



GOVERNMENT OF MEGHALAYA  
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)  
Montfort Building, 2<sup>nd</sup> Floor, Dhankheti, Shillong-793001

✉: msrls2011@gmail.com

🌐: msrls.nic.in

☎: 0364-2502130

**Request for Proposal (RFP)**

**for**

**Procurement of**

**Community Resource Person Payment Application**

**Purchaser:** Meghalaya State Rural Livelihoods Society (MSRLS)

**Contract title:** Procurement of Community Resource Person Payment Application

**RFP No:** 001

S#	Description	Date & Time
1	Date of Issue of RFP	4 <sup>th</sup> July, 2022
2	Last Date and Time of submission of RFP	15 <sup>th</sup> July 2022
3	Opening of RFP: Technical: Financial:	15 <sup>th</sup> July, 2022. 22 <sup>nd</sup> July, 2022.



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### Request for Proposal

#### **Procurement of Community Resource Person Payment Application**

Meghalaya State Rural Livelihoods Society (MSRLS) invites technical and financial proposals separately and ultimately a contract between the Agency and MSRLS. The Technical and Financial proposals should be prepared in English and submitted in separate sealed covers clearly marked “**Technical Proposal**” as part of **Envelope-I** and “**Financial Proposal**” as part of **Envelope-II** which should be put together in one separate sealed **Envelope-III** marked “**Proposal – Community Resource Person Payment Application**” to MSRLS, Montfort Building, 2<sup>nd</sup> floor, Dhankheti, Shillong – 793001, Meghalaya.

#### **Overview:**

As per the guidelines of NRLM, the Government of Meghalaya has formed a state society in the name – Meghalaya State Rural Livelihoods Society (MSRLS). The society was designated as the Nodal Agency for implementing NRLM in the state. The basic purpose of forming this society is to put in place a dedicated and sensitive support structure from the State level down to the sub-district level which will focus on building strong and self-managed institution of the poor at different levels. MSRLS is a specialized agency to:

- a. Redress poverty in the rural areas by focusing on the livelihoods of the poor and vulnerable and thereby empower them.
- b. Bring about convergence among all poverty reduction and empowerment programs in the state sector as also the non-state sector.

#### **1. Objectives**

MSRLS spends large amounts of its resources in building the capacities of individuals across the state, many of who are in the rural communities that are the focus of this mission. Based on the premise that the community learns better from its own, MSRLS is also investing in strengthening the capabilities of rural women by creating a large cadre local human capital – Community Resource Persons (CRPs). In every village, women with higher levels of schooling and leadership potential are identified and trained in skills like bookkeeping, social and group management, business management, and financial literacy. These community resource persons (CRPs) then train other SHG members and based on the services honorarium is paid to the Cadres by the mission.

The main objective of the Assignment is to establish an application

- i. To monitor the activities of the Cadre at all level.
- ii. To ease the payment process of the cadre's honorarium and to ensure timely disbursement of same.
- iii. To develop an assessment tool for monitoring the performance of Cadres/Bank Correspondents (BCs).



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## 2. The scope of work.

MSRLS invites proposals to satisfy the above-mentioned objectives for the payment process redressal as well as performance monitoring of the Cadres. There are about 33 different types of cadres in the state, who are paid for various different sets of activities as per their reporting formats. The solution should be able to address the challenges currently being faced by them, in the payment of their honorarium. Along with addressing the challenges in the payment process, it should also provide a mechanism for the monitoring and evaluation of the performance of the Cadres. Along with the payment solution for the Cadres the solution should also be able to address the payment requirements of the Bank Correspondents of the banks being paid through MSRLS.

The proposals shall be submitted separately in the form of Technical and Financial proposals.

### **Necessary functionalities in the solution/software:**

- The solution/software should have a login for the stakeholders at the various levels.
- It should provide for an approval/rejection mechanism for the monthly payments by the various stakeholders.
- In case of the rejections of the monthly payments there should be an availability to enter the reason for rejection as well.
- It should be able to connect to PFMS (Public Finance Management System).
- The final payments to the beneficiaries (who are currently being paid through PFMS) should be paid directly in their bank accounts without any manual/paper-based intervention at the final level of payment at the bank.
- The payments (via PFMS) should be made based on the Digital Signature Certificate (DSC) of the signing authority.
- The solution/software should be enabled with a Multi-Factor Authentication for the approvers.
- The solution/software should send out alerts/messages to the various stakeholders for the various activities involved in the process of the payments.
- The status of each of payments in the solution/software should get updated based on the current status of the payments.
- The solution/software should have various dashboards which indicates/shows the performance, indicators as well as the status of the payments.
- It should have the capability to generate/extract various types of reports.
- The software/solution should have the feature of task assignment/target specification for the Cadres.
- The software/solution should also be able to cater to the payment methodology being followed for the Bank Correspondents.
- The software/solution should be compatible with both Web and Mobile interface.
- The software/solution should also be able to generate reports for the bank transactions that are to be made. The respective formats are to be compatible with PFMS, so that they can be directly uploaded.



