



OFFICE OF THE COMMISSIONER
GUWAHATI MUNICIPAL CORPORATION
PANBAZAR: GUWAHATI-01

No: GCS/NURM/357/14/pt VIII/989

Date: 26/12/16

Minutes of the Pre-Proposal Conference held on 12/12/2016 at 12.00 AM for the selection of Consultants for Improvement in property Tax Collections

The pre-proposal conference was held under the Chairmanship of Project Manager, Project Management Cell, GMC on 12/12/2016 at 12.00 AM at the Conference Hall of Guwahati Municipal Corporation, Panbazar.

The attendance sheet is attached at Annexure- A.

The reply to the queries raised by the Consultants in the meeting is as follows:

Sl No	RfP Reference & Page No	Queries / Suggestions	Remarks / Replies
1	7.2 Task I- Increase Coverage to at least 90%: i) Identify un-assessed and under assessed properties by: a) Sample door to door survey (quantum to be decided by the ULB) and/or b) Cross verification of existing property tax records with data sets from other sources including other municipal departments(e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.; identification of likely missing properties in property tax register	Request the authority to specify the quantum of sample survey envisaged under the current engagement. Our experience suggests that a sample size between 5 -20% of existing properties is sufficient to capture the extent of un-assessed properties.	Sample size is 10 %
2	7.2 Task I- Increase Coverage to at least 90%: ToR- Estimation of total demand for property tax based on updated property tax register	Reference to the listed clause, we understand following: 1. Property tax demand will be estimated for the sample door to door survey data. 2. City level estimate will be projected based on the sample survey data. Please clarify.	Updated property tax register will be considered for estimation of total demand.
3	7.2 Task I- Increase Coverage to at least 90%: b) Cross verification of existing property tax records with data sets from other sources	We request you to kindly clarify if there is any base map available for utility mapping? If yes, what would be the resolution or level of data	No



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	including other municipal departments(e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.; identification of likely missing properties in property tax register		
4	<p>7.3 Task II- Computerization: II. Computerization of the complete property tax assessment records including Demand and Collection registers after cross verification with Survey Data and data sets from other sources including other utilities so as to create a complete updated data base of the properties.</p>	<p>We understand that GMC has already undertaken efforts to digitalize its property tax records. Please clarify. Also clarify on the status of existing integrated property tax software. Does the current engagement envision development of a software system and a mobile application?</p>	<p>Property Tax records are online.</p>
5	<p>41.2 The payment schedule: 60% of the contract price will be paid on acceptance/ approval of deliverables: - 10%- after acceptance of Inception report - 15%- after acceptance of Interim report first - 15%- after acceptance of Interim report second - 10%- after acceptance of draft final report - 10%- after acceptance of Final report 40% of the contract price shall be paid on the successful hand holding as per the scope of work and acceptance/approval of the monthly progress report: - 20%- completion of two months of handholding after acceptance/ approval of Interim report (second) and 2nd monthly progress report of</p>	<p>With reference to the payment schedule, we would like to propose the following so that our cash flows support the assignment: 80% of the contract price will be paid on acceptance/ approval of deliverables: - 15%- after acceptance of Inception report - 20%- after acceptance of Interim report first - 20%- after acceptance of Interim report second - 10%- after acceptance of draft final report - 15%- after acceptance of Final report 20% of the contract price shall be paid on the successful hand holding as per the scope of work and acceptance/approval of the monthly progress report: - 10%- completion of 2 months of handholding after acceptance/ approval of Interim report second and 2nd monthly progress report of handholding - 10%- completion of 3 months of handholding and 1 month after acceptance/ approval of draft final report and 3rd monthly progress report of handholding</p>	<p>No Change</p>



