‘Request For Proposal (RFP) for Developing Web Enabled Geographic Information System For monitoring progress of ‘Unique Identification enrollment’ (UID-GIS)

Directorate of Information Technology
Mantralaya, Mumbai 400032
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**Bid Reference Sheet:**

Request For Proposal (RFP) for Developing Web enabled GIS for monitoring progress of UID enrollment efficiency:

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<tr>
<td>1</td>
<td>RFP Number</td>
<td>MH-907/91/2013-DIR-DIT(MH)</td>
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<tr>
<td>2</td>
<td>Date of Issue</td>
<td>17th Oct 2013</td>
</tr>
<tr>
<td>3</td>
<td>Bid Document Availability</td>
<td>Download from the GoM website</td>
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<tr>
<td>4</td>
<td>Last date and time for Receipt of Proposal</td>
<td>31st Oct 2013, 3.30 PM</td>
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<tr>
<td>5</td>
<td>Date and Time for opening of Technical Bid</td>
<td>31st Oct 2013, 4.30 PM</td>
</tr>
<tr>
<td>6</td>
<td>Date and Time for opening of Financial Bid</td>
<td>To be announced later</td>
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<tr>
<td>7</td>
<td>Address for Submission of Proposal</td>
<td>7th Floor, Directorate of IT, Mantralaya, Mumbai</td>
</tr>
<tr>
<td>8</td>
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<td>Minimum 60 days from the date of close of bidding (#4 above)</td>
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<td>9</td>
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<td>INR (Indian Rupee)</td>
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<td>As per RFP</td>
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Disclaimer:

The information contained in this Request For Proposal Document or subsequently provided to the Bidder(s) whether verbally or in documentary form by or on behalf of the Directorate of Information Technology, Government of Maharashtra (DIT, GoM) or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this Request For Proposal Document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP Document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP Document does not purport to contain all the information each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for DIT, GoM to consider the investment objective, financial situation and particular needs of each Bidder who reads or uses this RFP Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information of this RFP Document and where necessary obtain independent advice from appropriate sources. DIT, GoM makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Document.

DIT, GoM may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP Document.
1. Introduction/Terms of Reference (ToR)

1.1 Purpose:

These “Terms of Reference (ToR)” have been prepared for hiring a business entity (proprietorship/ registered partnership/company/NGO/Joint Venture/Consortium) to support The DIT, GoM for Developing Web Enabled GIS for the State of Maharashtra for monitoring UID enrollment efficiency.

An inclusive planning involves gathering of relevant data for evolving appropriate Decision making policy, analyzing it to set priorities, matching the set priorities to available budgets, defining processes of implementation and setting and monitoring of targets. This data / information are required to be collected / collated for different policy decisions at the highest level of governance.

There are several reasons for putting a strong emphasis on using Information Communication Technology tools to anchor and thereby considerably enhance the quality of decentralized planning from the outset. ICT solutions make it much easier for support institutions to capture, integrate and analyze baseline data.

GIS enables much more meaningful data display to decision-makers at all levels. Providing data spatially and graphically can considerably improve decentralized decision-making. Most importantly, GIS can throw open the entire planning process to public view and bring life to the ideal of decentralized planning.

The exact scopes of works are indicated below. In fact, GIS technology integrates common database operations such as query and statistical analysis with the unique visualization. These abilities distinguish GIS from other information systems and make it valuable to Government and other agencies for explaining events and planning strategies.

In general, a GIS provides facilities for data capture, data management, data manipulation and analysis, and the presentation of results in both graphic and report form, with a particular emphasis upon preserving and utilizing inherent characteristics of spatial data. The ability to incorporate spatial data, manage it, analyze it, and answer spatial questions is the distinctive characteristic of geographic information systems.

Therefore, DIT, GoM, through the efforts of an agency, plans to prepare a web enabled GIS for the State of Maharashtra for monitoring UID enrollment efficiency for planning appropriate interventions and focused action plan.
1.2 Background:

In order to demystify and strengthen the planning process, a proper enabling framework is required, both for planning and integration of different activities at the micro level. The supervisory officers can visualize performances of various sub units to compare achievements of those units in absolute & relative terms and identify the actionable points easily based on observed failures/deviation from targets etc.

