

Request for Proposal (RFP)

CONCEPTION, DESIGN, DEVELOPMENT, SUPERVISION AND
ADVERTISEMENT OF AN E-DISHA CENTER AT THE MINI-
SECRETARIAT, SONIPAT

Issued by:
The District IT Society, Sonipat

Issued on 14.08.2016

Disclaimer

The information contained in this Request for Proposal (“**RFP**”) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of **District IT Society, Sonipat** (referred as "**DITS**" from now on), is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by the DITS to any parties other than the applicants who are qualified to submit the bids (“**Bidders**”). The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. The information contained in the RFP document is selective and is subject to updating, expansion, revision and amendment. It does not, and does not purport to contain all the information that a Bidder may require. DITS reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Any information contained in this document will be superseded by any later written information on the same subject made available to all recipients by DITS.

DITS reserves the right to reject any or all the expression of interest / proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of the DITS in this regard shall be final, conclusive and binding on all the parties.

Tender Notice

Request for Proposal (RFP) for Conception, Design, Development, Supervision and Advertisement of an e-DISHA center at the mini-secretariat, Sonipat		
1	Tender Inviting Authority Designation and Address	DITS Sonipat
2	Name of the Work	Conception, Design, Development, Supervision and Advertisement of an e-DISHA center at the mini-secretariat, Sonipat
3	Place of Execution	Mini-Secretariat Sonipat
4	Approximate cost of the project	2-3 Crore
5	Tender document availability	www.sonipat.nic.in
6	Processing Fee for Tender	Payment for tender document fee of Rs. 1000 can be made through demand draft in favor of District I.T. Society Sonipat while purchasing the tender form
7	Publication of RFP	14/08/2016
8	Earnest Money Deposit (EMD)	The payment for EMD Rs. 50,000 /- (Rupees Fifty Thousand Only) can be made through demand draft in favor of District I.T. Society Sonipat while submitting the tender form
9	Last date for submission, Time and	31-08-2016 at 3:00 PM in the office of DITS, Sonipat (3rd floor, Mini-Secretariat, Sonipat)

	Place of submission of Tender	
10	Date & Time of Opening of Qualification Bids	After 31-08-2016 in the office of SDM, Sonipat (first floor, Mini- Secretariat, Sonipat)
11	Date, Time and Place of Opening of Commercial Bids	To be intimated later
<p>1. Eligibility Criteria: Please refer to the detailed document.</p> <p>2. Two Bid System i.e. Stage-1 Qualification Bid; Stage-2 Commercial Bid.</p> <p>3. Tenders received after due date and time will be summarily rejected.</p> <p>4. Any Bid not conforming to the format will be summarily rejected.</p>		

District IT Society (DITS) Sonipat is soliciting competitive proposals for an experienced and qualified Consultant/Consulting Agency to develop an e-DISHA center in Mini-Secretariat Sonipat. The approximate cost of the project is going to be around 2-3 Crore.

Organization Overview:

DITS, Sonipat is a registered society with an objective to support planning, facilitate implementation and monitor various e- Governance Projects and e-service delivery mechanisms in the district. For the above purpose, various e-DISHA centers have been established at Tehsil levels in the district to provide e-service delivery to the citizens. These services include facilitating production of driving licenses, vehicle registration certificates, various kind of other certificates (like birth, income, residence etc.), registration of documents etc.

DITS, Sonipat wants to completely redesign its existing e-DISHA center at Sonipat. The present RFP pertains to conception, design, development, supervision and advertisement of such an e-DISHA center at the Mini-Secretariat Sonipat.

Eligibility Criteria

This Invitation to Bid is open to all entities **meeting or exceeding all of the following minimum Qualification criteria. Any Bidder not meeting even one of the qualification criteria as mentioned below shall be summarily rejected.**

The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP Document. The Bidder must also possess the administrative capability, technical know-how and the financial wherewithal that would be required to successfully undertake the project for the entire period of the Contract. The Bids must be complete in all respects and should cover the entire scope of work as stipulated in the RFP.