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- The software/solution should envisage data exchange/communication/integration with systems being made by the Ministry at the central level.
- The system/solution should be able to register the Digital Signature Certificate/s of the signatory/ies with PFMS.

### **CADRE Payment**

#### Cadres should be able to:

- Log-in into the solution/software.
- Check the status of their payments.
- Should be able to raise claims for the payment of their honorariums vis-à-vis the target that has been specified for them by the subsequent authorities.
- Should be able to enter in the detailed version of the activities that they have performed as per the current ongoing formats on which they are paid.

#### Cluster Coordinators (CCs) should be able to:

- Onboard the Cadres onboard the solution/cadres.
- See the list of Cadres which are functioning under them.
- See the list of claims and the respective details that have been submitted by the Cadres.
- Initiate the claims in-lieu of the Cadres.

#### Block level person should be able to:

- Validate the details furnished for the Cadres and approve/reject the creation of their accounts, further entailed with the bank verification to be done by the system via PFMS.
- Approve/reject the claims submitted by the initiator of the claims, who can be a CC or the Cadres themselves.
- Specify the targets for the respective Cadres for the various sets of activities that are to be done under them.
- Should be able to download reports pertaining to the claims, targets or any other related activity.

#### District Level person should be able to:

- See the status of all the claims of his/her district.
- Look at the dashboard pertaining to his/her district.
- Should be able to download the reports pertaining to the claims.

#### At the State Level:

- State Team
  - Should be able to see the status of the claims.
  - Should have access to various reports and dashboards for the data on the claims.
  - Should have GPS enabled dashboards.
  - Should be able to generate different types of reports.



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- Sub-Accountant/Responsible Authority
  - Should be able to see the list of claims/detailed information of the claims that have been approved from the Block Level
  - Should be able to club all the claims that have been approved by the block level into one payment file and send it to the succeeding authority.
- Main Accountant
  - Should be able to see the payment files that have been generated by the Sub-Accountant level
  - Should be able to approve/reject the payment files that have been generated by the preceding authority.
  - Should be able to initiate the payments for the payment files, which would then be forwarded to the signing authority for the Digital Signatures
- Signatory
  - The Signatory should be able to see the payment files that have been approved by the main accountant.
  - The Signatory should be able to Digitally sign the payment files that have been forwarded to him/her.

Post the Digital Signature of the Payment files, they would be shared across with PFMS digitally for payments.

Bank Correspondents:

The Payment methodology shall be same as being followed for the Cadres with the following changes:

- Post the approval of the BPM there shall be an approval to be made by the Bank Manager as well on the claims that have been submitted by the BCs.
- Once the list of claims are received at the state level, the process shall be followed as the same for the approval of claims of the Cadres.
- The final payments shall be made by sending the list of transactions to the Bank.

**3. Evaluation metrics.**

MSRLS will evaluate bidders and proposals based on the following criteria:

- Previous experience/past performance.
- Samples and/or case studies from previous projects.
- Experience and technical expertise.
- Projected costs stated via Financial Bid (Annexure-III)
- Weightage scored [out of 100] via Technical Bid (Annexure -II & I)
- Responsiveness and answers to questions in the following section.



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#### **4. Evaluation Weightage:**

The technical bids will be allotted weightage of 70% while financial bids will be allotted weightage of 30%.

#### **5. Timeline**

The above-mentioned project has to be delivered within 3 months from the date of awarding this contract.

#### **6. Documents Evidencing Qualification:**

Bidders are requested to submit copies of the following documents as evidence of qualification.

- a) Registration of the Agency.
- b) Audit statement of the last 3 years duly certified by the Charter Accountant.
- c) Bio Data/ CV of the team members.
- d) Work Order of the IT Project Implemented in the last 3 years.
- e) Work Completion Certificate of the IT project implemented in the last 3 years.
- f) Self- declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.

#### **7. Evaluation**

##### **7.1. Evaluation of Technical Bids**

Only those Bidders and Bids, found to be eligible as per the criteria mentioned in Annexure II, would be taken up by MSRLS for further detailed evaluation. Those Bids which do not qualify the terms during preliminary examination will not be taken up for further evaluation.

MSRLS may invite, if required, the qualified Bidders to make a presentation on a date, time and venue notified to the Bid Evaluation and Selection Committee, on the approach and methodology, time frame for deliveries and strengths of the bidders in discharging their obligations. The Bidders, whosoever are invited, if fail to attend and deliver the presentation on the date notified will be deemed as not interested in the Bidding process and thus their bid will be rejected.

