

GOVERNMENT OF TRIPURA  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR,  
DHALAI DISTRICT : AMBASSA

No.F.3(170)-DM(D)/DEV/DIF/2011/

24-09-2011

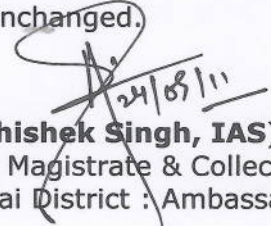
**REQUEST FOR PROPOSAL (RFP)**

Request for proposal (RFP) was invited on behalf of the District Magistrate & Collector, Dhalai District for preparation of detailed project report, estimates & execution of project for development of Geographical Information System (GIS) of Dhalai district under District Innovation Fund (DIF) on Turn-key-basis vide letter No.F.3(170)-DM(D)/DEV/2010/5213 dt. 25-08-2011.

During the tender submission period, some of the interested agencies sought clarification on few issues related to execution of project. In order to incorporate the same & to make Request for Proposal (RFP) more comprehensive, the revised request for proposal is now placed for all the interested agencies viz. Government Organizations, NGO, Voluntary Organizations, Consortiums, Consultant firms & Technical Support institutions involved in ICT projects based on GIS including use of satellite imageries and having past experience in such type of projects. The detailed eligibility criteria & other terms of reference are enclosed in the Request for Proposal (RFP) document attached herewith. This is issued in supersession of earlier Request for Proposal (RFP) as well as addendum to the Request for Proposal (RFP) placed on behalf of the District Magistrate & Collector, Dhalai district vide letter No.F.3(170)-DM(D)/DEV//DIF/2011/5210 dt. 20-08-2011 & No.F.3(170)-DM(D)/DEV/2010/5213 dt. 25-08-2011.

The sealed proposal signed by the Head of the Agency with office Seal/Stamp must reach by **5:00 pm on 15<sup>th</sup> October, 2011** to the Office of the District Magistrate & Collector, Dhalai district, Composite District Head Quarters' Complex, Dhalai Jawaharnagar.

The tender documents & concept note is available on the District Website i.e. [www.dhalai.nic.in](http://www.dhalai.nic.in), [www.tenders.nic.in](http://www.tenders.nic.in) & [www.tsu.trp.nic.in/tender](http://www.tsu.trp.nic.in/tender). Other details as was placed earlier on Request for proposal (RFP) vide No.F.3(170)-DM(D)/DEV/DIF/2010/6171 dt. 20-09-2011 is remained unchanged.

  
**(Abhishek Singh, IAS)**  
District Magistrate & Collector,  
Dhalai District : Ambassa

GOVERNMENT OF TRIPURA  
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR  
DHALAI DISTRICT, JAWAHARNAGAR.

**RFP**  
for

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**DEVELOPMENT OF GEOGRAPHICAL SYSTEMATIC SYSTEM (GIS) OF DHALAI  
DISTRICT**

Dhalai District Administration

24/9/2011

Preparation of DPR, estimates & execution of project for development of GIS of  
Dhalai district under District innovation Fund

*Part I (Introduction and Back Ground)*

## Contents

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1.	Introduction.....	4
2.	Vision of the project .....	4
3.	Objective of the project.....	4
4.	Scope of Work for the Implementation Agency.....	5
a.	Detailed Project Report (DPR) .....	5
b.	Satellite Data .....	5
c.	Mapping Components: Creation of base map .....	5
d.	Attribute Information.....	7
e.	GIS System Design and Development .....	7
f.	Customized GIS Application for ULBs .....	7
g.	Details of server side hardware to be procured.....	7
h.	Installation and commissioning of server side hardware and software .....	8
i.	Training on the GIS System.....	8
j.	Operation and Maintenance .....	8
5.	Implementation Model .....	8
6.	Project Timelines .....	9
7.	Penalty Clause .....	10
8.	Project Deliverables.....	10
9.	Functional Requirements of GIS platform.....	13
10.	Functional Requirement of the customized GIS application for the ULBs.....	14
11.	Functional Diagram of GIS System .....	16
12.	Submission of Sample Work.....	17
13.	Performance, Data Security, Scalability Requirements.....	18
14.	Operational Requirements .....	18
a.	Project Management.....	18
b.	Manpower Requirement .....	18
15.	Requirements of Adherence to Standards .....	19
16.	Service Level Agreements & Quality Standards .....	19
17.	Acceptance Testing Audit and Certification .....	20
18.	GIS Training Requirements.....	21
19.	Payment Terms and Conditions .....	21
20.	Earnest Money Deposit .....	22
21.	Eligibility and Qualification Criteria.....	23
a.	Technical Eligibility Criteria .....	23
b.	Financial Eligibility Criteria .....	23
22.	Technical Bid Evaluation Criteria.....	24
23.	Winning Bid Criteria.....	24
24.	GENERAL TERMS & CONDITIONS FOR RFP.....	25

## **1. Introduction**

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Dhalai district is the youngest district of Tripura and was created in the year 1995. The district is surrounded by Bangladesh on the northern, western and southern side. The total area of the district is 2312.29 sq kms and consists of four sub divisions and five blocks covering six assembly segments, one zonal development office and seven sub-zonal offices under TTAADC. About 70% of the area is hilly and forested with the district headquarters located at Jawaharnagar, Ambassa about 95 kms from the state capital, Agartala. It is connect by National Highway (NH-44) and also a railway link to the rest of the state. The population of the district is estimated to be around 4.10 lakhs with 68.32% of the population being below the poverty line.

In order to accelerate the development of the district a proper focused and integrated planning, implementation and monitoring mechanism is required. The district administration has thus embarked on a plan to develop a GIS platform to aid in its developmental effort by ensuring that accurate and intelligent inventory of data is available at its disposal for speedier decision making and monitoring.

To implement the above GIS of the Dhalai district, the district administration invites proposal from agencies viz government organizations, NGOs/ Voluntary organizations, consortiums, consultant firms and Technical support institutions involved in ICT project based on GIS including use of satellite imageries and having past experience of at least three years in such type of project. The nature of the work includes preparation of detailed project report (DPR), estimates, and its execution on turnkey basis.

To this end the specifications laid out in this RFP are indicated as the minimum requirements whereas the bidders are expected to focus on the objectives of this project and formulate their solution offerings in a manner that enables achieving those objectives both in letter as well as spirit. This RFP is meant to invite proposals from interested companies capable of delivering the services described herein.

## **2. Vision of the project**

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“The vision of the project is to develop a comprehensive, scalable, secure, high performance, accessible and the state of the art GIS system for the district and to use the Geo data base so created for effective planning, implementation and monitoring of various government programmes by various departments of the district and for disaster management and recovery”

## **3. Objective of the project**

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The main objective of the project is to create the base infrastructure or foundation for the district GIS system upon which future intelligent applications which use, modify, analyze, interpret the spatial data stored in the geo-database can be implemented. For this purpose the following are goals to be achieved by this project.

1. Create a geo-referenced base map of the district at an appropriate scale which can be used by various departments and agencies for representing the spatial data of the district and the ULBs falling in the district.
2. A plug and play GIS platform where the geo-referenced base map can be used by various departments with their own database for providing attributes to the spatial data. The platform should be based on standard software and database module so that any department can write their own application to reference the Geo data in the platform in the near future.

3. A scalable, secure, high performance, accessible GIS client/server architecture based on Service oriented architecture with disaster recovery and data back up mechanism.
4. A GIS based MIS for ULBs in the district which will run on the above platform. The application will demonstrate the capabilities of the platform.

#### **4. Scope of Work for the Implementation Agency**

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##### **a. Detailed Project Report (DPR)**

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The Implementation Agency (IA) will provide a detailed project Report which will document how the IA wishes to go about implementing the said project. The Report will also contain the details of the solution proposed, alternative if any, the pros and cons of the solutions and limitations of the solution.

##### **b. Satellite Data**

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###### **a. Procurement of High resolution Satellite Images**

High resolution and cost effective satellite data acquisition (QUICK BIRD/Worldview I, Worldview II, CARASOAT/ICKNOO's and others) with 0.4-0.6mtrs resolution and cloud free should be procured from Digital Globe/National Remote Sensing Agency. Geographic co-ordinates of Dhalai District are shall be taken from geo-reference Dhalai district boundary data to make purchase order to Digital Globe/NRSA for high resolution pan sharpened recent (QUICK BIRD/Worldview I, Worldview II, CARASOAT/ICKNOO's and others) imagery. An additional buffer of 200-500mtrs along the boundary of the district should be taken as extra area while ordering the satellite imagery to DG/NRSA to avoid any possible gaps. Only cloud free and vertical (nadir view) scene should be procured by IA for the project.

###### **b. Geo referencing of Satellite Data**

At least 50 well distributed locations on the satellite scene shall be chosen to take Ground Control Points (GCP) from Differential Global Positioning System (DGPS) for approx 2312.29 sq kms of the district. Permanent Bench Marks (PBM) shall be established at each control point with appropriate reference systems. PBM dimension shall be 40cm x 40cm x100cm (50cm below ground level) of R.C.C

##### **c. Mapping Components: Creation of base map**

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Land base map for the district other than urban areas: Land base map of the district has to be prepared based on high resolution latest satellite imageries and DGPS. The GPS base mapping should be compatible with standard database formats. The land base map will be prepared on 1:4000 scales for the entire district. The following features will be captured from the satellite data.

S. No	Category	Features
1	Political Boundary	District boundary, Village boundary, Block boundary, Ward boundary, TTAADC boundary, Assembly boundary, GPU boundary
2	Administrative boundary	Subdivision boundary, Block Boundary, Revenue Circle, Tehsil, GPU and mauja boundary
3	Road Network	State highway, B.T Road, C.C Road, Gravel roads, Bridges etc

		Detailed Road Network for the entire district with appropriate classification. Total station instrument shall be used for road mapping along with the satellite data.
4	Rail Network	Rly Track, Level Crossing, ROB's, RUB's, Railway properties boundaries, Railway station
5	Water bodies	Rivers, streams, Lakes, bond, reservoirs, Pond, canals, tank,
6	Land Use	Forest lands, Khas lands, jote lands etc
7	Counter	5m contours
8	Structures	Education, Medical and other prominent structures

Land base map for the urban areas of the district (Kamalpur and Ambassa): Land base map of the urban areas has to be prepared based on high resolution latest satellite imageries and DGPS. The GPS base mapping should be compatible with standard database formats. The land base map will be prepared on 1:1000 scales for the entire urban locality. The following features will be captured from the satellite data.