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	handholding - 20%- completion of three months of handholding and one month after acceptance/ approval of draft final report and 3rd monthly progress report of handholding		
6	Para 21.1 of data sheet with reference for key experts Para 21.1 of data sheet with reference to key expert Position Total points Team leader 20 IT Professional 10 Legal Expert 10	This is basically a survey and GIS activity since the basis tax are land use zones, Commercial/ Residential usages play a key role. Hence importance to be given to GIS/Survey expert as a team leader. We request you to kindly incorporate GIS expert and remove "legal expert " position. legal expert can be involve in case of any specific requirement at a later stage hence suggest the same can be interchanged with GIS expert "Similar project from Panaji Goa modified with the tender clause and the same is attached for reference and necessary modification in the RFQ "	No Change
7	21.1 Specific experience of the Consultant relevant to the Assignment: Experience of the firm in introducing IT based solution in Assessment and Collection of Property Tax – 3 (one mark for each assignment)	We request you to kindly accept Work order/completion certificate / self completion certificate on company letter Head	No Change
8	Section 7 terms of references The RfP asked to conduct sample door-to-door survey as one of measures to identify un-assessed and under assessed properties.	In absence of quantum of survey, it is difficult to ascertain the cost of survey. Kindly provide Approximate number of properties to be surveyed Project area. Without confirming above, difficult to estimate financial	Same as SI No - 1
9	Section 7. Terms of Reference Cross verification of existing property tax records with data sets from other sources including other municipal departments (e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.: identification of likely	Kindly let us know in which format the municipality and other utilities shall provide data - manual formats or computerized formats.	Mixed forms



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	missing properties in property tax register		
10	7.6.1, Core Team Team Leader - Chartered accountant/ Cost Accountant/ Post Graduate in Finance or law or public finance or MBA with specialization in finance or equivalent Experience of working at HOD level in the State/ULB, or experience in commercial taxes departments of State or Central Governments and	We request you to kindly add Post Graduate in geography or geoinformatics also. Years of Experiencing in taxation projects are more important so kindly remove experience of working at HOD level specifically	No Change
11	Form Fin 2 Summary of Costs As this is per unit / lump sum cost, the desired format is not provided	Please indicate the pricing format ... Whether Unit Price is to be quoted - both with basic price and Taxes separately. In case of Lumpsum, we need to have the quantity to be mentioned. In case of Lumpsum, if the quantity varies, how the same will be compensated to the Consultants	The RfP is lumpsum contract and milestone based payment. Hence the question does not arise
12	Date Sheet ITC Clause Reference 21.1 (iii) Section 7 Sub Section 7.6.1 of Terms of Reference	<p>The list of experts mentioned for point system elaborated four positions namely Team Leader, IT Professional, and Legal Expert under Data Sheet Clause Reference 21.1 (iii)</p> <p>Whereas, Sub Section 7.6.1 of the Terms of Reference under Core Team considered the following positions for the team:</p> <ul style="list-style-type: none">• Team Leader• IT Professional/Software Engineer• MIS Expert / Data Analyst <p>Clarification Sought:</p> <p>The bidder seeks clarification whether the team as mentioned in 7.6.1 of Terms of Reference is correct as evidenced for the nature of tasks to be performed as asked. Is there any requirement for a Legal Specialist, i.e. does the Client considers there would be any necessity for legal amendments and drafting of amendments to the principal legislation or any need to draft any subordinate legislation like</p>	<p>The three key expert should be</p> <ul style="list-style-type: none">- Team Leader• IT Professional/Software Engineer• Legal Expert




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		<p>Rules and Regulations? The bidder also would like to point out that for GIS based Property Tax system inclusion of GIS expert in the core team would be beneficial for the project. Accordingly, the bidder seeks clarification whether such position would be included in the core team.</p>	
13	Section 7 Task 1	<p>The RIP asked to conduct sample door-to-door survey as one of measures to identify un-assessed and under assessed properties.</p> <p>Clarification Sought: In absence of quantum of survey, it is difficult to ascertain the cost of survey. In addition, there is no specific format in the financial proposal forms to include the cost of survey. Whether it is possible to modify the financial proposal format to include cost of survey for each household under competitive component, which could be multiplied with the number of forms to be filled under survey during contract negotiation.</p> <p>Is it possible for the Client to state at this point, whether it wants to conduct a sample survey for a specified number of properties or for all properties within the jurisdiction of the municipality to assess the exact number of unassessed or under-assessed properties correctly? If the Client wants a sample survey, then what can be the estimated number of properties that would be under door-to-door survey?</p>	Same as SI No - 1
14	Section 7 Description of Tasks, Task 1	<p>Cross verification of existing property tax records with data sets from other sources including other municipal departments(e.g. Building Permission, Trade Licensing, Factory Licensing etc.), other public utilities (e.g. Electricity, Industries, Town Planning etc.) and other publicly available maps etc.: identification of likely missing properties in property tax register</p> <p>Clarification Sought: Bidder wants to know in which format the municipality and other utilities shall provide data - manual formats or computerized formats. The bidder also seeks clarification on the extent of integration of data between property tax department with other utility departments of PMC</p>	Mixed forms

