



GUWAHATI MUNICIPALITY CORPORATION

**Request for Proposal (RFP) for Geo
Tagging
&
Geo Indexing**



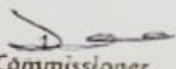
GUWAHATI MUNICIPAL CORPORATION :: CHIEF ENGINEER BRANCH :: GUWAHATI

No.: GER/CE/1808/2020/03

Date: 01/02/2020

REQUEST FOR PROPOSAL (RFP)

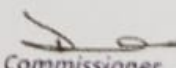
The Commissioner, Guwahati Municipal Corporation, Guwahati invites RFP for "Geo Tagging & indexing software for real-time tracking of pin-point project locations" under "E-Governance". from various firms & Companies and will be received up to 2.00 PM of 07/02/2020. The Bids will be opened on the same day at 2:30 PM, in presence of the bidders who wish to attend or his authorized representative. Details may be downloaded from the official website of GMC, www.gmc.assam.gov.in, with effect from 03/02/2020 to 07/02/2020.


Commissioner,
Guwahati Municipal Corporation
Guwahati
Date: 01/02/2020

Memo No.: GER/CE/1808/2020/03 -A

Copy to: -

1. The Chief Accounts and Audit Officer, GMC, for information.
2. The Executive Engineer, Div-I, II, III, IV, V & VI for wide circulation.
3. The Director, Information & Public Relations, Dispur, Assam, for publication of the above tender notice in one issue of an English Daily Newspaper and one issue of two Assamese Daily Newspaper with a request for submission of the bills to the undersigned for payment.
4. Software Developer, GMC, for uploading in the GMC official website.
5. Office File.
6. Notice board.


Commissioner,
Guwahati Municipal Corporation
Guwahati

1. **IMPORTANT INFORMATION:**

The schedule for the bidding process is highlighted below:

| | | | |
|----|---|---|--|
| 1 | Name of work | | 1. Geo Tagging & indexing software for real-Time tracking of pin-point project locations. |
| 2 | Nature of work | : | 1. Real-time update. 2. Location (latitude/longitude) and progress Of project status. 3. Storehouse of documents related to Specific projects respectively. 4. Reporting and Analytics functions. |
| 3 | Availability of detail terms and conditions | : | From 03/02/2020 to 07/02/2020 |
| 4 | Last date and time for receipt of RFP (Technical + Financial) | : | 07/02/2020 upto 1400 hrs |
| 5 | Date and time of opening of RFP- | : | |
| | (i) Technical | | 07/02/2020 upto 1400 hrs |
| | (ii) Financial | | Will be intimated later |
| 8 | Cost of RFP | : | Rs. 1000.00 |
| 9 | Earnest money Deposit amount | : | 2% of bidding price. |
| 10 | Place of opening | : | The Office Commissioner, Guwahati Municipal Corporation |
| 11 | Officer inviting RFP | : | The Commissioner, Guwahati Municipal Corporation. |

2. INSTRUCTIONS TO BIDDERS:

| | | |
|--------|---|--|
| (A) | GENERAL INSTRUCTIONS | |
| (i) | GMC invites Proposals from interested and eligible parties for supply, customization and implementation of appropriate solution for Geo tagging both mobile and web based management services | |
| (ii) | Each bidder shall submit a maximum of one (1) proposal for the Job, in response to this Bid. Any Bidder who submits more than one bid for the Project will be disqualified. | |
| (iii) | The bidder shall be responsible and shall pay for all the costs associated with the preparation of his bid and his Participation in the bidding process. | |
| (iv) | At any time prior to the bid due date, GMC may, for any reason, whether at its own initiative or in response to clarifications requested by any bidder, modify the Bid document by the issuance of Addendum. | |
| (vi) | The bid shall remain valid for a period of not less than 180 days from the date of opening of financial bid (proposal validity period). GMC reserves the right to reject any bid, which does not meet this requirement. | |
| (xii) | Similarly, the training required for officials of GMC shall also be provided as per the scope of this RFP. | |
| (xiii) | The bidder shall be entirely responsible for all taxes, duties, license fees, octroi, insurance against loss/damage etc. incurred until finalization of the project. | |

| | | |
|--|---|--|
| (B) | FORMATS AND SIGNING OF PROPOSAL: | |
| The bidder would provide all the information as per the Bid. GMC will evaluate those bids that are received in the required format and are complete in all respects. Each bid shall comprise of the following: | | |
| Envelope No.1 | | |
| a. | Covering letter of the Bidder | |
| b. | Details of Bidder | |
| c. | Qualification Criteria | |
| d. | Technical Criteria | |
| e. | Copy of the Bid document duly signed. | |
| f. | TDR/FDR for EMD & separate DD for cost of the Bid document. TDR/FDR pledged in favour of the Commissioner, Guwahati Municipal Corporation, Panbazaar, Guwahati – 781001, payable at Guwahati. | |
| g. | Authorization letter of the signing of bid document. | |