Taking decisions related to programme implementation becomes objective and easy. Progress may be classified in suitable colours for better appreciation of the progress & its variations. It becomes easy to drill down the data and find the worst performing areas requiring more interventions.

Only precise knowledge of failure & its nature may lead to specific actions to address the issues resulting in failure which are more effective in sorting out the problem. Supervision and guidance for appropriate interventions becomes more efficient using the GIS. Different departments/agencies responsible for different dimensions of development working for the same geographic area can easily check the features of other agencies having impact on their activities.

Comparison over different geographical areas and over time becomes easy and functionaries of local Govt. /lower administrative units can easily visualize and compare their performances for appropriate interventions by themselves.

Thus evidence based decision making for achieving certain common goal becomes easier through GIS supported spatial planning.

2. Scope of Services:

Under this backdrop, DIT, GoM desires to develop a Web enabled GIS for the State of Maharashtra for monitoring UID enrollment efficiency for planning appropriate interventions and focused action plan. The GIS will be web enabled to allow anyone having access to internet to visualize the data for every revenue village in a District map showing individual revenue village boundaries. That will help any local level government/authority to get feedback on indicators seamlessly and will be able to intervene locally.

In order to have the data attached to respective revenue villages, the district level base map will show boundaries of the revenue villages. The GIS will be developed using the Census 2011 base map and will have interactive features for extracting relevant information for guiding interventions at any level.
The proposed GIS will have the Road Network (containing National Highways, State Highways, Major District Roads) layer. The system will have Census 2011 demographic data attached with revenue villages.

2.1 Major tasks to be completed:

a) Developing web enabled GIS at
   i. District Level (showing revenue village boundaries, Taluka boundaries, Urban areas, and Road Network) and
   ii. State Level (showing District boundaries, Taluka boundaries, and Road Network)

b) The Road Network layer should contain National Highways (NH), State Highways (SH), Major District Roads (MDRs);

c) The base map of the system will be as per 2011 Census Maps for the whole state;

d) Census 2011 demographic data should be embedded in the GIS in the following manner:
   i. State map will have Census 2011 demographic data attached to Districts and Talukas
   ii. District map will have Census 2011 demographic data attached to Talukas, revenue villages

e) The base map and Census 2011 demographic data will be collected by the Bidder at his/her own cost from the appropriate authority. **DIT, GoM will not be responsible for collecting and sharing the same to the Bidder;**

f) List of PINCODES vis-à-vis revenue village names will be collected by the Bidder from the UID team of Maharashtra to attach the same as attribute data in the proposed GIS. DIT, GoM may facilitate the communications between the Bidder and the UID team of Maharashtra;

g) The web based system will be updated every, the data format and the frequency of data updation will be communicated by the UID team to the bidder;

h) Apart from UID data, the web based system should also be capable of embedding other attribute data with the GIS, such as, Gas connection data, APB transactional data etc.

i) All data, linked with revenue villages should be collated at all upper tiers, viz. Talukas and Districts. Reflection of the same in GIS is essential;
j) The web based system will be hosted at State Data Centre (SDC) server, Mumbai

k) Financial proposal should contain the expected man-month required to customize the above system and maintain the same for a period of 24 months;

l) The web based GIS should be functional on the popular internet browsers such as IE, Mozilla, Chrome, Opera and etc.;

m) Interfaces and navigations of the system should be user-friendly;

2.2 End Product:

a) Web based GIS (embedded with Census 2011 demographic data) at:
   i. State map showing districts and talukas
   ii. District map showing taluka boundaries, urban areas, and revenue village boundaries

b) Layers of the system:
   i. Administrative boundary layers as narrated above
   ii. National Highways, State Highways, Major District Roads

c) Attribute Data updation by vendor (monthly). The UID data will be provided by the UID team of Maharashtra.

2.3. Time-frame:

The project must be launched and made operational within 60 days from the date of receiving all necessary inputs from the DIT, GoM and the respective government departments. Progressive updation will continue for subsequent 22 months.
3. Terms and Conditions:

3.1 Availability of RFP:

RFP Documents can be downloaded free of cost from the website http://it.maharashtra.gov.in
Any deviation is found in the Proposal Document submitted by the Bidder from the content mentioned in the website; the same shall liable to be rejected at any stage of the contract.

