



No. Admn/265/2SIT/ 17493

From:

Additional Chief Secretary to Government Haryana
Department of IT, Electronics & Communication, Haryana

To:

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Department in Haryana.
3. All the Divisional Commissioners in Haryana.
4. Managing Directors/ Chief Administrators/ Chief Executive Officer of all the Boards, Corporations etc. in Haryana.
5. All the Deputy Commissioners in Haryana.
6. Registrars of all the Universities in Haryana.
7. State Informatics Officer, Haryana State Unit, Chandigarh

Chandigarh dated, the 15.06.2022

Subject: Empanelment of Companies/Agencies for providing consultancy services to Govt. Departments/Organizations.

Sir/Madam,

I am directed to address you on the subject cited above and to inform that in order to facilitate the engagement of qualified resources by various Govt. Departments/Organizations, HARTRON has empanelled the following Consulting Agencies for providing Consultancy Services on man-month rate basis for a period of two years from the date of issue of this letter, by adopting due procedure of the Government/Corporation:

Sr.No	Name of the empanelled Agency.	Address
1	KPMG Advisory Services Pvt. Ltd, Chandigarh	Unit No.A 505, 5 th Floor, Elante Offices, Plot No.178-178A, Industrial Area, Phase I, Chandigarh.
2	Ernst& Young LLP, New Delhi.	6 th Floor, Wing A&B, World Mark-1, Aerocity, IGI Airport, Opp. Holiday Inn, New Delhi 110037
3.	Grant Thornton Bharat LLP, Gurgaon	21 st Floor, DLF Square, Jacaranda Marg, DLF Phase II, Gurugram - 122002
4.	Primus Partners Private Limited, Jaipur.	86/SP, 63, Behind Yes Bank, Partap Nagar, Jaipur, Rajasthan 302033.
5.	Mazars Advisory LLP, New	Flat Nos.106 & 107, 1 st Floor,



	Delhi.	Mercantile House, 15, Kasturba Gandhi Marg, New Delhi 110001.
6.	BDO India LLP, Mumbai.	The Ruby- Level 9, NW Wing, Senapati Bapat Marg, Dadar, West Mumbai 400028
7.	Deloitte Touche Tohmatsu India LLP, Mumbai.	One International Center (formerly India Bulls Finance Centre), Tower 3, 27 th - 33 rd Floor, Senapati Bapat Marg, Elphin Store Road (W) Mumbai 400013

2. The category of resources, their qualifications, experiences and monthly rates are given hereunder:-

Qualification & Experience:

#	Resource Category	Prescribed Qualification	Minimum period of relevant experience
(1)	(2)	(3)	(4)
1	Managing Consultant \geq 15 Years	BE/B-Tech/ Post Graduate with 50% marks AND/OR MBA.	15 Years
2	Principal Consultant \geq 10 Years	BE/B-Tech/ Post Graduate with 55% marks AND/OR MBA.	10 Years
3	Senior Consultant \geq 6 Years	BE/B-Tech/ Post Graduate with 60% marks AND/OR MBA.	6 Years
4	Consultant \geq 3 Years	BE/B-Tech/ Post Graduate with 60% marks AND/OR MBA.	3 Years

Any departments or Govt. Organisation may engage Consultants of the categories in view of the requirements of the project (s) of their Department or Govt. organisation.

Monthly Rates:-

#	Resource Category with Experience	Managing Consultant	Principal Consultant	Senior Consultant	Consultant
1	Upper Limit of Man-Month Rate(INR)W/oGST	3,50,000	3,00,000	2,75,000	2,35,000



3. SCOPE OF SERVICES IN RELATION TO AN ENGAGEMENT

The broad scope of services to be provided by the empanelled Companies/ agencies are given below. Services includes Project Conceptualization, DPR & RFP Preparation, Bid process management, Project/Program Monitoring, Third Party Audits and other support services.