S. No	Category	Features
1	ULB Boundary	ULB boundary, ward and zone boundary etc, It should be noted that additional buffer of 200-500 mtrs from the boundary of ULB should be captured in 1:1000 resolution for future expansion of the ULB.
2	Plot	Plot boundaries
3	Building information	Footprint of each building(structure) and its use (residential, commercial etc) number of levels (storeys), community centres, aganwadis, balwadi centres, community toilets, schools, health clinics/post offices, banks, petrol pumps, and religious centres
3	Infrastructure (various layers)	Roads and footpaths (pucca and katcha), Parks, playgrounds and open spaces, drains with direction of flow, landmarks Water supply pipelines, source works (bore wells, tube well etc), public water Sewers, location of gutters Street light and electric poles Power and telecommunication lines/poles Natural and Manmade drainage channels Elevation at all road junctions and turnings
4	Rail Network (if any)	Rly Track, Level Crossing, ROB's, RUB's, Railway properties boundaries, Railway station
5	Water bodies	Rivers, streams, Lakes, bond, reservoirs, Pond, canals, tank,

7	Counter	Counter at 0.5 m interval. Spot level at all junctions, changes in slope and at 30 meter intervals along all roads and lanes GTS Bench mark – exact location, reduced level and notation TBM- Exact location, reduced level and notation
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*“Based on the field inputs the Maps shall be corrected and proper topology shall be re-created”. Maps of all the layers like administrative boundaries, road network etc shall be geo-referenced with respect to the geo-referenced satellite data so that all data have a common based and projection system for GIS analysis”*

#### d. Attribute Information

All attribute information for different layers shall be formatted to make it GIS ready. And the attribute information shall be attached to the respective spatial layers based on common Unique-id. Some of the Attribute information may be required to be collected from surveys and the IA should take this into consideration. Data available with the district administration will be made available to the IA for its use.

#### e. GIS System Design and Development

The GIS System of the district will be based on a client-server model with all the geo-data residing on the server. The client application which will be a rich application, web browser and mobile client will be able to access the data and able to view and edit the data with adequate permission and security features. The servers for the Geo data will reside at two location one in the district headquarters of Dhalai and other at the state capital, Agartala. The server at Agartala will be the mirror image of the servers at Dhalai and will be function as a disaster recovery server. The details of the Application design are given in the corresponding sections below.

#### f. Customized GIS Application for ULBs

The IA shall develop a GIS Application for two ULBs in the district (Ambassa and Kamalpur) in a modular fashion on top of the GIS platform of the district using the Geo referenced data. A detailed SRS should be made by the agency before the work starts which will be signed off by the district administration. Minor changes after the signoff to the SRS should not involve additional costs and no extra fee should be charged by the IA. The detailed SRS will serve as reference document for decision for application development amendments. These changes will be communicated in written form and shall be in the SRS Doc & Alterations/deviation from Original SRS approved should be minimum as specific changes orders in writing. After Validation of customer specific requirement if any deficiencies or short coming are there, same shall be taken care by Agency in a time bound manner. The functional specification for the customized GIS application is listed in the later sections.

#### g. Details of server side hardware to be procured

The IA shall provide BOM for the hardware to be procured by the district administration for the GIS data server and GIS recovery server. The hardware specification and details of the server should be clearly specified in the detailed project report. The hardware required for setting the GIS servers should not be part of the bid. These will be independently procured by the IA once the award of tender is done and will be reimbursed by the district administration based on the actual bills produced.

#### h. Installation and commissioning of server side hardware and software

The district administration with the help of IA will procure all the hardware required for the GIS server. All third party open source or commercial software for the GIS server will be procured by the IA. The IA shall also be responsible for commissioning the hardware and server software procured and the application developed on the GIS platform. Bidders shall need to perform an independent assessment of the infrastructure requirements for the GIS system and provide a detailed BOM, as part of their proposal. The IA will set up the data centre for the project at the place allocated by the district administration. The IA will also set up an additional disaster recovery centre at the state capital. Both the data centre will be commissioned and will go-live by IA.

#### i. Training on the GIS System

The IA shall train the staff of the district administration on GIS technology and the GIS system set up for the district administration. Training on the operation, maintenance, updating, and modification of the software delivered by the IA should be given to the district NIC officials. The training shall be of enough duration in which all aspect of the GIS, GIS system will be explained to the district NIC and other key officials associated with the project. An introductory training on GIS and GIS related aspects will be given to the district official at the start of commencement of the project. This training should prepare the district officials in GIS related concepts and the GIS software being used in the project. A hand on approach should be taken by the IA for the training needs. The key deliverable of the training should be to empower the staff to take over the application, maintain, update and modify the application in future. A reference mode for types of training is given in later sections. The IA is free to suggest its own list provided that the district NIC will be well versed with GIS and the GIS platform provided by the IA. The IA should provided training on all the propriety or open source software used in the implementation to the District NIC staff.

#### j. Operation and Maintenance

The IA shall be sole responsible for the operation and maintenance the GIS system up to a period of 1 years from the date of the delivery. The IA will provide adequate technical support staff to the district administration for this purpose. All cost for the maintenance will be met by the IA. Antivirus and other security software will be installed and updated regularly to protect the database and software. Software updates within the warranty and post warranty maintenance period will be the done free of cost.

### 5. Implementation Model

The GIS platform and customized GIS application is planned to be built on an outsourced model. The IA will build the platform and application and handover the project to the district administration.

The following responsibility matrix depicts the broad aspects of the implementation model.

S.No	Agent	Responsibility/Ownership	
		IA	District Adm
1	Implementation of the project (Scope of work)	Yes	
2	Maintenance of the project for 1 yrs from date of commission	Yes	

3	Operation of the project for 1 year from date of commission	Yes	
4	Ownership of the project (Base Maps, Geo database, survey data, Hardware, software and any source code developed)		Yes
5	Certification the GIS platform and application to be handed over		Yes
6	Program Governance		Yes
7	Hardware and software specification for the GIS platform	Yes	
8	Procurement of Server side hardware		Yes
9	Office Infrastructure set up		Yes

Items that will be provided by the district administration

The District administration will

- Provide a officer to liaise with the IA
- Provide clarifications with regards to the objectives, design, methodology and programme for the GIS mapping and survey
- Constantly monitor the progress of the project and the software development, mapping, survey and other works undertaken as part of the project
- Provide the IA with all maps of the survey areas if available
- Provide the necessary authorization to procure the satellite data or maps of existing town area and future expansion area
- Provide the authorization to undertaken the surveys and field verification
- Provide access to office space and furniture
- Provide IA with secondary data if available

The IA will be responsible for the following

- All material(including satellite data) and equipment necessary for DGPS surveys, digitized base mapping
- All survey equipment and data entry staff
- All satellite data processing, field survey and data entry staff
- All office equipment –computers, software for data processing
- Arrange for own transportation and travelling for their staff in the district

## 6. Project Timelines

S.No	Milestone	Time for completion
1	Detailed Project Report	T+1 month
<b>GIS Platform for Dhalai District</b>		
1	Acquisition of Satellite Images	T+2 month
2	BOM for GIS Sever side Hardware	T+2 month
3	Introductory Hand on training on GIS and GIS related aspects	T+2 months
4	Setting up of GCP	T+3 month
5	Purchase of GIS Server side Hardware (District Administration will procure this based on the DPR )	T+5 months
6	Geo-database for ULBS and District along with the customized software or any software written by the IA	T+11 months

7	Mid level Demo and Review of the GIS system (this will be a live demo to update on the progress of the project)	T+7 months
8	Installation and Commission of GIS Hardware and Software	T+12 months
9	Complete testing of the GIS Platform using ULB Application	T+13 months
10	Complete Demo and Review of the GIS Platform	T+13 months
11	Training on GIS and GIS system	T+13 months
12	Maintenance and operation for a period of one year after Commission of the GIS Platform	1 years
<b>ULB Application on the GIS platform</b>		
1	Requirement Study for ULB Application	T+1 month
2	SRS (Software Requirement Specification) for ULB Application	T+2 month
3	Review and Sign Off for ULB Application	T+3 month
4	Survey and Data Collection	T+5 months
5	Implementation and Customization on the GIS platform	T+12 month
6	Application Testing on the GIS platform	T+13 month
7	Complete Roll out of the application and GIS platform	T+13 month

## 7. Penalty Clause

- The District Administration has the right to levy a penalty of 1% of the total value of the work order for each week of delay in the milestone marked above.
- Delay and its magnitude shall be assessed by district administration and convey to the IA for necessary action
- District administration shall not penalize IA for delay attributable to the district administration or any force majeure events
- Delay in two or more milestone which does not have direct consequential relationship shall be treated separately.
- Delay in two or more milestone which do have a direct consequential relationship shall be treated together only to the extent of time duration provided above
- In case of failure of the awardee of subjected contract to deliver the software package within the committed period or in providing the service to the satisfaction of the Authority, this office will be free to get service done by any other agency at the cost and risk of the awardee company provider
- In case of gross failure to commence the deliverables on the stipulated time / date, the E.M.D. & Security Deposit (5 % of total project cost) shall be forfeited.