3.2 Reservations and Rights and Privileges:

This RFP and any responses thereto, shall be the property of DIT, GoM. In submitting a proposal, the Bidder acknowledges that DIT, GoM reserves the right to:

a) Visit and inspect the Bidder’s premises;

b) Contact any clients of the Bidder provided;

c) Request additional supporting or supplementary information;

d) Request clarification on proposals;

e) Reject any/all of the proposals submitted without showing any reason whatsoever;

f) DIT, GoM further reserves the right to reject any proposal if at any time, a material misrepresentation and/or concealment of any facts/materials is made or discovered;

3.2.1 Right to Invalidate a Proposal:

DIT, GoM reserves the right to invalidate any proposal for reasons mentioned above, and, unless otherwise specified by DIT, GoM or to accept any item in the Proposal.

3.2.2 Right to reject a proposal(s) deemed ‘unfit’:

DIT, GoM reserves the right to invalidate any Proposal received from a Bidder who, in the opinion of DIT, GoM, is not in a position to perform the contract.

3.2.3 Right to cancel, advance or postpone the tender:

DIT, GoM reserves the right to reject any or all proposals and reserves the right to cancel the invitation, advance or postpone without assigning any reasons whatsoever.
3.2.4 Right to accept BIDs on a date after the published due date:

The Proposals received after the due date and time will not be considered under any circumstances. However, if the office happens to be closed on the day as specified, the Proposals will be received and opened on the next working day at the same time and venue.

3.3 Bidder's responsibility in tender submission:

   a) The Bid reference (RFP number) must be shown on the Bidder's offer.

   b) The proposal form must be used when replying to this invitation. Failure to submit the Bid in the attached proposal form, or failure to complete the details as requested, will result in invalidation.

   c) The Bidder must enclose a copy of this RFP, signed and stamped at the bottom of every page, along with his/her Technical Bid. The signed and stamped RFP is to be enclosed in the Technical Bid packet.

   d) Proposal MUST be received by latest 15:00 hrs Indian Local Time on 31-October-2013. Proposals received after the stipulated date and time will be invalidated.

   e) It is important that the Bidder reads all of the provisions of the RFP, to ensure that Bidder understand the requirements and can submit a proposal in compliance with them. Note that failure to provide compliant proposals may result in invalidation of the Bidder's proposal.

3.4 Liquidated damages:

The 60 days period given for implementation and commissioning of the project (from the date of receiving all necessary inputs from the DIT, GoM) as stipulated in the acceptance of the tender should be deemed to be essence of the contract and delivery must be completed not later than the date specified therein. Extension will not be given except in exceptional circumstances. Should, however, deliveries be made after expiry of the agreed 60 days period, without prior concurrence of the DIT, GoM, and be accepted by the bidder, such deliveries will not deprive the DIT, GoM of its right to recover liquidated damages as given under.

However, when implementation and commissioning of the web-application is completed within 14 days of the contracted period, DIT, GoM may accept the delivery and in such cases the provision of Liquidated Damages will not apply.

Should the Bidder fails to complete the implementation and commissioning of GIS application within the period prescribed and agreed for delivery, DIT, GoM, without
prejudice to other remedies available to the **DIT, GoM** shall be entitled to recover as agreed liquidated damages for breach of contract, a sum equivalent to 1% of the value of the project for each week of delay or part thereof for a period up to 4 (FOUR) weeks, and thereafter at the rate of 1.5 % of the project value for each week of delay or part thereof for another 4 (FOUR) weeks of delay.

Project Delivery extension beyond 8 weeks would not be generally allowed. The extension beyond 8 weeks may be decided in most exceptional circumstances on case to case basis, by the **DIT, GoM**, stating reasons and justifications for grant of extension of delivery period beyond 8 weeks.

Quantum of Liquidated Damages assessed and levied by the **DIT, GoM** and decision of the **DIT, GoM** thereon shall be final and binding on the Bidder, further the same shall not be challenged by the Bidder either before arbitration, tribunal or before the court. The same shall stand specifically excluded from the purview of the arbitration, as such shall not be referable to arbitration.

The total value of the liquidated damages as per above clauses shall be limited to a maximum of 10% (Ten percent) i.e. LD shall be levied upto 8 weeks only as per provision above.

