Ref: F4.15 (07)/RISL/Tech/2024/ 132 Date: 23/04/2025

## Administrative Order

### Introduction

The Department of Information Technology and Communication (DoIT&C) and RajComp Info Services Limited (RISL) are the nodal agencies for implementation of various IT Projects in the state. In order to manage various IT projects and initiatives, it has been decided to seek the services of reputed IT agencies/Firms/Organizations having relevant experience to work with departments for effective implementation of various projects. Accordingly, an RFP was floated through RISL and Bids were invited from reputed agencies for their empanelment for a period of two years. The rates have been finalized by RISL and the process of selection of IT manpower from the empaneled agencies /firms/organization was under active consideration and accordingly RISL has decided to issue the administrative order for the same.

1. On the basis of technical and financial evaluation, purchase committee of RISL has empaneled firms/companies for a period of two years i.e. from 6th Mar 2025 to 5th Mar 2027 to provide IT Manpower Services for e-governance activities in Rajasthan. Any department of Government of Rajasthan or allied offices under it (Corporations/board/Societies/in-dependent bodies) etc. can avail the IT Manpower Services from the empaneled firms through RISL by the due procedure.
2. The list of empaneled firms, rates for different categories of IT manpower and types of IT profiles and educationas qualification are provided in Annexure-I.
3. The man month rates of the resources under the categories of Tier-1 will come into effect from 6th Mar 2025 and will remain effective till 5th Mar 2027. The rates are exclusive of OPE (out of Pocket Allowance). The RISL will also levy a service charge from the client departments.
4. The resources will work from the office of the client department/Project they are deployed with. Indicative Scope of work is defined in Annexure-VI.
5. Department must ensure proper working environment for the resources and preferably ensure seating near the officials with whom they have to frequently interact with.
6. RISL is solely acting as a Pure Agent for manpower services and does not hold or intend to hold any title to the manpower services being procured. All manpower services must be engaged in the name of Client Department, with invoices issued accordingly. RISL will facilitate payments on behalf of the concerned department.

## Procedure for Awarding Work in Time & Material (T&M) Mode:

1. **Selection of Agency and Resources**

The Selection of Agency under T&M Mode can be made by two different methods viz.:

I. **Concerned Project Officer-in-Charge/Nodal officer of department does not specify an agency:**

If the concerned Officer-in-charge OIC/Nodal officer of department is seeking manpower services from RISL, then a duly approved proposal from competent authority shall be submitted to RISL. The proposal shall include:

Project Assignment Request Form (PARF) along with:

- Terms of Reference
- Project Timeframe
- Required team size
- Budget availability

Manpower cell, RISL shall share the details provided (Terms of Reference, team size requirement & project timeframe) with empanelled firms and invite them for presentations within seven working days.

For urgent requirements, presentations may be scheduled early at discretion of RISL.

Based on the result of presentations, the concerned Project Officer-in-charge (OIC)/Nodal officer of department will recommend the agency and resources details in Project Execution Form alongwith advance payment to Manpower Cell, RISL for getting the work order placed to the selected firm.

II. **Concerned Project Officer-in-Charge /Nodal officer of department specifies an agency and resources:**

If the Concerned Project Officer-in-Charge (OIC)/ Nodal Officer explicitly requests in writing the engagement of a particular agency and specific resources approved by the competent authority. In such cases:

The Concerned Project Officer-in-Charge (OIC)/ Nodal Officer will recommend the agency and resources details (Project Assignment Request Form (PARF) and Project Execution Form (PEF)) along with Advance Payment to Manpower Cell, RISL

RISL will not share the Terms of Reference (TOR) with empanelled firms for presentation.

2. **Issuance of Work Order**

The Manpower Cell will issue the Work Order only upon receiving advance payment, as recommended by the concerned Project Officer-in-Charge (OIC) or Nodal Officer. If the Work Order needs to be issued without funds or advance payment, approval must be obtained from the Managing Director (MD), RISL.

Note:

- Project Requirement and Further Recommendations Will be shared as per Project Assignment Request Form (PARF) and Project Execution Form (PEF).
- In case of DoIT&C and RISL, Project proposal should be approved by PC-III.
- Subsequently Change of resource is defined in Annexure-II and III.
- Payment Process is define in Annexure-V.
- SLA will applicable as per Annexure-VII.
- Each resource deployed on the project shall be entitled for leaves as per RFP.
- The attendance of deployed resources must be recorded exclusively through the Attendance Management System (Raj-AMS). No physical registers or manual records will be considered for verification or payment purposes.
- In case of exigencies and non-availability of resource; Term lease agreement may be allowed on case to case basis and in interest of project.
- TLA can only be executed only with prior approval of Managing Director, RISL.

**Procedure for Awarding Work in Fixed Price Project (FPP) Mode:**

**1. Approval from Competent Authority**

- The Client Department/Concerned Officer-in-Charge (OIC) obtains approval from competent authority (HoD in case of Client Department and PC-II/PC-III in case of RISL / DoIT&C) for the Fixed Price Project (FPP), including:
  - Scope of Work (along with Deliverable)
  - Project Timeframe
  - Required Manpower Category
  - Payment Milestone
  - Budget
  - SLA, if required

**2. Proposal Submission to RISL**

- The Client Department submits the project proposal to MD, RISL for acceptance and execution.