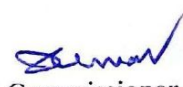


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15	Section 7, Description of Tasks, Task 1	<p>Identification of un-assessed properties and under assessed properties by using special technologies to achieve physical measurements for improvement in property tax;</p> <p>Clarification Sought: In order to achieve the parameters of each property and to ensure complete updation of property register, it is necessary to complete 100% survey of all properties. Unless 100% property survey is conducted, it will be difficult to estimate whether complete updation is achieved. Thus, the bidder wants to know whether sample survey is required or full survey of all properties lying within jurisdiction of ULB.</p> <p>In addition, proper survey is possible, if GIS-based surveys are used – if the client accepts a GIS-based survey, can it share the available latest satellite images of the municipal area?</p> <p>If no existing satellite images are available, would the client procure such images from NRSA (under ISRO) and would the client provide the necessary GIS software licenses to prepare the GIS-based property database?</p> <p>Here the bidder would like to point out that it generally takes some time (average 50 days) to get the image from NRSA. Can the bidder factor the same in their work plan, since it is only a twelve months assignment</p>	The scope of work is clearly defined.
16	Section 7, Cross verification with data sets from other sources including utilities. Task II Point III and VII	<p>Introduce multiple tax payment options including payments through mobile apps.</p> <p>Clarification Sought:</p> <ul style="list-style-type: none">• Bidder intends to understand whether there is any existing Online Property Tax System under use by GMC and if yes, whether the same is responsive (open to any device) and whether the GIS database is to be linked with the present system in use.• Whether a separate mobile application will need to be developed for the property tax System or to develop a complete new application, which would support the mobile application for payment of the tax only, linked with the GIS database.• Bidder also intends to understand for which OS (Android or Microsoft, iOS,	The scope of work is clearly defined.


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		etc) the apps need to be developed.	
17	Section 7, Task II- Computerization Point VII -	<p>Display assessment records, Demand, and Collection Registers on Website to enable taxpayers to access their own assessment and ledger records.</p> <p>Clarification Sought: Bidder intends to understand the integration of Online Property Tax System database with ULB web site. or the ULB will manually update web site with the help of MIS Report (to be generated from Online Property Tax System.)</p>	The scope of work is clearly defined.
18	Section 7, Task II	<p>Computerization</p> <p>Clarification Sought: Whether there is necessity to conduct system audit (Security Audit) of the new Online Property Tax System to be developed under the assignment. The Bidder would also like to know from where the new software if required to be developed would be hosted.</p>	The scope of work is clearly defined.
19	21.1 (pg 24, 25) and 7.6.1 (pg 52, 53)	<p>The positions mentioned in the RFP in the highlighted clauses do not match.</p> <p>The positions mentioned in clause 21.1:</p> <ol style="list-style-type: none"> 1. Team leader 2. IT professional 3. Legal expert <p>The positions mentioned in clause 7.6.1:</p> <ol style="list-style-type: none"> 1. Team leader 2. IT professional 3. MIS expert/ data analyst <p>Please confirm whether the legal expert or the MIS expert is to be considered for the assignment.</p>	Same as Sl. No - 12
20	Section 2: Instructions to Consultants E. Data Sheet C.Submission, Opening and Evaluation Clause 17.7 and 17.9 Page 25 The Proposals must be submitted no later than: Date: 26/12/2016 Time: 03.00 PM		The Proposals must be submitted no later than: Date: 10/01/2017 Time: 03.00 PM


Additional Commissioner,
Guwahati Municipal Corporation,
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