MSRLS may seek additional clarification, in writing or in any other mode, from the Bidders, if deemed necessary, on the various parameters submitted in the Technical Bid.

Technical bids will be evaluated based on the submitted bid, presentation and any additional clarification

##### **7.2. Evaluation of Financial Bid**

The lowest quote by the bidder will be given 100% of marks in financial evaluation and the other bids will be given percentage of marks that are inversely proportional to their prices



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For example, if bidder X quotes Rs.75 which is the lowest price quoted among all the bids, gets 100% of marks in financial evaluation. If bidder Y quotes Rs.150, bidder Y will get percentage which is inversely proportional to the lowest price bidder. Bidder Y will get  $(75/150) \times 100 = 50\%$

## 8. Overall Evaluation

The overall score will be calculated as weighted score of Technical and Financial bids i.e 70% of Technical Score+30% of Financial Score. For example, if technical score is 80 and financial score is 50, the total score will be 70% (80) +30 % (50) =56+15=71. The minimum acceptable score set for the bidders in the technical evaluation to be considered eligible for evaluation of the Financial Bid has been set at 60.

If there are more than one bidder who have secured a score of more than 70 in the Technical Evaluation round, the top three will be considered eligible for evaluation of their Financial Bid. The bids will be ranked in accordance with the overall score.

**8.1. Final Award of Contract:** The Purchaser will award the supply order to the bidder whose quotations have been determined to be substantially responsive with respect to the lowest evaluated quotation price and the least deviation from the required technical specification. The announcement for this assignment will be published in [www.msrls.nic.in](http://www.msrls.nic.in).

- a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the Award of Contract.
- b) The bidder whose quotation is accepted will be notified of the issue of Supply Order by the Purchaser prior to expiration of the quotation validity period.

**8.2. Submission requirements: Bidders must adhere to the following guidelines to be considered:**

- a) Only bidders who meet all metrics in the evaluation section should submit a proposal.
- b) Consortiums are allowed to bid. The lead partner and the role of other partners should be clearly mentioned in the proposal.
- c) Proposals must be sent by 15<sup>th</sup> July 2022
- d) Interested bidders should submit the RFP and address it to

The Chief Executive Officer,  
Meghalaya State Rural Livelihoods Society,  
Montfort Building, Dhankheti, Shillong-793001.



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(by no later than 15<sup>th</sup> July 2022)

- e) Samples and references should be included along with the proposal.
- f) Failure to comply will result in an automatic rejection.
- g) A proposed schedule must be included and clearly expressed.

**9. Contact information**

- For questions or concerns in relation to this RFP, please reach out to Chief Operating Officer – Programme at [msrsls2011@gmail.com](mailto:msrsls2011@gmail.com)

We look forward to receiving your quotations and thank you for your interest in this project.

**Name:**

**Address:** MSRLS, Montfort building, 2<sup>nd</sup> Floor,  
Dhankheti, Shillong-793001

**Tel. No.:** 0364 -2502130

**Email:** [msrsls2011@gmail.com](mailto:msrsls2011@gmail.com)





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**Annexure I:**

[Date]

To,

The CEO,  
Meghalaya State Rural Livelihood Society,  
2nd Floor, Montfort Building,  
Dhankheti, Shillong-793001,  
East Khasi Hills district, Meghalaya

Subject: RFP for Procurement of Community Resource Person Payment Application

Sir/Madam,

With reference to your RFP Document dated \_\_\_\_\_. We, having examined all relevant documents and understood their contents, hereby submit our Proposal for Procurement of Community Resource Person Payment Application as required for the project.

Our correspondence details with regard to this RFP are:

1. Name of the Contact Person
2. Address of the Contact Person
3. Name, designation and contact, address of the person to whom, all references shall be made, regarding this RFP
4. Mobile number of the Contact Person
5. Email ID of the Contact Person

We acknowledge that MSRLS will be relying on the information provided in the Proposal and the documents accompanying the Proposal for this selection, and we certify that all information provided in the proposal and in the Appendices are true and correct, nothing has been omitted which renders such information misleading and all documents accompanying such Proposal are true copies of their respective originals.

We shall make available to MSRLS any additional information it may deem necessary or require for supplementing or authenticating the Proposal.

We agree and undertake to abide by all the terms and conditions of the RFP Document.