### 3. Project proposal publication on e-Proc portal

- Upon Acceptance/Approval, the Manpower Cell shall publish the project proposal along with the Bill of Quantities (BoQ) to empanelled vendors via the e-Proc Portal.
- The BoQ specifies the required manpower categories as defined by the Project OIC/Nodal Officer.
- Empanelled vendors input the number of required personnel and their respective duration in months.
- The total project cost is calculated based on the man-month effort and the pre-approved Man Month Rates (MMR) accepted by empanelled vendors.

### 4. Query Session (If required in project proposal)

- If required, a query session is conducted between the Concerned Project OIC/Nodal Officer and empaneled vendors to address queries.
- Necessary clarifications are issued following the session.

### 5. Proposal Submission by Firm

- Empanelled vendors submit their financial proposals only on e-Proc Portal.

### 6. Evaluation of Proposals

- The committee for evaluation of proposal would consist of the following:
    1. Group Head and concerned Project OIC/ Nodal Officer of the department
    2. Project-OIC, Manpower Cell
    3. Nominee of Director (F), RISL
- The Evaluation Committee evaluates the proposals based L1 (Lowest Cost Method) and submit the proposal to PC-II/PC-III for approval.

### 7. Work Order Issuance

- After recommendation of PC-II/PC-III and upon receiving the necessary advance payment (including RISL service charges), RISL issues the work order to the selected vendor.

### 8. Project Execution

- The vendor executes the project as per the project proposal.

### 9. Milestone-Based Payments

- Payments are released based on agreed milestones defined in the project proposal on the receipt of milestone completion certificate from concerned OIC.

**Responsibilities of the Manpower Cell:**

1. Record Keeping: Maintain proper records of the Project Assignment Request Form (PARF) and Project Execution Form (PEF) along with all related documents. The Manpower Cell is solely responsible for record-keeping.
2. Work Order Management: Issue and manage work orders for the selected firm/agency.
3. Payment Processing: Process payments as per the Request for Proposal (RFP) and Service Level Agreement (SLA) based on the recommendations of the Concerned project Officer-in-Charge (OIC)/ Nodal Officer.
4. Scheduling of Presentations: Schedule Presentation of Agencies as per requirement.

**Responsibilities of the Group Head (GH) / OIC / Nodal Officer of concerned project:**

1. Submit the Project Assignment Request Form (PARF) and Terms of Reference (ToR) to the Manpower Cell.
2. Take presentations of empaneled agencies for selecting resources.
3. Submit the Project Execution Form (PEF) to the Manpower Cell based on the selection.
4. Ensure the availability of funds for the project.
5. Provide approval for manpower hiring proposals from the competent authority.
6. Seek approval from Managing Director (MD), RISL to place an order in case of budget unavailability.
7. Ensure all required documents of resources are collected from the selected agency.
8. Verifying that all required documents are complete, accurate and compliant with the RFP and AO before recommending the issuance of a work order.

**Responsibility of the Agency:**

1. Selected Firm/Agency is required deploying the resource after necessary verification of eligibility/experience defines in RFP.
2. Empanelled agencies should propose/deploy best of available resource as per the suitability of the project.
3. Deployed resource should submit necessary deliverables on timely basis.
4. The resource deployed must use the applicable policies of the Department of Information Technology and Communication.
5. Fulfill all responsibilities as specified in the RFP.

In case of any difference arising between the terms and conditions (If at all) the RFP shall prevail.

This administrative order is applicable only for IT& e-Governance projects

(Archana Singh)
Managing Director, RISL

Copy for information to:

1. Chief Secretary, Government of Rajasthan
2. ALL ACS/PSs/Secretaries, Government of Rajasthan
3. Commissioner, Information Technology & Communications
4. All District Collectors
5. All Corporations
6. All empaneled agencies
7. Guard File

(Anil Singh)
Director Technical, RISL

**Annexure-I**

1. The list of empaneled agencies/firms for providing services of the resources from Tier-I & Tier-II empanelment are as follows:

**I. Tier-I:**

i. M/s Uneecops Technologies Limited
ii. M/s Data Ingenious Global Ltd.
iii. M/s Idea Infinity IT Solutions Pvt Ltd
iv. M/s Coforge Limited
v. M/s Dev Information Technology Limited
vi. M/s CSM Technologies Pvt. Ltd.
vii. M/s Choice Consultancy Services Private Limited

**II. Tier-II:**

i. M/s E-connect Solutions Pvt. Ltd.
ii. M/s Data Ingenious Global Ltd.
iii. M/s Uneecops Technologies Limited
iv. M/s NetProphets Cyberworks Pvt. Ltd.
v. M/s Idea Infinity IT Solutions Pvt Ltd
vi. M/s Choice Consultancy Services Private Limited
vii. M/s Urmila International Services Private Limited

2. The rates for the different categories of resources of the above empaneled firms/agencies are as follows

**I. Tier-I:**

| # | Profile | Experience | Qualification | MMR Excl. GST | MMR Incl. GST |
|---|---|---|---|---|---|
| **A** | **Development & Testing** | | | | |
| 1 | Developer (Scripting Language) | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,03,773.00 | ₹1,22,452.14 |
| 2 | Senior Developer (Scripting Language) | 6 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,28,000.00 | ₹1,51,040.00 |
| 3 | Developer (Application Framework) | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,05,000.00 | ₹1,23,900.00 |
| 4 | Senior Developer (Application Framework) | 8 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,30,000.00 | ₹1,53,400.00 |

