

Tender Document

Expression of Interest (EOI)

**To Design, Develop & Implement
a Robust Reporting System for the
Different Projects conducted by
RMC, Raipur CG**

Please send/submit only EMD, Annexure-1 (Technical Bid) and Annexure-2 (Financial Bid) in Three separate envelop along with relevant document and EOI document fee of Rs 250.00

Last Date for Receipt of Document : 21.12.2011 (upto 4.00 p.m.)

Date & Time of Opening : 22.12.2011 (upto 4.30 p.m.)

Cost of the Document : Rs 250/-

Municipal Corporation Raipur (RMC),

New Head Quarter Building, Near Gandhi Chowk

Raipur, Chhattisgarh

Phone 0771-2531014, Fax 0771-2227395

Expression of Interest (EOI)

To Design, Develop & Implement a Robust Reporting System for the Different Projects conducted by RMC

Municipal Corporation Raipur wishes to invite Expression of Interest (EOI) to Design, Develop & Implement a reporting system for the different projects conducted by Municipal Corporation Raipur (RMC). You are requested to submit a proposal for **“To Design, Develop & Implement a Robust Reporting system for the different projects conducted by RMC”**, as per the brief contained in the RMC.

Please send/submit only EMD, Annexure-1 (Technical Bid) and Annexure-2 (Financial Bid) in three separate envelop along with relevant document and EOI document fee of Rs 250/-.

Your offer comprising of creative, EMD, technical proposal and financial proposal, in **separate sealed Envelopes**, should reach the following address no later than **Date 21.12.2011** at Commissioner, Municipal Corporation Raipur, New Head Quarter Building, Near Gandhi Chowk, Raipur 492001.

S No	Particulars	Amount
01	Cost of tender Document	250.00
02	EMD to be deposited	15,000.00
03	Duration of work completion	30 Days from date of work order

Eligibility

Criteria:

- The interested bidder should be registered as a Firm/Company under the Govt. Registration Act. In case of Consortium/Joint Venture, all the parties should be registered.
- The bidder should have a local availability with a minimum 15 seater development center in Raipur. Infrastructure procurement bills to be submitted as proof.
- The bidder should have minimum of 4 years of experience in Designing, developing & implementing a reporting system for similar projects.
- The bidder should have turnover of more than 50 Lakhs during last 4 years. Completion certificate/purchasers contact details to be submitted as a proof.
- The bidder should have TIN/TAN/Service Tax registration.
- The bidder should have a PAN Card registration.
- The bidder should not be black listed by any govt Organization.

Competencies

- Past experience in creating and maintaining very professionally and exceptionally creative software.
- Excellent I.T. skills.
- Strong editorial team with communications skills to write clearly and compellingly in Hindi/English.
- Ability to juggle priorities and deadlines and perform well under pressure;
- Awareness and belief in the Urban Zonal bodies mission and mandate.

Essential knowledge and experience:

- Good information technology skills, with previous experience of software maintenance, management, editing, and/or development.
- Expertise with Design of software and content-management systems and latest trends and technology.
- Strong analytical and research skills, including the ability to analyze audiences, attitudes, communications products and messages and to translate them into the design and implementation of robust software.
- Knowledge of the mandate and work of the Urban local bodies would be desirable.

Scope of Work:

- RMC has 8 zonal offices & 1 head office.
- Secure card will be provided to each user and secure password has to integrate with the software.
- Project budgeting, Forecasting is done from either the zonal office or the HO.
- Project expenditures are maintained at Zonal level as well as in HO level.
- Each zonal office should be able to view details of their respective zone and their wards.
- HO should be able to view all the details and would need to pull out few consolidated reports.
- For any clarifications, please get in touch with RMC team. Clarifications should submit in written latest by 5 days prior date of submission of tender.

Final

Deliverables:

- Development and implementation of the software
- Major upgrades in the design and content of the Software.
- One year of warranty support of the software by the bidder.
- Initial training of the software to the desired users.

Evaluation and comparison of proposals

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any finance/budget proposal being opened and compared. The

finance/ budget proposal of the proposals will be opened only for submissions that passed the minimum technical score of 80% of the obtainable score points in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference(TOR).

