



Centre for Modernizing Government Initiative (CMGI)

(A Society under General Administration & Public Grievance Department)



Issue No. : CMGI/PCU/HRMS-OS/2023/836(P-3)/521. Date: 09.04.2026

Tender Ref. No. : Tender Call Notice No: CMGI/PCU/HRMS-OS/2015/337/ 486

The last date of submission of the Tender vide No.: CMGI/PCU/HRMS-OS/2015/337/ 486 for the tender for Procurement of 128-core PostgreSQL Standard Subscription for support (24x7) along with comprehensive Database Administration (DBA) Support Services (24x7) for 3 years (36 months) for CMGI has been extended till 20.04.2026, 3.00 PM.

The following points have been added alongwith the terms and conditions mentioned in the aforementioned tender. All points in the tender alongwith the following addendum shall remain unchanged.

ADDENDUM

Checklist required for release of quarterly payment (Please refer point No. 7.3 of the tender document)

1. Resource Deployment Details

- Name of DBA resource(s)
- Role (L1 / L2 / L3 / Sr. DBA)
- Joining date at CMGI, Bhubaneswar
- Total working days in the quarter
- Attendance sheet (signed by the technical person of CMGI)
- Shift details / On-call support logs

2. Daily / Weekly Activity Reports (DAR/WAR)

- Daily activity tracker (task-wise)
- Weekly summary reports

Must include:

- Any Issue
- Description
- Priority
- Resolution time
- Status

3. Database Health Check Reports

(Submit for each database environment: Production)

- Database uptime report
- Tablespace usage report
- Long-running queries report

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- Blocking / locking report
- Index health & bloat analysis
- Dead tuples / VACUUM status (PostgreSQL)
- Storage growth report

4. Backup & Recovery Reports

- Backup schedule compliance report
- Backup success/failure logs
- Restore testing report (mandatory proof)
- Backup size and retention details

Evidence required:

- Logs/screenshots
- Restore validation output

5. Performance Tuning & Optimization Report

- Slow query analysis
- Query optimization actions taken
- Index creation / modification details
- Configuration tuning (e.g., shared_buffers, work_mem)

Include:

- Before vs After performance metrics

6. Security & Access Management

- User creation/modification/deletion logs
- Role/privilege changes

7. Incident & Problem Management Report

- Total incidents handled
- Critical incidents with RCA (Root Cause Analysis)
- Resolution timelines
- Preventive actions taken

8. Change Management Report

- List of changes executed (DB patches, schema changes, deployments)
- Rollback plans and execution logs

9. Data Migration / Activity Logs

- Migration activities performed
- Data validation reports

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- Error logs and fixes

10. SLA Compliance Report

- Downtime (planned/unplanned)

11. Preventive Maintenance Activities

- VACUUM / ANALYZE reports
- Reindexing details
- Log cleanup

12. Automation & Improvements

- Scripts developed (backup, monitoring, alerts)
- Process improvements

13. Documentation & Knowledge Management

- Updated SOPs
- Architecture diagrams (if changed)
- Knowledge transfer documents

14. Performance Sheet (VERY IMPORTANT)

- Summary of work done
- Deliverables submitted
- Remarks of CMGI Technical person
- Sign-off from:
 - CMGI Technical person

15. MIS Reporting, Risk Management & Capacity Planning

- Monthly dashboard summary (graphs)
- Risk & issue register
- Capacity planning report (future projection)

16. Quarterly Attendance Report (MANDATORY)

Include:

- Resource-wise attendance (day-wise)
- Total working days in the quarter
- Leave details (CL/SL/EL/LOP)
- On-site / Remote marking

Format:

- Excel sheet (month-wise tabs or consolidated)

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- Signed by:
 - CMGI Technical persons

Required:

- Biometric / system attendance
- CMGI Technical persons approved attendance sheet

Final Structure

1. Resource Deployment
2. Attendance Report
3. Work Done Report
4. Activity Reports
5. Health Check
6. Backup Report
7. Performance Report
8. Security
9. Incidents
10. Changes
11. SLA
12. Maintenance
13. Automation
14. Documentation
15. Sign Off by CMGI Technical person
16. MIS Reporting, Risk Management & Capacity Planning.

By order of the Executive Director, CMGI

[Signature]
09.01.2026

Procurement Officer, CMGI