| # | Profile | Experience | Qualification | MMR Excl. GST | MMR Incl. GST |
|---|---|---|---|---|---|
| 5 | Functional Tester | 2 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹65,000.00 | ₹76,700.00 |
| 6 | Application Tester | 5 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹85,000.00 | ₹1,00,300.00 |
| 7 | Full Stack Developer | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,25,000.00 | ₹1,47,500.00 |
| 8 | ESB Developer | 5 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,30,000.00 | ₹1,53,400.00 |
| 9 | Block Chain Developer | 2 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹84,000.00 | ₹99,120.00 |
| 10 | Mobile Application Developer | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹94,500.00 | ₹1,11,510.00 |
| 11 | Rapid Application Developer | 2 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹78,000.00 | ₹92,040.00 |
| 12 | UI UX Designer | 2 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹69,182.00 | ₹81,634.76 |
| **B** | **Others** | | | | |
| 13 | Support Engineer | 2 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹55,000.00 | ₹64,900.00 |
| 14 | Junior Domain Expert | 2 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹65,000.00 | ₹76,700.00 |
| 15 | Domain Expert | 5 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹85,000.00 | ₹1,00,300.00 |
| 16 | Sr. Domain Expert | 8 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,25,000.00 | ₹1,47,500.00 |
| **C** | **Database, Networking & Security** | | | | |
| 17 | Database Expert | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹90,000.00 | ₹1,06,200.00 |
| 18 | Sr. Database Expert | 6 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,50,000.00 | ₹1,77,000.00 |

| # | Profile | Experience | Qualification | MMR Excl. GST | MMR Incl. GST |
|---|---|---|---|---|---|
| 19 | IT Security Expert | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹72,500.00 | ₹85,550.00 |
| 20 | Sr. IT Security Expert | 6 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,40,000.00 | ₹1,65,200.00 |
| 21 | Network Specialist | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹65,000.00 | ₹76,700.00 |
| 22 | Sr. Network Specialist | 6 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,40,000.00 | ₹1,65,200.00 |
| 23 | System Specialist | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹65,000.00 | ₹76,700.00 |
| 24 | Sr. System Specialist | 6 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,15,000.00 | ₹1,35,700.00 |
| 25 | Certified Ethical Hacker | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,15,000.00 | ₹1,35,700.00 |
| **D** | **Technical /Data Architect and Emerging Technology** | | | | |
| 26 | Technical / Solution Architect | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,25,000.00 | ₹1,47,500.00 |
| 27 | Sr. Technical/ Solution Architect | 8 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹2,00,000.00 | ₹2,36,000.00 |
| 28 | Oracle Golden Gate Engineer | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,25,000.00 | ₹1,47,500.00 |
| 29 | Data Analyst | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,00,000.00 | ₹1,18,000.00 |
| 30 | ETL/Analytics Expert | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,05,000.00 | ₹1,23,900.00 |

| # | Profile | Experience | Qualification | MMR Excl. GST | MMR Incl. GST |
|---|---|---|---|---|---|
| 31 | Identity & Access Management Architect | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,15,000.00 | ₹1,35,700.00 |
| 32 | AI & ML Developer | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,12,500.00 | ₹1,32,750.00 |
| 33 | Cloud Architect | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹95,000.00 | ₹1,12,100.00 |
| 34 | Native Hardware Architect | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,00,000.00 | ₹1,18,000.00 |
| **E** | **Project & Quality Management** | | | | |
| 35 | Project Manager (Technical) | 6 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,50,000.00 | ₹1,77,000.00 |
| 36 | Sr. Project Manager (Technical) | 8 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,80,000.00 | ₹2,12,400.00 |
| 37 | Quality Manager (Technical) | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹70,000.00 | ₹82,600.00 |
| 38 | Sr. Quality Manager (Technical) | 6 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,40,000.00 | ₹1,65,200.00 |
| 39 | Business Analyst | 4 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,10,000.00 | ₹1,29,800.00 |
| 40 | Content Management / Document Writer | 3 Years | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹62,000.00 | ₹73,160.00 |