A. Planning and Design Stages

- a) Preparation of Detailed Project Reports (DPR)
- b) Project Conceptualization
- c) Process Improvements and Re-engineering
- d) Requirements Management
- e) Enterprise Architecture
- f) Project Strategy and Service Level (SLA) Design
- g) Project Cost Estimation and Structuring
- h) Preparation of RFPs and tender documents
- i) Bid Process Management
- j) Contracting and Legal Frameworks
- k) Development of Proof-of-concept
- l) Feasibility analysis studies

B. Technology Services

- a) Technologies, Platforms, Framework expertise
- b) Software Engineering Services
- c) Security Design, Management and Operations
- d) IT Management and Operations
- e) Data and Database Management
- f) COTS (Commercial Off The Shelf)/Enterprise applications

C. Implementation and Management Phases Services

- a) Program and Project Management
- b) Capacity development including setting up of Project Management Units / PeMT
- c) Program/Project monitoring, including PMU, coordination, etc.
- d) SLA monitoring and performance evaluation
- e) Training and Change Management
- f) Transition Management
- g) Project Evaluation and Appraisal
- h) Independent Audit and Certification
- i) Quality assurance planning and implementation
- j) Technical Documentation and Promotional Materials
- k) Specific Implementation Support Tasks
- l) Other Technology Management Requirements



- m) Any domain (industry type) specific specialist service

The Indenting Departments/ organizations are free to obtain any or all the services as per their requirement by inviting bids from the empanelled Companies/ Agencies.

4. PROCESS OF AWARD OF WORK

At the time of resource requirement, indenting Department or Govt. Organization under intimation to HARTRON will issue their scope of work to the empanelled companies/ agencies. Empanelled companies/ agencies will be required to submit their proposals for deployment of the required number of resources with respect to scope of work, along with sealed man-month rates for each category of resource, subject to upper limit defined in this letter without any increase during the contract period. Further, the indenting Department or Govt. Organization may select the suitable manpower as per requirement of the project (s). Man-month rates per resource category so received from the selected bidder will be opened and negotiated by the indenting Department or Govt. Organization before finalizing the agency to ensure that the indenting Department or Govt. Organization is able to negotiate the rates according to the quality of the individual recommended by the selected agencies.

5. GENERAL

- i. No out-of-pocket expenses shall be provided to the empanelled Companies/ Agencies. Each Consultant shall be provided the facility of Laptop/ Computer, mobile internet connectivity and mobile phone by the concerned Company. The expenses on this account shall be borne by the said Company. However, expenses on tours for official purposes will be borne by the Department or Govt. Organization concerned as per Govt. procedures equivalent to that post.
- ii. All taxes, as applicable from time to time, shall be borne by the indenting Department or Govt. organization.

6. ENVISIONING

The Department or Govt. Organizations shall work out the tentative requirement for engaging resources from empanelled agencies to execute the scope of work in the form of Terms of Reference (ToR) detailed below, under intimation to HARTRON:



- **Detailed Scope of Work** - Shall include the objective of the assignment and an exhaustive list of activities expected to be carried out by the agency.
 - **Deliverables/ Outcomes Expected** - A list of deliverables expected from the agency executing the scope of work including the expected timelines for completion of each deliverable.
 - **Duration of the Project** - Estimated duration of the assignment.
 - **Resource Requirements** - The category of resources required and their respective deployment period.
7. **PROCESS OF AWARD OF WORK BY THE DEPARTMENT OR GOVT. ORGANISATION.**

The work will be awarded as per process defined below:

- **Approval of TOR:**
Department or Govt. Organization will finalize the proposal/ ToR in the internal Committee headed by their Administrative Secretary. Such Committee shall also consist of technical experts fully conversant to assess the Company/ agency proposals.
- **Approval from Competent Authority:**
As the upper limit fixed of man-month rates have been finalized by HPPC, accordingly, the Departments or Govt. Organizations concerned are exempted from bringing the case (after evaluation of the proposal) to the committees referred by PS, Industries & Commerce Department vide Letter No.2/2/2016-4I-BII(1) dated 13.08.2021 for appointment of consultants up to Rs.3.00 Crores annually. Final approval for selection of the company/ resources shall be taken from their Administrative Secretary concerned. In case the annual requirement exceeds Rs.3.00 Crores, then a separate fresh tender may be issued by the indenting Department or Government Organization and placed before the Special High-Powered Committee (SHPC) for approval.
- **Award of Work:**
Upon approval by the competent authority (as described above), Department or Govt. Organization shall award the work to the selected company(s) whose manpower/team have been selected under intimation to HARTRON.



8. **HARTRON CHARGES:**

HARTRON will charge @ 2% + GST of the total project value as service charges from the Department or Govt. Organization. The Department or Govt. Organization will make payment to HARTRON within one month from the award of work/receipt of bill from HARTRON.

Special Secretary, IT
for Additional Chief Secretary to Government Haryana,
Department of IT, Electronics and Communication, Haryana.