| | |
|---------------------------------------|---|
| Envelope No. 2 | |
| a. | Financial offer for Supply, Customization and Implementation of software at GMC, post implementation support of one year and cost of Annual Maintenance Support Contract after the expiry of the defects liability period. |
| (C) SEALING AND MARKING OF BID | |
| (i) | The envelopes for each stage must be super-scribed with the following information: |
| a. | Name and address of the Bidder. |
| b. | Contact person and phone numbers. |
| c. | Bid for the supplying and commissioning of Software Solution for Geo tagging & Indexing management services mobile. |
| d. | To be opened in the presence of the Bid evaluation committee only. |
| (ii) | If the envelope is not sealed and marked as instructed above, GMC assumes no responsibility for the misplacement or premature opening of the contents of the proposals submitted and such proposal, may, at the sole discretion of the GMC, be rejected. All the envelopes shall be addressed to: |

| | |
|--|---|
| (D) PROPOSAL DUE DATE: | |
| a. | Bid should be submitted on or before 14-00 hours IST on 07.02.2020 in the manner and form as detailed in the Bid document. Bids submitted by facsimile transmission or email will not be accepted. |
| b. | GMC may, in exceptional cases and at its sole discretion, extend the above Bid due date by issuing an Addendum. |
| (E) DISQUALIFICATION: | |
| The bid is liable to be disqualified if: | |
| a. | Not submitted in accordance with this document. |
| b. | During validity of the bid or its extended period, if any, the bidder increases his quoted prices. |
| c. | The bidder qualifies the bid with his own conditions. |
| d. | Bid received in incomplete form or not accompanied by Earnest Money Deposit (EMD) amount. |
| e. | Bid received after due date and time. |
| f. | Bid not accompanied by all requisite documents. |
| g. | Bidder sub-contracts any part of the project to any of the parties having interest in the project. |
| h. | Awardees of the contract qualify the letter of acceptance of the contract with his conditions. |
| i. | Bidder fails to enter into a contract within 30 working days of the date of notice of the award of Bid or within such extended period, as may be specified by GMC. |

3. ELIGIBILITY CRITERIA:

- I. A Bidder may be a private entity in the form of a software company incorporated under Companies Act or any other equivalent law, registered partnership firm or registered sole proprietorship; or an educational or research institute/trust established under relevant Act. meeting the requirement of eligibility criteria.
- II. The Bidder shall comply with all of the eligibility criteria as listed below:

| Sr. No. | Description |
|---------|---|
| 1 | Experience in development at least 1 no. of computerized office automation system in Government. The value of each work must be more than Rs. 15 lakhs. |
| 2 | Qualifications and Competences of Human Resources in the field of Software Development. |
| 3 | The RFP entity shall have been established for at least 2 years. |
| 4 | The Entity should be MSME Registered |
| 5 | The Entity must have GST Registration, Trade License, MOM |

- III. Any entity, which has earlier been barred by Govt. of Assam from participating in its projects, would not be eligible to submit an RFP.

4. PREPARATION AND SUBMISSION OF PROPOSALS:

- i. The Proposal as well as all related correspondence exchanged by the Bidder and the Client shall be written in English.
- ii. The Bidder shall provide all the information sought under this RFP. The Client will evaluate only those Proposals that are received in the required formats and complete in all respects.
- iii. The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Bidder who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Proposal shall be initiated by the person signing the RFP.
- iv. The Bidder shall submit the Proposal in the specified formats and shall place the documents in separate envelopes, Technical Proposal (Envelope – 1) Financial Proposal (Envelope – 2), as specified hereunder. These envelopes shall be sealed and marked as mentioned below.