### 3.5 Termination of Contract for Default:

**DIT, GoM** without prejudice to any other remedy available for breach of contract, may terminate the contract in whole or in part by issuing a 30 (thirty) days notice in writing to the Bidder in the event of any one or all of the following:

a) If the Bidder fails to implement the project within the agreed time period with or without liquidated damages;

b) If the Bidder fails to provide any one or all services as per this Contract, and fails to set right the disruption in service within the 30 (thirty) days notice period or show a valid reason to the **DIT, GoM** for the lapse;

c) If the Bidder has engaged in corrupt or fraudulent practices in executing the Contract;

d) In the event of termination of the contract in part or in whole for default of the Bidder, **DIT, GoM** is entitled to impose on the Bidder any or all of the following sanctions – imposition of liquidated damages, and/or termination of the contract for default;
4. Eligibility Criteria:

Sealed Proposals are invited from the eligible Bidders for the above work. The Bidder(s) shall have to fulfill the following minimum criteria:

4.1 Eligible Bidders

a) The Bidder should be a qualified registered business entity (proprietorship/registered partnership/company/NGO/Joint Venture/Consortium) holding requisite trade license, VAT, service tax, sales tax registrations as necessary;

b) The Bidder should have worked on web based GIS projects at National and/or State level;

c) The Bidder should have annual turnover of 50 (fifty) lacs in each of the last 5 financial years- FY 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13. Audited Balance Sheets certified by Statutory Auditor should be submitted;

d) The Bidder should have submitted their Income Tax Returns for the last 5 years – FY 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13. Copies of ITR Acknowledgment to be submitted for all 5 (five) years;

e) Bidder should not have been black listed by any State or Central Government or PSU in India and Bidder should not have been terminated by any State or Central Government or PSU in India ever. A declaration in the letter head of Bidder should be submitted (Use provided format – Annexure – G: Declaration for not blacklisted)

5. Instruction for Bidders:

DIT, GoM has decided to select a business entity (proprietorship/registered partnership/company/NGO/Joint Venture/Consortium), to provide the services outlined in the Terms of Reference (ToR), the General Terms & Conditions and Specific Terms & Conditions and in accordance with the method of selection specified in this RFP. Bidders are requested to submit their Technical and Financial Proposals for this assignment. Bidders shall bear all costs associated with the preparation and submission of proposals, and DIT, GoM shall not be responsible for these costs, irrespective of the outcome of the bidding process.
5.1 Format and content of the proposals:

a) Bidders are required to submit the Declaration Form in the format attached as Annexure-A: Declaration Form for Bidders;

b) Bidders are required to submit Technical Bid in the format attached as Annexure-C: Technical Proposal-Content and Format;

c) Bidders are required to submit Financial Bid in the format attached as Annexure-E: Financial Bid Format including two categories, i.e. System development cost and district/state level system customization cost;

d) The web application will be hosted at Maharashtra State Data Centre (SDC) server situated at Mumbai. Bidders are requested to submit the desired server specs in the format attached as Annexure-F: Server Specification;

e) All activities and items described in the Technical Proposal must be priced in the Financial Proposal separately. Technical Proposal must not include any price component and inclusion of price component in the Technical proposal would invalidate the proposal. Activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the price of other activities.

f) Submission of the wrong format for either the Technical or the Financial Proposal may result in the proposal being deemed non responsive.

g) Bidders are expected to examine all the schedules and all instructions pertaining to the RFP. Failure to do so will be at Bidder’s own risk and responsibility.

6. Correction, Modification and Withdrawal

a) Erasures or other corrections in the Proposal must be explained and must be signed by the Bidder alongside;

b) All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier Proposal, or state the changes from the original proposal;

c) Proposals may be withdrawn by the Bidders through a letter or through a fax prior to the opening time and date specified in the RFP. Negligence on the part of the Bidder confers no right for the withdrawal of the proposal after it has been opened;
7. Receipt and Opening of Proposals

a) Sealed Proposals as outlined under clauses 9(a) to 9(e) must be despatched to reach the Office of **DIT, GoM** indicated not later than the closing time and date mentioned in this RFP;

b) Sealed Proposals received prior to the stated closing time and date will be kept unopened. No proposal received after **3.00 pm of 31-October-2013** will be considered;

c) **DIT, GoM** will accept no responsibility for the premature opening of a proposal which is not properly addressed or identified;

d) Bidders, or their authorized representative, may attend the opening of the Proposals at the time, date and location specified;

8. Validity of Bid:

Proposals should be valid for a period of not less than 60 days from the date of close of Bidding date. Bidders are requested to specify the validity period of their proposal. **DIT, GoM** may also request the validity period to be extended. **DIT, GoM** may award additional contracts against the lowest acceptable proposal if requests for identical services are received during the Proposal validity period.