Sr. No.	Clause	Document Required
1	Processing fee for Tender Document should have been submitted	The payment slip
2	EMD should have been submitted.	The payment slip
3	Bidder should have registered offices in India and should be in existence in India for at least the last 5 years, as on date of submission of bid. The Bidder should have been operational for a period of at least 5 years in India, as on date.	Copy of Certificate of Incorporation self-certified by the Authorized Signatory of the Agency.
4	The Bidder must have a minimum turnover of at least Rupees 1 Crores in each of the last three audited financial years (FY 12-13, FY 13-14, FY 14-15).	Audited Balance sheet and Profit & Loss account statement of the Bidder for each of the last 3 audited financial years
5	The Bidder should be in the business of consulting for project development in India	Copies of the work orders and contracts specifying the same.

	for last five years as on date of submission of bid.	
6	The bidder should not have been black listed by any Government or quasi-Government entity in India (Centre / State / Local Bodies, UIDAI, NIC, STQC etc.) for breach of any applicable law or violation of regulatory prescriptions or breach of agreement as on date of submission of Bid.	A self certificate mentioning the same
7	The Bidder must have successfully executed one order of Project Consulting of minimum value of INR 1 crores (Rupees One Crore) in India in last 5 years as on the date of submission of Bid.	certified letter from the concerned Client confirming the total amount, date of engagement and successful completion of order.
8	The Bidder should have all necessary licenses, permissions, consents, NOCs, approvals as required under law for carrying out its business. The Bidder should have currently valid Sales tax/Service Tax Registration Certificate and PAN No.	Copies of Sales Tax, Service Tax Certificate & PAN No.

Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered for Financial Evaluation.

Scope and requirement:

The Consultant/Consulting Agency should-

Activity	Time period
1. <u>Prepare a design</u> of the proposed e-DISHA center based on the present requirements, customer daily inflow and future increase in the requirements.	2 weeks
2. <u>Identify the location</u> for implementation of the above design.	2 days
3. <u>Float a tender</u> for the same	2 weeks
4. <u>Monitor</u> the development of the e-DISHA center	During the construction phase (which should not be more than 2 months).
5. Carry out the <u>supervision of the working</u> of the center and simultaneously <u>advertise</u> for the same	For 1 week since the start of the center
6. Hand it over to DITS	N/A

Financial Bid

- As part of the Commercial Bid, the bidders should quote an amount which they will be charging to the tender calling agency (i.e. DITS) for execution of the project. Thus, the amount quoted by the bidders will be their **lump sum fee/commission** to execute the entire project.
- The Bidders shall quote price in clear terms **inclusive of all the taxes, delivery charges, duties, cess etc.**

Instructions to the bidders

1. Due Diligence

The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP. Bid shall be deemed to have been submitted after careful study and examination of this RFP with full understanding of its implications. The bid should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information required by this RFP or submission of a bid not responsive to this RFP in every respect will be at the Bidder's risk and may result in rejection of the bid.

2. Earnest Money Deposit

- The Payment for EMD **Rs.50,000/- (Rupees Fifty Thousand only)** can be made through demand draft in favor of **District I.T. Society Sonipat** while submitting the tender form
- Bid not accompanied by EMD shall be rejected as non-responsive.
- No interest shall be payable for the sum deposited as earnest money deposit.
- The EMD of the unsuccessful bidders would be returned back within 30 days of signing of the contract with the selected bidder.
- The EMD may be forfeited:
 - ✓ If the Bid is withdrawn after submission of the bid but before award of the contract to the successful Bidder during the validity period or any extension agreed by the Bidder thereof.
 - ✓ If after submission, the Bid is varied or modified in a manner not acceptable to DITS Sonipat.
 - ✓ If the Bidder tries to influence the evaluation process.
 - ✓ If the Bidder with the lowest financial quote (L1) withdraws his Bid during negotiations (Failure to arrive at consensus by both the parties shall not be construed as withdrawal of the bid by the bidder).

3. Queries/Clarification on the RFP

Prospective Bidders requiring any clarification related to this RFP may contact DITS Sonipat through emails at **ditssonipat@gmail.com** and through phone at 8395900302 (SDM-cum-Secretary DITS, Sonipat) and 8395900332 (DIO, Sonipat) no later than 24/03/2016. No queries on this RFP will be entertained through any other communication channel such as postal/registered letters/verbal communications in person.

DITS Sonipat may, if it deems necessary, hold a pre-bid meeting to interact with prospective bidders. In that case, intimation on the same will be published on DITS website (www.sonipat.nic.in). All the prospective Bidders who have intimated the DITS will be sent communication through email.

