 1,00,000 (One Lakh) on e-tender portal.	Copy of Receipt
PQ 3	Organization Details	The bidder should provide company profile including: Organization Name and Profile Address and Offices in India and Abroad Training Courses offered Number of Trainers and Trainers in TOGAF 9.2	Company Profile
PQ 4	Legal Entity	The bidder should be incorporated in India under the Companies Act, 1956/2013 or Partnership firm registered under Limited Liability Partnerships Act, 2008) or Partnership firm registered under Indian Partnership Act, 1932	Copy of Registration Certificate/ Partnership Deed
PQ 5	Training Effectiveness	On an average, the bidder must have trained and certified minimum 100 candidates (Including Abroad) in last three financial years ending March 2019.	Self-Declaration signed by Authorized Signatory
PQ 6	Certification Effectiveness	On an average, the bidder must have pass percentage of minimum 80% in last three financial years ending March 2019.	Self-Declaration signed by Authorized Signatory
PQ 7	Blacklisting	The Bidder shall not be under a declaration of ineligibility / banned / blacklisted/ fraud by any State or Central Government / any other Government agency in India or abroad for any reason as on last date of submission of the Proposal.	Self-Declaration signed by Authorized Signatory
PQ 8	Accreditation	The bidder must have valid accreditation of TOGAF 9.2 from Open Group	Copy of TOGAF 9.2 accreditation certificate from Open Group

PQ 9	GSTN	The bidder should have valid GSTN registered in India.	Copy of GST Certificate.
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## 2. Technical Qualification:

The technical proposal of those bidders, who qualify in the evaluation of the prequalification proposal, shall be considered.

The technical bid will be examined by the evaluation committee on the basis of the responsiveness to the scope of work, past experience, and profile of the people in the firm. The broad evaluation criteria and point system applied as specified below:

S. No.	Basic Requirement	Criteria	Documents	Maximum Marks
TQ 1		The bidder should have experience in TOGAF training and certification on the date of Bidding  2 Years – 5 marks 4 Years – 8 marks 5 Years – 10 marks	Work Order/ Invoice/ CA Certificate	15 Marks
TQ 2	Bidder Experience	The bidder should have Experience in TOGAF training with Government Organization or Large Indian Registered companies  2 Projects – 12 marks 3 Projects – 15 marks 4 or more Projects – 20 marks	Work Order/ Invoice/ CA Certificate	15 Marks
TQ 3	Resource Profile/ Experience	Trainer must be TOGAF 9.2 certified and minimum experience of 3 years in Training and Certification. - 3 Marks  Experience in Relevant Trainings and Certification -7 Marks <ul style="list-style-type: none"> <li>• Experience 4 to 5 years – 3 Marks</li> <li>• 5 to 7 years – 5 marks</li> <li>• More than 7 years – 7 marks</li> </ul>	Proposed Resource CV / TOGAF 9.2 Certification/ Experience Letters/ Self Declaration signed by Authorized Signatory	40 Marks
TQ 4	Approach & Methodology	The trainer proposed should have to make presentation in front of selection committee. Selection committee may ask any relevant question to the Trainer. The presentation should cover the below: Approach and Methodology in delivering training including:  1. Approach to Enterprise Architecture in the government context.- 15 Marks	Copy of Presentation	30 Marks

		2. IndEA as an example of a public sector specific reference architecture. (15 marks) 3. Government of Punjab oriented case study. (20 marks)		
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Note: The bidders must score 70% marks in the above criteria defined in TQ Failing which the bidder will be rejected and financials will not be opened.

### 3. Financial Format

Description	Cost per Candidate (in INR)
Certification of TOGAF Level 1 + Level 2 *includes 1. Training 5 days 2. Exam Voucher for TOGAF Cert (Level 1 and Level 2) 3. One day refresh course and One time Re-Exam Voucher (if any) in case of candidate failure in exam. 4. One day training to Admin Secretaries/ Executive Officers w/o Certification	

\*Note:

1. If the passing ratio of batch is more than or equal to 80%, payment of whole batch will be released whereas if the batch passing ratio is less than 80%, payment of only passed candidates in the batch will be released to the selected bidder.
2. Anyhow, Re-Exam voucher has to be issued to the failing candidates (TOGAF L1 and L2).
3. The trainer proposed should deliver all batches of training. Replacement will only be accepted in case the trainer has resigned from the bidder.

PSeGS will refund EMD for all unsuccessful bidders upon signing of contract with successful bidder. EMD of the successful bidder will be refunded after 60 days of completion of training of all batches.