## II.Tier-II

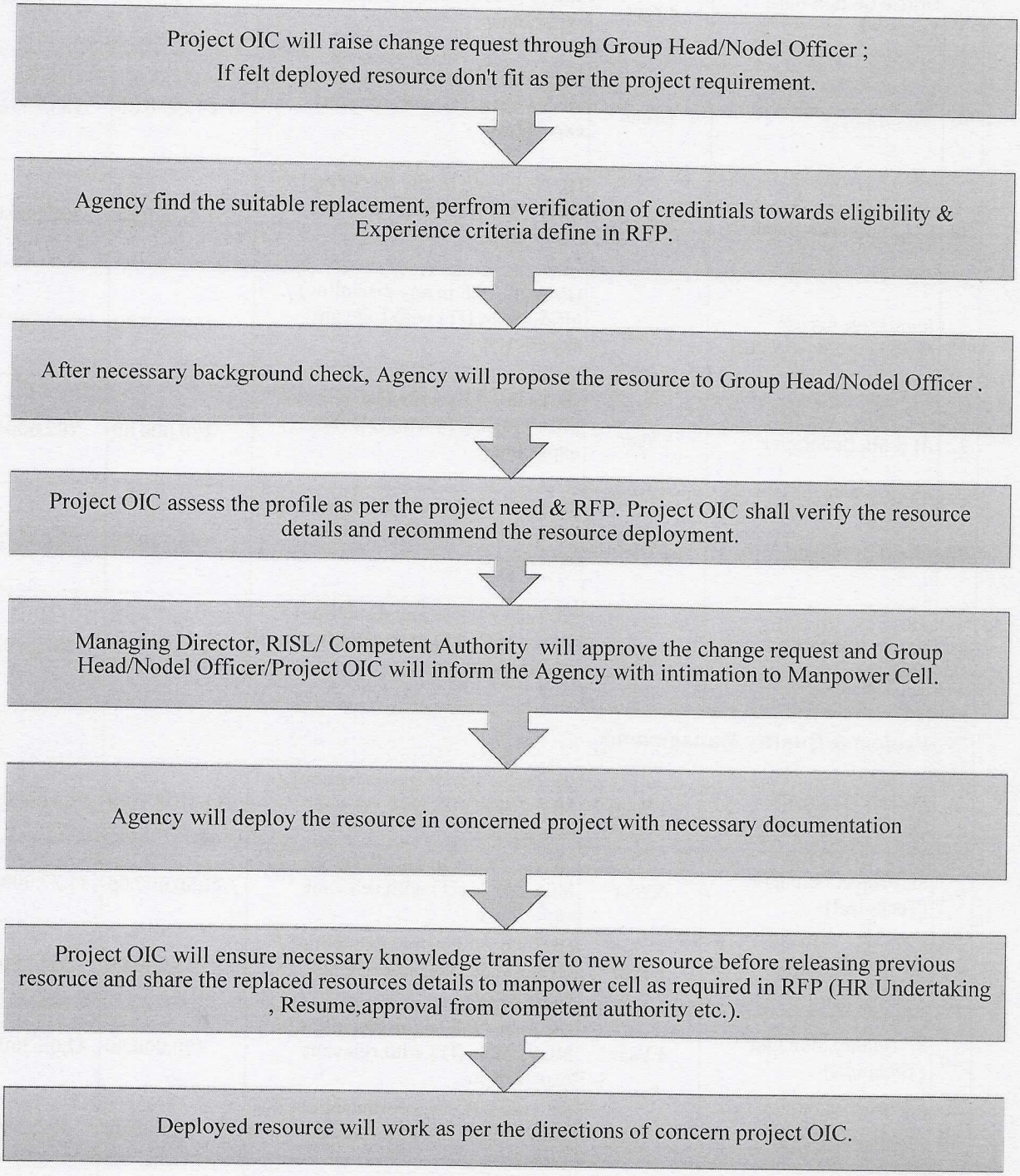
| # | Profile | Experience | Qualification | MMR Excl. GST | MMR Incl. GST |
|---|---|---|---|---|---|
| **A** | **Development & Testing** | | | | |
| 1 | Developer (Scripting Language) | 1 year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹50,480.00 | ₹59,566.40 |
| 2 | Senior Developer (Scripting Language) | 4 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹92,000.00 | ₹1,08,560.00 |
| 3 | Developer (Application Framework) | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹62,500.00 | ₹73,750.00 |
| 4 | Senior Developer (Application Framework) | 6 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,10,000.00 | ₹1,29,800.00 |
| 5 | Functional Tester | 0-1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹36,000.00 | ₹42,480.00 |
| 6 | Application Tester | 3 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹65,000.00 | ₹76,700.00 |
| 7 | Full Stack Developer | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹70,411.00 | ₹83,084.98 |
| 8 | ESB Developer | 3 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹97,500.00 | ₹1,15,050.00 |
| 9 | Block Chain Developer | 0-1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹52,000.00 | ₹61,360.00 |
| 10 | Mobile Application Developer | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹54,086.00 | ₹63,821.48 |
| 11 | Rapid Application Developer | 0-1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹45,000.00 | ₹53,100.00 |
| 12 | UI UX Designer | 0-1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹40,000.00 | ₹47,200.00 |
| **B** | **Others** | | | | |
| 13 | Support Engineer | 0-1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹30,000.00 | ₹35,400.00 |
| 14 | Junior Domain Expert | 0-1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹43,268.00 | ₹51,056.24 |
| 15 | Domain Expert | 3 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹69,539.00 | ₹82,056.02 |

| # | Profile | Experience | Qualification | MMR Excl. GST | MMR Incl. GST |
|---|---|---|---|---|---|
| 16 | Sr. Domain Expert | 6 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,00,000.00 | ₹1,18,000.00 |
| **C** | **Database, Networking & Security** | | | | |
| 17 | Database Expert | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹50,480.00 | ₹59,566.40 |
| 18 | Sr. Database Expert | 4 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,00,960.00 | ₹1,19,132.80 |
| 19 | IT Security Expert | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹50,480.00 | ₹59,566.40 |
| 20 | Sr. IT Security Expert | 4 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹77,266.00 | ₹91,173.88 |
| 21 | Network Specialist | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹40,178.00 | ₹47,410.04 |
| 22 | Sr. Network Specialist | 4 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹67,994.00 | ₹80,232.92 |
| 23 | System Specialist | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹43,200.00 | ₹50,976.00 |
| 24 | Sr. System Specialist | 4 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹82,932.00 | ₹97,859.76 |
| 25 | Certified Ethical Hacker | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹57,949.00 | ₹68,379.82 |
| **D** | **Technical /Data Architect and Emerging Technology** | | | | |
| 26 | Technical / Solution Architect | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹75,000.00 | ₹88,500.00 |
| 27 | Sr. Technical/ Solution Architect | 6 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,50,000.00 | ₹1,77,000.00 |