## 8. Project Deliverables

S.No	Milestone	Time for completion
1	Detailed Project Report	<p>The Detailed Project Report will cover the following aspects</p> <ul style="list-style-type: none"> <li>• Project Organization and Management Plan</li> <li>• GIS Platform Design and Specifications</li> <li>• GIS Server Architecture Design</li> <li>• GIS Network Security and Access Design</li> <li>• GIS Performance and Scalability Design</li> <li>• GIS Hardware Requirement and</li> </ul>

		<p>Procurement Plan</p> <ul style="list-style-type: none"> <li>• GIS Server Side Software Requirement and Procurement Plan</li> <li>• GIS database model</li> <li>• GIS Third party Propriety and Open Source Software Used (Pro and Cons with various solution should be clearly stated, Cost implication of each should be detailed here)</li> <li>• GIS Base Map Preparation Plan for the District</li> <li>• GIS Base Map Preparation Plan for the ULBs</li> <li>• GIS Satellite Image Procurement Plan</li> <li>• GIS Data Collection Plan for the district and ULBs</li> <li>• GIS Total Station Survey Plan for the District and ULBs</li> <li>• GIS Data Digitization plan for data available with the district administration</li> <li>• Project Risk Management Plan</li> <li>• GIS platform Testing Plan</li> <li>• GIS Quality Assurance Plan</li> <li>• GIS Training Plan</li> <li>• Technical and Operational Procedures detailing tools, methods and SOPs</li> </ul> <p>*Note the DPR should take into account and fulfill all the functional requirement of the GIS Platform detailed in later sections</p>
2	Software Requirement Specification (Document)	<ul style="list-style-type: none"> <li>• The SRS document for the ULB Application will cover the following aspects</li> <li>• Software Functionality Requirements</li> <li>• Software Requirement Specification and Customization Requirement specifications</li> <li>• ULB Data base design</li> <li>• Integration of ULB MIS with the GIS database of the district administration</li> <li>• Analysis tools and Queries available with the Application</li> <li>• Format of the input (data entry) into the ULB database</li> <li>• Format of the reports generated by the ULB Application</li> <li>• Access control mechanism, data security requirement and audit trials to ensure databases are not tampered and modified by unauthorized users</li> <li>• External Interface Specification, Ability to expose web services for use by other application</li> <li>• Data flow diagram</li> </ul>

		<ul style="list-style-type: none"> <li>Quality Assurance: Load testing plan, integration testing plan, functional testing plan, acceptance testing plan</li> </ul> <p>*Note The SRS should take into account and fulfill all the functional requirements of the ULB Application</p>
3	Base Map for the district	<p>The geo referenced land base map of the district will be prepared on a scale of 1:4000 and will have the following layers</p> <ul style="list-style-type: none"> <li>Political Boundary</li> <li>Administrative boundary</li> <li>Road Network</li> <li>Rail Network</li> <li>Water bodies</li> <li>Land Use</li> <li>Counter</li> <li>Structures</li> </ul> <p>These maps are to be created using physical surveying (Total Station Survey or GPS technology). Ancillary data, departmental input and collection of data for attributes of various layers. Maps must be geo-referenced and Geographic Information Systems compatible. The IA will do the field data collection, validation with district and other records and integrating with the base map.</p>
4	Base Map of the ULBs (Ambassa, Kamalpur)	<p>The base map of the ULBs should be captured on a scale of 1:1000 and include the following layers from the satellite data</p> <ul style="list-style-type: none"> <li>ULB Boundary</li> <li>Plot</li> <li>Building information</li> <li>Infrastructure</li> <li>(various layers)</li> <li>Rail Network (if any)</li> <li>Water bodies</li> <li>Counter</li> </ul> <p>These maps are to be created using physical surveying (Total Station Survey or GPS technology). Ancillary data, departmental input and collection of data for attributes of various layers. Maps must be geo-referenced and Geographic Information Systems compatible. The IA will do the field data collection, validation with district, municipal and other records and integrating with the base map</p>
5	Satellite Images	<p>High resolution and cost effective satellite data acquisition (QUICK BIRD/Worldview I, Worldview II, CARASOAT/ICKNOO's and others) with 0.4-0.6mtrs resolution and cloud free procured from Digital Globe/National Remote Sensing Agency. Only cloud free and vertical (nadir view) scene should be</p>

		procured by IA for the project.
6	District GIS Server Centre and GIS Recovery Centre	The procurement of hardware will be done by district administration with the help of the IA. All other software including open source software and third party propriety software will be procured by the IA. Once procured the IA will set up the GIS servers at the district data centre and recovery centre at the place designated by the administration. All installation, commission, testing and go-live operations will be done by IA. The District NIC will audit and certify before handoff
7	ULB Application	The IA will design, develop, test and validate the ULB application based on the SRS and hand it over all the source code and relevant documents to the district administration. The certification of the Application will be done by the district NIC before handoff. Refer to the functional requirements of the application at section
8	Geo-database	All geo-data collected during the project using Total station survey, digitization etc will be handed over to the district administration. This data will belong solely to the district administration.
9	Operation Manual and procedures	The IA will provide all manual and documents necessary detailing all the procedure for operation, modification and maintenance of the system to the district administration
10	Operation and Maintenance	The project will be operated and maintained for 2 years from the date of commissioning by the IA. All repairs, modification, maintenance will be charged on the IA.
11	GIS Training	All aspect of GIS and GIS related technologies will be provided to the District NIC. Besides the GIS platform and Application will be explained in depth and the IA will ensure that district NIC is capable enough to modify, edit, maintain, and operate the GIS platform in the near future. A illustrate training schedule is given in the training requirements section however the IA should suggest what training must be provided and should account for the cost of the training in the bid document. The key object enlisted above should be achieved through the training.

## 9. Functional Requirements of GIS platform

The following table gives the functional requirement of the GIS Platform

S.No	Functional Requirements
1	The GIS Platform should be accessible by Rich client, web browsers and mobile clients. There should be features to modify the geo-data base from these clients given appropriate security and permissions. For example A field surveyor should be able to update the geo-database while surveying directly though his mobile client

	given adequate security and access permission. This will make field survey easier.
2	The GIS Platform should expose web services so that external clients, browsers should be able to access the platform given proper permission and security. For example The district administration may expose the Geo-data to external agencies on commercial terms to use the geo-data. The external agencies will be provided with some account no and access permission to access the database. Thus the Geo-data base, server should be able to handle these external clients by exposing its web services.
3	The GIS Platform should be built on a scalable model so that future GIS application which uses the geo database can be implemented. For example The district administration may want to create a Geo-MIS for MGNREGA works in the districts. The implementation should be able to seamless access the geo-data in the database and also integrate the MGREGA MIS with the GIS so that both spatial data as well as no spatial data is available to the application for intelligent analysis, display, and data modification by the application.
4	There should be adequate provisions to modify the geo-data in the database in an easier manner. For example if the administrator wants to update the satellite images in the future, it should be able to be easily done at very minimal cost and effort.
5	The base map of the district and ULB should be able to be updated easily as the district and ULB changes over the years. Adequate mechanism should be provided so that the updating the database is seamless and easy
6	The disaster recovery server should be mirror images of the GIS server so that GIS servers can function even in an event of disasters.
7	District over the years: The GIS platform will support a mechanism for ensuring that administration is able to view historic data or deltas between current geo data and previous geo-data due to the updating of the geo-database over the years. (Change in satellite image, change in land use, forest cover, drainage pattern etc)

## **10. Functional Requirement of the customized GIS application for the ULBs**

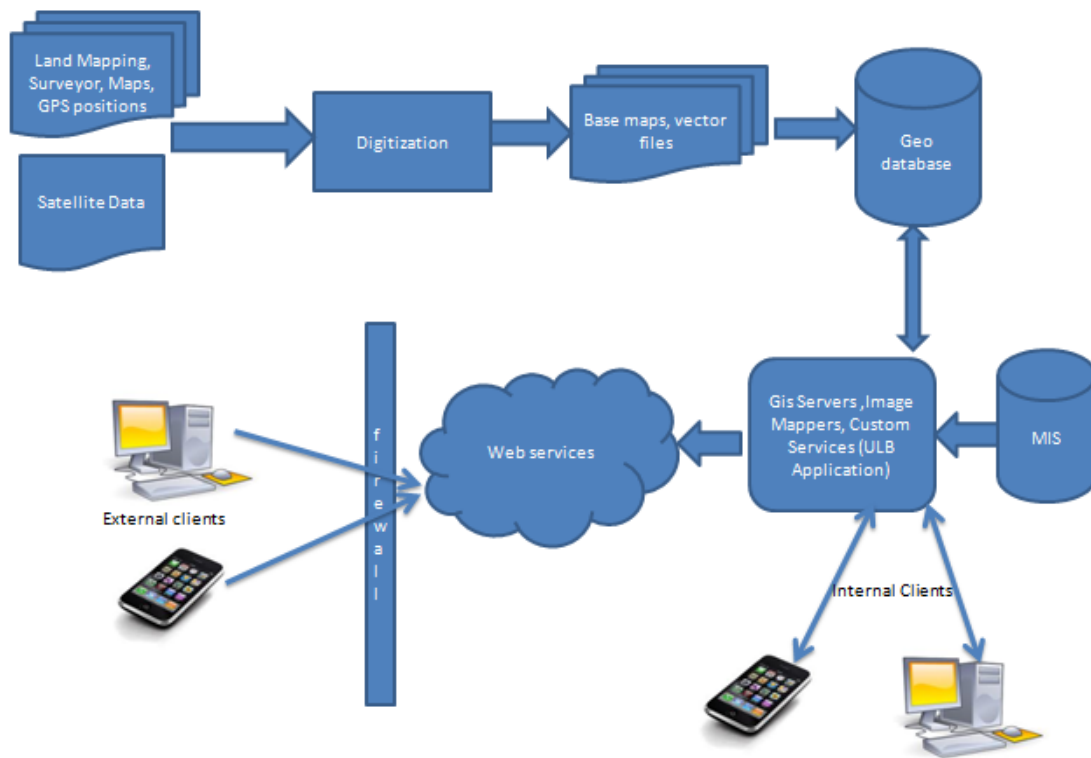
S.No	Functional Requirements
1	To collect all the information about the building, infrastructure, boundaries of the two ULBs in the district. A detailed household survey of all the dwelling and other property including vacant sites (All residential, commercial, industrial, educational, religious building etc) will be carried out to create the data model for the application.
2	To formulate a street addressing system for the ULB for easy location of building or land parcel. This includes numbering of the door, making city maps and scalable addressing scheme.
3	To present all the data collected about the ULB in a graphical view. For example the system shall provide graphical view of network elements such as water, sewage, transportation with reference to physical entities like roads, canals, houses etc
4	The client application accessing the geo database of the ULB will consist of desktop client, web browser and mobile clients. However the functionality available to the user for access will be different.
5	The application will have editing capabilities with set of drawing and editing tools to enable the user of the application to draw and modify any or parts of the geographical objects (viz, Circles, rectangles, polygons, square) on the map. The application should be able to create/search any geographical object within these boundaries like fill patterns, line symbols, text on map.