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Yours faithfully,

(On Behalf of Company Name)

(Signature, name and designation of the authorized signatory)

**Enclosed: -**

9.1.1. Documents stated in point no 6 of the RFP



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**ANNEXURE – II**  
**TECHNICAL SPECIFICATIONS**

SL N	Particulars	Remarks	Any Other Details
A	i. Legal Name of the Entity and Contact Details ii. Type of Entity		
B	Turnover of the Firm in the last 3 Years (Last one year in the case of start-ups registered with DIPP) a) 2020 - 2021 b) 2019 - 2020 c) 2018 - 2019		
C	i. CV of Team Members a) Lead Consultant b) Senior Technical Resource c) Technical Resource ii. Team Structure		
D	<b>Experience of Agencies in past 3 years</b>		<b>Any other Details</b>
	a) A synopsis on previous experience of providing DBT payment software solutions to Central Govt./State Govt./Externally Funded/Aided Livelihood Development Projects in India b) Number of IT projects implemented in the last 2 to 3 years.		



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	<p>c) Number of IT projects implemented in North-East over the last 2 to 3 years.</p> <p>d) Mention existing DBT payment solution implemented in the recent past. (link may be shared)</p>		
	<b>Particulars</b>	<b>Remarks</b>	<b>Any Other Details</b>
<b>E</b>	<p>i. Demo Presentation (To be presented on the day of Opening of Technical Bid).</p> <p>ii. Proposed Solution</p>		



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**ANNEXURE- III**

**Format of Financial Bid (On the letter head of the Bidder)**

To

**The Chief Executive Officer**

Meghalaya State Rural Livelihood Society (MSRLS)

Montfort Building, Dhankheti,

Shillong – 793001, Meghalaya

Dear Sir,

**Request for Proposal (RFP): Procurement of Community Resource Person Payment Application: Financial Bid**

With reference to your RFP for **Procurement of Community Resource Person Payment Application**, we submit herewith Financial Bid for the assignment proposed by Meghalaya State Rural Livelihood Society (MSRLS).

Description of Services	*Total Price at Destination - inclusive of discounts, all taxes and duties	
	In Figures	In Words
Community Resource Person Payment Application		
Support cost (for a period of 2 years)		

**Gross Total Cost: Rs. ....**

We agree to supply the above services in accordance with the technical specifications for a total contract price of Rs..... (amount in figures) (Rs. .... amount in words) within the period specified in the Invitation for RFP. Additionally, for change requests, we agree to provide the services at a man-month price Rs..... (amount in figures) (Rs. .... amount in words)



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We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Authorised Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_



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**ANNEXURE – IV**

**Parameters of Evaluation of Technical Proposal:**

SL No.	Parameters	Points (Minimum 3 Experts)			Maximum Points
1	<b>Turnover of the Firm in the last 3 Years</b>  (Last one year in the case of start-ups registered with DIPP)  More than 50 lakhs = 10 Points 30 to 50 lakhs = 8 Points Less than 30 lakhs = 5 Points				10
2	<b>Type of entity</b>  If the entity is a start-up or an MSME or a Section 8 company or a Society or a Trust registered with the appropriate authorities				10
3	<b>Qualifications of the proposed team of consultants &amp; Experience</b>	<b>Lead Consultant</b>	<b>Sr. Technical Resource</b>	<b>Technical Resource</b>	30
	a) <b>Lead consultant</b> <b>Years of experience</b> More than 3 years = 5 Points 2 to 3 years = 3 points Less than 2 years = 1 points <b>Relevant experience</b> Experience of one implementation of PFMS / DBT = 5  b) <b>Sr. Technical Resource</b> <b>Years of experience</b> More than 5 years = 5 Points 3 to 5 years = 3 points Less than 3 years = 1 points <b>Relevant experience</b>				



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	<p>Experience of one implementation of PFMS / DBT = 5</p> <p>c) Technical Resource</p> <p><b>Years of experience</b></p> <p>More than 2 years = 5 Points 6 months - 2 years = 3 points &lt; 6 months = 1 point</p> <p><b>Relevant experience</b></p> <p>Experience of one implementation / support of PFMS / DBT = 5</p>				
<b>4</b>	<b>Experience of Agencies in past 3 years</b>	<b>Maximum Points: 30</b>			<b>Points Awarded</b>
	<p>a) <b>IT Project Experience</b></p> <p>No of project done</p> <p><b>3 or more = 10 Points</b> <b>2 = 5 Points</b> <b>1 = 3 Points</b></p> <p>b) <b>Experience of working in North East</b></p> <p>No of IT projects implemented</p> <p><b>3 or more = 10 Points</b> <b>2 = 5 Points</b> <b>1 = 3 Points</b></p> <p>c) <b>Experience of implementing a DBT payments system</b></p> <p><b>End to end integration with PFMS – 10 points</b> <b>Without integration with PFMS- 0</b></p>				
<b>5</b>	<b>Proposed Solution</b>	<b>Maximum Points: 20</b>			<b>Points Awarded</b>
	i) Proposed solution	<b>10 marks</b>			
	ii) Demo of an existing solution	<b>10 marks</b>			