| # | Profile | Experience | Qualification | MMR Excl. GST | MMR Incl. GST |
|---|---|---|---|---|---|
| 28 | Oracle Golden Gate Engineer | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹74,690.00 | ₹88,134.20 |
| 29 | Data Analyst | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹47,250.00 | ₹55,755.00 |
| 30 | ETL/Analytics Expert | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹75,000.00 | ₹88,500.00 |
| 31 | Identity & Access Management Architect | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹59,752.00 | ₹70,507.36 |
| 32 | AI & ML Developer | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹70,000.00 | ₹82,600.00 |
| 33 | Cloud Architect | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹43,400.00 | ₹51,212.00 |
| 34 | Native Hardware Architect | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹70,000.00 | ₹82,600.00 |
| **E** | **Project & Quality Management** | | | | |
| 35 | Project Manager (Technical) | 4 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,20,000.00 | ₹1,41,600.00 |
| 36 | Sr. Project Manager (Technical) | 6 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹1,50,000.00 | ₹1,77,000.00 |
| 37 | Quality Manager (Technical) | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹45,000.00 | ₹53,100.00 |
| 38 | Sr. Quality Manager (Technical) | 4 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹90,000.00 | ₹1,06,200.00 |
| 39 | Business Analyst | 2 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹70,000.00 | ₹82,600.00 |
| 40 | Content Management / Document Writer | 1 Year | (B. Tech / B.E in any discipline) / MCA / M.Sc (IT) with relevant experience. | ₹45,000.00 | ₹53,100.00 |

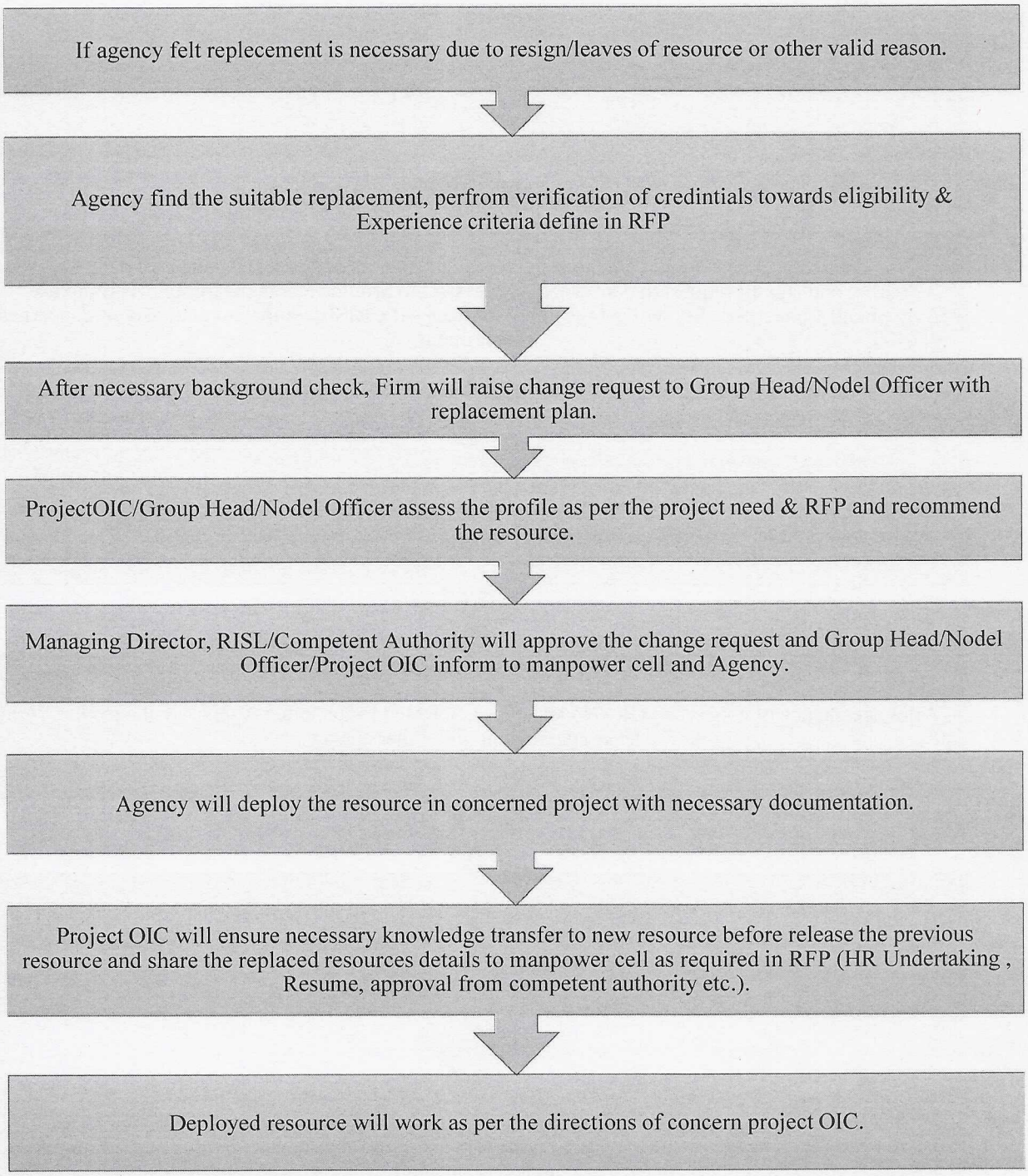
Annexure-II

# Replacement / Change Request from OIC



Annexure-III

## Replacement / Change at Request of Firm



Annexure-IV

# Term Lease Agreement Process

RISL Floats the scope of work to empanelled agencies and Calls for Professional Presentations

If Empenelled agencies are not able to provide some / specific resources. Agencies will specify the reason and submit request to concerned project OIC to provide resources through Term Lease Aggrement. Concerned OIC will get the approval from MD, RISL/competent authority of concerned department.