### 4. Final Evaluation

- a) For the purpose of evaluation of Financial Proposal, Financial Proposal format provided in this ToR shall be considered.
- b) The financial evaluation of the Financial Proposal will be done by determining whether the Financial Proposals are complete and unconditional.
- c) The price quoted in the Financial Proposal shall be treated as final. (and such price shall not be adjusted based on actuals)
- d) Omissions, if any, in costing any item shall not entitle the Bidder to be compensated and the liability to fulfill its obligations as per the scope of work stipulated in the Contract within the total quoted price shall be that of the Bidder.
- e) No pre-tender or post-tender tender negotiation with any Bidder including successful Bidder shall be allowed.
- f) The lowest bid shall be declared as most responsive Bidder (L1) and shall be called for execution of the Contract.
- g) In case of a tie of L1, the Bidder having the highest Technical Score (T) among such Bidders will be considered as L1. Herein T would be considered upto 2 decimal places.



**5. Award of Contract**

- a) The lowest bid shall be declared as most responsive Bidder (L1) and shall be awarded work.

**6. Annexures & Form**

**Annexure-I: Format for submission of Queries**

<b>S.No</b>	<b>Volume/Clause</b>	<b>Section No</b>	<b>Page No</b>	<b>Content of RFP requiring Clarification(s)/ Section Heading</b>	<b>Points of Clarification</b>

\*Note: Add rows if required

**Annexure-II: Pre-Qualification Checklist**

Sl. No	Basic Requirement	Criteria	Whether Met	Document/Information to be provided in the submitted response
PQ 1	Tender Fee	The bidder must pay Tender Fee of Rs. 5000 (Five Thousand) and Processing fee online on e-tender portal.	Yes/No	Copy of Receipt
PQ 2	EMD	The bidder must pay EMD of Rs. 1,00,000 (One Lakh) on e-tender portal.	Yes/No	Copy of Receipt
PQ 3	Organization Details	The bidder should provide company profile including: Organization Name and Profile Address and Offices in India and Abroad Training Courses offered Number of Trainers and Trainers in TOGAF 9.2	Yes/No	Company Profile
PQ 4	Legal Entity	The bidder should be incorporated in India under the Companies Act, 1956/2013 or Partnership firm registered under Limited Liability Partnerships Act, 2008) or Partnership firm registered under Indian Partnership Act, 1932	Yes/No	Copy of Registration Certificate/ Partnership Deed
PQ 5	Training Effectiveness	On an average, the bidder must have trained and certified minimum 100 candidates (Including Abroad) in last three financial years ending March 2019.	Yes/No	Self-Declaration signed by Authorized Signatory
PQ 6	Certification Effectiveness	On an average, the bidder must have pass percentage of minimum 80% in last three financial years ending March 2019.	Yes/No	Self-Declaration signed by Authorized Signatory
PQ 7	Blacklisting	The Bidder shall not be under a declaration of ineligibility / banned / blacklisted/ fraud by any State or Central Government / any other Government agency in India or abroad for any reason as on last date of submission of the Proposal.	Yes/No	Self-Declaration signed by Authorized Signatory
PQ 8	Accreditation	The bidder must have valid accreditation of TOGAF 9.2 from Open Group	Yes/No	Copy of TOGAF 9.2 accreditation certificate from Open Group
PQ 9	GSTN	The bidder should have valid GSTN registered in India.	Yes/No	Copy of GST Certificate.

**Annexure-III: Technical-Qualification Checklist**

S. No.	Basic Requirement	Criteria	Documents	Maximum Marks
TQ 1		The bidder should have experience in TOGAF training and certification on the date of Bidding  2 Years – 5 marks 4 Years – 8 marks 5 Years – 10 marks	Work Order/ Invoice/ CA Certificate	15 Marks
TQ 2	Bidder Experience	The bidder should have Experience in TOGAF training with Government Organization or Large Indian Registered companies  2 Projects – 12 marks 3 Projects – 15 marks 4 or more Projects – 20 marks	Work Order/ Invoice/ CA Certificate	15 Marks
TQ 3	Resource Profile/ Experience	Trainer must be TOGAF 9.2 certified and minimum experience of 3 years in Training and Certification. - 3 Marks  Experience in Relevant Trainings and Certification -7 Marks <ul style="list-style-type: none"> <li>• Experience 4 to 5 years – 3 Marks</li> <li>• 5 to 7 years – 5 marks</li> <li>• More than 7 years – 7 marks</li> </ul>	Proposed Resource CV / TOGAF 9.2 Certification/ Experience Letters/ Self Declaration signed by Authorized Signatory	40 Marks
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**Annexure-IV: Financial Format**

Description	Cost per Candidate (in INR)
Certification of TOGAF Level 1 + Level 2 *includes 1. Training 5 days 2. Exam Voucher for TOGAF Cert (Level 1 and Level 2) 3. One day refresh course and One time Re-Exam Voucher (if any) in case of candidate failure in exam. 4. One day training to Admin Secretaries/ Executive Officers w/o Certification	