5. Technical Proposal:

The Technical Proposal (Envelope-1) shall contain following documents/ information:

- i. Documents exhibiting the RFP entity's incorporation/ establishment date and/or the experience (in years) in providing the related services.
- ii. Documents on Organization Profile, Past Experience, Projects (Completed/ Ongoing), and Details of Relevant Projects.
- iii. The list of the proposed professional team members classified in groups of Key Professionals, Team Leader/Senior grade level(Computer professional with 2+ years of experience),at least 3nos of Software Programmer (Minimum 1years experience), and Other Staff along with self attested copy of their educational qualification, area/field of expertise, and years of professional experience. The list shall be followed by CVs of the professional staff signed by the staff themselves.
- iv. Annual income tax returns statement & computational balance sheet of the entity for the last 2 years.
- v. Name and experience of other consultants to be associated with the project with curricula vitae of key personnel.
- vi. The proposed schedule of the completion of the work with Bar Chart.
- vii. Information regarding any litigation, current or during the last two years, in which the Agency is involved, the parties concerned, and disputed amount.
- viii. Report on Proposed Approach, Methodology and Work Plan
 - a) The work plan to be adopted for carrying out the assignment shall be prepared. A work/Activity Schedule shall be prepared in form of a bar chart showing the timing proposed for various activities.
 - b) The estimated man-months required to carry out the assignment shall be presented.
 - c) Demand Draft/Bankers Cheque in favour of The Employer for the cost of bidding document should be placed in a separate cover marked "Cost of Bidding document" and submitted with the original paper submission for Technical Bids. Bids not accompanying cost of Document will not be considered.

6. Financial Proposal

The Financial Proposal (Envelope- 2) shall contain following documents/ information:

- i) Financial Bid (**Annexure-1**).

7. Submission of Proposals

- i. The Technical Proposal shall be placed in Envelope- 1, which shall be sealed and marked "ENVELOPE 1: TECHNICAL PROPOSAL", followed by the name of the assignment.
- ii. The Financial Proposal shall be placed separately in Envelope- 2, which shall be sealed and marked "ENVELOPE 2: FINANCIAL PROPOSAL", followed by the name of the assignment.
- iii. The Envelope-1 and Envelope-2 shall be placed into an outer envelope and sealed. This outer envelope shall be marked "PROPOSAL", followed by the name of the assignment.
- iv. This shall be sent to the address mentioned below, and shall get delivered either personally or through India Post before 3.00 pm on Proposal Due Date.

Address:

Commissioner
Guwahati Municipality Corporation Building,
Panbazar, Guwahati-781005, Kamrup (Metropolitan)
District, Assam.
Email: Website: www.GMC.assam.gov.in

- v. The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be because of the rejection of Proposal. Moreover, if the Financial Proposal is not submitted in a separate envelope sealed and marked as indicated above, the Proposal shall be declared non-responsive and hence rejected.
- vi. Any proposal received by the Client after the deadline for submission shall be not accepted and returned unopened.
- vii. The Client shall open the Main Envelope and the Envelope-1 (Technical Proposal) immediately after the Proposal Due Date. The Envelope-2 (Financial Proposal) shall remain sealed and securely stored.

6. EVALUATION OF PROPOSAL:

The evaluation of the Technical Proposal will be done by an Evaluation Committee set up by the Authority.

AWARD OF CONTRACT

A. LETTER OF ACCEPTANCE:

- a. After successful completion of the negotiations, a Letter of Acceptance of Bid will be issued to the successful Bidder by GMC.

B. FORFEITURE OF EMD:

- a. If the successful Bidder fails to act according to the Bid conditions or backs out after his Bid has been accepted, his EMD will be forfeited to GMC.

A. SIGNING OF CONTRACT:

- (i) The successful Bidder should execute an agreement for the fulfillment of the contract with GMC at the time of execution within 10 days from the date of acceptance of the Bid. If the same is not executed within one week, the EMD of the Bidder will be forfeited and their Bid will be held as non-responsive.
- (ii) The expenses incidental to the execution of the agreement should be borne by the successful Bidder.
- (iii) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of GMC and GMC also have the right to recover any consequential losses from the successful Bidder.

2. SCOPE OF WORK:

Enhanced Capability of Geotagging For GMC

| Sl. | Category | Current Proposal (Geotagging) |
|-----|---------------------------|--|
| 1 | Geolocation | Address captured along with place with full tagging capability |
| 2 | | Location captured with point in map |
| 3 | | Webpage along with Android mobile application |
| 4 | | User can upload from: a. File system b. Dedicated App camera c. Dedicated App Gallery |
| 5 | | Offline as well as mobile application |
| 6 | | Unlimited number of users |
| 7 | | Full support during the contract period with onsite and offsite support personnel |
| 8 | Data capture | Data capture to be handled by the bidder |
| 9 | | Ongoing data entry to be handled and supported |
| 10 | | Full SSL |
| 11 | | Historical data to be inserted as part of support and maintenance activities |
| 12 | | Full conversion of legacy system data |
| 13 | | Any upgrades done to the core system will made available with consultation with GMC IT |
| 14 | Application customization | Fully customized solution on top of standard SaaS application for GMC |

| | | |
|----|-----------|--|
| 16 | | Dedicated domain for GMC |
| 17 | | At division and project level |
| 18 | | Bidder is to provide dedicated admin support during contract period |
| 19 | Reporting | Canned reports along with customized reports supported to meet business needs. Analyst will work with GMC to provide any additional reports on need basis |
| 20 | | On need basis, excel downloadable reports can be made available |

Task-I: Conduct Requirement Study and Prepare Software Requirement Specifications.