9. Preparation and Submission of Proposal:

a) Sealed proposals shall be submitted in English, and shall be sealed in 1 outer and 2 inner envelope and all envelopes shall indicate the Bidder’s name and address and Reference Number of the Bid. The Envelope containing the Technical Proposal and Financial Proposal should be identified separately by writing on the envelope as “Technical Proposal” and “Financial Proposal” respectively. These two envelopes should also bear “Do not open before **3.00 pm of 31-October-2013**”. The outer envelope shall be addressed as follows;

Attention:
Directorate of Information Technology
Mantralaya, Mumbai 400032
Ref No.:
Subject:

b) The first inner envelope shall be marked Technical Proposal and addressed in the same manner as the outer envelope as specified above, and shall be in the prescribed format;
c) The second inner envelope shall be marked Financial Proposal and addressed in the same manner as the outer envelope as specified above, and shall be in the prescribed format. Both these covers should be sealed and put in a bigger envelope with all the details to be written on the cover, Viz. Ref No., Subject;

d) Proposals received in any manner other than as outlined in clauses 7(a) to 7(d), will be invalidated;

e) Information which the Bidder considers to be proprietary should be clearly marked as such. All information provided by the Bidder will be treated as confidential and used by DIT, GoM for internal purposes only;

10. Evaluation of Proposal:

a) Following closure of the RFP, proposals will be evaluated by DIT, GoM to assess its merits. The evaluation will be restricted to the contents of the proposals, Bidder’s profile and relevant experience, in-house capability to take up all modules of the project, client list, and price proposal.

b) A two-stage procedure will be followed in evaluating proposals, with evaluation of the Technical Proposal being completed prior to any evaluation of the Financial Proposal. The Financial Proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the Technical Proposals. Evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is completed.

c) Technical Proposals will be evaluated on the basis of their responsiveness to the Terms of Reference (ToR), applying the evaluation criteria. In the Second Stage, the Financial Proposals of all Bidders, who have attained minimum 70% score in the technical evaluation, will be compared. Proposals which are considered technically non-compliant and non-responsive will not be given further consideration and their envelope containing Financial Proposal will be left unopened. The contract will be awarded to the organization offering the highest score using a cumulative analysis (considering Technical and Financial Proposal).

d) From the time the proposals are opened to the time the contract is awarded, Bidders shall not contact DIT, GoM or any of the officials of the DIT, GoM, on any matter and any attempt to influence DIT, GoM in its evaluation of the proposals, may result in rejection of the proposal.
### Evaluation Criteria:

#### 11.1 For Technical Proposal:

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process:

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<tr>
<th>SL. No.</th>
<th>Criteria</th>
<th>Point System</th>
<th>Max. Marks</th>
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<tbody>
<tr>
<td><strong>Company Profile: 15 Marks</strong></td>
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</tbody>
</table>
| 1 | Annual turnover in each of the last 5 FYs: FY 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13 | Greater than or equal to Rs. 65 lacs: 15 marks  
More than equal to Rs. 60 lacs but less than 65 lacs: 8 marks  
More than equal to Rs. 55 lacs but less than 60 lacs: 7 marks  
More than equal to Rs. 50 lacs but less than 55 lacs: 6 marks | 15 |
| **Relevant Strength: 40 Marks** | | | |
| 2 | Number of State wide web based GIS projects (completed within the last five FYs FY 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13) | Equal to 3 projects: 30 marks  
More than 3 projects: 40 marks | 40 |
| **Approach and Methodology: 35 Marks** | | | |
| 4 | Technical Approach and Methodology | Detailed technical solution architecture and its component proposed: 15 marks | 15 |
| 5 | Work-Plan and Timeline | Project Management Approach methodology proposed and timeline thereof: 15 marks  
Training and support solution proposed: 5 marks | 15 |
| **Resource Profile: 10 marks** | | | |
| 7 | Resume of all key resources proposed for the assignment | 1 Resource as project manager/supervisor/coordinator (1st class post graduate degree or equivalent from a recognized university): 4 marks  
2 resources as system programmer (BE/B.Tech/MCA): 4 marks  
1 resource as Database Administrator (Oracle certified): 2 marks | 4 |