Once permited Empanelled Agencies will perform a market research and submit a proposal containing name of other agency and detail of suitable resources available to concerned OIC.

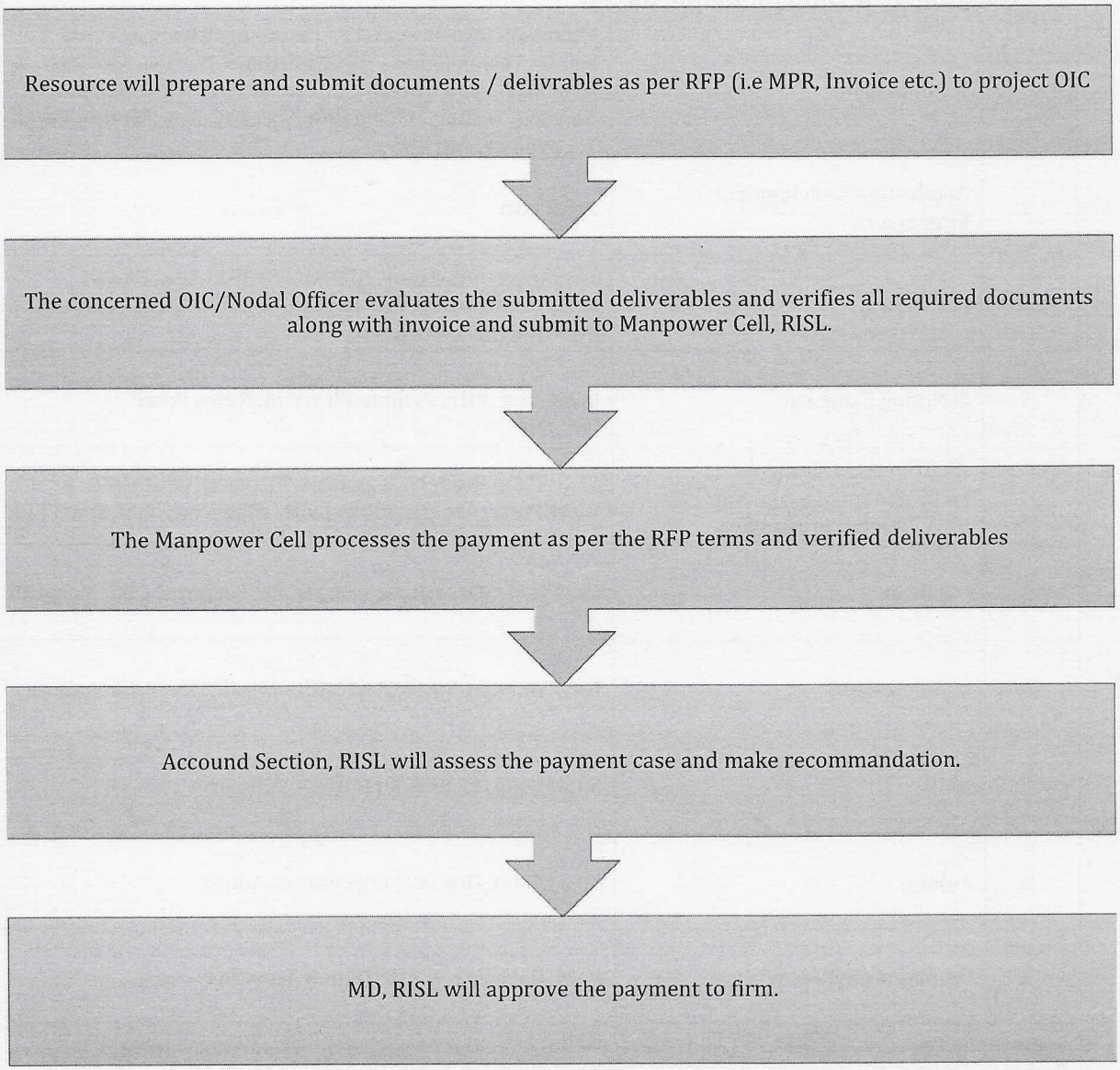
After acceptance of concerned OIC/Nodal officer, Selected Empanelled Agency will executes Term lease aggerement with other agency.

Other agency will provides sutaible Resources as on behalf of Empanelled agency wherein Empanelled agency will ensure necessary compliance as per terms & condition of RFP

On successful completion of work; empanelled agency will submit necessary deiverables and raise invoice accordingly.