	<p>Following are some of the graphical editing feature that should be provided by the application (similar to standard GIS software package)</p> <ul style="list-style-type: none"> <li>• Ability to Edit/draw/ delete any element of drawing</li> <li>• Ability to construct a straight line by identifying two points and the application shall automatically connect the two points.</li> <li>• Layered views will be provided over the geographic background</li> <li>• Ability to label any entity with the data associated with it on the map</li> </ul>
6	The application should have capability of searching items on the map
7	The application should have capability of updating the database when there changes are made on the graphic data.
8	<p>The application will have zoom and pan functionality to locate a particular element on the map. The GIS graphic software should have the following features</p> <ul style="list-style-type: none"> <li>• 2d/3dGeometric description, flexible displays and element symbology</li> <li>• User friendly interface, support for standard fonts and user defined fonts</li> <li>• Support for element manipulation commands like copy, scale, move, rotate, mirror, delete etc with single elements or group of elements</li> <li>• Support of English &amp; metric units of scale. Suitable interface for application programming (user commands)</li> <li>• Built in support for graphics accelerate through Open GL and Quick Vision interface on all Windows platforms</li> <li>• Smart Line and Accurate drawing tools to dramatically increase drafting productivity</li> <li>• Support to external database directly and through ODBC to create intelligent designs</li> <li>• High Quality Rendering and Animation tools to enhance design visualization</li> <li>• Programmable by End User. Automatic BASIC MACRO generator</li> </ul>
9	<p>A Customized road and transportation network module will be provided which will have the following functionality</p> <ul style="list-style-type: none"> <li>• Categorization of roads according to various parameter provided by the district administration</li> <li>• All categories of roads to be show in different layers on the map and attributes of the each layers should include category of the road(state highway, national highway, PMGSY, etc) length of the road, type of construction, condition of road, width , type of terrain, traffic flow, capacity, accident information etc.</li> <li>• An auto road drawing tool, which shall take as input width of the road and one edge of the road, the application shall draw both edges of the road keeping a constant width between them</li> <li>• Ability to analyze different scenarios using the application <ul style="list-style-type: none"> <li>○ What if the roads are widened?</li> <li>○ What roads have most accidents?</li> <li>○ Which plots are connected to roads etc</li> </ul> </li> </ul>
10	<p>Plot and Building Information</p> <ul style="list-style-type: none"> <li>• The application should be able to identify the plot on the map by supplying its address. All the attribute information of the plot should be displayed on the screen for the plot</li> <li>• Features such as showing which plot have valid building permits etc should be displayed on the map</li> <li>• The application should be able to show the encroachment on the map ie building and house with no valid permits</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to search owners/possessors name by entering the property name or address</li> <li>• Ability to display various citizens/households taxable under different taxes imposed by the ULBs</li> <li>• Commercial establishment, schools building, public building, AWCs, offices etc</li> </ul>
11	<p>Analysis on the geo-data</p> <ul style="list-style-type: none"> <li>• The application should be provide custom queries for retrieving various information and displaying it on the map</li> <li>• The application should also provide mechanism for user to create their own queries for retrieve and analysis of information non the map</li> </ul>
12	<p>Public Health</p> <p>Provide tools for displaying various facets of the health management in the towns.</p> <ul style="list-style-type: none"> <li>• Ability to display location of Govt hospitals, PHC etc</li> <li>• Facilities available in each hospital or centre</li> <li>• Disease Map of the ULB</li> <li>• Waste Management of the solid waste generated in the towns</li> <li>• Zone wise report etc</li> </ul>
13	<p>Water and Sanitation</p> <ul style="list-style-type: none"> <li>• Display location of various water and sanitation facilities in the town.</li> <li>• Display the pipeline network, tank etc on the map</li> <li>• Display the sewage network on the map, drainage patter, manholes etc on the map</li> <li>• Help the town planner to plan the water and sanitation efficiently using the tool</li> </ul>
14	<p>Election constituencies (wards) should be depicted on the map with ability to</p> <ul style="list-style-type: none"> <li>• Display the location of different polling both</li> <li>• No of population of electorates in each both</li> </ul>
15	<p>Electrification module</p> <ul style="list-style-type: none"> <li>• Display electric poles, structures and utilities in the ULBs</li> <li>• Display habitation connect by electricity and not connected by electricity etc</li> </ul>

## **11. Functional Diagram of GIS System**

The key requirement is to build an enterprise wide GIS platform of the district and the ULB located in the district. In future custom applications of various departments should be access the GIS data stored in the enterprise database through set of standard processes. The ULB application will access the geo-referenced data in the geo-database and also its own MIS to provide various functionalities as described above to the user. Besides internal clients external clients should also be able to access the services through proper security and protection mechanisms. This diagram is a representative diagram to represent the functionality expected by the district administration of the GIS server.



## 12. Submission of Sample Work

The agencies bidding for the project will have to submit a completed sample work in digital form on a CDROM along with other Tender Documents. This work will have to be demoed to the technical bid evaluation committee for the technical bid evaluation. The deliverable of the sample work will be

- Vectorised city cadastral maps in paper coordinates with all the features captured in various layers with unique ids. The deliverables to be submitted in drawing export format (DXF)/coverage/geodatabase.
- Vectorised individual city cadastral map raw coverage (point line and poly coverage with line and polygon topology), with all features and unique ids in GIS data format.
- Geo-referenced individual city cadastral maps, coverage (point, line, and poly coverage with line and polygon topology) with all features and unique ids in GIS format (specify specific format of the same for necessary conversion if needed)
- Mosaic of individual city cadastral maps, geo-referenced vector map with all features captured with unique IDs in GIS format (or specifies your required data format)
- Layer-wise feature extraction from satellite image with proper annotation, symbology and unique ID to facilitate attribute attachment
- Metadata file in excel format
- Survey of utilities like water pipelines, sewage lines, electric lines etc using ground penetration Radar (GPR) where ever applicable and associated attribute data collection
- Collection of household data and other primary data
- Write up on the methodology followed, accuracy parameters including error limitation and systems used.

The technical committee will give due weight age to the work demoed by the bidder.

### 13. Performance, Data Security, Scalability Requirements

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The system implemented by the IA will be meet the following requirements

- Performance Requirements: The DPR will detail the performance that the system will be able to deliver, the latency times and the types of load the application will be able to handle. Adequate tests must be performed to meet the performance standards
- Data security: The system will have adequate data security features to minimize the risk of data loss or theft. There will be adequate permission mechanisms to authenticate users. The data recovery and back up mechanism will be in place and should be detailed out in the DPR
- Scalability: The system should be highly modular and scalable to accommodate future application to be built on the platform. It should also interface easily to the state GIS server to operate with it seamlessly in the near future.
- Interoperability: The GIS server should seamless be able to operate with the state GIS server with no additional cost and programming. The architecture should be on standard platform for future integration with state GIS server

### 14. Operational Requirements

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#### a. Project Management

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The IA will deploy a project Manager for the entire duration of the project. Project Manager should be PMP certified and with good understanding of GIS and related technologies.

There will be a Steering committee constituted the district which will contact interface with the IA for the following

- Monitoring project implementation in terms of quality, time, scope and budget
- Providing guidance to IA and helping in decision making and issue resolution
- Reviewing deliverables and providing recommendation for sign-offs
- Coordinating with various internal and external stakeholders

The Project Manager of the IA will report to the steering on weekly basis about the status of implementation of the project. It will convey to the steering committee all the information that is sought by the members. All risks to the project will be conveying in advance to the steering committee. In case risks to the projects are hidden and the project is delayed due to risks which could be mitigated, the district administration has the right to levy penalty charges and its decision will be final and binding on the IA.

#### b. Manpower Requirement

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The following are the manpower that will be supplied by the bidder for the execution of the project

S.No	Person	Minimum Qualifications	Minimum Work Experience
1	Project Manager	-PMP Certified Manager -MBA a plus	10 years experience in executing projects similar to this with government or other bodies
2	GIS/Remote Sensing Specialist	Graduate/PG Degree with certification in GIS from reputed organizations	5 years experience in managing or developing databases including data collection, entry and maintenance is essential

			Strong practical experience in using Digital Image Processing and Geographic Information Systems (GIS) software tools is essential Programming in GIS application development in desktop/web/mobile environment is essential
3	Programmers	Graduate/PG Degree from reputed institutions	5 years experience in database and software programming languages. Should be comfortable in implementing MIS systems and good in database design.
4	Surveyors	Diploma in Surveying	3 years experience in Topographic using Total Station Equipment
5	Draughtsman	Diploma in Civil Engineering	5 years relevant experience including AutoCAD drawing and other GIS software's.

The technical committee will evaluate the Manpower at the disposal of the bidder. The IA will have to submit the CV along with photo identity proof of the manpower he is committing for the project in the proposal form. This will be evaluated by the committee and due weight will be given. All relevant documents should be attached with the CV for helping the technical committee in the evaluation of the proposal.

### 15. Requirements of Adherence to Standards

The IA while implementing the project will ensure that the following standards are adhered to

S.No	Area	Standards
1	Interpretability	Web services, open standards, e-governance standards
2	Project documentation	IEEE/ISO specifications for documentation
3	Information access/transfer	SOAP, HTTP, HTTPs
4	Information security	ISO 27001
5	GIS software	Standard GIS Package
6	GIS standards	<a href="http://www.opengeospatial.org/">http://www.opengeospatial.org/</a> Esri etc
7	Database	Standard RDMS database, SQL

### 16. Service Level Agreements & Quality Standards

The following are the service level agreement with the IA to be delivered after the implementation of the project and performed during the operation and maintenance period.

S.No	Metric	Expected Service Level	Lower Service Level	Breach	Measurement frequency	Measurement Method
1	24x7 uptime of	>99.9%	99.5%-	<99.5	Monthly	-Event logs on

	ULB GIS Application in the respective ULB offices		99.9%	%		the server
2	24x7 uptime of ULB GIS services on the Web and Hand held devices	>99.9%	99.5%-99.9%	<99.5%	Monthly	Event logs on the server
3	Accuracy of district base map	>99.9% accuracy	95%-99.9%	<95%	Random sampling	Comparison with actual on the ground
4	Accuracy of ULB base map	>99.9% accuracy	95%-99.9%	<95%	Random sampling	Comparison with actual on the ground
5	Resolution of Satellite images	>0.4 mtrs	0.4-0.6 mtrs	<0.6 mtrs	Once	Actual check
6	Accuracy of all primary data collected by the IA	>99.9%	>95%-99.9%	<95%	Random checks	Comparison of the collected data with the ground data

\*The district administration shall have the right to impose penalties of a commensurate amount based on the type and degree of error on the part of the IA. Each error will be taken up on a case to case basis

\*The decision of the district administration shall be final in case of non adherence to Service level benchmarks.