**Total Marks** 100
11.2 For Financial Proposal:

a) The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder representatives;

b) **DIT, GoM** shall determine whether the Financial Proposals are complete i.e. whether the Bidder has included all components as per RFP. All price proposals shall be inclusive of all taxes as applicable;

\[
Bn = \left( \frac{T}{T_{High}} \right) * 0.50 + \left( \frac{C_{Low}}{C} \right) * 0.50
\]

where,

- \( C_{Low} \) = Lowest price Bid from among the bidders
- \( C \) = Bidder’s quoted price
- \( T_{High} \) = Highest Technical Score obtained from among the Bidders
- \( T \) = Bidders Technical Score
- \( Bn \) = Score of the Bidder

c) The Bid price will include all taxes & levies and shall be in Indian Rupees and mentioned separately;

d) Any conditional Bid would be rejected;

e) Errors & Rectification: Arithmetical errors will be rectified on the following basis: “If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail”;

11.3 Final Calculation:

a) The combined result of the Technical and Financial proposal will determine the final overall ranking; the method for obtaining the overall ranking will be as follows;

\[
\text{Final Score (F)} = 100 \times Bn
\]

b) In the event the Bid composite Bid scores are tied, the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project;
12. Award Criteria- Award of Contract:

**DIT, GoM** reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or Bidders of the grounds for the **DIT, GoM**'s action. Prior to expiration of the period of proposal validity, the **DIT, GoM** will award the contract to the qualified Bidder whose Proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.
Annexure-A: Declaration Form for Bidders:
(To be submitted on the Bidder's Letter-head)
(To be attached with both the Technical and Financial Proposals)

To:
Directorate of Information Technology
Mantralaya, Mumbai 400032

Subject: Submission of Bid for RFP Number [Insert number] dated [Insert date]

Dear Sir/Madam,
We offer to provide the consulting services for [Insert name of the assignment] in accordance with the terms of reference, the general and specific terms and conditions specified in your RFP Number [Insert number] dated [Insert date] and our Technical and Financial Proposals submitted to you separately under a sealed envelope.

We understand that any contract resulting from this Bid will contain the terms of reference, the general and specific terms and conditions specified in the RFP and are non-negotiable. We herewith confirm that all the information and statements made in the Technical and Financial proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Technical and Financial proposal is binding upon us. Our Technical and Financial proposal is valid for a period of [Insert number of days] days from the Bid closing date.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment within [Insert number of days] days of award of the contract.

We understand you are not bound to accept any Proposal you receive.
Yours Sincerely,

Dated this..................…………………………Day of 2013

.........................................................
(Name)

.........................................................
(Signature)

.........................................................
(In the capacity/designation of) (Seal/Stamp of Bidder)

**INSTRUCTION:** This declaration must be signed by a person competent and having the power of attorney to bind the Bidder.
Annexure-B: Bidder Profile Sheet:
(To be submitted on the Bidder’s Letter-head)

To:
Directorate of Information Technology
Mantralaya, Mumbai 400032

Subject: Bidder Profile for RFP Number [Insert number] dated [Insert date]

Dear Sir/Madam,

I/We the undersigned would like to submit the following details of our organization for your kind perusal and record. Also attached are the respective documents in support of the information provided herein.

**Details of Bidder:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>...........................................................................................................</td>
</tr>
<tr>
<td>Country of Incorporation</td>
<td>...........................................................................................................</td>
</tr>
<tr>
<td>Date of incorporation And commencement of business</td>
<td>...........................................................................................................</td>
</tr>
<tr>
<td>Address of corporate headquarters And branch offices (s) if any in India</td>
<td>...........................................................................................................</td>
</tr>
<tr>
<td>Certification of Company (i.e. ISO, if any)</td>
<td>...........................................................................................................</td>
</tr>
<tr>
<td>Brief description of Bidder Including its main line of business</td>
<td>...........................................................................................................</td>
</tr>
<tr>
<td>Company Website</td>
<td>...........................................................................................................</td>
</tr>
</tbody>
</table>