Annexure-V

# Payment Process



Annexure-VI

## Scope of Work

### Technology & Domain Requirement

| # | Technology | Microsoft, Java, Prevailing/ Emerging Advance/ Open Source Technologies ( Big Data[Hot & Works], Analytics [SAS, Tableau, PowerBI], AI, ML, RPA, Block Chain, Ethical Hacking, Testing, Information Security, 3-D Printing, Cloud Technology, AR/VR.) |
|---|---|---|
| 1. | Application Development Framework | .NET, Java |
| 2. | Platform | Windows, Unix, Linux, IBM, Oracle ExaLogic, Oracle exaData, Microsoft Azure, AWS , IBM PureAPP, Oracle Zdra, Crystal Report, VmWare |
| 3. | Scripting Language | JavaScript, PHP, Python, VB script, Ruby, Pearl |
| 4. | Web/ Portal / Content Management/ Mobile App Development Framework | SharePoint, NodeJS, AngularJS, Magento, Drupal, WordPress, Axpert, Adobe Suite, IBM Work light, Omni Plus |
| 5. | Database | Oracle, MySQL, SQL Server, SQLite, Postgres, DB2, MongoDB |
| 6. | Middleware | IIB, ESB Mule, WMQ, RabitMQ, BizTalk, Fusion/ SoA Suite |
| 7. | DMS | SharePoint, FileNet, OmniDocs, Alfresco |
| 8. | e-Form | SharePoint, Oracle , Lotus Forms, Adobe |
| 9. | Cryptography/Encryption | HSM, DSM, PKI, e-Sign, Digital Signature |
| Some of the Domains - Aadhaar (AUA/ASA level Implementation), Agriculture, Mining, Energy, Finance, Pollution Control, Revenue, Land Reforms, Excise, Education, Taxation, Scheme Management, Health, Industries, Social Justice, Grievance Management, Networking, Infrastructure Management etc. | | |

## Service Level Agreement (SLA)

1. **Purpose & Duration of SLA:** The SLA purpose is to enforce a contract between the selected bidder and Purchaser. The SLA would come into effect from the date of agreement and until the successful completion of the onsite warranty/operations & maintenance period.

2. Selected Agency is expected to meet the following Service Levels in the normal course of carrying out the activities as per the detailed Scope of Work. In case of default on any or all such Service Levels, the Purchaser will reserve the rights to levy Penalties on the Selected Agency

| # | Service | Expected Service level | Penalty level in case of default |
|---|---|---|---|
| 1. | Deployment of personnel for project after signing the Contract with the Purchaser or any subsequent requirement/replacement from the Purchaser during the Contract period. | 4 weeks | Penalty will be calculated on per day basis for entire duration where the service level breached.<br>Penalty Per Resource = Delay in days* (MMR / days in Month) |
| 2. | Replacement of individual resource at the request of the Selected Agency | No personnel shall be replaced or removed within three months of their joining date or the work order start date, whichever is applicable. | The penalty amount will be equivalent to the 100% of MMR for the respective profile. |
| | | Immediate deployment | Penalty will be calculated on per day basis for entire duration where the service level breached.<br>Penalty Per Resource = Delay in days* (MMR / days in Month) |

| # | Service | Expected Service level | Penalty level in case of default |
|---|---|---|---|
| | | A compulsory notice period of 30 days must be served and at least 7 days overlap should be present between exit of outgoing resource and on boarding of new resource. The handover process needs to be documented as per RFP and duly certified by the department and the selected Agency. | 50,000 per breach |
| 3. | Submission of deliverables | Submission of deliverables as per Payment Terms and Schedule | A penalty of 0.1% (Zero Point One Percent) of the Work Order (WO) value will be charged for each day of delay (Per Breach) **Only applicable on clause C(i) and C(ii) of Payment Terms and Schedule.** |
| 4. | Willful absence | 100% attendance except permitted leave of absence. | Over and above the deduction of man- month rate of the absentee resource for the absence period, a penalty of twice the amount payable per day for the absentee resource for the period of absence may be Levied. |
| 5. | Submission of deliverables (in case of project mode projects) | Up to week – No penalty subject to condition that the causes for delay are not attributed to the bidder. | 0.5% of the delayed milestone (or item in default, as applicable) per day of delay subject to maximum 10% of work order value |

## Change Request Form for Firm

| | |
|---|---|
| **Project Name:** | |
| **Work Order Ref/Date:** | |
| **Resource to be Replace** | Resource Name :<br>Category / Profile : |
| **Reason for replacement** | |
| **Relieving Date** | |
| **Proposed Resource** | Resource Name<br>Category / Profile |
| **Qualification & Relevant Exp. of propose resource** | |
| **Proposed Resource expected Joining Date / Joining Date (if any)** | |
| **Replacement Requested From** | Agency |

Declaration:

We hereby confirm that the proposed resource meets the requisite eligibility criteria as defined in the RFP & AO issued by RISL.

Signature

Enclosure:

1. HR Certified Resume of Proposed Resource.

## Change Request Form for OIC

| | |
|---|---|
| **Project Name:** | |
| **Work Order Ref/Date:** | |
| **Resource to be Replace** | Resource Name :<br>Category / Profile : |
| **Reason for Replacement** | |
| **Relieving Date** | |
| **Change Requirements (if any)** | |

Remark:

Signature

# PROJECT ASSIGNMENT REQUEST FORM (PARF)

**Date:** _____

## I. DETAILS OF USER DEPARTMENT

| Field | Details |
|---|---|
| **Department Name** | |
| **Complete Postal Address** | |
| **GSTIN Number** | _____ *(Do not leave blank, mention 'Not Available' if applicable)* |
| **Type of Organization** | [ ] State Government [ ] State PSU [ ] Autonomous Body [ ] Institution [ ] Others (Specify): _____ |

## II. PROJECT DETAILS

| Field | Details |
|---|---|
| **Project Name** | |
| **RISL Coordinator** | **Name:** _____ **Designation:** _____ **Email:** _____<br>**Phone/Mobile:** _____ |
| **Department Contact Person** | **Name:** _____ **Designation:** _____<br>**Email:** _____ **Phone/Mobile:** _____ |