- a. Study the existing system for above mentioned processes in GMC.
- b. Suggest the hardware and software requirements for efficient functioning for the automated approval system.
- c. The Bidder will make an SRS and devise a system to incorporate best methods and practices along with the present pattern of flow of data and file to map the approval process.

Task-II: Customization, Configuration, and Deployment of Automated Business Process System.

It will be based on SRS and as per the business process system as explained in 9 A (Project Description).

Task –III: Operation and Maintenance of Project and software application for a period of one year.

Deliverable (s):

- Post implementation support for 1 year.
- ✓ • Requisite Manpower support for successful operation of Project

Scope of Work during post implementation period will be as follows.

- ✓ a. Deployment of Two MIS Technical Expert at GMC for operation and maintenance of the system as and when required. In the event of failure to do so and as a result if GMC has to bear any losses or cost or damages, the successful Bidder shall compensate GMC in full.
- b. Training and hand holding to be given to all the Staff working for and related to online system, as may be decided by GMC.
- c. Supporting in smooth functioning of the applications.

- d. Installation of all Technical upgrades and / or updates as and when released for the software till completion with user manual and documentation.
- e. Fixing of all the Bugs for efficient functioning of software and total 800 projects.

Task IV: Approval work flow:-

1. Provide the application status such as – under review, pending approval, refused, approved etc.
2. Display all applications received in its work queue.
3. System should maintain the list of User ID/ Email ID/ Mobile device ID for sending notifications.
4. System should enable status of application through status check and reporting on line.
5. Every task performed by a user should be logged in the system.

Task V: Reporting:-

System should provide various reports to GMC staff.

Task-VI: System Security:

- a. To be able to Define Roles for all users in the work flow
- b. To be able to Define rights to application features for each of the roles
- c. To be able to provide log for Time and user stamping of each usage
- d. To be able to prevent unauthorized access to servers and network log should be maintained
- e. To be able to provide an end-to-end security model that protects data.
- f. To be able to match with overall sensitivity of database & contents
- g. Controls incorporated in to ensure that the databases are not tampered/ altered/ modified/ deleted, except updating the records
- h. Users should be allotted login user-id and password
- i. Various Database level Security provisions should be implemented.
- l. Security system to prevent activities like hacking in the Database should be suggested.

Task-VI: Technical Architecture of the System

- i. Open source code and no encryption of software to be followed.
- ii. Backend should be one of leading and proven RDBMS.
- iii. Software should have its own MIS report generation.
- iii. The system should be able to create a comprehensive decision support system based on transaction date.
- iv. The software shall be web based and mobile friendly
- v. An On-line help module should be available which shall provide detailed help for each process/report of the Software Application or YouTube video tutorial.
- vi. Acknowledgment letters, approval letters, or rejection letters be system generated.
- vii. The approval workflow should be as per the work flow being followed by GMC's hierarchy and workflow rules.
- viii. The client will bear the cost of RDBMS and cost of hosting the application.

TERMS AND CONDITIONS OF CONTRACT

1. Liquidated Damages

If the bidder fails to deliver any or all of the equipment or does not perform the Services within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract price, as liquidated damages, a sum equivalent to 1.0 percent of the price of the undelivered stores at the stipulated rate for each week or part thereof during which the delivery of such stores may be delayed subject to a maximum limit of 10 percent of the stipulated price of the stores so undelivered. Such penalty is to be deducted always by the Purchaser from the bill of the firm or make purchase elsewhere on the account and risk of bidder. Once the maximum of the damages above is reached, the Purchaser may consider termination of the Contract. The condition of liquidated damages is applicable provided that the Software finally works and is of use to GMC. In the eventuality that the Software is not capable of scrutinizing building plans as required by GMC, then GMC can terminate the contract at any stage and the termination payment shall be based on the last completed stage as per payment schedule given under payment terms. However, the performance security shall be forfeited.

2. Order Cancellation

The Purchaser also reserves the right to cancel the order in the event of one or more of the following circumstances:

- a. Breach by the Bidders of any of the terms and conditions of the Bid.
- b. If the bidder goes into liquidation voluntarily or otherwise.
- c. If, in the opinion of the purchaser, at any stage, the Software being developed does not meet its requirements and is not likely to meet its requirements, the contract can be terminated on notice to be given by purchaser, However, all payments made/ payable till last completed stage shall be retained by the Software Developers, but the performance security shall be forfeited.