**Particulars of the Authorized Signatory:**

- **a) Name** : ...........................................................................................................  
- **b) Designation** : ...........................................................................................................  
- **c) Address** : ...........................................................................................................  
- **d) Phone Number** : ...........................................................................................................
Yours Sincerely,

Dated this.................................................Day of 2013

..........................................................................
(Name)

..........................................................................
(Signature)

..........................................................................
(In the capacity/designation of) (Seal/Stamp of Bidder)

**INSTRUCTION:**

_a) This declaration must be signed by a person competent and having the power of attorney to bind the Bidder._

_b) The following documents are to be submitted for compliance:

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional Tax deposit receipt challan (latest)</td>
</tr>
<tr>
<td>2</td>
<td>VAT registration certificate</td>
</tr>
<tr>
<td>3</td>
<td>Service Tax Registration certificate</td>
</tr>
<tr>
<td>4</td>
<td>ITR acknowledgement receipt for FY 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13</td>
</tr>
<tr>
<td>5</td>
<td>IT PAN card held in name of business entity</td>
</tr>
<tr>
<td>6</td>
<td>Proprietorship</td>
</tr>
<tr>
<td>6</td>
<td>Partnership Firm</td>
</tr>
<tr>
<td>6</td>
<td>Private Ltd./Ltd. Co.</td>
</tr>
</tbody>
</table>

**Proprietorship**

| Trade License (orig. Enlistment or /renewal dt. 5 yrs. Back (whichever is earlier) |
| Trade Licence (latest renewal) |

**Partnership Firm**

| Trade License (orig. Enlistment or /renewal dt. 5 yrs. Back (whichever is earlier) |
| Trade Licence (latest renewal) |

**Registered partnership deed**

**Registered Power of Attorney (PoA)**

**Private Ltd./Ltd. Co.**

<p>| Registration Certificate u/Company’s Act MoA AoA |
| Trade License (orig. Enlistment or /renewal dt. 5 yrs. Back (whichever is earlier) |
| Trade Licence (latest renewal) |</p>
<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Experience Profile</td>
</tr>
<tr>
<td></td>
<td>WOs from State/Central Govt./PSUs/Autonomous organization (for last five years upto 31st March, 2013)</td>
</tr>
<tr>
<td></td>
<td>WOs from Domestic (Indian companies/Organizations (for last five years upto 31st March, 2013)</td>
</tr>
<tr>
<td></td>
<td>WOs from International Clients/Organizations (for last five years upto 31st March, 2013)</td>
</tr>
<tr>
<td></td>
<td>Completion/Acceptance Certificates from clients (31st March, 2013)</td>
</tr>
<tr>
<td>8</td>
<td>Client List (Domestic and International)</td>
</tr>
<tr>
<td>9</td>
<td>Details of specialist partners/affiliates/associates (if any)</td>
</tr>
<tr>
<td>11</td>
<td>ISO Certification, if any</td>
</tr>
<tr>
<td>12</td>
<td>Organization Chart of the Bidder</td>
</tr>
</tbody>
</table>
Annexure-C: Technical Proposal-Content and Format
(The Technical Proposal of the Bidder should contain the following minimum information)

Part 1: Management Plan: Expertise of firm/organization

a) **Reputation of Organization**: In this section the consultant should highlight about their company, important partnerships at National and State level etc.

b) **General Organizational Structure**: In this section the consultant should highlight about their company (under Companies Act, Society Registration Act, and Proprietary/Partnership Firm/Consortium etc.) how it is organised (organisation structure).

c) **Expertise in the field of Developing Web based GIS Project Management (including clients list)**: In this section the consultant should highlight about their experiences in developing web based GIS projects, mentioning the clients list for which the consultant has undertaken assignments for web based projects along with the name of the contact person and contact details of its clients.

d) **Brief description of at least 3 web based GIS projects undertaken by the firm/organization**: In this section the consultant should provide description about at least 3 web based GIS projects conducted by the consultant. These projects should include their URL (Uniform Resource Locator).