\*In case of gross default the district administration has the right to unilaterally terminate the contract

## **17. Acceptance Testing Audit and Certification**

The district administration will through its own staff or external consultant to review all aspects of the project and certify compliance with the RFP before the system deliverables and project is handed over.

The district administration shall certify the following aspects

- Functional review: Whether all aspects of the functional requirements are met by the IA in implementing the project
- Non functional review: The district administration will review the following aspects before sign off
  - Security – including audit of network, server, application, and host security mechanisms, assessment of encryption mechanisms, and compliance with ISO 27001 etc.
  - Performance – including testing to ascertain request-response time, map loading time, search time, query time etc
  - Availability – including network, server fail-over tests and other industry standard parameters
  - Scalability – infrastructure and application, both horizontal and vertical

- Interoperability – system design to facilitate interoperability with other systems (present or future) with the government of Tripura (ArcGIS etc)
- Standards – compliance with standards prescribed in the RFP
- Strategic Control of district administration – provision for necessary checks and facilities as prescribed in the RFP or any other document post-RFP
- Project documentation: The district administration would review and verify for being of acceptable standard the project documents developed by IA including design documents, source code, operation manuals, training manuals etc.

The district administration has the right to reject the acceptance of any of the project deliverables with out giving reasons to the implementing agency.

## **18. GIS Training Requirements**

The following are the training to be given to the official and staff of the district administration for building the proficiency in GIS and related technologies and also to takeover the platform once the maintenance and operation period by the IA is over. The list is illustrative only and the IA will suggest further modifications in his Detailed Project Report

S.No	Training Module	Target Audience
1	GIS Module <ul style="list-style-type: none"> <li>● Basics of Remote Sensing</li> <li>● Introduction to remote sensing analytical software</li> </ul>	To be Decided by district Adm
2	GIS Module 2 <ul style="list-style-type: none"> <li>● GIS Based query and Analysis</li> <li>● Building Information Systems</li> </ul>	To be Decided by district Adm
3	GIS Module 3 <ul style="list-style-type: none"> <li>● Web Based Solutions both on Desktop and Network based application</li> <li>● ULB Software developed by the IA</li> </ul>	To be Decided by district Adm
4	Integration of MIS data into the GIS	To be Decided by district Adm
5	GIS Platform <ul style="list-style-type: none"> <li>● Understanding the platform</li> <li>● Integration of other application to the platform</li> </ul>	To be Decided by district Adm

## **19. Payment Terms and Conditions**

The payment will be made on the basis of deliverables made to the district administration based on its satisfaction

S.No	Deliverable	Amount
1	<ul style="list-style-type: none"> <li>● Detailed Project Report (DPR)</li> <li>● Acquisition of Satellite Images</li> <li>● Introductory training on GIS and GIS related aspects</li> <li>● Requirement Study for ULB Application</li> <li>● SRS (Software Requirement Specification) for ULB Application</li> <li>● Review and Sign Off for ULB Application</li> </ul>	10%

	<ul style="list-style-type: none"> <li>• BOM for GIS Sever side Hardware</li> </ul>	
2	<ul style="list-style-type: none"> <li>• Setting of GCP</li> <li>• Mid level Demo and Review of the GIS system (this will be a live demo to update on the progress of the project)</li> <li>• Creation of Geo-database of the district (Base Maps, complete survey of the district and ULBs)</li> </ul>	30%
3	<ul style="list-style-type: none"> <li>• Installation and Commission of GIS Hardware and Software</li> <li>• Implementation and Customization of the ULB Application on the GIS platform</li> <li>• Application Testing on the GIS platform</li> <li>• Complete testing of the GIS Platform using ULB Application</li> <li>• Complete Demo and Review of the GIS Platform</li> <li>• Training on GIS and GIS system</li> </ul>	30%
4	<ul style="list-style-type: none"> <li>• Maintenance and operation for a period of one year after Commission of the GIS Platform</li> </ul>	30%

The payment will be made only if the work or project deliverable is to the satisfaction of the district administration, Dhalai or its representatives. As per the provisions of Income tax, sales tax, service tax and all other central and state government taxes are deducted from the payment. The tenderer is also responsible for all taxes, fees, and other charges of the district administration and other government departments.

## **20. Earnest Money Deposit**

1. The Tenderer shall furnish, Earnest Money Deposit in favour of District Magistrate & Collector, Dhalai district, payable at Dhalai for the amount of Rs. 1,00,000/- (Rs. One lakh) only.
2. This EMD can be in the form of:
  - a) A bank demand draft on any Nationalized Bank/ Scheduled Commercial Bank or
  - b) A bank guarantee in the form given in Annexure 5, from a Nationalized Bank Scheduled Commercial Bank.
3. Demand Drafts / Bank Guarantees furnished towards EMD shall be valid for a period mentioned in the Tender Notice.
4. The EMD of unsuccessful Tenderers will be returned no sooner the tenders are finalized or end date of the Tender validity period whichever is earlier.
5. The Earnest Money Deposited by the successful Tenderer will not carry any interest and it will be dealt with as provided in the conditions stipulated in the tender.
6. The E.M.D. shall be forfeited.
  - (a) If the Tenderer withdraws the tender during the validity period of tender.
  - (b) In the case of a successful tenderer, if he fails to sign the Agreement for whatever the reason.
7. In consideration of the District Authority, Dhalai undertaking to investigate and to take into account each tender and in consideration of the work thereby involved, all Earnest Money Deposited by the Tenderer will be forfeited to District Administration, Dhalai in the event of such Tenderer either modifying or withdrawing his tender at his instance within the said validity period of 90 days.

## 21. Eligibility and Qualification Criteria

The bidder for the tender should fulfill the following conditions

### a. Technical Eligibility Criteria

- The Bidder submitting bid must have created GIS datasheet and GIS application using satellite image/ortho image for at least on region/city national or internationally for are greater than 100sq km. Documentary evidence must be submitted.
- The Bidder must be GIS/IT software solution Provider Company registered in India and must be operational for 3 years or more as of closing date of this tender. The related documentary proof as company registration certificated must be submitted.
- The Bidder must be ISO 9000:2001 / SEI CMM level III or higher certification or equivalent certification recognized by IEEE certified one. The latest certificate issues by certifying body valid as of today must be submitted.
- Experience Certificates or copies of work orders regarding previous satisfactory executed works preferably government assignments
- The Bidder must submit a Sample work as given in Part1, Section 12
- The Company must be an authorized development partner for the Company whose GIS software they are using/supplying and customizing. Necessary certificate must be attached.
- Firm should submit the list of people and their qualification who will be working on the project

### b. Financial Eligibility Criteria

- The Tenderer shall furnish audited financial statements for the last three years, audited by a Chartered Accountant, which include Profit and Loss Account, Balance sheet and certificates regarding contingent liabilities. In case of any nil statements, a Chartered Accountant shall certify the same accordingly. The Tenderer shall furnish the financial statement for the latest financial year (2 to 3 months prior to Tender date) including the liabilities, contingent liabilities and projects in progress.
- If the Tenderer is a company, audited annual reports of the financial years 2008-2009 to 2010-2011 along with the audit reports under the Companies Act shall be furnished. In case of Tenderers other than companies, if the turnover in any of the above financial years exceeds Rs. 100 lakhs per annum, the audited accounts along with the auditor's certificates under section 44 AB of the Income Tax Act shall be furnished. If audited reports under Section 44AB of Income Tax Act is not furnished for any year, it will be deemed that the turn over for that year was less than Rs.100 lakhs . In the case of Tenderers other than companies, if the turnover in any of the above financial years does not exceeds Rs. 100 lakhs per annum, the following certificate shall be given by a Chartered Accountant for each year for the Profit and Loss Account and the Balance Sheet.  
"We have audited the above Profit and Loss account / Balance Sheet of \_\_\_\_\_ as on \_\_\_\_\_ for the financial year ending \_\_\_\_\_ and in our opinion the said accounts give a true and fair view. The said Balance sheet and Profit and Loss Account are in agreement with the books of accounts and returns produced and that we have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of the audit.

- The Tenderer has deposited Earnest money as mentioned in tender document
- The Tenderer should submit Solvency Certification worth Rs 300 lakhs from any nationalized/Scheduled bank dated with last three months.
- The Tenderer is requested to file an undertaking on appropriate court fee stamps stating therein that.
  - Any institution of Central/State Government has not declared the agency bankrupt.
  - The Government or any other organization has not blacklisted the agency for failure to pay any dues and/or violating terms and conditions attached to contract undertaken by it.
  - Any court has not adjudged the agency as insolvent or was/were not convicted under any Law for an offence involving moral turpitude or for any criminal activities etc or was not detained under any preventive law.
- The Tenderer shall not sub contract the work for the project to any agency

## **22. Technical Bid Evaluation Criteria**

The technical bid evaluation will be done on the basis of the technical bid proposal and the presentation done by the agency to an evaluation committee appointed by the District Magistrate and Collector, Dhalai. The technical proposal will carry a total marks of 40 (St). Only those agencies whose technical marks exceed 20 will be eligible for financial bids. The technical score will include for determining the total score for award of tender. (Please refer to the tender award criteria in Sec 23)

The breakup of the 40 marks is as follows.