3. Risk purchase

Risk purchase at the cost of supplier will be made on the failure of the supplier to make supply as per terms and conditions mentioned in the Bid documents. The difference of excess in cost thus incurred will be recovered from the supplier in a suitable manner and even from his pending bills, earnest money or security whichever is available.

d. Payment Terms:

Stage1: Software Development/ Implementation

- a) 50% advance after successful deployment of code.
- b) 40 % after launching of application both mobile (android and IOS)

Stage-II: Customization and Training

- a) Training of the GMC Divisional Engineers (within 15 days after trial run) - 10%

Stage-II: Release Final Version

General:

1. THE BID SECURITY/ EMD MAY BE FORFEITED:

1. If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
2. In the case of a successful bidder, if he fails within the specified time limit to:
 - a. Sign the Agreement or,

2. Indemnity

Bidder shall indemnify, protect and save the Purchaser against all claims, losses, costs damages, expenses, action suits and other proceeding, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respects of all the hardware and software supplied by him.

3. Resolution of Disputes

The Purchaser and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them in connection with the contract. If after thirty days from the commencement of such informal negotiations, the Purchaser and the bidder have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to the Commissioner , GMC. The Arbitration and Conciliation Act, 1996, shall apply to the arbitration proceedings and the venue of the arbitration shall be Guwahati.

4. Force Majeure

If either party is unable to perform any of its obligations under this Agreement because of circumstances beyond the reasonable control of the party, such as an act of God, fire, casualty, flood, war, strike, lock out, failure of public utilities, injunction or any act, exercise, assertion or requirement of any governmental authority, epidemic, destruction of production facilities, insurrection, inability to obtain labour, materials, equipment, transportation or energy sufficient to meet needs (a "Force Majeure Event") the party who has been so affected shall immediately give notice to the other party and shall do everything reasonably practicable to resume performance, except that Company shall not be excused in any event from its payment obligation. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended for the period of such Force Majeure Event. If the period of non performance exceeds sixty (60) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may give written notice to terminate this agreement.

5. Time period for the assignment is **6 months** from the date of signing of the agreement.

6. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Guwahati Court only.

Financial Bid (Annexure-1).

Description of the Works: _____

To,
The Commissioner, Guwahati Municipal Corporation,
Panbazaar,
Guwahati-781001.

Dear Sir,

Having examined the bidding documents including addendum, we offer to execute the Works described above in accordance with the Conditions of Contract, Specifications accompanying this Bid for the Contract Price of

Rs _____ [In Figures]

Rupees _____ [In Words]

This Bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

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

We also 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 undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.

We agree to abide by this tender, and it shall remain binding upon us.

We hereby confirm that this Bid complies with the Eligibility, Bid Validity and Earnest Money required by the Bidding documents.

We understand that you are not bound to accept the lowest or any tender you may receive.

Yours faithfully,

Authorized Signature:

Name & Title of Signatory:

Full Name of Bidder: (In Capitals only) _____

Address:

N.B. Please enclose Detail Breakup of price and Detail Project report.

Letter of Acceptance
(Letterhead paper of the Employer)

To: _____ [date]

[Name and address of the Contractor]

Dear Sir,

This is to notify you that your RFP dated _____ for execution of the _____ [name of the contract and identification number, as given in the Instructions to Bidders] for the Contract Price of Rupees _____ (_____) [Amount in words and figures], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

Yours faithfully,

Authorized Signature

Name and Title of Signatory

Name of Agency

Agreement Form

This agreement, made the _____ day of _____ 20____,
Between _____

[Name and address of Employer](hereinafter called "the Employer)" of the one part and

[name and address of contractor] (hereinafter
called "the Contractor") of the other part.

Whereas the Employer is desirous that the Contractor execute

[name and identification
number of Contract] (hereinafter called "the Works") and the Employer has accepted the Bid by the
Contractor for the execution and completion of such Works and the remedying of any defects therein, at a
contract price of Rs.....

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying the defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
 - a) Letter of Acceptance;
 - b) Notice to proceed with the works;
 - c) Contractor's Bid;
 - d) Contract Data;
 - e) Conditions of contract (including Special Conditions of Contract);

In witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of _____ was hereunto
affixed in the presence of:

Signed, Sealed and Delivered by the said _____ in the
presence of:

Binding Signature of Employer _____

Binding Signature of Contractor _____