Part 2: Proposed Development Methodology:

a) **Technical Approach and Methodology**: In this chapter the consultant should explain the objectives of the assignment, their understanding of the project, approach to the services, methodology for carrying out suggested activities and obtaining the expected output, and the degree of detail of such output. The consultant should highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. The consultant should also explain the methodologies they propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) **Work Plan and Timeline**: In this chapter the consultant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan.
Part 3: Resource Plan: Project Team

a) Team composition and tasks assigned: In this chapter the consultant should propose the structure and composition of their team which will be deployed for this assignment. The consultant should list the main disciplines of the assignment, the key expert responsible and proposed technical and support staff.
To:
Directorate of Information Technology
Mantralaya, Mumbai 400032

Subject: Project Team Profile for RFP Number [Insert number] dated [Insert date]

Dear Sir/Madam,

I/We the undersigned would like to submit our organization chart for your kind perusal and record. Also find enclosed herewith CVs of the project members listed below:

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Name of the Executive</th>
<th>Designation</th>
<th>Primary Role in the proposed project</th>
<th>Contact Information (E-Mail/Phone)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yours Sincerely,

Dated this.................................................Day of 2013

..........................................................................
(Name)

..........................................................................
(Signature)

..........................................................................
..........................................................................
(In the capacity/designation of) (Seal/Stamp of Bidder)

INSTRUCTION: This declaration must be signed by a person competent and having the power of attorney to bind the Bidder.
To:
Directorate of Information Technology
Mantralaya, Mumbai 400032

**Subject: Financial Bid for RFP Number [Insert number] dated [Insert date]**

Dear Sir/Madam,

I/We the undersigned would like to submit our Financial Bid for **RFP Number [Insert number]** dated [Insert date]

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Name/s</th>
<th>Description of Role/Function</th>
<th>Number of man-month</th>
<th>Rate per man-month</th>
<th>Amount (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (In Words)</td>
<td></td>
<td>Total (In Figures)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I / We hereby declare that there are, and shall be, no deviations from the stated terms in the RFP Document. We are ready to undertake the assignments with the rates quoted above for the specified area.

Yours Sincerely,

Dated this.................................................Day of 2013

..........................................................................
(Name)

..........................................................................
(Signature)

..........................................................................
..........................................................................
(In the capacity/designation of) (Seal/Stamp of Bidder)

**INSTRUCTION:**

(a) This declaration must be signed by a person competent and having the power of attorney to bind the Bidder. (b) * Please define Unit (c) The amount should be quoted in both figures and
words for carrying out the activities as set out in the Scope of Work (d) The Rate shall be quoted inclusive of duties/cess (if any). Only service tax, as applicable will be paid by the DIT, GoM extra at actual, based on prevailing rate at the time of invoicing.
Annexure-F: Server Specification
(To be submitted on the Bidder's Letter-head)

Server Space shall be provided on the Cloud in State Data Center by GoM

To:
Directorate of Information Technology
Mantralaya, Mumbai 400032

Subject: Server Specs for RFP Number [Insert number] dated [Insert date]

Dear Sir/Madam,

I/We the undersigned would like to submit the server specs for RFP Number [Insert number] dated [Insert date]

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Particulars</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Operating System with version</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Processor</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>RAM</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HDD (if Application and Database Server are different, then specify for both of them)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Remote Management</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Database Server with version</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Application Server with version</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Other Supporting Software</td>
<td></td>
</tr>
</tbody>
</table>

Yours Sincerely,

Dated this.................................Day of 2013

..........................................................................
(Name)

..........................................................................
(Signature)

..........................................................................
..........................................................................
(In the capacity/designation of) (Seal/Stamp of Bidder)

INSTRUCTION: This declaration must be signed by a person competent and having the power of attorney to bind the Bidder.
To:
Directorate of Information Technology
Mantralaya, Mumbai 400032

Subject: RFP Number [Insert number] dated [Insert date]

Dear Sir/Madam,

I/We the undersigned hereby confirm that our firm/company has not been banned or blacklisted by any State Government Department or Organization/Court/Public Sector Unit and /or any Department or Organization under the Central Government (GoI).

Yours Sincerely,

Dated this.................................................Day of 2013

..........................................................................
(Name)

..........................................................................
(Signature)

..........................................................................
..........................................................................
(In the capacity/designation of) (Seal/Stamp of Bidder)

INSTRUCTION: This declaration must be signed by a person competent and having the power of attorney to bind the Bidder.