In the Second Stage, the finance/budget proposal of all organizations, who have attained minimum 80% score in the technical evaluation, will be compared. The contract will be awarded to the organization offering the highest score using a cumulative analysis.

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Criteria for evaluation

This evaluation process consists of 2 stages. Only those companies, that have passed the first technical evaluation stage, will be considered for financial evaluation. During the first stage participants' technical proposals are examined against the following evaluation criteria:

No.	Evaluation criterion	Max points
1.	Background and registration of organization	10
2.	Proven practical experience with all stages of developing software, technology skills, with previous experience of software maintenance, management, editing, and/or development etc.	20
3.	Past experience of handling Assignment of similar nature.	20
4.	Qualifications & experience (education, general qualifications, publications, articles, previous experience within or outside the company) of proposed staff & mentors.	20
5	Technical solution suggested by the bidder	20
6	Infrastructure & People handling	10
	Total:	100

* (please attach the List of your last main assignments performed by your company during last 3 years. Please indicate: (i)Subject of assignment; (ii)Year; (iii)Customer with contact details (fax; phone; e-mail); (iv)Amount paid for your services under the assignment. The passing score for technical evaluation is **80** points. During the subsequent stage **financial** proposals of only those participants who passed the technical evaluation will be reviewed.

Award criteria, award of contract

The procuring entity (RMC) reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Organization or any obligation to inform the affected Organization or organizations of the grounds for the organization's action. The award of the contract to the qualified Organization whose proposal after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

TOR-Annexure-II

A. The RMC will reimburse the amount based on:

S No	Stage	Percentage payment
01	Requirement & Scoping	20%
02	Development & Testing	30%
03	Training & Final Deployment	50%

- B. All information, document, photos and data coming in the possession of Company, as a result of the execution of the job shall all at time remain the property of RMC. The Company shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by the RMC. The Company shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- C. The RMC will have no liability regarding transportation, boarding and loading of Company and their staff.
- D. In case the bidder is not able to provide effective support during the warranty period, the EMD amount will be penalized.
- E. The firm has to complete the job assigned within the joint agreement time and if the job is not completed within the stipulated time, a penalty @ 10% of the cost of the uncompleted job for each day will be imposed on the firm.
- E. The, rate quoted once will be remain Company for that particular dealing.
- F. Any Conditions of the Company sent along with proposal if any, shall not binding on us.
- G. It is not binding on RMC to accept the lowest of the bidding.
- H. TDS as applicable on date will be deducted from Company actual bill submitted for payment.
- I. In case of any dispute between the parties, the arbitration shall be at Raipur.
- J. The selected service provider/publishers will have to complete the job as per term and conditions specified above.
- K. The procuring entity reserves the right to accept or reject any or all EoIs without assigning any reason thereof.
- L. Conditional offer/ EoI submitted by fax/email or after the due date and time will be rejected.

Technical Bid (Annexure-1)

S.No	Description	Indicate also page number where attached
1.	Name, Address, email and telephone number of the agency/Company	
2.	Name. Designation, Address and telephone no. of the authorized person	
3.	Whether Company is registered, PAN (Please attach copy)	
4.	Please enclose the list of permanent professional and no. of year of association with organization.	
5.	Detail of experience with all stages of developing Software technology skills, with previous experience of Software maintenance, management, editing, and/or development.	
6.	Detail of experience in developing software and maintenance for the past four years (please attach proof)	
7.	Detail of of similar assignment (Please attach copy)	
8.	Certificate indicating that the bidder is not black listed by any Govt Agency.	
10.	Latest Tax Return (Please attach copy)	
11.	Annual Turnover: 2008-2009: 2009-2010: 2010-2011:	
12.	Proposed Work Plan and Approach	

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the Company with name, designation, seal and date

Financial Bid (Annexure-2)

Please provide detail financial implication to the organization with break up.

All prices/rates quoted must be inclusive of all taxes.

The Finance/ Budget Plan must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of the Company with name, designation, seal and date

Commissioner,
Municipal Corporation Raipur
New Head Quarter Building.
Near Gandhi Chowk,
Raipur-492001
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