<b>S.No</b>	<b>Technical Criteria</b>	<b>Marks</b>
<b>Core Competency of the Firm</b>		
1	Expertise in GIS/GIS related field	5
2	Details of previous works undertaken by the agency (proof to be given)	5
<b>Manpower deployed for the project</b>		
1	Skill and Expertise of the Manpower committed for the project (Software Professionals, GIS Experts, Database Professionals, Surveyors, draughtsman)	7
2	Level of expertise in Project Management and town planning	3
<b>Project Execution</b>		
1	Methodology of the work execution covering all aspects of the scope of work including data collection	5
2	Solution proposed by the implementation agency	7
3	Third party GIS Software used and its interoperability of the solution with currently ongoing GIS project in Government of Tripura (particularly with the Arcview GIS software & Bhunaksha software of Revenue department, GoT)	5
4	Presence of the Firm in Tripura	3

## **23. Winning Bid Criteria**

The winning bid of tender will be awarded to the bidder with maximum marks which will be arrived based on the following process detailed below

- The bidder will be assigned a technical score (St) out of a total marks of 40 (Technical bid evaluation part)
- The bidder will be assigned a financial score (Sf) out of a total marks of 60. The financial score will be computed by the following formula ( $Sf=60 \times F_m/F$ ) where F is the price of the proposal under consideration and  $F_m$  is the minimum price quoted (ie  $F_m$  is the lowest financial bid)
- The total score ( $S = St+Sf$ ) which is the sum of technical and financial score is computed
- The bidder securing the highest Total score will be declared as the winner of the bid

## **24. GENERAL TERMS & CONDITIONS FOR RFP**

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- **LANGUAGE OF THE DOCUMENTS:** All documents relating to the Tender shall be in the English language.
- **TENDER PRICES:** Unless stated otherwise in the tender documents, the Contract shall be for the whole of the work and the Tenderer shall quote in Indian Rupees his willingness to execute the works at quoted unit rate for different components and the Percentage on the finally approved Project Cost minus statutory provisions. This quoted rate shall also include Bankers charges, Service Tax, overheads and all other incidental charges complete for the work. The rate quoted by the Tenderer shall be final.
- **TENDER VALIDITY:** Tenders shall remain valid and open for acceptance for a period of 120 days after the date of Tender opening. In exceptional circumstances, prior to expiry of the original Tender validity, the District Administration, Dhalai may request the Tenderer for a specified period of extension of validity. The request for any extension and the responses thereto, shall be in writing or cable. A Tenderer may refuse the request without forfeiting his EMD. A Tenderer agreeing to the request will not be required or permitted to modify his tender, but will be required to extend the validity of his EMD. A Tenderer who withdraws his tender without a valid reason (to be decided by the authority competent to accept the tender) shall be disqualified for tendering further works in the Govt. of Tripura.
- **Amendment of Tender Document:** The District administration for any reason, whether at its own initiative or in response to a clarification requested by eligible bidders or parties interested will modify the tender document by issuance of an addendum. The addendum will be communicated to interested parties on its website.
- The terms and conditions as laid down by this Thirteen Finance Commission for District Innovation Fund (DIF) shall take precedence over anything mentioned in this document.

*Part II Submission of Tender Documents*

## 1. SEALING AND MARKING OF TENDERS

The signed Tender documents shall be submitted in sealed covers.

- i. Tender document Part-I i.e., Technical Bid along with EMD&DD for cost of tender document and Part-II i.e., Price Bid shall be submitted in separate sealed covers marking cover-A and cover-B respectively.
- ii. The tenderer shall also ensure that Sealed Covers i.e., cover- A and cover-B shall bear applicants name and address along with Tender Notice No. clearly. Further Sealed cover shall bear the following identification marks.
  - i) Technical Bid / Price Bid
  - ii) Tender Notice No. \_\_\_\_\_ item No. \_\_\_\_\_
  - iii) Name of Work \_\_\_\_\_
  - iv) The name and address of the Tenderer.
  - v) The name and address of the officer to whom the tender is to be submitted, as detailed in the modification.
- iii. The sealed covers A and B shall be kept in another cover C and shall bear the following information.
  - i) Tender Notice No. \_\_\_\_\_ item No. \_\_\_\_\_
  - ii) Name of Work \_\_\_\_\_
  - iii) DO NOT OPEN BEFORE \_\_\_\_\_
  - iv) The name and address of the tenderer.
  - v) The name and address of the officer to whom the tender is to be submitted.
- iv. The completed sealed cover C shall be deposited in tender box at the following address before the time and date specified for receiving the tenders.

District Magistrate & Collector  
Dhalai district, Jawaharnagar.  
Tripura, India. Pin-799289  
Tele/ Fax.no: 03826-267209

## 2. Content of Sealed Cover –A:

The envelope-A shall contain the following documents

- a. Technical Qualification Proposal Letter (Annexure1)
- b. Earnest Money Deposit or Demand Draft mentioned above in Part I, Section 20 of the RFP
- c. Detailed Technical Methodology of the proposed work i.e. Comprehensive survey of mapping of properties/features and GIS database development of the district and ULBs
- d. Experience Certificates or copies of work orders regarding previous satisfactory executed works preferably government assignments.
- e. Submission of Sample work as given in Part1, Section 12
- f. ISO 9000:2001 / SEI CMM level III Certification
- g. Authorized development partner Certification of any GIS software which they are using/supplying/customizing for the project.

- h. Audited financial statements for the last three years, audited by a Chartered Accountant
- i. Company should submit Solvency Certification worth Rs 300 lakhs from any nationalized/Scheduled bank dated with last three months
- j. CVs of the people who will carry out the project along with photo identity proof.
- k. Undertaking on appropriate court fee stamp (Annexure 5, Affidavit)
- l. Documents regarding the legal status of the agency
- m. Information regarding current litigation debarring/blacklisting/expelling of bidder or an abandonment of work by the bidder if any
- n. TAX REGISTRATION/ TIN No.

### **3. Content of Sealed Cover –B:**

The second envelope will contain the financial tender offer duly signed and sealed by the agency including the common set of terms and conditions issued by the district administration, pre-bid meeting, and clarification from the district administration.

The agency shall quote its commercial offer duly keeping in mind the scope of work that it needs to carry as mentioned in the request for proposal document.

The tenderer shall quote his commercial offer and submit it in Cover B in the format given in Annexure 6 (Financial Proposal submission form). He shall not quote his commercial offer anywhere else directly or indirectly in any other envelopes or any place of the document under any circumstances

### **4. Place of submission of Tender**

The tender shall be submitted in the office of District Magistrate and Collector, Dhalai district, Jawaharnagar, Tripura

### **5. Date and Time of submission of Tender**

As communicated in the letter inviting for tender

### **6. MODIFICATION AND WITHDRAWAL OF TENDERS**

1. The tenderer may modify or withdraw his tender, provided that the modification or notice of withdrawal is received in writing by the District Administration prior to the prescribed dead line for submission of tenders.
2. The Tenderer's modification or notice of withdrawal shall be prepared, sealed, marked "Modification" or "Withdrawals" as appropriate and delivered.
3. No tender may be modified after the deadline for submission of tenders.
4. Withdrawal of a tender by a tenderer during the interval between the deadline for submission of Tenders and the expiration of the period of tender validity specified in the Form of Tender shall result in the forfeiture of the EMD pursuant to Clause.

*Part3 :Tender Opening and Evaluation*

## **1. TENDER OPENING**

- a. The DM & Collector, Dhalai District, will open the tenders (cover C and then cover A containing Technical Bids) and any submissions made pursuant to Clause in his office on the date and time mentioned in the Tender Notice or addendum in the presence of any of the tenderer or their representative who choose to attend, all of whom sign a register as evidence of their attendance.
- b. Tenders for which an acceptable notice of withdrawal has been submitted pursuant to Clause shall not be opened and shall be returned to the Tenderer on completion of the tender acceptance process.
- c. Covers of the remaining tenders shall be examined and their conditions will be noted. Any tender in which the Cover is found unsealed or is damaged such tender will be rejected and minuted.
- d. The Tender shall be rejected if:
  - i. Sealed cover B containing Price Bid is not enclosed.
  - ii. Price Bid is enclosed along with Technical Bid in cover A
  - iii. EMD as per Clause is not enclosed in cover A.
  - iv. Proof of eligibility and qualifications is not enclosed
  - v. There are any criminal cases pending.
  - vi. PAN/TIN is not enclosed
  - vii. Affidavit is not enclosed
  - viii. Joint Venture agreement is not enclosed in case of tenders received from Joint Venture of two or more firms
  - ix. Any of the terms of the technical and financial eligibility criteria is no met
- e. Any such conditions shall be minuted and the cover 'B' shall not be opened. It shall then be kept in the safe custody of the District Administration, Dhalai until the tender process is finished. Thereafter the tender shall be returned to the Tenderer.
- f. The District Authority, may prepare, for its own record, minutes of the tender opening, including the information disclosed to those present in accordance with clause as mentioned above.

## **2. CLARIFICATION OF TENDERS**

To assist in the scrutiny, evaluation and comparison of the tenders, the District Authority, Dhalai may ask Tenderers individually for clarification of their tenders. The request for clarification and response shall be in writing or by cable. However, no change in the tender amount/rate or substance shall be sought, offered or permitted by the District Authority, during the evaluation of the tenders except as provided in Clause.

## **3. DETERMINATION OF RESPONSIVENESS**

- a. Prior to the detailed evaluation of tenders, District Administration, Dhalai will determine whether each tender has been submitted in the proper form and whether it is substantially responsive to the requirements of the tender documents. Tenders, which have not been submitted in the proper form and do not meet up the requirement as mention in the concept note uploaded will be summarily rejected.
- b. Any tender which is not substantially responsive to the requirements of the tender documents will be rejected by the District Authority and may not

subsequently be made responsive by the Tenderer correcting or withdrawing the non-conforming deviation(s) or reservation(s).

#### **PRICE BID OPENING**

The Price Bids (cover B) of all responsive Tenderers who have satisfied eligibility & qualifications and conditions of the tender will be opened duly intimating the time, date and venue to all responsive tenderers. Only those bidders which have secured marks of 20 or more in the technical proposal will be considered for opening of financial proposal (Refer to Technical bid evaluation criteria)

#### **4. CHECKING FOR AND CORRECTION OF ERRORS**

- a) After opening the Price Bids, it will be checked by the O/C Development, O/o DM & Collector Dhalai for any discrepancy between the quoted rate in figures and in words. Should any discrepancy be found the quoted rate in words will govern.
- b) Any quoted rate that is found to be incorrect as described in the above Sub-clause will be recorded and attested by the O/c Development, O/o DM & Collector, Dhalai at the time of opening the price bid. With the concurrence of the affected Tenderer, the corrected quoted rate shall be considered binding. If the Tenderer does not accept the corrected rate, the tender will be rejected.

#### **5. EVALUATION AND COMPARISON OF TENDERS**

- a. The District Administration Dhalai, will evaluate and compare only those tenders, which have been determined to be substantially responsive to the requirements of the tender documents.
- b. Comparison of the substantially responsive tenders by the District Authority shall comprise comparison of the tender rate for each tender following any corrections required as described in Clause.
- c. Evaluation of the tenders shall comprise an assessment of the impact of any material deviations or reservations that may have been placed on any of the tenders which may effect the contract in the manner and / or the time specified, and their relationship to the tender rate offered. Such deviations or reservations will not be permitted, and such tender shall be rejected.
- d. The proposals submitted shall be evaluated against each component as well as total project cost. In case any of the component or stage is not mentioned or stated which is mandatory it would be taken as the lowest rate quoted for it & shall be incorporated to arrive at the final value of tender. The decision of District Administration in this regard shall be final.