4. Amendment of Bid / RFP Document

1) At any time before date of submission of Bid, DITS Sonipat may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify the RFP document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this RFP. Such supplements/corrigendum to the RFP issued by DITS Sonipat will be emailed to all the prospective Bidders who request the RFP from the DITS Sonipat through the above specified email ID. However it is the responsibility of the prospective Bidders to continuously check for corrigendum /amendments/ notices to this RFP on the DITS Sonipat website (www.sonipat.nic.in)/ their respective email IDs till the completion of the bid process.

2) Any such supplement / corrigendum / amendment shall be deemed to be incorporated by this reference into this RFP.

3) All such addendums / amendments / notices released in the form of corrigendum shall be binding on all Bidders.

4) DITS Sonipat will not be responsible for any misinterpretation of the provisions of this RFP on account of the Bidders of their failure to update the Bid documents based on the addendums/ amendments/ corrigendum published via emails.

5. Extension of Last date for Submission

DITS Sonipat at its own discretion can extend the period for submission of bids by amending the Bid Documents / RFP. In this case all rights and obligations of DITS Sonipat and Bidders shall stand extended. However no request for extension of time from the Bidders shall be binding upon DITS Sonipat. The decision of DITS Sonipat in this behalf will be final, conclusive and binding on the Bidders.

6. Right to Accept/ Reject the Bid

DITS Sonipat reserves the right to accept or reject any Bid and to annul the RFP process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

Format to Respond to RFP

1. Qualification Bid

(To be submitted on the Letter head of the bidder)

To,

Secretary,

District IT Society (DITS) Sonipat

3rd Floor, Mini-Secretariat, Gohana Road, Sonipat-131001.

Sub: Bid for Request for Proposal (RFP) for Conception, Design, Development, Supervision and Advertisement of an e-DISHA center at the Mini-Secretariat, Sonipat

Dear Sir,

1) Having examined the RFP document, I/We [name of the bidder (s)], the undersigned, herewith submit our response to your RFP Notification dated 14/08/2016 for selection of Consultant/Consulting Agency for Conception, Design, Development, Supervision and Advertisement of an e-DISHA center at the Mini-Secretariat, Sonipat in full conformity with the said RFP document.

2) I/We have read the provisions of the RFP document and confirm that these are acceptable to us. Hence, we are hereby submitting our Bid.

3) I/We agree to abide by this RFP, consisting of this letter, financial bid and all attachments as stipulated in the RFP document.

4) I/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.

5) I/We understand that DITS Sonipat is not bound to accept/annul any bid received in response to this RFP.

6) In case I/We are engaged by DITS Sonipat as service provider, I/We shall provide all assistance/cooperation required by DITS Sonipat appointed auditing agencies officials for performing their auditing and inspection functions. I/We understand that our non-cooperation for the same shall be grounds for termination of service.

7) In case I/We are engaged as a vendor, we agree to abide by all the terms & conditions of the Contract and Guidelines issued by DITS Sonipat from time to time.

8) I/ We have submitted requisite fee and EMD as per procedure laid in the RFP. All other required documents (details given in summary table below) as per the stated Qualification Criteria as mentioned in the RFP document.

9) Our Entity's profile is as under:-

(Mention all the details asked under "Eligibility Criteria" section of the RFP document. All supporting documents are also to be submitted along with these details)

Yours Sincerely,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ *(Affix the Official Seal of the Bidding Agency)*

2. Commercial Bid

To,

Secretary,

District IT Society (DITS) Sonipat

3rd Floor, Mini-Secretariat, Gohana Road, Sonipat-131001.

Sub: Bid for Request for Proposal (RFP) for Conception, Design, Development, Supervision and Advertisement of an e-DISHA center at the Mini-Secretariat, Sonipat

Dear Sir,

I/We hereby tender for the Conception, Design, Development, Supervision and Advertisement of an e-DISHA center at the Mini-Secretariat, Sonipat, as per the specifications given in this RFP document within the time specified and in accordance with the specifications and instructions. Mentioned below are the rates quoted in the prescribed format:

The amount charged by us for execution of this entire project as envisaged in the RFP is-

(Bidder should quote the rates in Indian Rupees here. The rates/price should be inclusive of all the taxes, delivery charges, duties, cess etc.).

Yours Sincerely,

Authorized Signatory (ies)[In full and initials]: _____

Name and Title of Signatory (ies): _____

Name of Bidding Company/Firm: _____

Address: _____ *(Affix the Official Seal of the Bidding Agency)*