## III. WORK REQUIREMENTS

| Field | Details |
|---|---|
| **Nature of Work** | [ ] Consulting Services<br>[ ] Tier-I Manpower [ ] Tier-II Manpower<br>[ ] Tier-I FPP [ ] Tier-II FPP<br>* Note: FPP - Fixed Price Project |
| **Scope of Work (Brief Description)** (For More details, kindly attach the Terms of Reference (TOR)) | |
| **Duration of Assignment** | _____ months/days |
| **Selection Method** | [ ] User Department/Concerned OIC specified Agency<br>[ ] Selection through Presentation |

| Field | Details |
|---|---|
| **OIC specified Agency Name (If Any)** | |
| **Evaluation Criteria (if FPP Mode)** | [ ] L1 (Lowest Cost) |
| **Tentative Budget (INR)** | |
| **Expected Date of Commencement** | |

**IV. MANPOWER REQUIREMENTS**

| Empanelment Reference | Manpower/ Item Description | Quantity (Qty.) | Duration | Renewal / Fresh | Effective Date |
|---|---|---|---|---|---|
| | | | | [ ] Renewal<br>[ ] Fresh | |
| | | | | [ ] Renewal<br>[ ] Fresh | |
| | | | | [ ] Renewal<br>[ ] Fresh | |
| | | | | [ ] Renewal<br>[ ] Fresh | |

**V. APPROVAL & SIGNATURES**

| Field | User Department Representative |
|---|---|
| **Name** | |
| **Designation** | |
| **Signature & Stamp** | |
| **Date** | |

PROJECT EXECUTION FORM (PEF)

| Field | Details |
|---|---|
| **Department Name** | |
| **Project Name:** | |
| **Budget Head Name (In case of RISL Project)** | |
| Details SOEE against which the Advance is being given (Ref No & Date) | |
| **Details of Advance released to RISL** | |
| DD/Cheque/RTGS/NEFT No. | |
| Gross Amount | |
| TDS Amount (Income Tax) | |
| TDS Amount (GST) | |
| Net Amount | |

**MANPOWER DETAILS:**

| | |
|---|---|
| **Empanelment Reference** | |
| **Date of Presentation of Firms (If any)** | |
| **Previous Work Order Reference (In case of Extension)** | |
| **Firm Name** | |

| # | Selected Resource | SSO ID | Category / Position | Duration | Desired Qualification | Actual Qualification | Desired Exp. | Actual Exp. | Effective Date |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |

**Declaration:**

I hereby confirm that I have verified Resumes and other relevant documents and resource meets requisite eligibility criteria as defined in the RFP & AO.

Further, based on personal assessment, fitment of the deployed resource is as per the project need.

| Field | User Department Representative |
|---|---|
| **Name** | |
| **Designation** | |
| **Signature & Stamp** | |
| **Date** | |

## HR Undertaking

| | |
|---|---|
| **Project Name:** | |
| **Work Order Ref/Date:** | |

| # | Resource | SSO ID | Category / Position | Desired Qualification | Actual Qualification | Desired Exp. | Actual Exp. | Joining Date |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | |
| 2 | | | | | | | | |

Declaration:

We hereby confirm that detail background has been checked of the proposed resource and it meets the requisite eligibility criteria as defined in the RFP & AO issued by RISL. The deployed resources have valid company identity card (ID).

Credentials will be produce if asked by the department in future.

Signature

Enclosure:

1. HR Certified Resume of Proposed Resource.
2. Copy of Relevant documents regarding minimum eligibility criteria

# Quarterly Deployment Certificate & Status Report

(For the Quarter of _____/_____)

| Work Order Details | Description | Deployment Information | Description |
|---|---|---|---|
| Work Order (WO) No.: | | Place of Posting: | |
| MPR for Quarter: | | Empanelled Agency: | |
| Amended WO (If Any): | | Project Name: | |
| Date of Issuance: | | Group Name: | |

**Resource Information for the Quarter**

| # | Name of Resource | SSO ID | Category | Profile | Date of Joining | Deployment Period of Quarter (From - To) | Month 1 Leave Days | Month 2 Leave Days | Month 3 Leave Days | Total Leave Days (Quarter) | Performance | Resource Signature |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | (Satisfactory/ Unsatisfactory) | |
| 2 | | | | | | | | | | | (Satisfactory/ Unsatisfactory) | |

**Status Report (1st Month Name)**

| # | Name of Resource \| | List key activities: |
|---|---|---|
| 1 | | |
| 2 | | |

**Status Report (2nd Month Name)**

| # | Name of Resource \| | List key activities: |
|---|---|---|
| 1 | | |
| 2 | | |

**Status Report (3rd Month Name)**

| # | Name of Resource \| | List key activities: |
|---|---|---|
| 1 | | |
| 2 | | |

**Resource Replacement SLA Monitoring**

| # | Resource Name | Notice Period Served | Overlap (7 days) | Handover Process Completed | Name of Replacement | Replacement By (Firm/OIC) |
|---|---|---|---|---|---|---|
| 1 | (Enter resource name) | (Yes/No) | (Yes/No) | (Yes/No) | (Successor name) | (Firm/OIC) |
| 2 | (Enter resource name) | (Yes/No) | (Yes/No) | (Yes/No) | (Successor name) | (Firm/OIC) |

*Copy of Notice Period Served (if applicable)

Signature with Stamp
(Name of Project Manager/Supervisor)
[From Empanelled Agency]

Signature with Stamp
(Name and Designation of Reporting Officer)
[RISL/DoIT&C/Concerned Department]

Signature with Stamp
(Name and Designation of Group Head)
[DoIT&C/RISL Official]