#### **6. AWARD CRITERIA**

Subject to above clause, the DM & Collector, Dhalai/ HPC/DPC/or SAB of Govt. of Tripura as the case may be, will award the contract to the Tenderer whose tender has been determined to be eligible, qualified and substantially responsive to the tender documents and who has submitted the best tender according to the comparison and evaluation process described in Part1, Sec 22 and Sec 23

The Award of tender will be based on the following process detailed below

- a. The bidder will be assigned a technical score (St) out of a total marks of 40 (Technical bid evaluation part)
- b. The bidder will be assigned a financial score (Sf) out of a total marks of 60. The financial score will be computed by the following formula ( $Sf=60 \times Fm/F$ ) where F is

the price of the proposal under consideration and Fm is the minimum price quoted (ie Fm is the lowest financial bid)

- c. The total score  $S = S_t + S_f$  which is the sum of technical and financial score is computed
- d. The bidder securing the highest Total score will be awarded the contract

#### **7. RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS**

Notwithstanding Clause 6, the District Administration Dhalai, reserves the right to accept or reject any tender, and to annul the tendering process and reject all the tenders at any time or any stage prior to the award of contract without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of its action.

#### **8. PROCESS TO BE CONFIDENTIAL**

- a. After the opening of tenders as per Clause & information relating to examination, clarification, evaluation and comparison of tenders and recommendations, concerning to the award of contract shall not be disclosed to the tenderers or any other persons not officially concerned with the process until the award of the Contract to the successful applicant/tenders has been announced.
- b. Any effort by any Tenderer to influence the officials of District Administration in the scrutiny, clarification, evaluation and comparison of tenders, and in any decisions concerning award of a contract, may result in the rejection of their Tender.

#### **9. NOTIFICATION OF AWARD**

- a. Prior to the expiration of the Tender validity period prescribed in above Clause the DM & Collector Dhalai, will notify the successful tenderer by fax, letter or in some other written form, that his tender has been accepted. This letter hereinafter called "Letter of Acceptance (LoA)", will confirm the tender rate which will apply to the services to be rendered by the Tenderer during the contract period.
- b. The LoA will constitute notification of the intention of the employer to enter into a contract with the tenderer for the services under this contract.

#### **10. SECURITY DEPOSIT:**

- a. The successful tenderer shall furnish the Security Deposit in the form of Bank Guarantees of to the tune of 5% of the contract value of any Nationalized Bank or Scheduled Bank valid for 18 Months from the date of award of contract as and by way of security deposit within 10 days of the acceptance of his Tender, failing which the contract shall be liable to be cancelled at the risk and cost of the Agency/s and EMD shall be forfeited subject to such other rights and remedies as may be open to the district administration under the terms of contract.
- b. The district administration shall have the security deposit in the form of Bank Guarantee furnished by the Agency, not only for the period of 18 months but thereafter till the entire, conditions and provisions of the contract and that in case of defaults on the part of the Agency to perform and observe any terms of the said contract and observe any of the said covenants, conditions or provisions or in the event of termination of the contract by the district administration on any ground under any clause; it shall be lawful for the administration on its absolute discretion to forfeit the whole or any part of the security deposit without prejudice, nevertheless, to any remedy that the district administration may have against the

Agency under the contract for such breach and the district administration shall be entitled to encash the Bank guarantee forthwith and to appropriate the Security deposit or any part thereof in or towards the satisfaction of any claim of the Corporation for any damages, loss, costs, compensation, charges or expenses or otherwise howsoever. The decision of the district administration in respect of all these matters shall be final and binding on the Agency.

- c. In the event of security deposit being found insufficient or if the security deposit has been wholly forfeited, the balance of total sum recoverable as the case may be shall be paid forthwith by the Agency on demand made by the district administration for the remaining balance indemnify district administration against any claim for damage or injury to persons or property resulting from and in the course of work and also under the provision of the workmen's compensation Act. On the occurrence of an accident arising out of works which results in death or which is so serious as to be likely to result in death the Agency shall within 24 hours of such accident, report in writing to the District Magistrate and Collector the fact stating clearly and in sufficient details the circumstances of such accident and the subsequent action. All other accounts on the works involving injuries to person or damages to property other than that of the Agency shall be promptly reported to the District Magistrate stating clearly and in sufficient details the facts and circumstances of the accidents and the action taken. In all cases the Agency shall indemnify the district administration against all loss or damage resulting directly or indirectly in this behalf Agency's failure to report in the manner aforesaid includes under the workmen's Compensation Act as to conform to the provision of the said Act to such accidents.
- d. In the event of an accident in respect of which compensation may become payable under The Workmen's Compensation Act, (VIII of 1923) or any other act including all modifications hereof whether such compensation may become payable by the Agency or by the district administration, the district administration shall retain whole or part of the deposit due and payable to the Agency such sum or sums of money as may in the opinion of the District Magistrate sufficient to meet such liability, on receipt of award from the labor Commissioner in regards quantum compensation the difference in amount shall be adjusted.

#### **11. SIGNING OF AGREEMENT**

- a. At the same time as the DM & Collector Dhalai notifies the successful Tenderer that his tender has been accepted, the District Authority will send the tenderer the form of Agreement, incorporating all the agreement conditions between the parties provided in the Tendering Document, the Terms of Reference, Conditions of Contract or any other as may be deemed fit.
- b. Within 7 days of receipt of Form of Agreement, the successful tenderer, shall sign the form and return it to DM & Collector Dhalai.

*Part 4: Other Terms and Conditions*

## **OTHER TERMS & CONDITIONS RELATED TO THE RFP**

1. In addition to the conditions mentioned in the above clauses following terms will also be operational for this tender.
2. The individual signing the tender or other documents in connection with the tender must be issued with an authority letter certifying his / her signature as (a) sole proprietor of the firm or constituted attorney of such sole proprietor, (b) constituted attorney of the firm, if it is a company, (c) authorized signatory of the firm.
3. Any tenderer giving tender in different names will be disqualified and his tender will be rejected.
4. The Tender Forms submitted by the tenderer shall contain all requisite information along with supporting documents.
5. The tenderer should be an established Agency / Firm dealing with the categories of works published in the Tender Notice or having infrastructural facilities including manpower in case of Service Provider. The agency must establish a local office at Agartala/Ambassa with a regular telephone at office.
6. The tenderer shall give the official mailing address, phone, fax number, email address to which all correspondence shall be made by the Authority. Also, if address is changed, the same shall have to be immediately intimated to Authority.
7. The incomplete or conditional tenders would not be accepted and are liable to be rejected.
8. Bids received after the given date and time, will not be considered.
9. Tender without Earnest Money Deposit will not be accepted and is liable to be rejected summarily.
- 10 Tenders not conforming to the requirements mentioned in the Tender Notice will be rejected and no correspondence shall be entertained in this regard.
11. The tender form should be clearly filled in ink legibly or typed. The Tenderer should quote the number, rates and amount tendered by him / them in figures as well as in words. Alterations illegibly attested by the tenderer, shall disqualify the tender. The tender form should be signed by the Tenderer himself. The forwarding letter should be signed along with quotations. Attested copies of the Registration Number for the Firm, License No. under Contract Labor Act., Provident Fund Account No. allotted by the Provident Fund Commissioner, ESI No., PAN No. allotted by the Income Tax Department and/or copy of the last Income Tax Clearance Certificate, etc. and other whatsoever may be applicable in this regard.
12. The tenderer will produce documentary proof i.e., Telephone Bill / Electricity Bill / Income tax clearance certificate, if he is an assessee under Income Tax Act, in support of his identity.
13. The tenderer should take care that the rate and amount should be written in such a way the interpolation is not possible. No column should be left blank which would otherwise make the tender liable for rejection.
14. False information / documents provided for consideration would result in disqualification of the bidder.
15. Forwarding letter should clearly indicate the list of enclosures. Every paper submitted with the tender should be signed by the tenderer with seal of the respective Company/ Firm.

16. The Contractor/Agency/Firm shall not sublet the work to other Contractor/Agency/Firm after the award of the work.

**18. Performance Evaluation:** The performance of the work done by the company will be evaluated by the Dist. Authority on the basis of the reports received from the committee so formed in this regard, fortnightly. If the performance of the agency is not satisfactory, an amount, as decided by the competent authorities, will be deducted from the payments to be released to the agency. The quantum of amount to be decided by the competent authority is final and binding on the agency.

a) The quality assurance of the software package development company will be monitored weekly on the basis of the periodical report.

b) The personnel deployed for software development & maintenance work will work under the Supervision of NIC Dhalai.

**20. Maintenance Contract Validity:** The maintenance contract shall be valid for a period of one year and thereafter it may be extended only in exceptional circumstances by giving an advance intimation of 30 days, at the sole discretion of the District Authority for a further period of one year and on the same terms and conditions. The extent of satisfactory performance upon the previous contract would be the determining factor of the extension of services of the software services providing company among other considerable facts as may be decided by the Authority. The validity of contract comes to an end ipso facto by efflux of time unless otherwise renewed/terminated.

**21. Termination Clause:** The contract can be terminated with three months prior notice by the tenderer and one month's notice by the Dist. Authority. Notwithstanding the aforesaid point, if the tenderer shall neglect or fail to carry out the contracted work, due to negligence in the performance of the contract, the Dist. Authority shall have the right to terminate the contract forthwith and engage another supplier/service provider to carry out the work/services while deducting the dues & damage from the tenderer.

**22. Arbitration:** Disputes, if any, shall be referred to the sole Arbitrator who may be appointed with the consent of the both parties in accordance with the provisions contained in Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modifications for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The venue of the arbitration shall be Tripura in India. The award of contract will form binding upon the awardee of the subjected contract.

**23. THE DISTRICT MAGISTRATE & COLLECTOR, Dhalai** reserves the right to reject all or any tender in part or full without assigning any reasons.

## **Annexure1: Letter for Technical Qualification Proposal**

### Technical Qualification Proposal

[Letterhead paper of the Bidder or partner responsible for a joint venture, including fully postal address and telephone, facsimile and telex numbers and cable address]

Date:

To:

District Magistrate & Collector  
Dhalai district, Jawaharnagar.  
Tripura, India

Project Name: **Development of Geographical Systematic System (GIS) of Dhalai District**

2. Being duly authorized to represent and act on behalf of \_\_\_\_\_(hereinafter referred to as "The Bidder"), and having reviewed and fully understood all the Qualification requirements and information provided, the undersigned hereby applies for Qualification to bid for the contract (RFP) indicated below.

Letter No: \_\_\_\_\_ Dated:

3. Attached to this letter are the following items for the technical bid
- a. Earnest Money Deposit or Demand Draft mentioned above in Part I, Section 20 of the RFP
  - b. Detailed Technical Methodology of the proposed work i.e. Comprehensive survey of mapping of properties/features and GIS database development of the district and ULBs
  - c. Experience Certificates or copies of work orders regarding previous satisfactory executed works preferably government assignments.
  - d. Submission of Sample work as given in Part1, Section 12
  - e. ISO 9000:2001 / SEI CMM level III Certification
  - f. Authorized development partner Certification of any GIS software which they are using/supplying/customizing for the project.
  - g. Audited financial statements for the last three years, audited by a Chartered Accountant
  - h. Company should submit Solvency Certification worth Rs 300 lakhs from any nationalized/Scheduled bank dated with last three months
  - i. CVs of the people who will carry out the project along with photo identity proof.
  - j. Undertaking on appropriate court fee stamp (Annexure 5, Affidavit)
  - k. Documents regarding the legal status of the agency
  - l. Information regarding current litigation debarring/blacklisting/expelling of bidder or an abandonment of work by the bidder if any
  - m. TAX REGISTRATION/ TIN No.
4. The district administration, Dhalai and its authorized representative are hereby authorized to conduct any inquires or investigation to verify the statements, documents and information submitted in connection with the application and to seek clarification from our bankers and clients regarding any financial and technical aspects. The Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information

to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience and competence of the Bidder.

5. The district administration, Dhalai may contact the following person for further information:  
Person Name, Contact details, designation
6. This application is made with the full understanding that:
  - a. Bids by qualified bidder will be subject to verification of all information submitted for Qualification and bidding
  - b. The district administration, Dhalai reserves the right to:  
Amend the scope and value of any contracts to be bid under this project; in which event, bids will be invited only from those bidder who meet the resulting amended qualification requirements; and  
Reject or accept any application, cancel the qualification process, and reject all applications.
  - c. The District administration, Dhalai shall not be liable for any such actions under 5(b) above.
7. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joining venture or association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for the execution of the contract.
8. We confirm that any resulting contract, will be:
  - a. Signed so as to legally bind all partners, jointly and severally;
  - b. Submitted with a joint venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.
9. The undersigned declare that the statements made and all the information provided in the duly completed application are complete, true and correct in every detail.

Signed

Name & Designation  
Address of firm  
Seal of the firm

**Annexure 2: Letter of Acceptance**

**LETTER OF ACCEPTANCE**

From:

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-----  
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To

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-----  
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Gentlemen,

Sub: - Tender for.. .....

Ref: - Your Tender for the above work .....

\* \* \* \* \*

Kindly refer to your letter No. .... dated. .... ..  
... .. forwarding your Tender in response to Invitation to  
Tender No..... You are hereby informed that the  
referenced Tender is accepted.

You are requested to furnish the security deposit in the form specified in  
clause..... of the Conditions of Contract within seven days of the receipt of this  
letter and are also requested to be present all the Office of the DM & Collector  
Dhalai, for execution of Contract documents along with non judicial stamp paper

The Contract will be governed by the Conditions of Contract as set out in the  
Tender Documents subject to modifications accepted by the Please return this  
copy duly accepted and signed.

Yours sincerely,

-----

(Signature)

Accepted

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-----

Signature, Name & Designation

Seal of Firm

**Annexure 3: Bank Guarantee for EMD**

**FORM OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT**

Whereas \_\_\_\_\_  
\_\_\_\_\_ (name of the firm) (hereinafter called 'TENDERER') wish to participate in  
Tender Notice No. \_\_\_\_\_, dated: \_\_\_\_\_,  
of The DM & Collector, Dhalai (hereinafter called the District Authority) for (Name  
of work) '\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_”

AND WHEREAS in terms of the Tender conditions the Tenderer is required to  
furnish to the District Authority, Dhalai a Bank Guarantee for a sum of Rs.  
\_\_\_\_\_  
(Rupees \_\_\_\_\_  
\_\_\_\_\_) as earnest money against the Tenderer's offer aforesaid.

And whereas  
we, \_\_\_\_\_ Bank, \_\_\_\_\_ branch have at the  
request of the Tenderer agreed to give to the GMC this guarantee as hereinafter  
contained.

We, \_\_\_\_\_ bank, \_\_\_\_\_  
\_\_\_\_\_ branch, hereby undertake the guarantee to pay  
immediately to the District Magistrate & Collector, Dhalai on demand in writing by  
the District Authority, Dhalai an amount of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_) without any reservation and recourse if  
the Tender shall for any reason withdraw whether expressly or implied their  
said Tender during the period of its validity or any extension thereof or the  
Tenderer fails to execute the agreement for the work awarded to them by the  
District Administration, Dhalai.

We, the \_\_\_\_\_ Bank,  
\_\_\_\_\_ further agree to that our liability to  
pay the aforesaid amount is not dependent or conditional on the GMC proceeding  
against the Tenderer and we shall be liable to pay the amount without any **demur**,  
merely on a claim raised by the District Authority, Dhalai. The guarantee herein  
contained shall not be determined or affected by the liquidation or winding up  
or dissolution or change of constitution or insolvency of the said Tenderer but shall in  
all respects and for all purposes be binding and operative until payment of all  
money(s) due to the District Administration, Dhalai in respect of such liability under  
the \_\_\_\_\_ guarantee is restricted by Rs.  
\_\_\_\_\_(Rupees. \_\_\_\_\_  
\_\_\_\_). Our guarantee shall remain in force until \_\_\_\_\_. We shall be  
relieved and discharged from all our liability hereunder. We, the  
\_\_\_\_\_, undertake not to revoke this guarantee  
during its pendency/currency except with the previous consent of the GMC in writing.

Station

Name of the Bank.

## **Annexure4: CV of Personnel**

### **BIO-DATA OF TECHNICAL PERSONNEL OF THE TENDERER WHO WILL BE AVAILABLE FOR OF THE PROPOSED CONTRACT**

- a) Name:
- b) Designation:
- c) Qualifications:
- d) Duration of employment with the tender:
- e) Years of professional experience:
- f) Experience on works of similar nature during employment with Tenderer, and previous employment, if any.
- g) Position & Responsibility for the present work

**Annexure5: AFFIDAVIT IN APPROPRIATE JUDICIAL STAMP**

1. I/We \_\_\_\_\_ certify that the information furnished in this tender document & proposal is true and agree that my / our Tender shall be rejected if I / we am / are found to have misled or made false representation in the form of any of the Schedules of Supplementary information and / or statements submitted in proof of the eligibility and qualification requirements or if I / We have a record of poor performance such as absconding from work, works not properly completed as per contract, inordinate delays in completion, financial failure and / or has / have participated in previous Tendering for the same work/s and had quoted unreasonable high Tender premium. In addition I/we shall be blacklisted and the work be taken over invoking clause no of the General conditions of contract and conditions of particular application.

2. I/We \_\_\_\_\_ agree to be disqualified for tendering further works in the Government of Tripura if I/We \_\_\_\_\_ withdraw my/our Tender without a valid reason to be decided by the Authority competent to accept the Tender).

3. I/We \_\_\_\_\_ certify that no criminal cases are pending against me/us partners at the time of submitting the Tender.

4. I/We \_\_\_\_\_ accept that my / our Tender shall be rejected if any criminal cases are pending against me/us/partners of the firm at the time of submitting the Tender.

5. I/We \_\_\_\_\_ certify that the following addenda issued by the District Administration, Dhalai have been received by me/us and incorporated in my/our Tender.

1. \_\_\_\_\_ dated \_\_\_\_\_
2. \_\_\_\_\_ dated \_\_\_\_\_
3. \_\_\_\_\_ dated \_\_\_\_\_

(Add if the addenda issued are more than 3)

7. Further I/We \_\_\_\_\_ certify that no near relatives (as defined in It 3.3 (e)) are working in the District Administration, Dhalai,

8. I / We \_\_\_\_\_ also agree to undertake to keep accurate and system of accounts, records and furnish the same (including that of sub-contractor) and agree to reimburse District Administration, Dhalai any excess amount claimed by me / us over and above my / our entitlement as per of the General Conditions of contract.

Dated this ... .. day of ... .. 20 ..

Signature ... .. in the capacity of ... .. duly  
authorized to sign the

Tender for and on behalf of  
... ..  
(Block Capitals

Signature of Witness:

Name of Witness:

Address of Witness:

## Annexure 6: FINANCIAL PROPOSAL SUBMISSION FORM

From  
(Name and Address of Firm/ Agency)

To  
DM & Collector,  
Dhalai, district, Jawaharnagar,  
Tripura.

Sir,

**Subject:** Preparation of DPR, estimates & execution of project for development of GIS of Dhalai district under District innovation Fund.

We, the undersigned, offer to submit the detailed proposal to provide the services for the above in accordance with your Request for Proposal dated (Date), and our Proposal (technical and financial proposals). Our attached financial proposal is as follows:

S.No	Deliverable	Cost/Fee
1	<ul style="list-style-type: none"><li>Preparation of Detailed Project Report (DPR) and SRS</li><li>Acquisition of Satellite Images</li></ul>	
2	<ul style="list-style-type: none"><li>Setting of GCP</li><li>Creation of Geo-database of the district (Base Maps, complete survey of the district and ULBs)</li></ul>	
3	<ul style="list-style-type: none"><li>Cost of GIS Software (licenses for the complete systems)</li><li>Implementation and Customization of the ULB Application on the GIS platform with Application Testing on the GIS platform</li><li>Training on GIS and GIS system</li></ul>	
4	<ul style="list-style-type: none"><li>Maintenance and operation for a period of one year after Commission of the GIS Platform</li></ul>	

The firm with the highest score in both technical and financial bid computed with the process detailed in the RFP (Part1, sec 22, and sec 23) will be considered for award of work. The client would carryout the negotiations with the winning bidder and bidder should be ready to modify his offer, if required by the client.

The above amount/percentage is inclusive of all taxes & services and our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiation, up to expiration of the validity period of Proposal, i.e. (Date)

We understand that District Administration, Dhalai got the full rights either to consider or to reject any offer or can entrust the work in parts to one or more Tenderers at lowest offer.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of  
Signatory:  
Name of the Firm:  
Address: